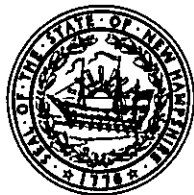


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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER  
EMERGENCY SERVICES

Jeffrey A. Meyers  
Commissioner

Leigh A. Cheney  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9448 1-800-852-3345 Ext. 9448  
Fax: 603-271-3001 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

October 31, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Emergency Services Unit, to amend an existing **sole source** agreement with Turning Point Counseling & Consultation, LLC (Vendor #TBD), 5 Pawtucketts Way, Rochester, NH 03867, to provide Disaster Behavioral Health Technical Assistance, by increasing the price limitation by \$9,500 from \$15,000 to \$24,500, with no change to the completion date of June 30, 2019, effective upon Governor and Executive Council approval. 100% Federal Funds.

Funds are available in the following account for State Fiscal Year 2019.

**05-95-90-902510-75450000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY PREPAREDNESS**

State Fiscal Year	Class/Account	Class Title	Job Number	Current Budget	Increase/ (Decrease)	Modified Budget
2019	102-500731	Contracts for Program Svc	90077406	\$15,000	\$9,500	\$24,500
			<b>Total:</b>	<b>\$15,000</b>	<b>\$9,500</b>	<b>\$24,500</b>

**EXPLANATION**

This request is **sole source** to allow Turning Point Counseling & Consultation, LLC, owned and operated by former Emergency Services Unit (ESU), Disaster Behavioral Health (DBH) Coordinator, Jennifer Schirmer; to conduct Disaster Behavioral Health trainings, utilizing the curriculum developed by Jennifer while on staff, and provide technical assistance to the Department's statewide partners to ensure the Department is meeting its obligations. The Department recruited a new Coordinator on October 12, 2018. However, the training and transfer of knowledge is still ongoing.

The purpose of this request is to increase funding for services provided by Turning Point Counseling & Consultation, LLC in order to meet the unforeseen high demand emergency responses which we relied on Turning Point to attend to while we were in the hiring process for the new Coordinator. As of September of 2018, four (4) DBH trainings have been completed.

The DBH Coordinator is a highly-specific position that oversees 900+ behavioral health volunteers who respond in the community for crisis and trauma situations. There is a substantial DBH training program the Department must maintain until a new DBH Coordinator is hired and trained. These trainings are specialized for our first responder community and our mental health professionals.

Funds in this agreement will be used to continue the behavioral health crisis and trauma response work the DBH program. The DBH Coordinator is responsible for activating the Disaster Behavioral Health Response Team (DBHRT) of behavioral health professionals to deal with crisis in communities. Often times, but not limited to, the Team responds to catastrophic loss at schools and in communities that have experienced violence, loss and trauma. This is a very specific area of behavioral health.

This training includes working with our first responders and healthcare professionals dealing with compassion fatigue during our opioid crisis. These trainings must continue through the recruitment and new-hire training process. This Contract will allow the Department to continue to provide response and consultation services to its partners statewide.

The DBH Coordinator works in conjunction with community mental health centers and other partners to ensure individuals, families, communities and first responders affected by critical incidents have access to immediate and ongoing support in the hopes of alleviating any long-term effects of trauma. Although many interventions utilized within the field of DBH are not considered clinical interventions, crisis intervention and behavioral health support are vital elements of individual and community resilience.

Emergency risk communication and messaging provided by the DBH Coordinator and other members of the DBHRT play a significant role in effective community response throughout statewide efforts to manage ongoing crisis including the current opioid epidemic and its related consequences, such as secondary traumatization of first responders and families; and other public health concerns, such as water contamination and rising suicide rates. Planning and preparedness efforts increase capacity to provide comprehensive support before, during and after critical incidents and emergencies. When contacted as a potential resource, the DBH Coordinator provides guidance from the moment of learning of a critical incident through all activities supporting an impacted community, to include follow up and planning or activation for anniversary events.

Over the past fifteen (15) years, during which DBHRT has served as an active and sustained resource for New Hampshire citizens, there have been concerted efforts to provide support when the needs following an incident exceeded the capacity of local resources. Even with the development of community mental health center Mobile Crisis Response Teams, DBHRT continues to serve as an active and integral resource for individuals and communities impacted by critical incidents and trauma. The DBH Coordinator has also provided training and professional development to five (5) of the community mental health centers in New Hampshire, with another community mental health center scheduled for fall of 2018.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- ESU staff member responsible for providing Disaster Behavioral Health training will be fully trained through direct assistance from the Contractor and the Contractor's Train-the-Trainer process.
- ESU staff (including the DBH Coordinator and DBH Liaison), is fully trained on how to activate the DBHRT.
- Training participant feedback forms demonstrate participant satisfaction and subject knowledge.

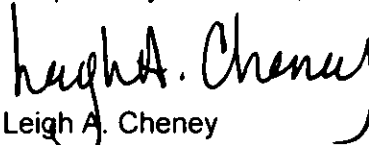
Should the Governor and Executive Council not authorize this request, the Department may not be able to maintain the Disaster Behavioral Health training schedule it has committed to. The services the DBH Coordinator provides in the community and within State agencies may need to be altered.

Area served: Statewide

Source of Funds: 100% Federal Funds from the Centers for Disease Control and Prevention, CFDA #93.074 & #93.069, FAIN #U90TP921910.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Leigh A. Cheney  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Disaster Behavioral Health Technical Assistance Contract**

This 1<sup>st</sup> Amendment to the Disaster Behavioral Health Technical Assistance contract (hereinafter referred to as "Amendment #1") dated this 23<sup>rd</sup> day of October, 2018 is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Turning Point Counseling & Consultation, LLC., (hereinafter referred to as "the Contractor"), a Limited Liability Company with a place of business at 6 Old Rochester Road, Suite 105, Dover, NH 03820.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 5, 2018, (ITEM # 6) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the State may modify the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.4, Contractor Address, to read:  
6 Old Rochester Road, Suite 105, Dover, NH 03820.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$24,500.
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Nathan D. White., Director of Contracts and Procurement.
4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:  
603-271-9631.
5. Exhibit B, Method and Conditions Precedent to Payment, Section 4, Payment for services, Subsection 4.1 to read:  
The Contractor shall be reimbursed for actual hours worked, not to exceed four hundred eighty-eight and eighty-eight hundredths (488.88) hours, at an hourly rate of forty-five dollars (\$45) not to exceed twenty-two thousand dollars (\$22,000).
6. Exhibit B, Method and Conditions Precedent to Payment, Section 4, Payment for services, Subsection 4.2 to read:  
The Contractor shall be reimbursed for mileage usage (travel) for all trips to the office, trainings and/or for any response activations at the Federal mileage reimbursement set rate, in an amount not to exceed two thousand five-hundred dollars (\$2,500).



New Hampshire Department of Health and Human Services  
Disaster Behavioral Health Technical Assistance

This amendment shall be effective upon the date of Governor and Executive Council approval.  
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

10/31/18  
Date

Leigh A Cheney  
Name: Leigh A. Cheney  
Title: Director, Emergency Services Unit

Turning Point Counseling & Consultation, LLC.

10/30/18  
Date

Jennifer Schwmer  
Name: Jennifer Schwmer  
Title: Owner, Turning Point Counseling + Consultation, LLC

Acknowledgement of Contractor's signature:

State of NH, County of Stafford on 10/30/2018, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

[Signature]  
Signature of Notary Public or Justice of the Peace

Rebecca Brown  
Name and Title of Notary or Justice of the Peace

REBECCA J. BROW  
Commissioner of Deeds - New Hampshire  
My Commission Expires October 5, 2021

My Commission Expires: 10/05/2021




New Hampshire Department of Health and Human Services  
Disaster Behavioral Health Technical Assistance



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

11/1/19  
Date

  
Name: Anna Ayoub  
Title: Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

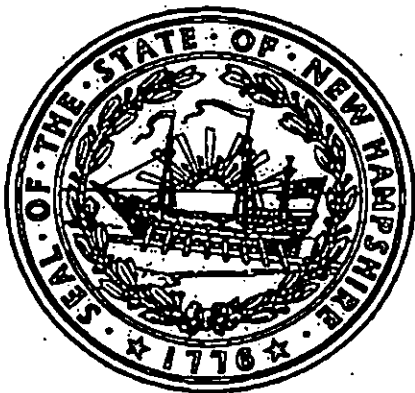
**State of New Hampshire  
Department of State**

**CERTIFICATE**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TURNING POINT COUNSELING & CONSULTATION, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on December 07, 2017. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned; and the attached is a true copy of the list of documents on file in this office.

Business ID: 783907

Certificate Number: 0004133932



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 17th day of July A.D. 2018.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

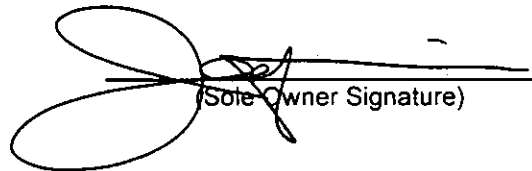
**CERTIFICATE OF AUTHORITY**  
(Sole Proprietor)

I, Jennifer Schirmer, as a Sole Owner of my Business, Turning Point Counseling & Consultation, LLC

certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Health and Human Services, on behalf of myself.

IN WITNESS WHEREOF, I have set my hand as the Sole Owner of the Business this

30 day of October, 2018.

  
(Sole Owner Signature), LCMHC

STATE OF New Hampshire  
COUNTY OF Strafford

On this the 30 day of Oct, 20 18 before me, Rebecca Brow  
the undersigned Officer, personally appeared Jennifer Schirmer, who acknowledge  
her/himself to be the Sole Owner, of Turning Point Counseling a Business, and that

she/he, as such Sole Owner being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by her/himself as

Turning Point Counseling & Consultation, LLC

IN WITNESS WHEREOF I hereunto set my hand and official seal.

  
(Notary Public Justice of the Peace)

My Commission expires:

**REBECCA J. BROW**  
Commissioner of Deeds - New Hampshire  
My Commission Expires October 5, 2021







### Certificate of Liability Insurance

Date Issued: 08/08/2018

Underwritten by: Philadelphia Indemnity Insurance Company · One Bala Plaza, Suite 100 · Bala Cynwyd, PA 19004 · NAIC #: 18058  
Administered by: CPH & Associates · 711 S. Dearborn St. Ste 205 · Chicago, IL 60605 · P 800.875.1911 · F 312.987.0902 · info@cpoins.com

DISCLAIMER: This certificate is issued as a matter of information only and confers no rights upon the certificate holder. The Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend, or alter the coverage afforded by the policies listed thereon.

Insured: Turning Point Counseling & Consultation, LLC

Policy Number: AR67031

Jennifer Schirmer  
5 Pawtucketts Way  
Rochester, NH 03867

Policy Term: 07/12/2018 to 07/12/2019

#### Covered Locations

Professional Liability: Portable coverage, not location specific

General Liability Insured Location(s):

6 Old Rochester Rd, Dover, NH 03820

Coverage Type (Occurrence Form)	Per Incident . (Per individual claim)	Aggregate (Total amount per year)
Professional Liability	\$ 1,000,000	\$ 3,000,000
Supplemental Liability	\$ 1,000,000	\$ 3,000,000
Licensing Board Defense	\$ 35,000	\$ 35,000
Commercial General Liability	\$ 1,000,000	\$ 3,000,000
• Fire/Water Legal Liability	\$ 250,000	\$ 250,000
Business Personal Property	N/A	N/A

Comments/Special Descriptions:

#### Certificate Holder

New Hampshire Department of Health & Human Services

129 Pleasant St.

Concord, NH 03301

Certificate Holder has been added as an additional insured

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). Notice of Cancellation will only be provided to the first named insured in accordance with policy provisions, who shall act on behalf of all additional insureds with respect to giving notice of cancellation.

Authorized Representative  
C. Philip Hodson

**Jennifer L. Schirmer, LCMHC, NCC, CCTP, CCISM**  
**Owner, Turning Point Counseling & Consultation, LLC**  
**6 Old Rochester Rd.**  
**Dover, NH 03820**

### **Education**

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Master of Science – Clinical Mental Health Counseling Walden University, Minneapolis, Minnesota	2011
Bachelor of Arts – Human Services / Business Management Franklin Pierce University, Rindge, New Hampshire	2004

### **Professional Experience**

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State Disaster Behavioral Health Coordinator  
Department of Health & Human Services, Emergency Services Unit Concord, NH 2013 – Present

- ❖ Responsible for planning, policy development, management and evaluation of the Disaster Behavioral Health Program.
- ❖ Develops and supervises initiatives to recommend and implement a wide variety of policies and procedures that support program operations and agency goals.
- ❖ Coordinates and collaborates with the Department of Health and Human Services, Department of Safety, Homeland Security and Emergency Management, and other stakeholders with regard to the need for behavioral health intervention following disasters or critical incidents.
- ❖ Coordinates with the Community Mental Health system and other providers as to provision of care as needed.
- ❖ Evaluates the need for behavioral health related training among DBHRT members, other behavioral health providers, and other responders for the purpose of coordinating and conducting training as needed.
- ❖ Regularly reviews literature and resources for updated technical information, provides information to emergency preparedness agencies and other providers of mental health disaster response, and organizes information in a reference library available to all.
- ❖ Works with the Office of Public Information and other sources to implement public information projects and mailings, TV, and other media announcements.
- ❖ Provides technical assistance to statewide community mental health centers and other providers as to disaster planning and preparedness.
- ❖ Coordinates periodic drills and tests of the preparedness plans in coordination with other emergency preparedness agencies when appropriate, or independently as needed.
- ❖ In the response phase of disasters, coordinates (and participates in) all response activities from the State Emergency Operations Center (when activated) in conjunction with the Disaster Behavioral Health Liaison and DBHRT Team Leaders.

**Adult Outpatient Therapist**

2010 – 2014

**Community Partners, Dover, New Hampshire**

- ❖ Performed comprehensive biopsychosocial intake assessments and reports.
- ❖ Collaborated with individuals and couples to develop therapeutic goals and objectives for treatment planning and ongoing therapy.
- ❖ Maintained documentation in medical records and organizational software in accordance with the State of NH and agency Quality Improvement.
- ❖ Collaborated with interdisciplinary healthcare providers and facilitated communication with the Community Support Program and Psychiatric Services Team.
- ❖ Attended and participated actively in staff meetings, supervision, and clinical case review.
- ❖ Completed Practicum and Internship for Graduate Education (December 2010 – September 2011)

**Family Assistance Specialist**

**New Hampshire National Guard, Contractor, Concord, New Hampshire**

2010 – 2011

- ❖ Establish collaborative relationships with state and local military, government, social service agencies, community services, businesses, and civic organizations to provide support to National Guard members and families.
- ❖ Assisted Family Readiness Groups in gathering, collating, maintaining and disseminating information to all unit families.
- ❖ Worked in conjunction with the State Family Program Director and Unit Commanders regarding Family Assistance issues and operations in preparation for the largest deployment in the state's history.

**Crisis Counseling Program Coordinator**

**Federal Emergency Management Agency, Philadelphia, Pennsylvania**

2004 – 2011

- ❖ Worked in collaboration with State Disaster Mental Health Coordinators to establish and maintain crisis counseling programs following presidentially declared disasters.
- ❖ Reviewed grant proposals to provide approval recommendations.
- ❖ Composed correspondence regarding allocation and obligation of federal funding for the crisis counseling program and Disaster Unemployment Assistance.
- ❖ Received training for Special Needs Cases, Disaster Unemployment Assistance and Disaster Legal Services.

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**Other Experience**

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**Individual Assistance Team Lead / Applicant Services Program Specialist / Congressional Liaison**

**Federal Emergency Management Agency, Philadelphia, Pennsylvania**

2004 – 2011

- ❖ Facilitated correspondence between disaster survivors and the Joint Field Office in an effort to resolve application problems or inadequacies.
- ❖ Supplied information regarding federal disaster assistance programs, answered questions regarding the application process and directed disaster survivors through the registration process.
- ❖ Aligned disaster survivors with the network of available disaster assistance programs offered by community, state, national and governmental organizations.
- ❖ Managed, trained, and motivated Applicant Services Program Specialists at Disaster Recovery Centers.

### Community Relations Field Specialist / Unit Lead

Federal Emergency Management Agency, Philadelphia, Pennsylvania

2004 – 2011

- ❖ Established an immediate and identifiable on-scene presence at a disaster site to assess critical needs.
- ❖ Worked in coalition with local Emergency Management officials, commissioners, mayors, sheriffs, police and fire departments, volunteer agencies, local clergy and social service agencies.
- ❖ Disseminated materials and provided information regarding federal disaster relief programs to citizens and officials.
- ❖ Motivated, trained and delegated staff to complete mission specific tasks.
- ❖ Assembled data from team members, composed daily field reports and relayed information to the Disaster Field Office for action.

### **Professional Credentials**

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New Hampshire Licensed Clinical Mental Health Counselor (LCMHC)  
License # 1242

2017 – 2019

National Certified Counselor (NCC) – National Board of Certified Counselors  
Certification # 292338

2012 – 2022

Certified Clinical Trauma Professional (CCTP) – International Association of  
Trauma Professionals

2014 – 2019

Certified in Critical Incident Stress Management (CCISM) – International Critical  
Incident Stress Foundation; University of Maryland, Baltimore County

2017 – 2022

### **Professional Presentations (2017 – Present)**

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Schirmer, J. (July 11, 2018). *Psychological First Aid*. A training presented to Southern New Hampshire University (SNHU) staff.

Schirmer, J. (June 29, 2018). *Disaster Behavioral Health Response Team and Crisis Response in Schools*. A training presented at the 27th Annual D.A.R.E. Officers Training Conference, Conway NH.

Schirmer, J. (June 12, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections North Country Correctional Facility.

Schirmer, J. (June 7, 2018). *Disaster Behavioral Health Response: Building a Crisis Response Team*. A training presented to Wentworth Douglass Hospital staff.

Schirmer, J. (May 23, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections State Prison.

Schirmer, J. (May 22, 2017). *Managing Distressing Calls and other Difficult Interactions*. A training presented to NH Department of Health & Human Services, Seacoast (Portsmouth) District Office.

Schirmer, J. (May 14, 2018). *Responder Resilience*. A professional development course presented to Nashua Fire & Rescue Department, Nashua NH.

Schirmer, J. (May 9, 2018). *Managing Distressing Calls and other Difficult Situations*. A training presented to Department of Health & Human Services, Concord NH.

Schirmer, J. (April 23, 2018). *Disaster Psychology*. A training presented to Seacoast Community Emergency Response Team (CERT), Epping NH.

Schirmer, J. (April 20, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented to Seacoast Mental Health Center staff, Portsmouth NH.

Schirmer, J. (April 19, 2018). *Psychological First Aid*. A training presented at the Medical Reserve Corps (MRC) meeting of the Manchester Public Health Network.

Schirmer, J. (April 18, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections State Prison.

Schirmer, J. (April 17, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections North Country Correctional Facility.

Schirmer, J. (April 11, 2018). *Disaster Psychology*. A training presented to Carroll County Community Emergency Response Team (CERT).

Schirmer, J. (April 2, 2018). *Managing Distressing Calls and other Difficult Situations*. A training presented to Department of Health & Human Services Division of Public Health Services, Concord NH.

Schirmer, J. (March 28 – 29, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections Women's Facility.

Schirmer, J. (March 26, 2018). *Responder Resilience*. A professional development course presented to Nashua Fire & Rescue Department, Nashua NH.

~~Schirmer, J. (March 22, 2018). *Managing Distressing Calls and other Difficult Situations*. A training presented to Department of Health & Human Services, Concord NH.~~

Schirmer, J. (March 14, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented at New England College, Henniker NH.

Schirmer, J. (March 12, 2018). *Responder Resilience*. A professional development course presented to Nashua Fire & Rescue Department, Nashua NH.

Schirmer, J. (March 6, 2018). *Psychological First Aid: Peer Support and Suicide Prevention*. A training presented to NH Department of Corrections North Country Correctional Facility.

Schirmer, J. (March 1, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented to Community Partners Behavioral Health & Developmental Services of Strafford County staff.

Schirmer, J. (February 27, 2018). *Psychological First Aid*. A training presented at the 34th Annual Conference of School Nurses, St. Anselm College.

- Schirmer, J. (February 26, 2018). *Responder Resilience*. A professional development course presented to Nashua Fire & Rescue Department, Nashua NH.
- Schirmer, J. (February 21, 2018). *Critical Incident Stress Management and Resilience*. A training presented at New Hampshire Technological Institute (NHTI), Concord NH.
- Schirmer, J. (February 20, 2018). *Psychological First Aid*. A training presented to the Medical Reserve Corps (MRC) of the Mid-State Public Health Network.
- Schirmer, J. (February 20, 2018). *Crisis, Trauma, and Disaster Behavioral Health*. A training provided to Antioch University, Keene NH.
- Schirmer, J. (January 19, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented to Center for Life Management Community Mental Health Center staff.
- Schirmer, J. (January 16, 2018). *Psychological First Aid*. A training presented to Lakes Region Public Health Network, Gilford NH.
- Schirmer, J. (January 13, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented to South Central Public Health Network, Derry NH.
- Schirmer, J. (January 11, 2018). *Basic Training: Disaster Behavioral Health Response Team*. A training presented to Mental Health Center of Greater Manchester personnel.
- Schirmer, J. (January 9, 2018). *Disaster Behavioral Health in Schools*. A training presented at Colby Sawyer College, New London NH.
- Schirmer, J. (December 8, 2017). *Compassion Fatigue*. A training presented to National Alliance on Mental Illness (NAMI – NH) personnel.
- Schirmer, J. (December 6, 2017). *Basic Training: Disaster Behavioral Health Response Team*. A Training presented to Mental Health Center of Greater Manchester personnel.
- Schirmer, J. (November 30, 2017). *Responder Health & Safety and Resilience: A Thank You to First Responders*. Professional Development presented to First Responders of Brentwood, sponsored by SoRock (Southern Rockingham Coalition for Healthy Youth).
- Schirmer, J. (November 14, 2017). *Basic Training: Disaster Behavioral Health Response Team*. A training presented for Riverbend Community Mental Health Center staff.
- Schirmer, J. (November 8, 2017). *Psychological First Aid – Peer Support and Suicide Prevention*. A training presented to the NH Department of Corrections State Prison.
- Schirmer, J. (November 2, 2017). *Basic Training: Disaster Behavioral Health Response Team*. A training presented for Riverbend Community Mental Health Center staff.
- Schirmer, J. (November 1, 2017). *Working in a Family Assistance Center*. A training presented to South Central Public Health Network.
- Schirmer, J. (October 25, 2017). *Managing Distressing Calls and other Difficult Interactions*. A training presented to NH Department of Health & Human Services, Berlin District Office.

- Schirmer, J. (September 23, 2017). *Critical Incident Stress Management, Psychological First Aid, Postdeployment Debriefings, and Responder Resilience*. Sessions presented during the Annual Integrated Emergency Volunteer Training Conference.
- Schirmer, J. (September 13, 2017). *Managing Distressing Calls and other Difficult Situations*. A training presented to Department of Health & Human Services, Concord NH.
- Schirmer, J. (September 11 – 12, 2017). *DCYF Peer Support Team Training*. A collaborative training presented to NH Department of Health & Human Services Division of Children, Youth, and Families, Manchester NH.
- Schirmer, J. (September 6, 2017). *Working in a Family Assistance Center*. A training presented Seacoast Medical Reserve Corps (MRC), Exeter NH.
- Schirmer, J. (September 1, 2017). *Basic Training: Disaster Behavioral Health Response Team*. A training presented for citizens of New Hampshire interested in joining the NH DBHRT.
- Schirmer, J. (August 24, 2017). *Managing Distressing Calls and other Difficult Interactions*. A training presented to NH Department of Health & Human Services, Concord NH.
- Schirmer, J. (August 19, 2017). *Disaster Psychology*. A training presented to Carroll County Community Emergency Response Team (CERT).
- Schirmer, J. (August 15, 2017). *Managing Distressing Calls and other Difficult Interactions*. A training presented to NH Department of Health & Human Services, Conway District Office.
- Schirmer, J. (August 10, 2017). *Critical Incident Stress Management*. A training presented to Rochester Fire & Rescue Department, Rochester, NH.
- Schirmer, J. (August 8, 2017). *Psychological First Aid*. A training presented to Strafford County Emergency Management Directors at Wentworth Douglass Hospital.
- 
- ~~Schirmer, J. (August 7, 2017). *Critical Incident Stress Management*. A training presented to Rochester Fire & Rescue Department, Rochester, NH.~~
- 
- Schirmer, J. (August 3, 2017). *Critical Incident Stress Management*. A training presented to Rochester Fire & Rescue Department, Rochester, NH.
- Schirmer, J. (August 2, 2017). *Compassion Fatigue*. A training presented to National Alliance on Mental Illness (NAMI – NH).
- Schirmer, J. (August 1, 2017). *Critical Incident Stress Management*. A training presented to Rochester Fire & Rescue Department, Rochester, NH.
- Schirmer, J. (July 31, 2017). *Psychological First Aid*. A training presented at the 33rd Annual Conference of School Nurses, St. Anselm College.
- Schirmer, J. (June 25, 2017). *Disaster Psychology*. A training presented to the Carroll County Community Emergency Response Team (CERT).
- Schirmer, J. (June 23, 2017). *Managing Distressing Calls & other Difficult Interactions*. A training

presented at the NH Department of Health & Human Services Laconia District Office.

Schirmer, J. (June 22, 2017). *Managing Distressing Calls & other Difficult Interactions*. A training presented at the NH Department of Health & Human Services Manchester District Office.

Schirmer, J. & Hollidge, J. (June 18, 2017). *Working with Military Kids (Military Culture)*. A training presented at Copper Cannon Campground.

Schirmer, J., Pillsbury, R., & Blodgett, D. (June 1, 2017). *Psychological First Aid – Peer Support*. Presented at the NH Department of Corrections State Prison.

Schirmer, J. & Pillsbury, R. (May 22 – 24, 2017). *Critical Incident Stress Management*. Presented at Dartmouth Hitchcock Medical Center.

Schirmer, J., Pillsbury, R., & Blodgett, D. (May 4, 2017). *Psychological First Aid – Peer Support*. Presented at the NH Department of Corrections State Prison.

Schirmer, J. (May 2, 2017). *DBHRT & Disaster Behavioral Health*. Presented to Bachelor of Social Work students at the University of New Hampshire.

Schirmer, J. (April 25, 2017). *Student Resource Officers and the NH Disaster Behavioral Health Response Team*. A training presented at the Annual Student Resource Officer Conference, hosted by NH Department of Homeland Security and Emergency Management.

Schirmer, J. (April 13, 2017). *Interacting with Clients in Crisis*. A training presented for the NH Department of Health & Human Services.

Schirmer, J. (April 8, 2017). *Critical Incident Stress Management*. A training presented to the Greater Sullivan County Regional Public Health Network.

Schirmer, J. (March 23, 2017). *Responder Health & Safety – Posideployment*. A training presented to the Seacoast Area Medical Reserve Corps.

Schirmer, J. (March 21, 2017). *Managing Distressing Calls and Other Difficult Interactions*. A training presented to the NH Department of Health & Human Services Assessment and Intervention Unit.

Schirmer, J. (March 9, 2017). *Psychological First Aid*. A training presented at the NH Integrated Emergency Volunteer Training Conference.

Schirmer, J. (March 9, 2017). *Post-Deployment Debriefing*. A training presented at the NH Integrated Emergency Volunteer Training Conference.

Schirmer, J. (March 7, 2017). *Responder Resilience: Catching Sparks*. A training presented to Strafford County Community Corrections.

Schirmer, J. (March 4, 2017). *Critical Incident Stress Management*. A training presented to the Milford Ambulance Company.

Schirmer, J. (February 8, 2017). *Psychological First Aid*. A training presented for the Carroll County Medical Reserve Corps.

Schirmer, J. (February 5, 2017). *Helping Children Cope with Deployment*. A presentation for parents and



caregivers preparing to deploy with the NH Air National Guard

Schirmer, J. & Pillsbury, R. (January 25, 2017). *School Emergency Operations Planning*. A training presentation for Henniker, NH and surrounding schools.

Schirmer, J. & Hollidge, J. (January 19, 2017). *New Hampshire National Guard: Working with Military families: A Keynote Presentation for the Annual NH Department of Education Conference*.

Schirmer, J. (January 11, 2017). *Enhancing resilience*. A training presented to the Rochester NH School District Crisis Response Team.

### **Honors and Awards**

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Recipient of the William Randolph Hearst Endowment Scholarship 2003 & 2004

### **Professional Affiliations**

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Member, International Association of Trauma Professionals

Member, International Critical Incident Stress Foundation

Member, American Counseling Association

Commissioner, Victim's Compensation Program (NH Attorney General appointee 2016, 2 year term)

Member, Suicide Prevention Council

Member, Suicide Prevention Council Leadership Subcommittee

Former Co-Chair, Cross Training and Professional Education Subcommittee

Member, Public Policy Subcommittee

Member, Commission on Posttraumatic Stress Disorder and Traumatic Brain Injury

Co-Chair, Stigma Reduction Subcommittee (inactive)

Member, Military Education and Awareness Subcommittee (inactive)

Member, Suicide Fatality Review Committee

Member, NH Community Health Prevention / Resilience, Risk Reduction, & Suicide Prevention

Member, Chi Sigma Iota – Counseling & Academic Professional Honor Society International;

Omega Zeta Chapter

Member, New Hampshire Disaster Behavioral Health Response Team (NH DBHRT).

Member, Alpha Sigma Lambda – National Honor Society for Continuing Education & Lifelong

Learning; Eta-Rho Chapter

### **Continuing Education and Certifications**

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ICISF – Suicide Awareness	2018
ICISF – School Based Responses: From Theory to Practice	2018
Premier Ed. Solutions, Inc. – Trauma Course	2018
Premier Ed. Solutions, Inc. – Certified Compassion Fatigue Professional	2018
Premier Ed. Solutions, Inc. – DSM 5 Differential Diagnosis	2018
Premier Ed. Solutions, Inc. – 2 Day Trauma Competency Conference	2017
Premier Ed. Solutions, Inc. – Trauma Therapy: A Cutting Edge Approach	2017
Premier Ed. Solutions, Inc. – Unlocking Suicidal Secrets: Suicide Prevention	2017
NH DHHS – Certified Public Manager Program (SCP II; <i>Nine Month Certificate Program</i> )	2016
Premier Ed. Solutions, Inc. – 10 Best Ever Anxiety Treatments	2016
CRASE Training – Civilian Response to Active Shooter Events	2016
ICISF – Advanced Group Crisis Interventions	2016
ICISF – Line of Duty Death	2016

Premier Ed. Solutions, Inc. – Clinical Implications & Applications of Adult Attachment Interview	2015
NH Homeland Security Emergency Management – Homeland Security Exercise & Eval. Program	2015
FEMA – Crisis Counseling Program Grants Training (week long certification)	2015
Premier Ed. Solutions, Inc. – Trauma and Mindfulness: Effective Interventions for Healing	2015
FEMA - Pediatric Disaster Response and Emergency Preparedness (MGT-439)	2015
Premier Ed. Solutions, Inc. – Overcoming Trauma related Shame and Self-Loathing	2015
National Alliance on Mental Illness – Connect Suicide Prevention (trained trainer)	2015
National Alliance on Mental Illness – Connect Suicide Postvention (trained trainer)	2015
NBCC – Understanding Suicide and Prevention in Service Members	2015
Premier Ed. Solutions, Inc. – Evidence-Based Trauma Treatments and Interventions	2015
Premier Ed. Solutions, Inc. – The 10 Core Competencies of Trauma, PTSD, Grief, and Loss	2015
NH Disaster Behavioral Health Response Team – Annual Preparedness Conference	2014
Annual State Suicide Prevention Conference	2014
NH DHHS – Supervisor Certificate Program ( <i>Six Month Certificate Program</i> )	2014
Bureau of Drug and Alcohol Services – Families and Addiction	2014
NHNG ASIST – Suicide Intervention Training	2014
Chi Sigma Iota – DSM 5: Assessments, Documentation, and Logistical Considerations	2014
Chi Sigma Iota – Uses of Adlerian Life Style Assessment in Therapeutic Practice.	2014
Chi Sigma Iota – Counseling from an Adlerian Perspective: Tx of Non-suicidal Self-injury	2014
ICISF – Best Training Practices for the CISM Instructor	2014
ICISF – Group Crisis Intervention	2014
ICISF – Individual Crisis Intervention and Peer Support	2014
NH DHHS in Partnership – Counseling on Access to Lethal Means, Trainer	2013
NH Disaster Behavioral Health Response Team – Annual Preparedness Conference	2013
Premier Education Solutions, Inc. – Using Prolonged Exposure Therapy for PTSD	2013
Bureau of Drug and Alcohol Services – Initial Training on Addiction and Recovery	2013
MHC of Greater Manchester – Dialectical Behavioral Therapy Skills Training	2013
American Counseling Association – CBT and PTSD: Where Counseling & Neuroscience Meet	2013
NH Disaster Behavioral Health Response Team – Annual Preparedness Conference	2012
American Counseling Association – Developing an Integrative Theory of Counseling	2012
Premier Education Solutions, Inc. – DBT Skills Training	2012
CMI Education Institute, Inc. – The Swiss Cheese Theory of Life	2012
UNH Department of Social Work – Risk Management for Mental Health Professionals	2012
National Alliance on Mental Health – Suicide Awareness and Prevention	2010
NH Disaster Behavioral Health Response Team – Annual Preparedness Conference	2011
NH DBHRT – Partnering to Support Military Kids & Families	2009
NH DBHRT – Understanding PTSD and Traumatic Brain Injury: Helping Service Men and Women Come All the Way Home	2009
NH DBHRT – Reunion / Reintegration Workshop	2009
NH DBHRT – Mandated Reporting	2009
Military Child Education Coalition – Supporting Children of the National Guard and Reserves	2009
Emergency Management Institute – Individual Assistance Program Management	2008
NH DBHRT – Community Resiliency	2008
NH DBHRT – Understanding Military Culture	2007
NH DBHRT – Psychological First Aid	2007
American Red Cross – Foundations of Disaster Mental Health	2006
National Alliance on Mental Health – Frameworks Program for Suicide Postvention	2006
NH DBHRT – Basic Training for Disaster Behavioral Health Response Team	2006
International Critical Incident Stress Foundation – Critical Incident Stress Management: Individual Crisis Intervention and Peer Support	2004
FEMA: Outreach Worker Training / Immediate and Regular Services Programs	2004



Jeffrey A. Meyers  
Commissioner

Leigh A. Cheney  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER  
EMERGENCY SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9448 1-800-852-3345 Ext. 9448  
Fax: 603-271-3001 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 25, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Emergency Services Unit, to enter into a **sole source** agreement with Turning Point Counseling & Consultation, LLC (Vendor #TBD), 5 Pawtucketts Way, Rochester, NH 03867, to provide Disaster Behavioral Health Technical Assistance, in an amount not to exceed \$15,000 effective upon the date of Governor and Executive Council approval, through June 30, 2019. 100% Federal Funds.

Funds are available in the following account for State Fiscal Year 2019.

05-95-90-902510-75450000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY PREPAREDNESS

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Svc	90077406	\$15,000
			<b>Total</b>	<b>\$15,000</b>

**EXPLANATION**

This request is **sole source** to allow Turning Point Counseling & Consultation, LLC, owned and operated by former Emergency Services Unit (ESU), Disaster Behavioral Health (DBH) Coordinator, Jennifer Schirmer; to conduct Disaster Behavioral Health trainings, utilizing the curriculum developed by Jennifer while on staff, and provide technical assistance to the Department's statewide partners to ensure the Department is meeting its obligations. The Department intends to recruit and train a new DBH Coordinator.

The DBH Coordinator is a highly-specific position that oversees 900+ behavioral health volunteers who respond in the community for crisis and trauma situations. There is a substantial DBH training program the Department must maintain until a new DBH Coordinator is hired and trained. These trainings are specialized for our first responder community and our mental health professionals.

Funds in this agreement will be used to continue the behavioral health crisis and trauma response work the DBH program. The DBH Coordinator is responsible for activating the Disaster Behavioral Health Response Team (DBHRT) of behavioral health professionals to deal with crisis in communities. Often times, but not limited to, the Team responds to catastrophic loss at schools and in communities that have experienced violence, loss and trauma. This is a very specific area of behavioral health.

This training includes working with our first responders and healthcare professionals dealing with compassion fatigue during our opioid crisis. These trainings must continue through the recruitment and new-hire training process. This Contract will allow the Department to continue to provide response and consultation services to its partners statewide.

The DBH Coordinator works in conjunction with community mental health centers and other partners to ensure individuals, families, communities and first responders affected by critical incidents have access to immediate and ongoing support in the hopes of alleviating any long-term effects of trauma. Although many interventions utilized within the field of DBH are not considered clinical interventions, crisis intervention and behavioral health support are vital elements of individual and community resilience.

Emergency risk communication and messaging provided by the DBH Coordinator and other members of the DBHRT play a significant role in effective community response throughout statewide efforts to manage ongoing crisis including the current opioid epidemic and its related consequences, such as secondary traumatization of first responders and families; and other public health concerns, such as water contamination and rising suicide rates. Planning and preparedness efforts increase capacity to provide comprehensive support before, during and after critical incidents and emergencies. When contacted as a potential resource, the DBH Coordinator provides guidance from the moment of learning of a critical incident through all activities supporting an impacted community, to include follow up and planning or activation for anniversary events.

Over the past fifteen (15) years, during which DBHRT has served as an active and sustained resource for New Hampshire citizens, there have been concerted efforts to provide support when the needs following an incident exceeded the capacity of local resources. Even with the development of community mental health center Mobile Crisis Response Teams, DBHRT continues to serve as an active and integral resource for individuals and communities impacted by critical incidents and trauma. The DBH Coordinator has also provided training and professional development to five (5) of the community mental health centers in New Hampshire, with another community mental health center scheduled for fall of 2018.

During the past state fiscal year, the DBH Coordinator provided sixty-three (63) professional development and training sessions with 1,176 participants statewide.

Last year, ending June 30, 2018, the DBHRT had the following responses:

Total Days of Response = 63

- 5.25 Days of response per month
- 43.18% increase in response days from 2016-2017
- 25 towns throughout New Hampshire
- 11 towns experienced more than 1 incident involving DBHRT assistance

Total number of volunteers activated = 225

Multi-day Responses (any response involving more than one day of intervention) = 13 incidents

**Communities Impacted:**

- Schools = 39 days of response
- Hospitals = 11 days of response
- General (residents of a building, neighborhoods, greater municipal area, etc.) = 5 days of response
- Private organization (including a counseling center) = 4 days of response

**Incident type:**

- Suicide
  - 29 days of response
  - 25 days of response for youth suicide (18 years of age or under)
  - 4 days of response for adult suicide
  - 25 days of response to schools (including 3 adult suicide deaths)
  - 163% increase in response days from 2016-2017
- Homicide (14 days of response)
- Sudden, unexpected death due to a medical condition (8 days of response)
- Community Mental Health Center support (3 days of response)
- Accident with fatalities (including overdose) (7 days of response)
- Credible threat to a school community (2 days of response)

The Department reserves the right to extend the Agreement for one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council, as referenced in the Exhibit C-1 of the contract.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- ESU staff member responsible for providing Disaster Behavioral Health training will be fully trained through direct assistance from the Contractor and the Contractor's Train-the-Trainer process.
- ESU staff (including the DBH Coordinator and DBH Liaison), is fully trained on how to activate the DBHRT.
- Training participant feedback forms demonstrate participant satisfaction and subject knowledge.

Should the Governor and Executive Council not authorize this request, the Department may not be able to maintain the Disaster Behavioral Health training schedule it has committed to. The services the DBH Coordinator provides in the community and within State agencies may need to be suspended until a new DBH Coordinator is hired and fully trained, which may take up to six (6) months or more.

**Area served:** Statewide

**Source of Funds:** 100% Federal Funds from the Centers for Disease Control and Prevention, CFDA #93.074 & #93.069, FAIN #U90TP921910.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 4

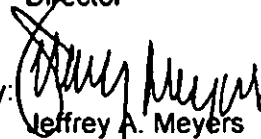
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Leigh A. Cheney  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

Subject: Disaster Behavioral Health Technical Assistance (SS-2019-OCQM-01-DISAS)

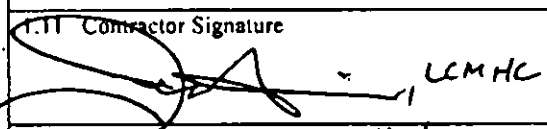
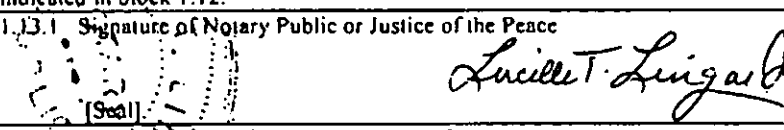
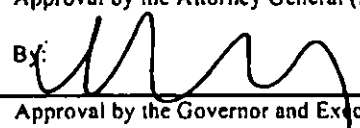
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> NH Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Turning Point Counseling & Consultation, LLC		<b>1.4 Contractor Address</b> 5 Pawtucketts Way Rochester, NH 03867	
<b>1.5 Contractor Phone Number</b> 603-498-0899	<b>1.6 Account Number</b> 05-95-90-902510-75450000	<b>1.7 Completion Date</b> June 30, 2019	<b>1.8 Price Limitation</b> \$15,000
<b>1.9 Contracting Officer for State Agency</b> E. Maria Reinemann, Esq. Director of Contracts and Procurement		<b>1.10 State Agency Telephone Number</b> 603-271-9330	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> Jennifer Skirmer, Owner	
<b>1.13 Acknowledgement:</b> State of <u>NH</u> , County of <u>Merimack</u> On <u>7/23/2018</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b> 			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b> Lucille T. Lingard, Notary			
<b>1.14 State Agency Signature</b> Leigh A. Cheney, Date: <u>7-23-18</u>		<b>1.15 Name and Title of State Agency Signatory</b> Leigh A. Cheney, Director ESU	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: <u>Sana Dhillon</u> Director, On: <u>7-27-18</u>			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)</b> By:  On: <u>8/3/18</u>			
<b>1.18 Approval by the Governor and Executive Council (if applicable)</b> By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials   
Date 7/23/18



Agreement. This provision shall survive termination of this Agreement.

8.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

#### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

#### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. **ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

Contractor Initials

Date 7/23/18

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**17. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

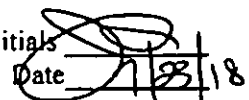
**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials

Date

 1/23/18



## Scope of Services

### 1. Provisions Applicable to All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2. For the purposes of this contract, Turning Point Counseling & Consultation, LLC shall be identified as a Sub-recipient, in accordance with 2 CFR 200.0. et seq.
- 1.3. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennia.

### 2. Scope of Work

- 2.1. The Contractor shall work with the Emergency Services Unit (ESU) staff, responsible for overseeing the New Hampshire Disaster Behavioral Health Response Team (DBHRT), to provide technical assistance including, but not limited to:
  - 2.1.1. Activating a team of behavioral health professionals to deal with critical incidents and emergencies in communities.
  - 2.1.2. Responding to calls from communities and organizations impacted by critical incidents or emergencies, that includes, but is not limited to:
    - 2.1.2.1. Assessing local response resources, such as community mental health centers;
    - 2.1.2.2. Consulting with the requesting organization or community and Department staff to assist with developing an incident-specific behavioral health response plan; and
    - 2.1.2.3. Assisting in volunteer coordination and management.
- 2.2. The Contractor shall conduct trainings for requesting organizations or communities and shall train ESU staff to conduct said trainings. Trainings will take place on-site at the agency requesting the training or in a state facility. There is no set number of attendees. Training includes, but is not limited to:
  - 2.2.1. Enhancing resilience for first responders, healthcare professionals, and other emergency responders who may be dealing with traumatic stress;


  
Date 2/23/18



Exhibit A

- 2.2.2. DBHRT Basic Training for recruitment and training of new volunteers and partners;
  - 2.2.3. Critical Incident Stress Management and Peer Support;
  - 2.2.4. Psychological First Aid;
  - 2.2.5. Professional Development for DHHS Organizational Development Training Services (ODTS); and
  - 2.2.6. Other critical incident response and crisis management training as requested.
- 2.3. All material for handouts will be copied and provided by DHHS.
  - 2.4. The Contractor shall distribute participant feedback forms provided by the Department to training participants at the conclusion of each training. The Contractor shall collect and submit the completed participant feedback forms to the Department.
  - 2.5. The Contractor shall travel to critical incident responses statewide, training venues approved by the ESU Director; and travel to and from State offices from Dover, New Hampshire, to attend meetings and to conduct trainings.
  - 2.6. The Contractor shall perform the work during normal business hours and outside of normal business hours as needed.

### 3. Reporting

- 3.1. The Contractor shall provide quarterly reports to the Department within twenty (20) business days of the quarter end date for all activities performed, that will include but is not limited to:
  - 3.1.1. Dates of service;
  - 3.1.2. Locations (city/town only);
  - 3.1.3. Number of hours worked;
  - 3.1.4. A brief description of each activity.

### 4. Performance Measures

- 4.1. The Contractor shall ensure ESU staff responsible for providing Disaster Behavioral Health training are fully trained to provide the Disaster Behavioral Health Program through direct assistance from the Contractor and the Contractor's Train-the-Trainer process.
- 4.2. The Contractor shall ensure ESU staff, including the Disaster Behavioral Health Coordinator (DBHC) and Disaster Behavioral Health Liaison (DBHL), are fully trained on how to activate the DBHRT.


  
Date 1/23/18



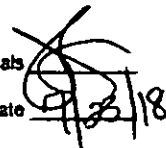
Exhibit A

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- 4.3. Training participant feedback forms demonstrate participant satisfaction and subject knowledge.

## 5. Deliverables

- 5.1. The Contractor shall submit training participant feedback forms to the Department upon the completion of each training.
- 5.2. The Contractor shall submit all training materials developed, such as PowerPoint presentations, to the Department within ten (10) business days of each scheduled training.

  
9/2/18



## Exhibit B

### Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, Block 1.8 of the Form P-37, General Provisions, for services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. This contract is funded with Federal Funds from the Centers for Disease Control and Prevention, CFDA #93.074, Federal Award Identification Number (FAIN) #U90TP921910.
3. The Contractor agrees to provide the services in Exhibit A, Scope of Service, in compliance with funding requirements. Failure to meet the scope of services may jeopardize the Contractor's current and/or future funding.
4. Payment for services:
  - 4.1. The Contractor shall be reimbursed for actual hours worked, not to exceed three hundred twenty-two (322) hours, at an hourly rate of forty-five dollars (\$45) not to exceed fourteen thousand five hundred dollars (\$14,500).
  - 4.2. The Contractor shall be reimbursed for mileage usage (travel) for all trips to the office, trainings and/or for any response activations at the Federal mileage reimbursement set rate, in an amount not to exceed five hundred dollars (\$500).
  - 4.3. The Contractor shall submit monthly invoices for reimbursement in a form satisfactory to the State by the twentieth (20<sup>th</sup>) working day of each month for actual hours worked and mileage usage in the prior month in accordance with 4.1 and 4.2. Invoices shall include the date, hours worked, mileage usage, Federal mileage reimbursement rate and a brief description of the work completed in accordance with Exhibit A, Scope of Services. Invoices must be completed, signed, dated and returned to the Department in order to initiate payment.
  - 4.4. The State shall make payment to the Contractor within thirty (30) days of receipt of each accurate and correct invoice and if sufficient funds are available.
  - 4.5. The final invoice shall be due to the State no later than forty (40) days after the contract end date, Block 1.7 of the Form P-37, General Provisions.
  - 4.6. Invoices must be mailed to:

Director, Emergency Services Unit  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
  - 4.7. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services and in this Exhibit B.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.

Date 7/23/18



**SPECIAL PROVISIONS**

**Contractors Obligations:** The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such services, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
  - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
  - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

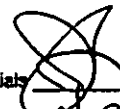
  
Date 6/29/18



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

**RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:**

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

  
Date 7/23/18





Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.
  - 11.1. **Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
  - 11.2. **Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
  - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEO):** The Contractor will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or

Handwritten signature and date: 9/23/18



more employees, it will maintain a current EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEO requirement, but are required to submit a certification form to the OCR to claim the exemption. EEO Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

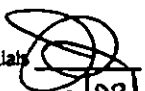
**CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)**

- (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
- (b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

  
Date 7/23/18



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

**DEFINITIONS**

As used in the Contract, the following terms shall have the following meanings:

**COSTS:** Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

**DEPARTMENT:** NH Department of Health and Human Services.

**FINANCIAL MANAGEMENT GUIDELINES:** Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

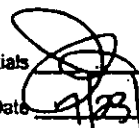
**PROPOSAL:** If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

**UNIT:** For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

**FEDERAL/STATE LAW:** Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

**CONTRACTOR MANUAL:** Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act, NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.


**SUPPLANTING OTHER FEDERAL FUNDS:** The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

  
9/23/18



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
  4. **CONDITIONAL NATURE OF AGREEMENT.**  
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
  - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
  - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
  - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
  - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
  - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
3. **Renewal:**  
The Department reserves the right to extend this Agreement for up to one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

  
Date 7/21/18



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES, OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

Handwritten signature and date: 9/29/18



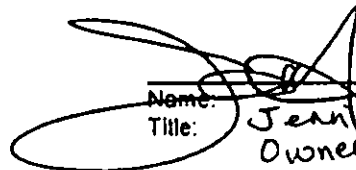
- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.


Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Contractor Name:

7/23/18  
Date

  
Name: Jennifer Schirmer, LCMHC  
Title: Owner, Turning Point Counseling + Consultation, LLC

  
Date 7/23/18



CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name:

7/23/18  
Date

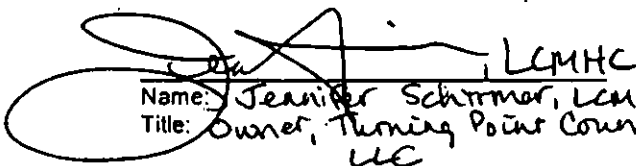
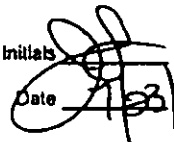
  
Name: Jennifer Schimmer, LCMHC  
Title: Owner, Turning Point Counseling + Consultation LLC

Exhibit E - Certification Regarding Lobbying

Contractor Initials

  
Date 7/23/18



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and





information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

**PRIMARY COVERED TRANSACTIONS**

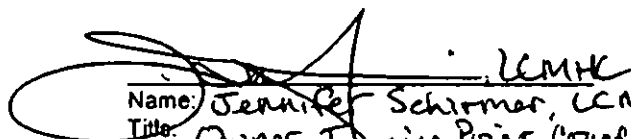
11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (f)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

**LOWER TIER COVERED TRANSACTIONS**

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

7/23/18  
Date

  
Name: Jennifer Schrammer, LCMHC  
Title: Owner, Turning Point Counseling + Consultation LLC

Contractor Initials

  
Date 7/23/18



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:

7/23/18  
Date


  
Name: Jennifer Schirmer, LCMHC  
Title: Owner, Turing Point Consulting + Consultation, LLC

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials 



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

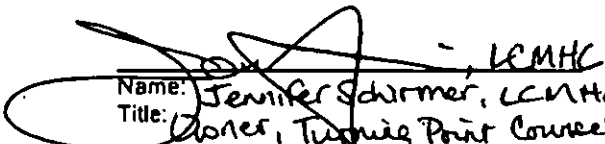
Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name:

7/23/18  
Date

  
Name: Jennifer Schirmer, LCMHC  
Title: Owner, Turning Point Counseling + Consultation, LLC

Contractor Initials

Date

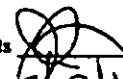
  
9/23/18



Exhibit I

**HEALTH INSURANCE PORTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "**Breach**" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "**Business Associate**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "**Covered Entity**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "**Health Care Operations**" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "**Individual**" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "**Protected Health Information**" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

  
Date 7/28/18



Exhibit I

- l. **"Required by Law"** shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. **"Secretary"** shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. **"Security Rule"** shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. **"Unsecured Protected Health Information"** means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. **Other Definitions** - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

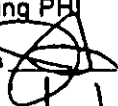
  
Date 7/23/18



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

Date

  
12/18





Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

3/2014

Contractor Initials

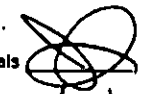
  
Date 1/23/18



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services  
The State

Turning Point Counseling + Consultation, LLC  
Name of the Contractor

Leigh A. Cheney  
Signature of Authorized Representative

[Signature], LEH  
Signature of Authorized Representative

Leigh A. Cheney  
Name of Authorized Representative

Jennifer Schomer, owner  
Name of Authorized Representative

Director, BSO  
Title of Authorized Representative

Owner  
Title of Authorized Representative

7/23/18  
Date

7/23/18  
Date

[Signature]  
Date 7/23/18



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

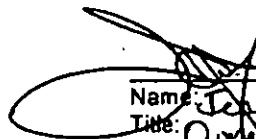
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

7/23/18  
Date

  
Name: Jennifer Schirmer, LCMHC  
Title: Owner, Turning Point Counseling + Consultation, LLC



**FORM A**

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: Pending
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?


NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

  
Date 7/27/18

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

#### I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

##### A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

**II. METHODS OF SECURE TRANSMISSION OF DATA**

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

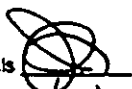
9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

### III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

#### A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

  
Date 10/31/18



New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

Handwritten signature and date: 9/23/18

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

Handwritten signature and date: 9/21/18



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer, and additional email addresses provided in this section, of any security breach within two (2) hours of the time that the Contractor learns of its occurrence. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.


Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

#### V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer, Information Security Office and Program Manager of any Security Incidents and Breaches within two (2) hours of the time that the Contractor learns of their occurrence.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

  
1/23/18

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

- A. DHHS contact for Data Management or Data Exchange issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- B. DHHS contacts for Privacy issues:

DHHSPrivacyOfficer@dhhs.nh.gov


- C. DHHS contact for Information Security issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- D. DHHS contact for Breach notifications:

DHHSInformationSecurityOffice@dhhs.nh.gov

DHHSPrivacy.Officer@dhhs.nh.gov

  
Date 7/29/18