



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4988 1-800-852-3345 Ext. 4988
Fax: 603-271-7623 TDD Access: 1-800-735-2964



March 15, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Statistics and Informatics to amend an agreement with the Trustees of Dartmouth College, Purchase Order #1024261 (Vendor #177157-B013), 11 Rope Ferry Road 6210, Box 186, Hanover, NH 03755, by increasing the Price Limitation by \$35,894.00 from \$1,161,066.00 to \$1,196,960.00 to provide technical assistance to health care providers who need to comply with cancer reporting requirements, effective May 1, 2013, or the date of Governor and Council approval, whichever is later. This agreement was originally approved by Governor and Council on June 6th, 2012 Item #72. Funds are available in the following account for SFY 13, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

100% FED

05-95-90-900510-8666 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, CANCER REGISTRY.

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 13	102-500731	Contracts for Prog Svc	90080080	\$433,083.00	\$35,894.00	\$468,977.00
SFY 14	102-500731	Contracts for Prog Svc	90080080	\$433,083.00	\$0	\$433,083.00
			Total	\$866,166.00	\$35,894.00	\$902,060.00

05-95-90-900510-8666 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, CANCER REGISTRY.

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 13	601-500931	State Fund Match	90056005	\$147,450.00	\$0	\$147,450.00
SFY 14	601-500931	State Fund Match	90056005	\$147,450.00	\$0	\$147,450.00
			Sub-Total	\$294,900.00	\$0	\$294,900.00
			Total	\$1,161,066.00	\$35,894.00	\$1,196,960.00

EXPLANATION

Funds in this amendment will be used to implement a special project for improving cancer case reporting by nursing homes, hospice agencies, dermatologists, urologists, gastroenterologists, and hematologists. The Contractor will be responsible for: 1) notifying the largest healthcare facilities whose cancer reporting is not provided by a hospital cancer registry, 2) contacting those facilities and explaining cancer case reporting as required by RSA 141-B, 3) visiting the staff of those facilities in person to identify the best strategy for improving cancer case reporting, and 4) establishing a timetable for follow-up phone calls to the facility for audit purposes and to make sure the cancer reporting is taking place in compliance with RSA 141-B:7 and Administrative Rule He-P 304. The Contractor shall also retain the temporary services of a cancer epidemiologist, which will allow the recently hired State Cancer Epidemiologist to eliminate a backlog of cancer data requests that resulted because of the time needed to recruit a qualified candidate.

A recent trend in health care is that more cancer cases are being diagnosed in non-hospital settings. For example, an increasing percentage of melanomas are being diagnosed in physician's offices. Oftentimes, non-hospital based practices are unaware of their duty to report cancer cases, and this project will provide support for those practices in meeting their reporting obligations under the law.

Should Governor and Executive Council not authorize this Request, cancer cases diagnosed and treated in other than hospital settings will likely be underreported to the Cancer Registry, thus making the overall Cancer Registry data set less accurate for its intended purposes of guiding healthcare policy and supporting cancer cure research.

The Request for Proposals was posted on the Department of Health and Human Services website on December 8, 2011 to January 20, 2012. In addition, 13 additional mailings were sent out, and on December 16, 2011, a bidders' conference was held to alert agencies to this bid. The Trustees of Dartmouth College were selected for this project through a competitive bid process.

There were two respondents to the request for proposals. The proposals were reviewed by a team of three reviewers, two internal and one external. All reviewers had between five and 30 years of experience directing health programs and conducting research and data analysis on health-related data from various public health programs. Areas of specific expertise include cancer registry activities, chronic and communicable diseases, public health infrastructure, research in occupational health and safety, and management of public health programs.

The proposals were scored on the following criteria: bidder's experience with a cancer registry; capacity to perform the cancer registry operations; how closely the bidder's proposed plan of operation and work plan matched the criteria specified in Request for Proposals, and the budget.

The Trustees of Dartmouth College were selected as it received the highest score. Reviewers noted that Trustees of Dartmouth College had extensive past experience with cancer registry work in New Hampshire, is recognized nationally, and possesses the qualifications and capacity to conduct the Cancer Registry, as well as special studies, including several data collection support services that are available to the Cancer Registry. Given Trustees of Dartmouth College's experience, high score and feasible budget, they were selected as the successful bidder. The Request for Proposals scoring summary is attached.

These services were contracted previously with this agency in SFY 13 for \$580,533. This is an increase of \$35,894, which is due to increasing the scope of services to include outreach and technical assistance to health care providers to report cancer cases under the authority of RSA 141-B.

The contractor has been successful in meeting the performance measures established in Governor and Council letter approved June 6, 2012, Item 72. The following performance measures will be used to measure the effectiveness of this amendment:

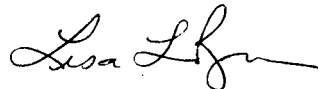
1. Create a list of practices identified in need of outreach and education on cancer reporting;
2. Contact practices on the list and offer services to better understand and meet requirements for reporting cancer cases;
3. Create a list of practices visited to improve reporting of cancer cases;
4. Create a list of practices for which there was follow-up on quality of cancer case reporting;
5. Number of cancer data sets reviewed by cancer epidemiologist; and
6. Number of trainings in use of cancer data reporting systems provided by cancer epidemiologist.

Area served: Statewide

Source of Funds: 100% Federal Funds from the Centers for Disease Control and Prevention.

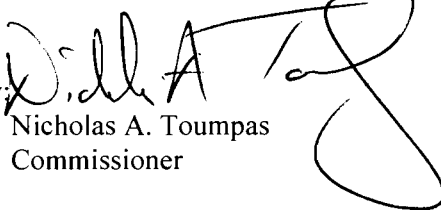
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/bsd

Program Name Cancer Registry Request for Proposal Contract Purpose To run a state wide incidence based Cancer Registry RFP Score Summary									
RFA/RFP CRITERIA	Max Pts	ReportingMD, George Mills NH	Dartmouth Medical School, Hanover NH	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St
Agy Capacity	30	13.33	29.33	0.00	0.00	0.00	0.00	0.00	0.00
Program Structure	50	17.33	47.67	0.00	0.00	0.00	0.00	0.00	0.00
Budget & Justification	15	7.33	14.33	0.00	0.00	0.00	0.00	0.00	0.00
Format	5	3.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	100	41.00	96.33	0.00	0.00	0.00	0.00	0.00	0.00
BUDGET REQUEST									
Year 01		507,210.50	580,533.00						
Year 02		389,095.50	580,533.00						
Year 03									
TOTAL BUDGET REQUEST		896,306.00	1,161,066.00						
BUDGET AWARDED									
Year 01			580,533.00						
Year 02			580,533.00						
Year 03									
TOTAL BUDGET AWARDED			1,161,066.00						
RFP Reviewers									
Name		Job Title		Dept/Agency					
1 Brook Dupee		Bureau Chief		Bureau of Public Health Statistics and Informatics, Division of Public Health Services		20+ years experience in public health management and administration and 10+ years IT management.			
2 Karla Armentti		Principal Investigator		Occupational health Surveillance program Bureau of Public Health Statistics and Informatics, Division of Public Health Services		Doctoral degree in Univ of Mass Lowell in Environmental and Occupational Health, more than 20 years experience in teaching occupational health policy and data management.			
3 Nancy Kane		Program Director		Payson Cancer Center, Concord Hospital and Chair of Board of Directors of New Hampshire Comprehensive Cancer Collaboration		Board chair of New Hampshire Comprehensive Cancer Collaboration (NHCCC) and program director at Concord Cancer Hospital. 20+years experience as oncology nurse and cancer registry activities and in American Cancer Society.			

All reviewers had between five and thirty years experience directing health programs and conducting research on public health programs. Areas of specific expertise include cancer registry activities; chronic and communicable diseases; public health infrastructure; research in occupational health and safety, and management of public health programs

AMENDMENT ONE

This Agreement (hereinafter called "Amendment One") dated this 8th day of March, 2013, is by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Trustees of Dartmouth College, Purchase Order Number 1024261, a corporation organized under the laws of the State of New Hampshire, with a place of business at 11 Rope Ferry Road 6210, Box 186, Hanover, NH 03755 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") approved June 6th, 2012, Item #72, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Executive Council;

WHEREAS, the Contractor and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$35,894 from \$1,161,066 to \$1,196,960.

Exhibit A – Scope of Services

The prior Scope of Services identified in Exhibit A remains in effect, and Exhibit A-1 is in addition to the original Exhibit A and both remain in effect. The Scope of Services identified in Exhibit A of the Agreement is hereby amended to add the services identified in Exhibit A-1 attached hereto.

Exhibit B – Contract Price

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall increase by \$35,894 for SFY 2013. The contract shall total \$1,196,960 for the contract term.

Funding in the amount of \$35,894 is available from 010-090-8666-102-0731, 100% Federal Funds from the US Department of Health and Human Services, CFDA # 93.283.

2. **Effective Date of Amendment:**

This Amendment shall take effect on May 1st, 2013, or the date of Governor and Council approval, whichever is later.

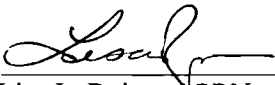
3. **Continuance of Agreement:**

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE
Division of Public Health Services

By:  3/19/13
Lisa L. Bujno, APRN Date
Bureau Chief

By: Heather A. Arnold, Assistant 3/8/13
Name and Title of Contractor Signator Director Date
Trustees of Dartmouth College
Legal Name of Agency

STATE OF NEW HAMPSHIRE
COUNTY OF Grafton

On this the 08 day of March 2013, before me, Renee Brown,
(name of notary)
the undersigned officer, Heather Arnold personally appeared, who acknowledged him/herself
(contract signatory)
to be the Assistant Director of the Trustees of Dartmouth College
(signatory's title) (legal name of agency)
a corporation, and that he/she, as such Assistant Director, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as Assistant Director of the Trustees of Dartmouth College
(signatory's title) (legal name of agency)
In witness whereof I hereunto set my hand and official seal.

RENEE Y. BROWN, Commissioner of Courts
My Commission Expires May 21, 2016

Renee Y. Brown
Notary Public/Justice of the Peace

My Commission expires:

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Joanne P. Herrick
Assistant Attorney General
Joanne P. Herrick
Date: 25 Mar. 2013

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of
New Hampshire at the Meeting on: _____.

OFFICE OF THE SECRETARY OF STATE

By: _____
Title: _____

NH Department of Health and Human Services

**Exhibit A-1
Scope of Services**

New Hampshire State Cancer Registry Operations

CONTRACT PERIOD: 7/1/2012 through 6/30/2014

CONTRACTOR NAME: Trustees of Dartmouth College

ADDRESS: PO Box 186, Hanover, NH 03755

Assistant Professor: Judith Rees MD

TELEPHONE: 603 653 6620

The prior Scope of Services identified in Exhibit A remains in effect. This Exhibit A-1 is in addition to the original Exhibit A and both remain in effect. The Scope of Services identified in Exhibit A of the Agreement is hereby amended to add the following services.

The Contractor shall:

1.0 The Contractor shall implement a special project for improving cancer case ascertainment at nursing homes, hospices, dermatologists, urologists, gastroenterologists, and hematologists as set forth in the following subparagraphs.

- 1.1 The Contractor shall identify the largest health care facilities whose cancer reporting is not provided by hospital cancer registries.
- 1.2 The Contractor shall write to these facilities, explain cancer case reporting as required under RSA 141-B:7, and promote the state's strategy for improving non-hospital health facility reporting.
- 1.3 Contractor staff shall visit those facilities identified in 1.1 above in person to identify the best strategy to improve facility-specific cancer case reporting.
- 1.4 Contractor staff shall set up a timetable for follow-up telephone calls or visits to each facility for audit purposes to ensure that cancer reporting is taking place in compliance with RSA 141-B:7 and He-P 304.
- 1.5 The Contractor shall retain Certified Tumor Registrars to perform routine case abstraction tasks during such times when the Contractor's permanent staff are assigned to the non-hospital cancer reporting improvement special project.

2.0 The Contractor shall retain the services of a Cancer Epidemiologist to work under the direction of State Cancer Epidemiologist Dr. Hosain to enhance the use of cancer registry data. The person proposed by the Contractor to fill the part-time Cancer Epidemiologist shall require prior approval by the Division and shall perform the following duties:

- 2.1 Work in collaboration with Division public health informatics staff to manage cancer data that will be part of the new Division Web-Based Interactive System for Direction and Outcome Management, (WISDOM) including the implementation of WISDOM.
- 2.2 Work with Division data analysts as resources allow to enhance linkage of cancer registry data with other data sets.
- 2.3 Work with Division staff to encourage the use of electronic reporting of cancer cases to the state's new health information exchange.

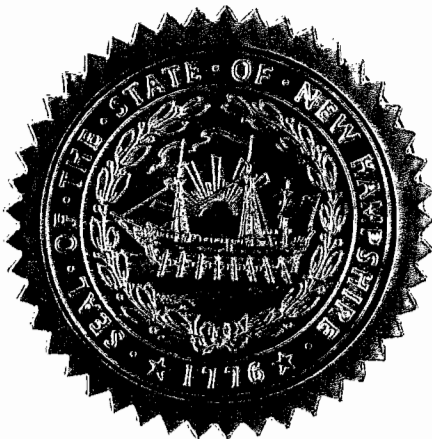
Amendment_1 3 6 13.doc

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 our records show that a special corporate charter was granted to the
TRUSTEES OF DARTMOUTH COLLEGE by the British Crown on December 13, 1769.
I further certify that no fees are required to be paid to this office by this corporation.



IN TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of May, A.D. 2012

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

, William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online

Date: 4/4/2013

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
Trustees of Dartmouth College	Legal
DARTMOUTH COLLEGE	Home State

State Chartered (Legislative) - Domestic - Information

Business ID:	66740
Status:	Active
Entity Creation Date:	12/13/1769
Principal Office Address:	63 South Main St, Ste 301 Hanover NH 03755
Principal Mailing Address:	PO Box 930 Hanover NH 03755

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.



BOARD OF TRUSTEES

CERTIFICATE

I, Marcia J. Kelly, hereby certify that I am Assistant Clerk of Trustees of Dartmouth College, a corporation created by Royal Charter and existing under the laws of the State of New Hampshire; that, as Assistant Clerk, I have custody of the records of meetings of the Board of Trustees of said corporation; and that at a meeting of said Board duly called and held on the 9th day of April, 2011 at which a quorum was present and acting throughout, the following vote was adopted:

VOTED: To approve the Signature and Requisition Authority Policy, effective July 1, 2011 or such earlier date as the Executive Vice President/Chief Financial Officer shall determine. The provisions of the Signature and Requisition Authority Policy shall take precedence over any previous inconsistent vote of the Board of Trustees.

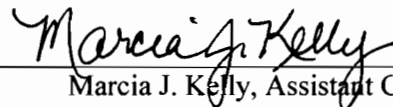
I further certify that said vote remains in full force and effect as of the date hereof and are not contrary to any provision of the Charter of said corporation.

I further certify that attached hereto is a true and correct copy of the Introduction and the Sponsored Activities Administration and Intellectual Property Transactions section (Appendix G) of the said Signature and Requisition Authority Policy.

I further certify that the following persons were appointed to the positions opposite their respective names and continue to serve in said positions as of the dates shown:

Jill Mortali	Director, Office of Sponsored Projects	September 15, 2008
Martin N. Wybourne	Vice Provost for Research	July 1, 2004
Christine Bothe	Associate Director, Office of Sponsored Projects	December 1, 2011
Kathryn Page	Associate Director, Office of Sponsored Projects	July 1, 2001
Heather A. Arnold	Assistant Director, Office of Sponsored Projects	December 1, 2011

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the corporation this 8th day of March, 2013.



Marcia J. Kelly, Assistant Clerk
Trustees of Dartmouth College



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/26/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh USA Inc.
TWO LOGAN SQUARE
PHILADELPHIA, PA 19103-2797
Attn: PHILADELPHIA.CERTS@MARSH.COM FAX:212-948-0360

CONTACT NAME:
PHONE
(A/C, No, Ext):
E-MAIL
ADDRESS:

FAX
(A/C, No):

J09524-DARTM-GAUP-12-13

INSURED
THE TRUSTEES OF DARTMOUTH COLLEGE
ATTN: CATHERINE LARK
53 S. MAIN STREET, SUITE 212
HANOVER, NH 03755

INSURER(S) AFFORDING COVERAGE**NAIC #****INSURER A:** Pinnacle Consortium of Higher Ed VT RRRG

11980

INSURER B: Zurich American Insurance Company

16535

INSURER C: N/A

N/A

INSURER D:**INSURER E:****INSURER F:****COVERAGES****CERTIFICATE NUMBER:**

CLE-003832796-01

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC			PCHE2012-03	07/01/2012	07/01/2013	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			BAP 9267272-02 SELF-INSURED FOR PHYSICAL DAMAGE	07/01/2012	07/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				☐ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

DIRECTOR, DIV. OF PUBLIC HEALTH SERVICES
NH DHHS
29 HAZEN DRIVE
CONCORD, NH 03301-6504

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

Manashi Mukherjee

© 1988-2010 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

7/1/2013

DATE (MM/DD/YYYY)

6/29/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC Denver 8110 E. Union Avenue Suite 700 Denver CO 80237 (303) 414-6000	CONTACT NAME:
	PHONE (A/C, No, Ext):
INSURED 1316233 Dartmouth College 53 South Main Street, Suite 212 Hanover NH 03755	FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Continental Casualty Company
	INSURER B: Midwest Employers Casualty Company
	INSURER C: Transportation Insurance Company
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES DARCO02 DL **CERTIFICATE NUMBER:** 11595448 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COM/PROP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	2099375438 (AOS) 2099375472 (CA)	7/1/2012 7/1/2012	7/1/2013 7/1/2013	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Excess Work Comp	N	N	EWC008364	7/1/2012	7/1/2013	WC - Statutory; EL Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

11595448

Director, Division of Public Health Services
New Hampshire DHHS
29 Hazen Drive
Concord NH 03301-6504

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Dartmouth College

*Office of Sponsored Projects
11 Rope Ferry Road #6210
Hanover, NH 03755-1404*

TELEPHONE: (603) 646-3007

FAX: (603) 646-3670

EMAIL: sponsored.projects@dartmouth.edu

Dartmouth College Mission

Dartmouth College educates the most promising students and prepares them for a lifetime of learning and of responsible leadership, through a faculty dedicated to teaching and the creation of knowledge.

Since its founding in 1769 to educate Native students, English youth, and others, Dartmouth has provided an intimate and inspirational setting where talented faculty, students, and staff - diverse in background but united in purpose - contribute to the strength of an exciting academic community that cuts easily across disciplines.

Dartmouth is committed to providing the best undergraduate liberal arts experience and to providing outstanding graduate programs in the Dartmouth Medical School (founded 1797), the Thayer School of Engineering (1867), the Tuck School of Business (1900), and the graduate programs in the Arts and Sciences. Together they constitute an exceptional and rich learning environment. Dartmouth faculty and student research contributes substantially to the expansion of human understanding.

The College provides a comprehensive out-of-classroom experience, including service opportunities, engagement in the arts, and competitive athletic, recreational, and outdoor programs. Pioneering programs in computation and international education are hallmarks of the College. Dartmouth graduates are marked by an understanding of the importance of teamwork, a capacity for leadership, and their keen enjoyment of a vibrant community. Their loyalty to Dartmouth and to each other is legendary and is a sustaining quality of the College.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division of Public Health Services

Agency Name: Trustees of Dartmouth College

Name of Bureau/Section: Division of Public Health Services, Bureau of Public Health Statistics and Informatics, Office of Health Statistics and Data Management, NH State Cancer Registry Operations

BUDGET PERIOD:	SFY 2013	Date of G&C approval - June 30, 2013	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Judith Rees MD Director, NHSCR	\$118,662	0.00%	\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Judy R. Rees, BM, BCh, MPH, PhD

**Director, NHSCR, is responsible for general oversight, coordination and recruitment
Currently employed by Trustees of Dartmouth College (Dartmouth Medical School)**

EDUCATION

PhD, Epidemiology	University of California, Berkeley	2001
MPH, Epidemiology	University of California, Berkeley	1996
BM, BCh, Medicine	Oxford University, England	1988
BA, Physiological Science	Oxford University, England	1985

EMPLOYMENT

Director:	New Hampshire State Cancer Registry	2004-
Research Assistant Professor,	Dartmouth Medical School, Hanover, NH	2002-
Project Director:	Drinking Water Evaluation Trial, Berkeley, CA	1997-2000
Surveillance Officer:	CA Emerging Infections Program, San Francisco, CA	1995-1997
Resident Physician:	General Practice, Northampton, UK	1991-1994
Resident Physician:	Emergency Dept, St Helier Hospital, Surry, UK	1990

COMMITTEES

NH DHHS Comprehensive CA Control Plan Management RFP review panel	Sept, 2006
NH DHHS Evaluation Design of the NH CCC Plan RFP review panel	May, 2006
New Hampshire Advisory Panel on Cancer and Chronic Disease	2005-
New Hampshire Comprehensive Cancer Control Plan: Steering Committee	2005-
New Hampshire Chronic Disease Conference Planning Committee	2005-

SELECTED PUBLICATIONS

M Karagas, H Nelson, P Sehr, T Waterboer, T Stukel, A Andrew, A Green, JNB Bavinck, AQ Perry, S Spencer, JR Rees, L Mott, M Pawlita. "Serologic evidence of human papillomavirus infection and the incidence of squamous cell and basal cell carcinoma of the skin" *Journal of the National Cancer Institute* 2006; 98(6):389-395.

MV Grau, JR Rees, JA Baron. "Chemoprevention in gastrointestinal cancers: current status." *Basic & Clinical Pharmacology & Toxicology* 2006; 98:281-287.

MO Celaya, JR Rees, JJ Gibson, BL Riddle, ER Greenberg. "Factors influencing breast-conserving surgery and radiation in New Hampshire women with early stage breast cancer". *Cancer Causes and Control* 2006;17;851-856.

JR Rees, S Sturup, C Chen, C Folt, MR Karagas. " Toenail mercury and dietary fish consumption", *Journal of Exposure Science and Environmental Epidemiology*, in press.
On-line copy available at <http://www.nature.com/jes/journal/vaop/ncurrent/abs/7500516a.html>

JR Rees, SK Spencer, TA Stukel, A Perry, MS Zens, A Andrew, MR Karagas. "The effect of tea consumption on basal cell and squamous cell skin cancer: results of a case control study", *Journal of the American Academy of Dermatology*, in press.

Celaya MO, Riddle BL, Cherala S, Armenti K, Rees JR. Reliability of rapid reporting of cancers in New Hampshire. *J Registry Manag.* 2010 Fall;37(3):107-111.

Budget Form

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Trustees of Dartmouth College

Budget Request for: NH State Cancer Registry Operations
(Name of RFP)

Budget Period: Date of G&C approval through June 30, 2013

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ -	\$ -	\$ -	The Trustees of Dartmouth College agree to use and apply all contract funds from the State for direct and indirect costs and expenses
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ 32,631.00	\$ 3,263.00	\$ 35,894.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	For the purposes of this proposal an indirect rate of 10% will be allocated towards appropriate indirect expenses as described in OMB Circular A-21
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 32,631.00	\$ 3,263.00	\$ 35,894.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)

\$ 35,894.00

Reconciliation - (this line must be equal to or greater than \$0)

\$ -



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4483 1-800-852-3345 Ext. 4483
Fax: 603-271-7623 TDD Access: 1-800-735-2964



His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

April 06, 2012

APPROVED F/C _____
DATE 6/6/12
APPROVED G&C 72
DATE _____
NOT APPROVED _____

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Statistics and Informatics, Office of Health Statistics and Data Management, Cancer Registry, to enter into an agreement with Trustees of Dartmouth College (Vendor #177157-B013), 11 Rope Ferry Road 6210, Box 186, Hanover NH 03755, in an amount not to exceed \$1,161,066, to operate an incidence-based statewide cancer registry system, to be effective July 1, 2012, or date of Governor and Council approval, whichever is later, through June 30, 2014. Funds are available in the following accounts for SFY 2013 and are anticipated to be available in SFY 2014 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts if needed and justified, between State Fiscal years.

05-95-90-900510-8666 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, CANCER REGISTRY.

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 13	102-500731	Contracts for Program Services	90080080	\$433,083.00
SFY 14	102-500731	Contracts for Program Services	90080080	\$433,083.00
		Sub-Total		\$866,166.00

05-95-90-900510-8666 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, CANCER REGISTRY.

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 13	601-500931	State Fund Match	90056005	\$147,450.00
SFY 14	601-500931	State Fund Match	90056005	\$147,450.00
		Sub-Total		\$294,900.00
		Total		\$1,161,066.00

16, 2011, a bidder's conference was held to alert agencies to this bid. Trustees of Dartmouth College were selected for this project through a competitive bid process.

There were two respondents to the Request for Proposals. These proposals were reviewed by a team of three reviewers, two internal and one external. All reviewers had between five and thirty years experience directing health programs and conducting research and data analysis on health related data for various public health programs. Areas of specific expertise include cancer registry activities; chronic and communicable diseases; public health infrastructure; research in occupational health and safety, and management of public health programs.

The proposals were scored on the following criteria: bidder experience with a cancer registry, capacity to perform the cancer registry operations, how closely the bidder proposed plan of operation and work plan matched the criteria specified in the Request for Proposals, and the budget.

Trustees of Dartmouth College were selected as it received the highest score. Reviewers noted that Trustees of Dartmouth College had extensive past experience with the Cancer Registry in NH, is recognized nationally, and had the qualifications and capacity to conduct the Cancer Registry as well as special studies, including several data collection support services that are available to the cancer registry. Given Trustees of Dartmouth College's experience, high score and feasible budget, they were selected as the successful bidder. The Request for Proposals scoring summary is attached.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. These services were contracted previously with this agency in SFY 2012 in the amount of \$580,533. This represents level funding of \$580,533.

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

1. For each incident cancer case defined in Exhibit A, item number 7, collect all the data variables listed in New Hampshire administrative rule He-P 304.02.
2. The database shall be, at a minimum, in accordance with accepted Centers for Disease Control's National Program of Cancer Registries and North American Association of Cancer Registries standards.
3. The data collected is 95% complete within 12 months of date of diagnosis for cases seen in any New Hampshire hospital.
4. The data collected is 90% complete within 15 months of date of diagnosis for all cases among New Hampshire residents, regardless of where they received their cancer care.
5. The data collected is 95% complete within 24 months of date of diagnosis for all cases among NH residents, with cases identified from death certificate review and follow-up, from physician practices, from non-hospital facilities, and from out of state sources.
6. Submit to the New Hampshire Department of Health and Human Services a semi-annual review of contract progress by December 30 and June 30 of the contract period. Provide New Hampshire Department of Health and Human Services with an update of progress on all contract items.

EXPLANATION

Funds in this agreement will be used to operate an incidence-based statewide cancer registry system in New Hampshire. The primary purpose of the New Hampshire State Cancer Registry is to identify all reportable cases of cancer in New Hampshire to provide information on the over-all burden, types, and changing patterns of cancer among residents of the state. New Hampshire RSA 141-B and New Hampshire Administrative Code He-P 304 established reporting requirements for cancer case reporting in New Hampshire. The New Hampshire State Cancer Registry's overall measure of success is to meet the standards for quality, completeness and timeliness of data as defined by the nation's standard setting organization, the North American Association of Central Cancer Registries. The purpose of this agreement is to conduct data collection, data processing, quality assurance and database management activities for the collection of cancer information for the New Hampshire State Cancer Registry in accordance with the New Hampshire Department of Health and Human Services guidelines and standards set by the National Program of Cancer Registries and the North American Association of Central Cancer Registries.

The New Hampshire Department of Health and Human Services is tasked under RSA 141-B to collect information about almost all cancers diagnosed in New Hampshire. This information furthers our understanding of cancer and is used to develop strategies and policies for its prevention, treatment, and control. The data also help determine where early detection, educational, and other cancer-related programs should be directed. The availability of data on cancer in the state allows health researchers to analyze demographic and geographic factors that affect cancer risk, early detection, and effective treatment of cancer patients.

The New Hampshire State Cancer Registry is recognized as one of the leading cancer registries in the nation, and has been the cornerstone of a substantial amount of research on cancer in the New Hampshire population. Information held in the cancer registry is strictly confidential, and is protected from unauthorized access by state of the art security systems. To date, the New Hampshire State Cancer Registry has collected detailed information on over 1.3 million cases of cancer among New Hampshire residents diagnosed from 1990 forward, and more than 8,000 new cases are added annually. Every day in New Hampshire, 20 of our residents are diagnosed with cancer and seven of our residents die due to cancer. Based on New Hampshire Department of Health and Human Services estimates, the overall cost of cancer in New Hampshire in 2008 was \$1.1 billion. Cancer surveillance helps us understand the magnitude of the cancer problem in New Hampshire, and provides us with critical data to assess the health of our New Hampshire residents and to make informed decisions about how to best direct our health-related resources and activities. This data gives us the fundamental knowledge to guide the assessment, development, and evaluation of health policy, and inform and evaluate the impact of population health programs and interventions as well as personal health decisions. Cancer registries provide a basis for public and private decisions at local, state, and national levels.

Should the Governor and Executive Council not authorize this request, we would not have a high quality cancer registry, and would not have the information necessary to improve people's health, whether it is a public education, screening, treatment or policy change. This information is also used to inform policy makers and the public to assist with setting health program priorities. The cancer registry also enables cluster investigation. Having the registry reduces the amount of time necessary to confirm the cases and helps in following through the investigations that are associated with a common exposure. Understanding the causes of disease clusters will allow us to prevent future deaths and illness from similar exposures.

The Request for Proposals was posted on the Department of Health and Human Services web site December 8, 2011 to January 20, 2012. In addition, thirteen additional mailings were sent out, and on December

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
April 6, 2012
Page 4

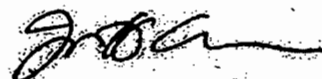
7. At intervals specified by New Hampshire Department of Health and Human Services in the Exhibit A, the contractor will report on their progress towards meeting the performance measures, and overall program goals and objectives to demonstrate they have met the minimum required services for the proposal.

Area served: Statewide.

Source of Funds: Source of Funds is 75% Federal from Centers for Disease Control and Prevention and 25% General Funds.

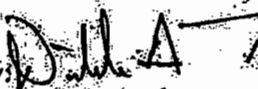
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:


Nicholas A. Toumpas
Commissioner

JTM/SC/sc