



Nicholas A. Toumpas  
Commissioner

Marcella J. Bobinsky  
Acting Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503  
603-271-4612 1-800-852-3345 Ext. 4612  
Fax: 603-271-4827 TDD Access: 1-800-735-2964



4V 14

September 10, 2015

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

*Retroactive  
Sole Source*

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, Home Visiting Program, to enter into a **retroactive sole source** amendment with Social Solutions Global, Inc. (Vendor #224040-B00), 425 Williams Court, Suite 100, Baltimore, MD 21220, to provide the State with a hosted, secure, web-based home visiting software system which includes support and maintenance services by increasing the price limitation by \$76,847.75 from \$257,277.25 to \$334,125 and extending the contract completion date from September 30, 2015 to March 31, 2016 effective retroactive from October 1, 2016 upon Governor and Executive Council approval. The original agreement was approved by Governor and Executive Council on September 19, 2012 (Item #57). 100% Federal Funds

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2016 upon the availability and continued appropriation of funds in the future operating budget.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING**

Fiscal Year	Class/ Object	Class Title	Job Number	Current Amount	Increase	Modified Budget
2013	102-500731	Contracts for Program Svc	90004104	\$125,344		\$125,344
2014	102-500731	Contracts for Program Svc	90004104	\$58,637		\$58,637
2015	102-500731	Contracts for Program Svc	90004104	\$58,637		\$58,637
2016	102-500731	Contracts for Program Svc	90004104	\$14,659.25	\$76,847.75	\$91,507
					<b>Total:</b>	<b>\$334,125</b>

**EXPLANATION**

This is a **sole source** amendment because since 2013 Social Solutions Global, Inc. has provided the State with a secure, web-based home visiting software system which includes the hosting, support, and maintenance services. Social Solutions Global supports the Efforts to Outcomes (ETO) data system used by the Division of Public Health Services, Maternal and Child Health and other

external partners. The system is used to log, track and report on data requirements required by program, state and federal requirements on Home Visiting service delivery. No other vendor can maintain and host this Vendor's software.

This request is **retroactive** in order to retain the same terms and conditions for a six (6) month extension period. A long term contract with this vendor is currently being negotiated. The extensive negotiation process for a new contract will not be completed prior to the end date of the current contract.

Division of Public Health Services, Maternal and Child Health, has found the services to be satisfactory and responsive to its business need. In addition, a sole source contract will achieve cost savings and maintain existing programmatic use and reporting capacity. Seeking a new vendor's system through a competitive bid process would cost more and would result in a lapse of service delivery, documentation and reporting while the State seeks alternatives.

The Maternal, Infant & Early Childhood Home Visiting Program provides voluntary home visiting services in eleven at-risk communities across the state through contracts with community health and social service agencies. Social Solutions Global, Inc. provides software to collect and manage data and reporting for this program. Community-based home visitors use this software program to enter client and services data, as well as data related to case management and performance measures.

The Maternal, Infant & Early Childhood Home Visiting program follows an evidence-based model and curriculum, proven through research to improve health outcomes, reduce child maltreatment and improve family economic self-sufficiency. Social Solutions Global, Inc.'s software provides the most effective and efficient evaluation of this program.

The Request for Proposals was posted to the Department's website on November 7, 2011. Five (5) proposals were received. A team of reviewers with area specific expertise and technical knowledge reviewed the proposals. Social Solutions Global, Inc. was selected.

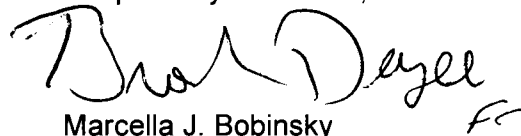
Should the Governor and Executive Council not authorize this request; the State will not be in compliance with federal legislation which requires the monitoring and evaluation of the delivery and effectiveness of the home visiting program which improves the health and well-being of the young families served.

Area served: Statewide

Source of Funds: 100% Federal Funds.

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

Respectfully submitted,



Marcella J. Bobinsky  
Acting Director

Approved by:



Nicholas A. Toumpas  
Commissioner



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

Marcella J. Bobinsky
Acting Director

September 10, 2015

Denis Goulet
Commissioner
Department of Information Technology
27 Hazen Drive
Concord, NH 03301

Requested Action and Explanation

The Department of Health & Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, Home Visiting Program, respectfully requests approval to amend the Home Visiting Data System contract with Social Solutions Global, Inc. (Vendor #224040-B000) to increase the price limitation by \$76,847.75 from \$257,277.25 to \$334,125 and extend the contract completion date from September 30, 2015 to March 31, 2016. The original agreement was approved by Governor and Executive Council on September 19, 2012 (Item #57). This Department of Information Technology request is informational as the new requirement is not DoIT related. This is 100% Federal Funds.

The original contract contained computer related information referenced in DoIT contract number 2012-009 which include:

- Technical services for a hosted, secure, web-based system for data collection and reporting data system used by the Maternal and Child Health Section, Home Visiting Program.

This six-month amendment provides an extension of services while a new sole source contract is negotiated with Social Solutions.

Funding Sources and Amounts

Funds are anticipated to be available in the following account in State Fiscal Year 2016 upon the availability and continued appropriation of funds in the future operating budget.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING

Table with 7 columns: Fiscal Year, Class/Object, Class Title, Job Number, Current Amount, Increase, Modified Budget. Rows include data for years 2013-2016 and a Total row.

### **Prior Related Actions**

Governor and Executive Council approved the original contract with Social Solutions Global, Inc. (Vendor #224040-B00), 425 Williams Court, Suite 100, Baltimore, MD 21220, to provide the State with a hosted, secure, web-based home visiting software system which includes support and maintenance services, effective September 30, 2012 through September 30, 2015 on September 19, 2012 (item #57). The original contract received DoIT approval on July 12, 2012.

### **Alternatives and Benefits**

If the contract end date is not extended, the State will not be in compliance with federal legislation which requires the monitoring and evaluation of the delivery and effectiveness of the home visiting program. This six-month extension will allow appropriate time for contract negotiations necessary to complete a new contract.

### **Open Standards**

This is an extension of an existing contract with Social Solutions and not a new procurement of software. NH 21-R:10 – 13 is not applicable to this procurement.

### **Supporting Documentation**

- A copy of the original contract with a copy of the DoIT approval letter.

### **Summary of Requested Action**

The Department of Health & Human Services (DHHS), Division of Public Health Services (DPHS), Maternal and Child Health Section, Home Visiting Program, respectfully requests approval to enter into an amendment with Social Solutions Global Inc. to extend the completion date in order to have appropriate time to negotiate new contract terms. This provision is not a DoIT related provision.

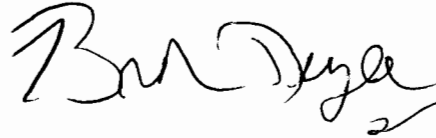
### **CONTACT PERSON**

State of New Hampshire  
Department of Health and Human Services  
Caroline Trexler  
Contracts & Procurement  
Brown Building  
129 Pleasant Street  
Concord, New Hampshire 03301  
Email: caroline.m.trexler@dhhs.state.nh.us  
Fax: 603-271-4232  
Phone: 603-271-9062

**CERTIFICATION**

The undersigned hereby certify that the information provided in this document and any attachment is complete and accurate, and that alternatives to the solution defined in this document have been appropriately considered.

Respectfully Submitted,



Marcella J. Bobinsky  
Acting Director  
Division of Public Health Services



Michael O'Neil  
IT Leader  
Department of Information Technology

Approved by:



Nicholas A. Toumpas  
Commissioner

Cc: Leslie Mason, DoIT Contract Manager



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Denis Goulet**  
*Commissioner*

October 20, 2015

Nicholas A. Toumpas, Commissioner  
State of New Hampshire  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301-3857

Dear Commissioner Toumpas:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into an amendment with Social Solutions Global, Inc. for the implementation of a home visiting software system, as described below and referenced as DoIT No. 2012-009.

The purpose of this amendment is to have the software to collect and manage data and reporting for voluntary home visiting services by the Division of Public Health Services, Maternal and Child Health. This contract authorizes Social Solutions to provide a hosted, secure, web-based system for data collection and reporting on home visits to pregnant women and families with young children in eleven at-risk communities across the State. The total funding amount is not to exceed \$76,847.75, and is effective upon the date of Governor and Executive Council approval through March 31, 2016.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval. This contract authorizes Social Services Global, Inc. to provide a hosted, secure, web-based system for data collection and reporting on home visits to pregnant women and families with young children in eleven at-risk communities across the State.

Sincerely,

A handwritten signature in black ink, appearing to read 'Denis Goulet', with a large flourish extending to the right.

Denis Goulet

DG/mh  
Contract # 2012-009

CC: Leslie Mason, DoIT



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Home Visiting Data Systems Contract**

This 1st Amendment to the Home Visiting Data Systems contract (hereinafter referred to as "Amendment #1") dated this, September 15, 2015 is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Social Solutions Global, Inc. (hereinafter referred to as "the Contractor"), a sole proprietor with a place of business 425 Williams Court, Suite 100, Baltimore, Maryland 21220.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 19, 2012 (item #57), 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 the General Provisions, Paragraph 18 of the Agreement, the State may amend the contract upon written agreement of the parties and approval of the Governor and Executive Council; and;

WHEREAS, the parties agree to extend the Contract for six (6) months and increase the price limitation; 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 as follows:

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:  
March 31, 2016
2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:  
\$334,125
3. Form P-37, General Provisions, Item 1.9, Contracting Officer for State Agency, to read:  
Eric D. Borrin
4. Form P-37, General Provisions, Item 1.10, State Agency Telephone Number, to read:  
(603) 271-9558
5. Contract Agreement – Part 2, Section 2 Compensation, 2.2 Non-Exclusive, FIRM FIXED PRICE Contract to read:

This is a Non-Exclusive, Firm Fixed Price (FFP) Contract with price and term limitations as set forth in the Contract.

The State reserves the right, at its discretion, to retain other contractors to provide any of the Services or Deliverables identified under this procurement or make any award by item. Part or portion of an item, group of items, or total Proposal. The Contracted Vendor shall not be responsible for any delay, act, or omission of such other contractors, except that the Contracted Vendor shall be responsible for any delay, act or omission of the other contractors if such delay, act, or omission is caused by or due to the fault of the Contracted Vendor.



Notwithstanding any other provision of the Contract to the contrary, in no event shall total payments under the Contract exceed \$334,125.

6. Exhibit B Price and Payment Schedule, Table 2 Software to read:

**Table 2: Software Licensing, Maintenance, and Support Pricing Worksheet**

<b>Software as a Service (includes hosting)</b>	\$58,637.00	\$58,637.00	\$58,637.00	\$58,637.00	\$234,548.00
<b>Activities/Deliverables / Milestones Services</b>	\$66,707.00			\$32,870.00	\$99,577.00
<b>Totals per SFY</b>	\$125,344.00	\$58,637.00	\$58,637.00	\$91,507.00	
<b>Total Five Year Cost</b>					<b>\$334,125.00</b>

7. Exhibit B Price and Payment Schedule, Table 3 Rates Pricing Worksheet to read:

<b>Table 3- Rates Pricing Worksheet (Hourly Rates)</b>					
<b>Social Solutions Global, Inc</b>					
<b>Position Title</b>	<b>SFY 2012 7/1/2011- 6/30/12</b>	<b>SFY 2013 7/1/2012- 6/30/2013</b>	<b>SFY 2014 7/1/2013- 6/30/2014</b>	<b>SFY 2015 7/1/2014- 6/30/2015</b>	<b>SFY 2016 7/1/2015- 3/31/2016</b>
Developer	\$149.35	\$153.83	\$158/83	\$163.20	\$168.09
Trainer	\$125.66	\$129.43	\$133.31	\$137.31	\$141.43
Project Manager	\$149.35	\$153.83	\$158.45	\$163.20	\$168.09
Configuration & SME	\$125.66	\$129.43	\$133.31	\$137.31	\$141.43

8. Exhibit B Price and Payment Schedule, Section 2 Total Contract Price to read:

Notwithstanding any provision in the Contract to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments made by the State exceed \$334,125 ("Total Contract Price"). The payment by the State of the total Contract price shall be the only, and the complete reimbursement to Social Solutions Global, Inc. for all fees and expenses, of whatever nature, incurred by Social Solutions Global, Inc. in the performance hereof.

The State will not be responsible for any travel or out of pocket expenses incurred in the performance of the Services performed under this Contract.





**New Hampshire Department of Health and Human Services  
Home Visiting Data Systems Contract**

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,

10/7/15  
Date

State of New Hampshire  
Department of Health and Human Services

[Signature]  
NAME Brook S. Dupes  
TITLE Bureau Chief

9/25/15  
Date

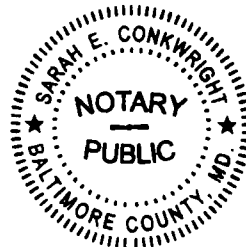
Social Solutions Global, Inc.

[Signature]  
NAME Stephen W. Egan  
TITLE CFO

Acknowledgement:  
State of Maryland, County of Baltimore on September 25, 2015, before the undersigned officer, personally appeared the person identified 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 of Notary Public or Justice of the Peace

[Signature]  
Name and Title of Notary or Justice of the Peace



SARAH E. CONKWRIGHT  
NOTARY PUBLIC  
BALTIMORE COUNTY, MD.  
Comm. Expires ~~NOVEMBER 29, 2014~~

January 29, 2018

**New Hampshire Department of Health and Human Services  
Home Visiting Data Systems Contract**



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

OFFICE OF THE ATTORNEY GENERAL

10/15/15  
Date

[Signature]  
Name: Megan A. [Signature]  
Title: Attorney

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 Social Solutions Global, Inc., a(n) Delaware corporation, is authorized to transact business in New Hampshire and qualified on February 2, 2012. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that the attached is a true copy of the list of documents on file in this office.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 2<sup>nd</sup> day of September, A.D. 2015

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

William M. Gardner  
Secretary of State

## All Entity Information for: Social Solutions Global, Inc. - Corporation

### Profile Details

<u>Status</u> Good Standing	<u>Citizenship</u> 0	<u>Inc.</u> DE	<u>Filter</u>
<u>Charter #</u> 665543	<u>Duration</u> Perpetual	<u>Purpose</u> Sale of software delivered electronically to mostly non-profit customers.@	<u>Report Due</u>
			<u>Fiscal Day</u>

#### Federal

#### Date Formed

2/2/2012

#### Notes:

### Profile Events

Date: 02/02/2012	Event: Creation Filing	Comment:
Filed Document: Application for Certificate of Authority		
DocID: T1203331005		
<input checked="" type="checkbox"/> Committed	Effective: 02/02/2012	Invoice #: 5655302
Date: 03/23/2015	Event: Annual Report	Comment: Filed from Web
Filed Document: Annual Report		
DocID: Misc		
<input checked="" type="checkbox"/> Committed	Effective: 03/23/2015	New Name: 2015

### Entity Information

**Legal Entity Name: Social Solutions Global, Inc.**

**Entity Type: Commercial**

### Entity Names

<u>Entity Name</u>	<u>Entity Name Type</u>	<u>Corp Name?</u>
Social Solutions Global, Inc.	Legal	Yes
Social Solutions Global, Inc.	Home State	No

### Entity Address(s)

<u>Address Type</u>	<u>County</u>	<u>Address Info</u>
Principal Office	Baltimore	425 Williams Court Suite 100 Baltimore, MD 21220
Reg Office	Merrimack	Sulloway & Hollis 9 Capitol Street Concord, NH 03301

### Entity Contact Information

Phone: (443) 460-3380  
 Email: mcredit@socialsolutions.com  
 Notification EMail: mcredit@socialsolutions.com

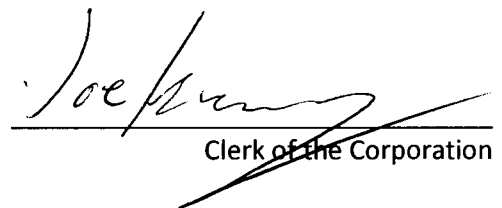
Social Solutions Global, Inc. - Corporation

## CERTIFICATE OF AUTHORITY

At a meeting of the Directors of Social Solutions Global, Inc., duly called and held at 425 Williams Court, Suite 100, White Marsh, MD, 21220, on the 25<sup>th</sup> of September 2015 at which a quorum was present and acting, it was VOTED, that Stephen W Egan, the Chief Financial Officer of this corporation is hereby authorized and empowered to make, enter into, sign, seal, and deliver in behalf of this corporation for The State of New Hampshire Dept of Health and Human Svs with the State of New Hampshire and a performance bond in connection with said contract.

I do hereby certify that the above is a true and correct copy of the record that said vote has not been amended or repealed and is in full force and effect as of this date and that Stephen W. Egan, is the duly elected Chief Financial Officer of this corporation.

Attest:

  
Clerk of the Corporation



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/4/2016

9/16/2015

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).

<b>PRODUCER</b> Lockton Insurance Brokers, LLC CA License #OF15767 Two Embarcadero Center, Suite 1700 San Francisco CA 94111 (415) 568-4000	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>E-MAIL ADDRESS:</b> _____ <b>FAX (A/C, No):</b> _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER B : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Fire Insurance Co of Hartford	20478	INSURER B : The Continental Insurance Company	35289	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> 1398376 Social Solutions Global, Inc. 425 Williams Court, Suite 100 Baltimore MD 21220														

**COVERAGES** SOCS001      **CERTIFICATE NUMBER:** 13670757      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	N	N	6018205628	6/4/2015	6/4/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp. Ded. \$100 <input type="checkbox"/> Coll. Ded. \$1,000	N	N	6018205564	6/4/2015	6/4/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
							AGGREGATE	\$ XXXXXXXX
								\$ XXXXXXXX
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6018205659 (AOS) 6018205600 (CA)	6/4/2015 6/4/2015	6/4/2016 6/4/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Evidence of Insurance.

**CERTIFICATE HOLDER**

13670757  
 New Hampshire DHHS  
 129 Pleasant Street  
 Concord, NH 03301

**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

©

rights reserved.

SRD  
Bae



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527  
603-271-4517 1-800-852-3345 Ext. 4517  
Fax: 603-271-4519 TDD Access: 1-800-735-2964



Nicholas A. Toumpas  
Commissioner

José Thier Montero  
Director

July 24, 2012

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

APPROVED BY \_\_\_\_\_  
DATE 9/19/12  
PAGE 8  
ITEM # 57

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, Home Visiting Program, to enter into an agreement with Social Solutions Global, Inc (Vendor #224040-B00), 425 Williams Court, Suite 100, Baltimore, MD 21220, in an amount not to exceed \$257,277.25, to provide the State with a hosted, secure, web-based Home Visiting software system and support and maintenance services, to be effective July 1, 2012 or date of Governor and Council approval, whichever is later, through September 30, 2015. Funds are available in the following account for SFY 2013, and are anticipated to be available in SFY 2014 through SFY 2016 upon the availability and continued appropriation of funds in the future operating budget(s), with authority to adjust amounts if needed and justified, between State Fiscal Years.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2013	102-500731	Contracts for Program Services	90004104	\$125,344.00
SFY 2014	102-500731	Contracts for Program Services	90004104	\$58,637.00
SFY 2015	102-500731	Contracts for Program Services	90004104	\$58,637.00
SFY 2016	102-500731	Contracts for Program Services	90004104	\$14,659.25
			Total	\$257,277.25

**EXPLANATION**

Funds in this agreement will be used to implement the data system supporting the federal Maternal, Infant & Early Childhood Home Visiting Program. The Maternal, Infant & Early Childhood Home Visiting Program provides voluntary home visiting services in eleven at-risk communities across the state through contracts with community health and social service agencies. The State selected Social Solutions Global, Inc.'s software to collect and manage data and reporting for this program. Community-based home visitors will use this computer software program to enter client and services data, as well as data related to case management and performance

measures. Social Solutions Global, Inc. will provide training to State and local agency staff on use of the software.

The Maternal, Infant & Early Childhood Home Visiting home visiting program follows an evidence-based model and curriculum, proven through research to improve health outcomes, reduce child maltreatment and improve family economic self-sufficiency. Social Solutions Global, Inc.'s software will enable the most effective and efficient evaluation of this program.

By the nature of this agreement, the Home Visiting Data System is designed to avoid duplication. Distinguishing features of the Social Solutions Global, Inc. Home Visiting Data System are that it will:

- Be a secure, web-based data system,
- Improve efficiency in data entry by home visitors by being accessible on a laptop or tablet computer for data entry during home visits,
- Be compatible with three additional data systems to compile complete information on home visiting clients, and reduce the burden of double data entry on home visitors, and
- Improve efficiency of reporting, as the data will be easily accessible for reporting at both the agency and State levels.

A comprehensive integrated statewide Home Visiting data system is necessary to fulfill the following requirements of the Maternal and Child Health Section, Home Visiting Program's federal funders:

1. Measure progress and produce reports on:
  - a. health of families served by the program,
  - b. Division of Public Health Services performance measures
  - c. federal Maternal, Infant & Early Childhood Home Visiting Program performance measures
2. Collect data and produce reports required for accreditation of New Hampshire's Program by the national Healthy Families America home visiting program;
3. Collect data to support continuous quality improvement at the State, agency, and individual staff person levels.

Should Governor and Executive Council not authorize this Request, the State will not be able to monitor and evaluate the delivery and effectiveness of the home visiting program in improving the health and well-being of young families served. In addition, New Hampshire will not fulfill its requirement to evaluate services as outlined in federal legislation.

Social Solutions Global, Inc. was selected for this project through a competitive bid process. The Request for Proposals to procure a secure, web-based, Commercial-Off-The-Shelf or Software as a Service model Home Visiting Data System was released and posted on the Department of Health and Human Services web site on November 7, 2011. In addition, email notifications were sent to agencies on the Department of Information Technology Vendor List, and a vendor conference call was held on November 15, 2011.

Five vendors submitted proposals in response to the notice. The proposal review team consisted of five members from both the Department of Health and Human Services and Department of Information Technology with home visiting program, data management and technology expertise. Reviewers have between one and twenty-five years experience managing programs and/or agreements with vendors for various public health and family support programs. Areas of specific expertise include Maternal and Child Health; Home Visiting;



Information Technology and public health infrastructure. Proposals were scored taking an average of all reviewers' scores.

Reviewers recommended funding the proposal from Social Solutions Global, Inc. due to the fit of their product to the New Hampshire Home Visiting Program, their experience with customers of the size of the State of New Hampshire, their strong project management experience and their excellent security and audit trails. While one other bidder submitted a lower bid, their product had not previously been web-based, and they had no experience working with customers the size of the State of New Hampshire. Reviewers felt that the risks of being the first customer to purchase this vendor's web-based data system were too high.

The attached Bid Summary shows that original proposals included cost projections for five fiscal years. Due to delays in the contracting process, this agreement will be in effect for four years. Customization costs, projected for year 1 in the budget request, have been combined with maintenance costs projected for year two in the budget request, to determine the awarded budget. The Bid Summary is attached.

This is the initial agreement with this Contractor for these services.

The following deliverables will be used to measure the effectiveness of the agreement.

1. Conduct Project Kickoff Meeting
2. Finalize Project Work Plan, including milestones for Deliverables 3 - 13
3. Design Documentation
4. System ready for Review and User Acceptance Testing
5. Complete User Acceptance Testing
6. Share ALL Testing Results with State Project Team
7. End-User Training
8. Set up and configure software for New Hampshire
9. Implement customized Software
10. Produce User Operation Manual
11. Produce User Support Plan
12. Complete Custom Reports
13. Project close out meeting
14. Ongoing Hosting and Maintenance of Data System

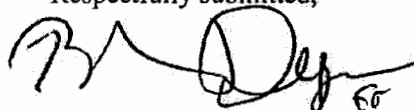
Area served: Statewide.

Source of Funds: 100% Federal Funds from United States Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau.

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
July 24, 2012  
Page 4

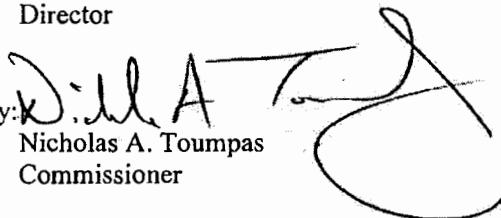
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

JTM/PMT/SW/sc



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF INFORMATION TECHNOLOGY  
27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
www.nh.gov/doit

S. William Rogers  
Commissioner

July 12, 2012

Nicholas Toumpas, Commissioner  
State of New Hampshire  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301-3857

Dear Commissioner Toumpas:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with Social Solutions Global, Inc. of Baltimore, MD for the procurement of a system to support the Home Visiting New Hampshire – Healthy Families America programs, as described below and referenced as DoIT 2012-009.

This contract authorizes Social Services Global, Inc. to provide a hosted, secure, web-based system for data collection and reporting on home visits to pregnant women and families with young children in eleven at-risk communities across the State. The amount of the contract is \$257,277.25 and it shall be effective upon Governor and Executive Council approval through September 30, 2015.

A copy of this letter should accompany the Department of Health and Human Services' submission to Governor and Executive Council.

Sincerely,

S. William Rogers

SWR/ltm  
RFP 2012-009

cc: Shannon Wood, DHHS  
Leslie Mason, DoIT

Program Name  
Contract Purpose

Home Visiting Program  
Funds in this agreement will be used to implement the data system that will manage data and reporting for the federal Maternal, Infant & Early Childhood Home Visiting (MIECHV) Program. Community-based home visitors will use this secure, web-based computer software program to enter client and services data, as well as data related to case management and performance measures.

RFP Score Summary

RFA/RFP CRITERIA	Max Pts	Core Solutions Wayne, PA	Children's Bureau Los Angeles, CA	Tidgewell Associates Edgewater, MD	Datatude Houston, TX	Social Solutions Baltimore, MD
Proposed Software Solution	40	29.60	12.40	20.20	30.00	36.00
Cost	30	15.00	30.00	16.90	14.04	18.47
Vendor Technical, Service, and Project Management Proposal	15	8.60	5.60	9.40	12.60	13.60
Vendor Company & Staffing Qualifications	15	8.40	4.60	10.40	11.40	13.00
Total	100	61.60	52.60	56.90	68.04	81.07

BUDGET REQUEST	Year 01	Year 02	Year 03	Year 04	Year 05	TOTAL BUDGET REQUEST
	100,000,000	95,070,000	100,000,000	100,000,000	100,000,000	733,970,000
	60,000,000	19,800,000	60,000,000	76,032,000	76,032,000	391,864,000
	60,000,000	20,992,000	60,000,000	76,032,000	76,032,000	393,056,000
	60,000,000	21,416,000	60,000,000	76,032,000	76,032,000	393,580,000
	44,000,000	35,568,000	33,838,000	19,045,500	19,045,500	151,597,000
TOTAL BUDGET REQUEST	325,000,000	162,446,000	288,388,000	347,104,000	263,166,500	1,512,304,000
BUDGET AWARDED						
TOTAL BUDGET AWARDED						\$257,277.25

Name	Job Title	Dept/Agency	Qualifications
1 Marie Kiely	Program Planner III	DHHS/DPHS	Reviewers have between one and twenty five years experience managing programs and/or agreements with vendors for various public health and family support programs. Areas of specific expertise include Maternal and Child Health; Home Visiting; Information Technology and public health infrastructure.
2 Dennis Cassidy	Business Systems Analyst	DoIT/Public Health Systems	
3 Jerry Bardsley	Public Health Information Manager	DHHS/DPHS	
4 Wayne Emerson	Program Specialist IV	DHHS/DCYF	
5 Shannon Wood	Home Visiting Program Coordinator	DHHS/DPHS	
6			
7			
8			
9			
10			

**STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH & HUMAN SERVICES  
HOME VISITING DATA SYSTEM RFP 2012-009 CONTRACT  
AGREEMENT- PART 1**

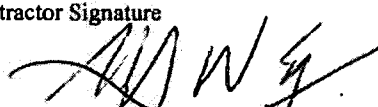

Subject: Home Visiting Data System

**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 & Human Services Division of Public Health Services		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3 Contractor Name</b> Social Solutions Global, Inc.		<b>1.4 Contractor Address</b> 425 Williams Court, Suite 100 Baltimore, MD 21220	
<b>1.5 Contractor Phone Number</b> (866) 732-3560	<b>1.6 Account Number</b> 010-090-5896-102-500731	<b>1.7 Completion Date</b> September 30, 2015	<b>1.8 Price Limitation</b> \$257,277.25
<b>1.9 Contracting Officer for State Agency</b> Joan H. Ascheim, Bureau Chief		<b>1.10 State Agency Telephone Number</b> 603-271-4501	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> STEPHEN W. EGAN, CFO	
<b>1.13 Acknowledgement:</b> State of <u>Derry/Leeds</u> , County of <u>Rockingham</u> On <u>May 31, 2012</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> [Seal] <u>Melinda Miller</u> MELINDA MILLER expires 10/14/2014			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b> <u>MELINDA MILLER, NOTARY PUBLIC</u>			
<b>1.14 State Agency Signature</b> 		<b>1.15 Name and Title of State Agency Signatory</b> <u>Brook S. Dupree</u> Jean H. Ascheim, Bureau Chief	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution)</b> By: <u>Jeanne P. Herrick</u> Attorney On: <u>14 Aug 2012</u>			
<b>1.18 Approval by the Governor and Executive Council</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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 Agreement. This provision shall survive termination of this Agreement.

7.3 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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.

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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

**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.



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES (DPHS)  
HOME VISITING DATA SYSTEM  
CONTRACT 2012-009  
CONTRACT AGREEMENT –PART 2**

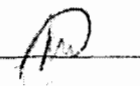
**TERMS AND DEFINITIONS**

The following general contracting terms and definitions apply, except as specifically noted elsewhere in this document.

<b>Acceptance</b>	Notice from the State that a Deliverable has satisfied Acceptance Test or Review.
<b>Acceptance Letter</b>	An Acceptance Letter provides notice from the State that a Deliverable has satisfied Acceptance Tests or Review.
<b>Acceptance Period</b>	The timeframe during which the Acceptance Test is performed
<b>Acceptance Test Plan</b>	The Acceptance Test Plan provided by the Vendor and agreed to by the State that describes at a minimum, the specific Acceptance process, criteria, and Schedule for Deliverables.
<b>Acceptance Test and Review</b>	Tests performed to determine that no Defects exist in the application Software or the System
<b>Access Control</b>	Supports the management of permissions for logging onto a computer or network
<b>Agreement</b>	A contract duly executed and legally binding.
<b>Appendix</b>	Supplementary material that is collected and appended at the back of a document
<b>Audit Trail Capture and Analysis</b>	Supports the identification and monitoring of activities within an application or system
<b>Best and Final Offer (BAFO)</b>	For negotiated procurements, a Vendor's final offer following the conclusion of discussions.
<b>CCP</b>	Change Control Procedures
<b>CR</b>	Change Request
<b>COTS</b>	Commercial Off-The-Shelf Software
<b>CM</b>	Configuration Management
<b>Certification</b>	The Vendor's written declaration with full supporting and written Documentation (including without limitation test results as applicable) that the Vendor has completed development of the Deliverable and certified its readiness for applicable Acceptance Testing or Review.
<b>Change Control</b>	Formal process for initiating changes to the proposed solution or process once development has begun.
<b>Change Order</b>	Formal documentation prepared for a proposed change in the Specifications.
<b>Completion Date</b>	End date for the Contract
<b>Confidential Information</b>	Information required to be kept Confidential from unauthorized disclosure <i>under the Contract</i>
<b>Contract</b>	This Agreement between the State of New Hampshire and a Vendor, which creates binding obligations for each party to perform as specified in the Contract Documents.
<b>Contract Conclusion</b>	Refers to the conclusion of the Contract, for any reason, including

2012-009 COTS Contract Agreement-Part 2

Initial All Pages:

Contractor's initials: 

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES (DPHS)  
HOME VISITING DATA SYSTEM  
CONTRACT 2012-009  
CONTRACT AGREEMENT –PART 2

	but not limited to, the successful Contract completion, termination for convenience, or termination for default.
<b>Contract Documents</b>	Documents that comprise this Contract (See Contract Agreement, Section 1.1)
<b>Contract Managers</b>	The persons identified by the State and the Vendor who shall be responsible for all contractual authorization and administration of the Contract. These responsibilities shall include but not be limited to processing Contract Documentation, obtaining executive approvals, tracking costs and payments, and representing the parties in all Contract administrative activities. (See Section 4: <i>Contract Management</i> )
<b>Contracted Vendor/Vendor</b>	The Vendor whose proposal or quote was awarded the Contract with the State and who is responsible for the Services and Deliverables of the Contract.
<b>Conversion Test</b>	A test to ensure that a Data conversion process correctly takes Data from a legacy system and successfully converts it to a form that can be used by the new System.
<b>COTS</b>	Commercial off the Shelf
<b>Cure Period</b>	The thirty (30) day period following written notification of a default within which a contracted vendor must cure the default identified.
<b>Custom Code</b>	Code developed by the Vendor specifically for this project for the State of New Hampshire
<b>Custom Software</b>	Software developed by the Vendor specifically for this project for the State of New Hampshire
<b>Data</b>	State's records, files, forms, Data and other documents or information, in either electronic or paper form, that will be used /converted by the Vendor during the Contract Term
<b>DBA</b>	Database Administrator
<b>Deficiencies/Defects</b>	<p>A failure, deficiency or defect in a Deliverable resulting in a Deliverable, the Software, or the System, not conforming to its Specifications.</p> <p><b>Class A Deficiency – Software</b> - Critical, does not allow System to operate, no work around, demands immediate action; <i>Written Documentation</i> - missing significant portions of information or unintelligible to State; <i>Non Software</i> - Services were inadequate and require re-performance of the Service.</p> <p><b>Class B Deficiency – Software</b> - important, does not stop operation and/or there is a work around and user can perform tasks; <i>Written Documentation</i> - portions of information are missing but not enough to make the document unintelligible; <i>Non Software</i> - Services were deficient, require reworking, but do not require re-performance of the Service.</p>

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	<b>Class C Deficiency – Software</b> - minimal, cosmetic in nature, minimal effect on System, low priority and/or user can use System; <i>Written Documentation</i> - minimal changes required and of minor editing nature; <i>Non Software</i> - Services require only minor reworking and do not require re-performance of the Service.
<b>Deliverable</b>	A Deliverable is any Written, Software, or Non-Software Deliverable (letter, report, manual, book, other), provided by the Vendor to the State or under the terms of a Contract requirement.
<b>Department</b>	An agency of the State
<b>Department of Information Technology (DoIT)</b>	The Department of Information Technology established under RSA 21-R by the Legislature effective September 5, 2008.
<b>Documentation</b>	All information that describes the installation, operation, and use of the Software, either in printed or electronic format.
<b>Digital Signature</b>	Guarantees the unaltered state of a file
<b>Effective Date</b>	The Contract and all obligations of the parties hereunder shall become effective on the date the Governor and the Executive Council of the State of New Hampshire approves the Contract
<b>Encryption</b>	Supports the encoding of data for security purposes
<b>Enhancements</b>	Updates, additions, modifications to, and new releases for the Software, and all changes to the Documentation as a result of Enhancements, including, but not limited to, Enhancements produced by Change Orders
<b>Event of Default</b>	Any one or more of the following acts or omissions of a Vendor shall constitute an event of default hereunder (“Event of Default”) <ul style="list-style-type: none"> <li>a. Failure to perform the Services satisfactorily or on schedule;</li> <li>b. Failure to submit any report required; and/or</li> <li>c. Failure to perform any other covenant, term or condition of the Contract</li> </ul>
<b>Firm Fixed Price Contract</b>	A Firm-Fixed-Price Contract provides a price that is not subject to increase, i.e., adjustment on the basis of the Vendor’s cost experience in performing the Contract
<b>Fully Loaded</b>	Rates are inclusive of all allowable expenses, including, but not limited to: meals, hotel/housing, airfare, car rentals, car mileage, and out of pocket expenses
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>Governor and Executive Council</b>	The New Hampshire Governor and Executive Council.
<b>Identification and Authentication</b>	Supports obtaining information about those parties attempting to log on to a system or application for security purposes and the validation of those users
<b>Implementation</b>	The process for making the System fully operational for processing

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	the Data.
<b>Implementation Plan</b>	Sets forth the transition from development of the System to full operation, and includes without limitation, training, business and technical procedures.
<b>Information Technology (IT)</b>	Refers to the tools and processes used for the gathering, storing, manipulating, transmitting, sharing, and sensing of information including, but not limited to, Data processing, computing, information systems, telecommunications, and various audio and video technologies.
<b>Input Validation</b>	Ensure the application is protected from buffer overflow, cross-site scripting, SQL injection, and canonicalization
<b>Intrusion Detection</b>	Supports the detection of illegal entrance into a computer system
<b>Invoking Party</b>	In a dispute, the party believing itself aggrieved
<b>Key Project Staff</b>	Personnel identified by the State and by the contracted Vendor as essential to work on the Project.
<b>Licensee</b>	The State of New Hampshire
<b>Non Exclusive Contract</b>	A contract executed by the State that does not restrict the State from seeking alternative sources for the Deliverables or Services provided under the Contract.
<b>Non-Software Deliverables</b>	Deliverables that are not Software Deliverables or Written Deliverables, e.g., meetings, help support, services, other
<b>Normal Business Hours</b>	Normal Business Hours – 8:00 a.m. to 5:00 p.m. EST, Monday through Friday excluding State of New Hampshire holidays. State holidays are: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, July 4 <sup>th</sup> , Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day. Specific dates will be provided
<b>Notice to Proceed (NTP)</b>	The State Contract Manager’s written direction to the Vendor to begin work on the Contract on a given date and time
<b>Operating System</b>	System is fully functional, all Data has been loaded into the System, is available for use by the State in its daily operations.
<b>Operational</b>	Operational means that the System is operating and fully functional, all Data has been loaded; the System is available for use by the State in its daily operations, and the State has issued an Acceptance Letter.
<b>Order of Precedence</b>	The order in which Contract/Documents control in the event of a conflict or ambiguity. A term or condition in a document controls over a conflicting or ambiguous term or condition in a document that is lower in the Order of Precedence
<b>Project</b>	The planned undertaking regarding the entire subject matter of an RFP and Contract and the activities of the parties related hereto.
<b>Project Team</b>	The group of State employees and contracted Vendor’s personnel responsible for managing the processes and mechanisms required

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	such that the Services are procured in accordance with the Work Plan on time, on budget and to the required specifications and quality
<b>Project Management Plan</b>	A document that describes the processes and methodology to be employed by the Vendor to ensure a successful Project.
<b>Project Managers</b>	The persons identified who shall function as the State's and the Vendor's representative with regard to Review and Acceptance of Contract Deliverables, invoice sign off, and review and approval of Change Requests (CR) utilizing the Change Control Procedures (CCP)
<b>Project Staff</b>	State personnel assigned to work with the Vendor on the Project
<b>Proposal</b>	The submission from a Vendor in response to the Request for a Proposal or Statement of Work
<b>Regression Test Plan</b>	A plan integrated into the Work Plan used to ascertain whether fixes to Defects have caused errors elsewhere in the application/process.
<b>Review</b>	The process of reviewing Deliverables for Acceptance
<b>Review Period</b>	The period set for review of a Deliverable. If none is specified then the Review Period is five (5) business days.
<b>RFP (Request for Proposal)</b>	A Request For Proposal solicits Proposals to satisfy State functional requirements by supplying data processing product and/or Service resources according to specific terms and conditions
<b>Role/Privilege Management</b>	Supports the granting of abilities to users or groups of users of a computer, application or network
<b>SaaS- Software as a Service</b>	Occurs where the COTS application is hosted but the State does not own the license or the code. The vendor allows the use of the software as a part of their service.
<b>Schedule</b>	The dates described in the Work Plan for deadlines for performance of Services and other Project events and activities under the Contract
<b>Service Level Agreement (SLA)</b>	A signed agreement between the Vendor and the State specifying the level of Service that is expected of, and provided by, the Vendor during the term of the Contract.
<b>Services</b>	The work or labor to be performed by the Vendor on the Project as described in the Contract.
<b>Software</b>	All custom Software and COTS Software provided by the Vendor under the Contract
<b>Software Deliverables</b>	COTS Software and Enhancements
<b>Software License</b>	Licenses provided to the State under this Contract
<b>Solution</b>	The Solution consists of the total Solution, which includes, without limitation, Software and Services, addressing the requirements and terms of the Specifications. The off-the-shelf Software and configured Software customized for the State provided by the Vendor in response to this RFP.
<b>Specifications</b>	The written Specifications that set forth the requirements which

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	include, without limitation, this RFP, the Proposal, the Contract, any performance standards, Documentation, applicable State and federal policies, laws and regulations, State technical standards, subsequent State-approved Deliverables, and other Specifications and requirements described in the Contract Documents. The Specifications are, by this reference, made a part of the Contract as though completely set forth herein.
<b>State</b>	STATE is defined as: State of New Hampshire Department of Health & Human Services Division of Public Health Services 29 Hazen Drive Concord, NH 03301 Reference to the term "State" shall include applicable agencies
<b>Statement of Work (SOW)</b>	A Statement of Work clearly defines the basic requirements and objectives of a Project. The Statement of Work also defines a high level view of the architecture, performance and design requirements, the roles and responsibilities of the State and the Vendor. The Contract Agreement SOW defines the results that the Vendor remains responsible and accountable for achieving.
<b>State's Confidential Records</b>	State's information regardless of its form that is not subject to public disclosure under applicable state and federal laws and regulations, including but not limited to <u>RSA Chapter 91-A</u>
<b>State Data</b>	Any information contained within State systems in electronic or paper format.
<b>State Fiscal Year (SFY)</b>	The New Hampshire State Fiscal Year extends from July 1 <sup>st</sup> through June 30 <sup>th</sup> of the following calendar year
<b>State Project Leader</b>	State's representative with regard to Project oversight
<b>State's Project Manager (PM)</b>	State's representative with regard to Project management and technical matters. Agency Project Managers are responsible for review and Acceptance of specific Contract Deliverables, invoice sign off, and Review and approval of a Change Proposal (CP).
<b>Subcontractor</b>	A person, partnership, or company not in the employment of, or owned by, the Vendor, which is performing Services under this Contract under a separate Contract with or on behalf of the Vendor
<b>System</b>	All Software, specified hardware, and interfaces and extensions, integrated and functioning together in accordance with the Specifications.
<b>TBD</b>	To Be Determined
<b>Technical Authorization</b>	Direction to a Vendor, which fills in details, clarifies, interprets, or specifies technical requirements. It must be: (1) consistent with Statement of Work within statement of Services; (2) not constitute a

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	new assignment; and (3) not change the terms, documents of specifications of the Contract Agreement
<b>Test Plan</b>	A plan, integrated in the Work Plan, to verify the code (new or changed) works to fulfill the requirements of the Project. It may consist of a timeline, a series of tests and test data, test scripts and reports for the test results as well as a tracking mechanism.
<b>Term</b>	Period of the Contract from the Effective Date through termination.
<b>Transition Services</b>	Services and support provided when the contracted vendor is supporting System changes.
<b>UAT</b>	User Acceptance Test
<b>Unit Test</b>	Developers create their own test data and test scenarios to verify the code they have created or changed functions properly as defined.
<b>User Acceptance Testing</b>	Tests done by knowledgeable business users who are familiar with the scope of the Project. They create/develop test cases to confirm the System was developed according to specific user requirements. The test cases and scripts/scenarios should be mapped to business requirements outlined in the user requirements documents.
<b>User Management</b>	Supports the administration of computer, application and network accounts within an organization
<b>Vendor/ Contracted Vendor</b>	The Vendor whose proposal or quote was awarded the Contract with the State and who is responsible for the Services and Deliverables of the Contract.
<b>Verification</b>	Supports the confirmation of authority to enter a computer system, application or network
<b>Walk Through</b>	A step-by-step review of a Specification, usability features or design before it is handed off to the technical team for development
<b>Warranty Period</b>	A period of coverage during which the Contracted Vendor is responsible for providing a guarantee for products and Services delivered as defined in the Contract.
<b>Warranty Releases</b>	Code releases that are done during the Warranty Period.
<b>Warranty Services</b>	The Services to be provided by the Vendor during the Warranty Period.
<b>Work Hours</b>	Vendor personnel shall work normal business hours between 8:00 am and 5:00 pm, eight (8) hour days, forty (40) hour weeks, excluding State of New Hampshire holidays. Changes to this schedule may be made upon agreement with the State Project Manager.
<b>Work Plan</b>	The overall plan of activities for the Project created in accordance with the Contract. The plan and delineation of tasks, activities and events to be performed and Deliverables to be produced under the Project as specified in Appendix C. The Work Plan shall include a detailed description of the Schedule, tasks/activities, Deliverables, critical events, task dependencies, and the resources that would lead

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	and/or participate on each task.
<b>Written Deliverables</b>	Non-Software written deliverable Documentation (letter, report, manual, book, other) provided by the Vendor either in paper or electronic format.

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**INTRODUCTION**

This Contract is by and between the State of New Hampshire, acting through the Department of Health & Human Services, Division of Public Health Services (“State”), and Social Solutions Global, Inc. (SSI) (“Vendor”), having its principal place of business at 425 Williams Court, Suite 100, Baltimore, MD, 21220.

The State of New Hampshire, Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), is preparing to implement the federal Maternal, Infant & Early Childhood Home Visiting (MIECHV) program. The State’s intention is to subscribe to SSI’s “Efforts to Outcomes” (ETO) Software as a Service model (SaaS) application to collect and manage data and reporting for this program.

This Contract shall be executed in conjunction with the Request for Proposals (RFP). The RFP is hereby incorporated within, by reference, and all terms, conditions and requirements shall be applicable under this contract.

**RECITALS**

The State desires to have Social Solutions Global, Inc. provide the ETO System, and associated Services for Department of Health & Human Services, Division of Public Health Services;

Social Solutions Global, Inc. wishes to provide their ETO System and associated Services for the State.

The parties therefore agree as follows:

**1. CONTRACT DOCUMENTS**

**1.1 Contract Documents**


This Contract is comprised of the following documents (Contract Documents):

- A. Part 1 – State Terms and Conditions contained in the Form P-37
- B. Part 2 – The Contract Agreement
- C. Part 3 – Consolidated Exhibits
  - Exhibit A- Contract Deliverables
  - Exhibit B- Price and Payment Schedule
  - Exhibit C- Special Provisions
  - Exhibit D- Administrative Services
  - Exhibit E- Implementation Services
  - Exhibit F- Testing Services
  - Exhibit G- Maintenance and Support Services
  - Exhibit H- Requirements- The Vendor’s Responses
  - Exhibit I- Work Plan
  - Exhibit J- Software License and related Terms
  - Exhibit K- Warranty and Warranty Services

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Exhibit L- Training Services  
Exhibit M- Agency RFP with Addendums, by reference  
Exhibit N- The Vendor Proposal, by reference  
Exhibit O- Certificates and Attachments  
Exhibit P- DHHS Standard Exhibit C: Special Provisions  
Exhibit Q- DHHS Standard Exhibit D: Certification Regarding Drug-Free Workplace Requirements  
Exhibit R- DHHS Standard Exhibit E: Certification Regarding Lobbying  
Exhibit S- DHHS Standard Exhibit F: Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Exhibit T- DHHS Standard Exhibit G: Certification Regarding the Americans with Disabilities Act Compliance  
Exhibit U- DHHS Standard Exhibit H: Environmental Tobacco Smoke  
Exhibit V- DHHS Standard Exhibit I: Health Insurance Portability and Accountability Act  
Exhibit W- DHHS Standard Exhibit J: Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

**1.2 Order of Precedence**

In the event of conflict or ambiguity among any of the text of the Contract Documents, the following Order of Precedence shall govern:

- a. *The State of New Hampshire Terms and Conditions*, Form P-37-Contract Agreement Part 1
- b. *General Contract Requirements* in Appendix H Section H-25 of the RFP document.
- c. State of New Hampshire, Department of Health & Human Services, Division of Public Health Services, Contract 2012-009.
- d. RFP 2012-009 Home Visiting Data System, dated November 7, 2011, with addendum(s) incorporated; then
- e. The Vendor's Proposal, dated December 21, 2011.

**1.3 Contract Term**

The Contract and all obligations of the parties hereunder shall become effective after full execution by the parties, and the receipt of required governmental approvals, including, but not limited to, Governor and Executive Council of the State of New Hampshire approval ("Effective Date").

The Contract shall begin on the Effective Date and extend through September 30, 2015.

Social Solutions Global, Inc. shall commence work upon issuance of a Notice to Proceed by the State.

The State does not require the Contracted Vendor to commence work prior to the Effective Date; however, if the Contracted Vendor commences work prior to the Effective Date and a

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Notice to Proceed, such work shall be performed at the sole risk of the Contracted Vendor. In the event that the Contract does not become effective, the State shall be under no obligation to pay the Contracted Vendor for any costs incurred or Services performed.

**Time is of the essence in the performance of Social Solution, Inc.'s obligations under the Contract.**

**2. COMPENSATION**

**2.1 Contract Price**

The Contract price, method of payment, and terms of payment are identified and more particularly described in Contract Exhibit B: *Price and Payment Schedule*.

**2.2 Non-Exclusive, FIRM FIXED PRICE Contract**

This is a Non-Exclusive, Firm Fixed Price (FFP) Contract with price and term limitations as set forth in the Contract.

The State reserves the right, at its discretion, to retain other contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal. The Contracted Vendor shall not be responsible for any delay, act, or omission of such other contractors, except that the Contracted Vendor shall be responsible for any delay, act, or omission of the other contractors if such delay, act, or omission is caused by or due to the fault of the Contracted Vendor.

Notwithstanding any other provision of the Contract to the contrary, in no event shall total payments under the Contract exceed \$257,277.25.

**3. CONTRACT MANAGEMENT**

The Project will require the coordinated efforts of a Project Team consisting of both the Contracted Vendor and State personnel. The Contracted Vendor shall provide all necessary resources to perform its obligations under the Contract. The Contracted Vendor shall be responsible for managing the Project to its successful completion.

**3.1 The Vendor's Contract Manager**


The Contracted Vendor shall assign a Contract Manager who shall be responsible for all Contract authorization and administration. The Contracted Vendor's Contract Manager is:

Ginny Foran  
Manager of Sales Support, Social Solutions Global, Inc  
425 Williams Ct, Suite 100  
Baltimore, MD 21220  
Tel: 443-460-3404  
Fax: 443-460-3473  
Email: GForan@socialsolutions.com

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**3.2 The Vendor's Project Manager**

**3.2.1 Contract Project Manager**

The Contracted Vendor shall assign a Project Manager who meets the requirements of the Contract, including but not limited to, the requirements set forth in the RFP. The Contracted Vendor's selection of the Contracted Vendor Project Manager shall be subject to the prior written approval of the State. The State's approval process may include, without limitation, at the State's discretion, review of the proposed the Contracted Vendor Project Manager's resume, qualifications, references, and background checks, and an interview. The State may require removal or reassignment of the Contracted Vendor's Project Manager who, in the sole judgment of the State, is found unacceptable or is not performing to the State's satisfaction.

**3.2.2** The Contracted Vendor Project Manager must be qualified to perform the obligations required of the position under the Contract, shall have full authority to make binding decisions under the Contract, and shall function as the Contracted Vendor's representative for all administrative and management matters. The Contracted Vendor's Project Manager shall perform the duties required under the Contract, including, but not limited to, those set forth in Contract Exhibit I, Section 2. The Contracted Vendor's Project Manager must be available to promptly respond during Normal Business Hours within two (2) hours to inquiries from the State, and be at the site as needed. The Contracted Vendor's Project Manager must work diligently and use his/ her best efforts on the Project.

**3.2.3** The Contracted Vendor shall not change its assignment of the Contracted Vendor Project Manager without providing the State written justification and obtaining the prior written approval of the State. State approvals for replacement of the Contracted Vendor's Project Manager shall not be unreasonably withheld. The replacement Project Manager shall have comparable or greater skills than the Contracted Vendor Project Manager being replaced; meet the requirements of the Contract, (including but not limited to, the requirements set forth in RFP); and be subject to reference and background checks described above in Contract Agreement Part 2, Section 3.2.1: *Contract Project Manager*, and in Contract Agreement Part 2, Section 3.6: *Reference and Background Checks*, below. the Contracted Vendor shall assign a replacement the Contracted Vendor Project Manager within ten (10) business days of the departure of the prior the Contracted Vendor Project Manager, and the Contracted Vendor shall continue during the ten (10) business day period to provide competent Project management Services through the assignment of a qualified interim the Contracted Vendor Project Manager.

**3.2.4** Notwithstanding any other provision of the Contract, the State shall have the option, at its discretion, to terminate the Contract, declare the Contracted Vendor in default and pursue its remedies at law and in equity, if the Contracted Vendor fails to assign a the Contracted Vendor Project Manager meeting the requirements and terms of the Contract.

**3.2.5** The Contracted Vendor Project Manager is:

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Ms. Donna M. Del Prete  
Project Manager  
Social Solutions Global, Inc.  
425 Williams Court, Suite 100  
Baltimore, MD, 21220  
Tel: (443) 803-7128 >  
Fax: (443)-460-3473  
Email: ddelprete@socialsolutions.com

**3.3 The Contracted Vendor Key Project Staff**

- 3.3.1** The Contracted Vendor shall assign Key Project Staff who meet the requirements of the Contract, and can implement the Software Solution meeting the requirements set forth in RFP Appendix C: *System Requirements and Deliverables*, Table C.1: *System Requirements and Deliverables-Vendor Response Checklist*. The State may conduct reference and background checks on the Contracted Vendor Key Project Staff. The State reserves the right to require removal or reassignment of the Contracted Vendor's Key Project Staff who are found unacceptable to the State. Any background checks shall be performed in accordance with the Contract Agreement Section 4.10: *Background Checks*.
- 3.3.2** The Contracted Vendor shall not change any the Contracted Vendor Key Project Staff commitments without providing the State written justification and obtaining the prior written approval of the State. State approvals for replacement of the Contracted Vendor Key Project Staff will not be unreasonably withheld. The replacement the Contracted Vendor Key Project Staff shall have comparable or greater skills than the Contracted Vendor Key Project Staff being replaced; meet the requirements of the Contract, including but not limited to the requirements set forth in RFP Appendix C: *System Requirements and Deliverables* and be subject to reference and background checks described in Contract Agreement-Part 2, Section 3.6: *Reference and Background Checks*,
- 3.3.3** Notwithstanding any other provision of the Contract to the contrary, the State shall have the option to terminate the Contract, declare the Contracted Vendor in default and to pursue its remedies at law and in equity, if the Contracted Vendor fails to assign Key Project Staff meeting the requirements and terms of the Contract or if it is dissatisfied with the Contracted Vendor's replacement Project staff.
- 3.3.3.1** The Contracted Vendor Key Project Staff shall consist of the following individuals in the roles identified below:

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**The Contracted Vendor's Key Project Staff:**

<u>Key Member(s)</u>	<u>Title</u>
John A. Bianchi	Solutions Architect
Ingvild Bjørnvold	Director of Advocacy

**3.4 State Contract Manager**

The State shall assign a Contract Manager who shall function as the State's representative with regard to Contract administration. The State Contract Manager is:

Deirdre Dunn, Early Childhood Special Projects Coordinator  
Division of Public Health Services, Department of Health & Human Services  
29 Hazen Dr, Concord, NH 03301  
Tel: (603) 271-4540  
Fax: (603) 271-3827  
Email: [deirdre.dunn@dhhs.state.nh.us](mailto:deirdre.dunn@dhhs.state.nh.us)

**3.5 State Project Manager**

The State shall assign a Project Manager. The State Project Manager's duties shall include the following:

- a. Leading the Project;
- b. Engaging and managing all the Contracted Vendors;
- c. Managing significant issues and risks.
- d. Reviewing and accepting Contract Deliverables;
- e. Invoice sign-offs;
- f. Review and approval of change proposals; and
- g. Managing stakeholders' concerns.

The State Project Manager is:

Shannon Wood, Home Visiting Program Coordinator  
Division of Public Health Services, Department of Health & Human Services  
29 Hazen Dr., Concord, NH 03301  
Tel: (603) 271-4566  
Fax: (603) 271-3827  
Email: [shannon.wood@dhhs.state.nh.us](mailto:shannon.wood@dhhs.state.nh.us)

**3.6 Reference and Background Checks**

The State may, at its sole expense, conduct reference and background screening of the Contracted Vendor Project Manager and the Contracted Vendor Key Project Staff. The State shall maintain the confidentiality of background screening results in accordance with the Contract Agreement, Part 2-Section 11: *Use of State's Information, Confidentiality*.

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**4. DELIVERABLES**

**4.1 Vendor Responsibilities**

The Contracted Vendor shall be solely responsible for meeting all requirements, and terms and conditions specified in this Contract, regardless of whether or not a Subcontractor is used.

The Contracted Vendor may subcontract Services subject to the provisions of the Contract, including but not limited to, the terms and conditions in Section 6: *General Contract Requirements* herein and the *Contract Agreement Part 1: State of New Hampshire Terms and Conditions-P-37*. The Contracted Vendor must submit all information and documentation relating to the Subcontractor, including terms and conditions consistent with this Contract. The State will consider the Contracted Vendor to be wholly responsible for the performance of the Contract and the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the Contract.

**4.2 Deliverables and Services**

The Contracted Vendor shall provide the State with the Deliverables and Services in accordance with the time frames in the Work Plan for this Contract, and as more particularly described in Contract Exhibit A: *Contract Deliverables*.

Upon its submission of a Deliverable or Service, the Contracted Vendor represents that it has performed its obligations under the Contract associated with the Deliverable or Service.

**4.3 Non-Software and Written Deliverables Review and Acceptance**

After receiving written Certification from the Contracted Vendor that a Non-Software or Written Deliverable is final, complete, and ready for Review, the State will Review the Deliverable to determine whether it meets the Requirements outlined in Contract Exhibit A: *Contract Deliverables*. The State will notify the Contracted Vendor in writing of its Acceptance or rejection of the Deliverable within five (5) business days of the State's receipt of the Contracted Vendor's written Certification. If the State rejects the Deliverable, the State shall notify the Contracted Vendor of the nature and class of the Deficiency and the Contracted Vendor shall correct the Deficiency within the period identified in the Work Plan. If no period for the Contracted Vendor's correction of the Deliverable is identified, the Contracted Vendor shall correct the Deficiency in the Deliverable within five (5) business days. Upon receipt of the corrected Deliverable, the State shall have five (5) business days to review the Deliverable and notify the Contracted Vendor of its Acceptance or rejection thereof, with the option to extend the Review Period up to five (5) additional business days. If the Contracted Vendor fails to correct the Deficiency within the allotted period of time, the State may, at its option, continue reviewing the Deliverable and require the Contracted Vendor to continue until the Deficiency is corrected, or immediately terminate the Contract, declare the Contracted Vendor in default, and pursue its remedies at law and in equity.

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**4.4 System/Software Testing and Acceptance**

System/Software Testing and Acceptance shall be performed as set forth in the Test Plan and more particularly described in Exhibit F: *Testing Services*.

**4.5 Security**

The State must ensure that appropriate levels of security are implemented and maintained in order to protect the integrity and reliability of its information technology resources, information, and services. State resources, information, and services must be available on an ongoing basis, with the appropriate infrastructure and security controls to ensure business continuity and safeguard State networks, Systems and Data.

IT Security involves all functions pertaining to the securing of State Data and Systems through the creation and definition of security policies, procedures and controls covering such areas as identification, authentication and non-repudiation.

All components of the Software shall be reviewed and tested to ensure they protect the State's hardware and software and its related Data assets. See *Contract Agreement –Part 3 – Exhibit F: Testing* for detailed information on requirements for Security testing.

**5. SOFTWARE**

**5.1 Software and Documentation**

The Contracted Vendor shall provide the State with access to Software and Documentation set forth in the Contract, and particularly described in Exhibit J: *Software*.

**5.2 Software Support and Maintenance**

The Contracted Vendor shall provide the State with Software support and Maintenance Services set forth in the Contract, and particularly described in Exhibit J.

**5.3 Restrictions**

Except as otherwise permitted under the Contract, the State agrees not to:

- a. Remove or modify any program markings or any notice of the Contracted Vendor's proprietary rights;
- b. Make the programs or materials available in any manner to any third party for use in the third party's business operations, except as permitted herein; or
- c. Cause or permit reverse engineering, disassembly or recompilation of the programs.

**5.4 Title**

The Contracted Vendor must hold the right to allow the State to use the Software or hold all title, right, and interest in the Software and its associated Documentation



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**6. WARRANTY**

the Contracted Vendor shall provide the Warranty and Warranty Services set forth in the Contract, and particularly described in Exhibit K: *Warranty and Warranty Services*.

**7. SERVICES**

the Contracted Vendor shall provide the Services required under the Contract Documents. All Services shall meet, and be performed, in accordance with the Specifications.

**7.1 Administrative Services**

the Contracted Vendor shall provide the State with the administrative Services set forth in the Contract, and particularly described in Exhibit D: *Administrative Services*.

**7.2 Implementation Services**

the Contracted Vendor shall provide the State with the Implementation Services set forth in the Contract, and particularly described in Exhibit E: *Implementation Services*.

**7.3 Testing Services**

the Contracted Vendor shall perform testing Services for the State set forth in the Contract, and particularly described in Exhibit F: *Testing Services*.

**7.4 Training Services**

the Contracted Vendor shall provide the State with training Services set forth in the Contract, and particularly described in Exhibit L: *Training Services*.

**7.5 Maintenance and Support Services**

the Contracted Vendor shall provide the State with Maintenance and support Services for the Software set forth in the Contract, and particularly described in Exhibit G: *System Maintenance and Support*.

**8. WORK PLAN DELIVERABLE**

the Contracted Vendor shall provide the State with a Work Plan that shall include, without limitation, a detailed description of the Schedule, tasks, Deliverables, major milestones, task dependencies, and payment Schedule.

The initial Work Plan shall be a separate Deliverable and is set forth in Contract Exhibit I: *Work Plan*. the Contracted Vendor shall update the Work Plan as necessary, but no less than every two weeks, to accurately reflect the status of the Project, including without limitation, the Schedule, tasks, Deliverables, major milestones, task dependencies, and payment Schedule. Any such updates to the Work Plan must be approved by the State, in writing, prior to final incorporation into Contract Exhibit I: *Work Plan*. The updated Contract Exhibit I: *Work Plan*, as approved by the State, is incorporated herein by reference.

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Unless otherwise agreed in writing by the State, changes to the Contract Exhibit I: *Work Plan* shall not relieve the Contracted Vendor from liability to the State for damages resulting from the Contracted Vendor's failure to perform its obligations under the Contract, including, without limitation, performance in accordance with the Schedule.

In the event of any delay in the Schedule, the Contracted Vendor must immediately notify the State in writing, identifying the nature of the delay, i.e., specific actions or inactions of the Contracted Vendor or the State causing the problem; its estimated duration period to reconciliation; specific actions that need to be taken to correct the problem; and the expected Schedule impact on the Project.

In the event additional time is required by the Contracted Vendor to correct Deficiencies, the Schedule shall not change unless previously agreed in writing by the State, except that the Schedule shall automatically extend on a day-to-day basis to the extent that the delay does not result from the Contracted Vendor's failure to fulfill its obligations under the Contract. To the extent that the State's execution of its major tasks takes longer than described in the Work Plan, the Schedule shall automatically extend on a day-to-day basis.

Notwithstanding anything to the contrary, the State shall have the option to terminate the Contract for default, at its discretion, if it is dissatisfied with the Vendor's Work Plan or elements within the Work Plan.

**9. CHANGE ORDERS**

The State may make changes or revisions at any time by written Change Order. The State originated changes or revisions shall be approved by the Department of Information Technology. Within five (5) business days of the Contracted Vendor's receipt of a Change Order, the Contracted Vendor shall advise the State, in detail, of any impact on cost (e.g., increase or decrease), the Schedule, or the Work Plan.

the Contracted Vendor may request a change within the scope of the Contract by written Change Order, identifying any impact on cost, the Schedule, or the Work Plan. The State shall attempt to respond to the Contracted Vendor's requested Change Order within five (5) business days. The State Agency, as well as the Department of Information Technology, must approve all Change Orders in writing. The State shall be deemed to have rejected the Change Order if the parties are unable to reach an agreement in writing.


All Change Order requests from the Contracted Vendor to the State, and the State acceptance of the Contracted Vendor's estimate for a State requested change, will be acknowledged and responded to, either acceptance or rejection, in writing. If accepted, the Change Order(s) shall be subject to the Contract amendment process, as determined to apply by the State.

**10. INTELLECTUAL PROPERTY**

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Upon successful completion and/or termination of the Implementation of the Project, the Contracted Vendor shall own and hold all, title, and rights in any Software modifications developed in connection with performance of obligations under the Contract, or modifications to the Contracted Vendor provided Software, and their associated Documentation including any and all performance enhancing operational plans and the Vendors' special utilities. The Contracted Vendor shall license back to the State the right to produce, publish, or otherwise use such software, source code, object code, modifications, reports, and Documentation developed under the Contract.

In no event shall the Contracted Vendor be precluded from developing for itself, or for others, materials that are competitive with, or similar to Custom Software, modifications developed in connection with performance of obligations under the Contract. In addition, the Contracted Vendor shall be free to use its general knowledge, skills, experience, and any other ideas, concepts, know-how, and techniques that are acquired or used in the course of its performance under this agreement

**10.1 State's Data**

All rights, title and interest in State Data shall remain with the State.

**10.2 Vendor's Materials**

Subject to the provisions of this Contract, the Contracted Vendor may develop for itself, or for others, materials that are competitive with, or similar to, the Deliverables. In accordance with the confidentiality provision of this Contract, the Contracted Vendor shall not distribute any products containing or disclose any State Confidential Information. the Contracted Vendor shall be free to use its general knowledge, skills and experience, and any ideas, concepts, know-how, and techniques that are acquired or used in the course of its performance under this Contract, provided that such is not obtained as the result of the deliberate memorization of the State Confidential Information by the Contracted Vendor employees or third party consultants engaged by the Contracted Vendor.

Without limiting the foregoing, the parties agree that the general knowledge referred to herein cannot include information or records not subject to public disclosure under New Hampshire RSA Chapter 91-A, which includes but is not limited to the following: records of grand juries and petit juries; records of parole and pardon boards; personal school records of pupils; records pertaining to internal personnel practices, financial information, test questions, scoring keys and other examination data use to administer a licensing examination, examination for employment, or academic examination and personnel, medical, welfare, library use, video tape sale or rental, and other files containing personally identifiable information that is private in nature.

**10.3 State Website Copyright**

**WWW Copyright and Intellectual Property Rights**

All right, title and interest in the State WWW site, including copyright to all Data and information, shall remain with the State. The State shall also retain all right, title and interest in any user interfaces and computer instructions embedded within the WWW pages. All WWW pages and any other Data or information shall, where applicable, display the State's copyright.

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**10.4 Custom Software Source Code**

The Contracted Vendor shall provide the State with a copy of the source code for the Custom Software, which shall be subject to the License rights. The State shall receive a worldwide, perpetual, irrevocable, non-exclusive paid –up right and license to use, copy, modify and prepare derivative works of any custom developed software.

**10.5 Survival**

This Contract Agreement Section 10: *Intellectual Property* shall survive the termination of the Contract.

**11. USE OF STATE’S INFORMATION, CONFIDENTIALITY**

**11.1 Use of State’s Information**

In performing its obligations under the Contract, the Contracted Vendor may gain access to information of the State, including State Confidential Information. “State Confidential Information” shall include, but not be limited to, information exempted from public disclosure under New Hampshire RSA Chapter 91-A: *Access to Public Records and Meetings* (see e.g. RSA Chapter 91-A: 5 *Exemptions*). the Contracted Vendor shall not use the State Confidential Information developed or obtained during the performance of, or acquired, or developed by reason of the Contract, except as directly connected to and necessary for the Contracted Vendor’s performance under the Contract.

**11.2 State Confidential Information**

the Contracted Vendor shall maintain the confidentiality of and protect from unauthorized use, disclosure, publication, and reproduction (collectively “release”), all State Confidential Information that becomes available to the Contracted Vendor in connection with its performance under the Contract, regardless of its form.

Subject to applicable federal or State laws and regulations, Confidential Information shall not include information which: (i) shall have otherwise become publicly available other than as a result of disclosure by the receiving party in breach hereof; (ii) was disclosed to the receiving party on a non-confidential basis from a source other than the disclosing party, which the receiving party believes is not prohibited from disclosing such information as a result of an obligation in favor of the disclosing party; (iii) is developed by the receiving party independently of, or was known by the receiving party prior to, any disclosure of such information made by the disclosing party; or (iv) is disclosed with the written consent of the disclosing party. A receiving party also may disclose Confidential Information to the extent required by an order of a court of competent jurisdiction.

Any disclosure of the State Confidential Information shall require the prior written approval of the State. the Contracted Vendor shall immediately notify the State if any request, subpoena or other legal process is served upon the Contracted Vendor regarding the State Confidential Information, and the Contracted Vendor shall cooperate with the State in any effort the State undertakes to contest the request, subpoena or other legal process, at no additional cost to the State.

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In the event of the unauthorized release of State Confidential Information, the Contracted Vendor shall immediately notify the State, and the State may immediately be entitled to pursue any remedy at law and in equity, including, but not limited to, injunctive relief.

**11.3 Vendor Confidential Information**

Insofar as the Contracted Vendor seeks to maintain the confidentiality of its confidential or proprietary information, the Contracted Vendor must clearly identify in writing all information it claims to be confidential or proprietary. Notwithstanding the foregoing, the State acknowledges that the Contracted Vendor considers the Software and Documentation to be Confidential Information. the Contracted Vendor acknowledges that the State is subject to State and federal laws governing disclosure of information including, but not limited to, RSA Chapter 91-A. The State shall maintain the confidentiality of the identified Confidential Information insofar as it is consistent with applicable State and federal laws or regulations, including but not limited to, RSA Chapter 91-A. In the event the State receives a request for the information identified by the Contracted Vendor as confidential, the State shall notify the Contracted Vendor and specify the date the State will be releasing the requested information. At the request of the State, the Contracted Vendor shall cooperate and assist the State with the collection and review of the Contracted Vendor's information, at no additional expense to the State. Any effort to prohibit or enjoin the release of the information shall be the Contracted Vendor's sole responsibility and at the Contracted Vendor's sole expense. If the Contracted Vendor fails to obtain a court order enjoining the disclosure, the State shall release the information on the date specified in the State's notice to the Contracted Vendor, without any liability to the Contracted Vendor.

**11.4 Survival**

This Contract Agreement Section 11, *Use of State's Information, Confidentiality*, shall survive termination or conclusion of the Contract.

**12. LIMITATION OF LIABILITY**

**12.1 State**

Subject to applicable laws and regulations, in no event shall the State be liable for any consequential, special, indirect, incidental, punitive, or exemplary damages. Subject to applicable laws and regulations, the State's liability to the Contracted Vendor shall not exceed the total Contract price set forth in Contract Agreement, Section 1.8 of the *Contract Agreement –Part 1-General Provisions*.


Notwithstanding the foregoing and any provision of this Contract to the contrary, in no event does the State waive its sovereign immunity or any applicable defenses or immunities.

**12.2 The Contracted Vendor**

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Subject to applicable laws and regulations, in no event shall the Contracted Vendor be liable for any consequential, special, indirect, incidental, punitive or exemplary damages and the Contracted Vendor's liability to the State shall not exceed two times (2X) the total Contract price set forth in Contract Agreement, Section 1.8 of the *Contract Agreement –Part 1-General Provisions*.

Notwithstanding the foregoing, the limitation of liability in this SOW Section 12.2 shall not apply to the Contracted Vendor's indemnification obligations set forth in the *Contract Agreement Part 1-Section 13: Indemnification* and confidentiality obligations in Contract Agreement-Part 2- Section 11: *Use of State's Information, Confidentiality*, which shall be unlimited.

**12.3 State's Immunity**

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 shall survive termination or Contract conclusion.

**12.4 Survival**

This *Contract Agreement- Part 2-Section 12: Limitation of Liability* shall survive termination or Contract conclusion.

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**13. TERMINATION**

This Section 13 shall survive the termination or Contract Conclusion.

**13.1 Termination for Default**

Any one or more of the following acts or omissions of the Contracted Vendor shall constitute an event of default hereunder (“Event of Default”)

- a. Failure to perform the Services satisfactorily or on schedule;
- b. Failure to submit any report required; and/or
- c. Failure to perform any other covenant, term or condition of the Contract

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

- a. Unless otherwise provided in the Contract, the State shall provide the Contracted Vendor written notice of default and require it to be remedied within, in the absence of a greater or lesser specification of time, within thirty (30) days from the date of notice, unless otherwise indicated within by the State (“Cure Period”). If the Contracted Vendor fails to cure the default within the Cure Period, the State may terminate the Contract effective two (2) days after giving the Contracted Vendor notice of termination, at its sole discretion, treat the Contract as breached and pursue its remedies at law or in equity or both.
- b. Give the Contracted Vendor a written notice specifying the Event of Default and suspending all payments to be made under the Contract and ordering that the portion of the Contract price which would otherwise accrue to the Contracted Vendor during the period from the date of such notice until such time as the State determines that the Contracted Vendor has cured the Event of Default shall never be paid to the Contracted Vendor.
- c. Set off against any other obligations the State may owe to the Vendor any damages the State suffers by reason of any Event of Default;
- d. Treat the Contract as breached and pursue any of its remedies at law or in equity, or both.
- e. Procure Services that are the subject of the Contract from another source and the Contracted Vendor shall be liable for reimbursing the State for the replacement Services, and all administrative costs directly related to the replacement of the Contract and procuring the Services from another source, such as costs of competitive bidding, mailing, advertising, applicable fees, charges or penalties, and staff time costs; all of which shall be subject to the limitations of liability set forth in the Contract.

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13.1.2 The Vendor shall provide the State with written notice of default, and the State shall cure the default within thirty (30) days.

13.1.3 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 shall survive termination or Contract Conclusion.

**13.2 Termination for Convenience**

13.2.1 The State may, at its sole discretion, terminate the Contract for convenience, in whole or in part, by thirty (30) days written notice to the Contracted Vendor. In the event of a termination for convenience, the State shall pay the Contracted Vendor the agreed upon price, if separately stated in this Contract, for Deliverables for which Acceptance has been given by the State. Amounts for Services or Deliverables provided prior to the date of termination for which no separate price is stated under the Contract shall be paid, in whole or in part, generally in accordance with Contract Exhibit B, *Price and Payment Schedule*, of the Contract.

13.2.2 During the thirty (30) day period, the Contracted Vendor shall wind down and cease Services as quickly and efficiently as reasonably possible, without performing unnecessary Services or activities and by minimizing negative effects on the State from such winding down and cessation of Services.

**13.3 Termination for Conflict of Interest**

13.3.1 The State may terminate the Contract by written notice if it determines that a conflict of interest exists, including but not limited to, a violation by any of the parties hereto of applicable laws regarding ethics in public acquisitions and procurement and performance of Contracts.

In such case, the State shall be entitled to a pro-rated refund of any current development, support, and maintenance costs. The State shall pay all other contracted payments that would have become due and payable if the Contracted Vendor did not know, or reasonably did not know, of the conflict of interest.

13.3.2 In the event the Contract is terminated as provided above pursuant to a violation by the Contracted Vendor, the State shall be entitled to pursue the same remedies against the Contracted Vendor as it could pursue in the event of a default of the Contract by the Contracted Vendor.

**13.4 Termination Procedure**

13.4.1 Upon termination of the Contract, the State, in addition to any other rights provided in the Contract, may require the Contracted Vendor to deliver to the State any



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property, including without limitation, Software and Written Deliverables, for such part of the Contract as has been terminated.

- 13.4.2** After receipt of a notice of termination, and except as otherwise directed by the State, the Contracted Vendor shall:
- a.** Stop work under the Contract on the date, and to the extent specified, in the notice;
  - b.** Promptly, but in no event longer than thirty (30) days after termination, terminate its orders and subcontracts related to the work which has been terminated and settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the State to the extent required, which approval or ratification shall be final for the purpose of this Section;
  - c.** Take such action as the State directs, or as necessary to preserve and protect the property related to the Contract which is in the possession of the Contracted Vendor and in which the State has an interest;
  - d.** Transfer title to the State and deliver in the manner, at the times, and to the extent directed by the State, any property which is required to be furnished to the State and which has been accepted or requested by the State; and
  - e.** Provide written Certification to the State that the Contracted Vendor has surrendered to the State all said property.
  - f.** Assist in Transition Services, as reasonably requested by the State at no additional cost.

**14. CHANGE OF OWNERSHIP**

In the event that the Contracted Vendor should change ownership for any reason whatsoever, the State shall have the option of continuing under the Contract with the Contracted Vendor, its successors or assigns for the full remaining term of the Contract; continuing under the Contract with the Contracted Vendor, its successors or assigns for such period of time as determined necessary by the State; or immediately terminate the Contract without liability to the Contracted Vendor, its successors or assigns.

**15. ASSIGNMENT, DELEGATION AND SUBCONTRACTS**

**15.1** the Contracted Vendor shall not assign, delegate, subcontract, or otherwise transfer any of its interest, rights, or duties under the Contract without the prior written consent of the State. Such consent shall not be unreasonably withheld. Any attempted transfer, assignment, delegation, or other transfer made without the State's prior written consent shall be null and void, and may constitute an event of default at the sole discretion of the State.

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**15.2** the Contracted Vendor shall remain wholly responsible for performance of the entire Contract even if assignees, delegates, Subcontractors, or other transferees (“Assigns”) are used, unless otherwise agreed to in writing by the State, and the Assigns fully assumes in writing any and all obligations and liabilities under the Contract from the Effective Date. In the absence of a written assumption of full obligations and liabilities of the Contract, any permitted assignment, delegation, subcontract, or other transfer shall neither relieve the Contracted Vendor of any of its obligations under the Contract nor affect any remedies available to the State against the Contracted Vendor that may arise from any event of default of the provisions of the contract. The State shall consider the Contracted Vendor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the Contract.

**15.3** Notwithstanding the foregoing, nothing herein shall prohibit the Contracted Vendor from assigning the Contract to the successor of all or substantially all of the assets or business of the Contracted Vendor provided that the successor fully assumes in writing all obligations and responsibilities under the Contract. In the event that the Contracted Vendor should change ownership, as permitted under this Contract Agreement Part 2, Section 14: *Change of Ownership*, the State shall have the option to continue under the Contract with the Contracted Vendor, its successors or assigns for the full remaining term of the Contract; continue under the Contract with the Contracted Vendor, its successors or assigns for such period of time as determined necessary by the State; or immediately terminating the Contract without liability to the Contracted Vendor, its successors or assigns.

**16. DISPUTE RESOLUTION**

Prior to the filing of any formal proceedings with respect to a dispute (other than an action seeking injunctive relief with respect to intellectual property rights or Confidential Information), the party believing itself aggrieved (the “Invoking Party”) shall call for progressive management involvement in the dispute negotiation by written notice to the other party. Such notice shall be without prejudice to the Invoking Party’s right to any other remedy permitted under the Contract.


The parties shall use reasonable efforts to arrange personal meetings and/or telephone conferences as needed, at mutually convenient times and places, between negotiators for the parties at the following successive management levels, each of which shall have a period of allotted time as specified below in which to attempt to resolve the dispute:

**Dispute Resolution Responsibility and Schedule Table**

<b>LEVEL</b>	<b>CONTRACTOR</b>	<b>STATE</b>	<b><u>CUMULATIVE ALLOTTED TIME</u></b>
<b>Primary</b>	Social Solutions Project Manager (PM)	State Project Manager (PM)	5 Business Days
<b>First</b>	Social Solutions Enterprise Projects Director (EPD)	State Project Management Team (PMT)	10 Business Days

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<b>Second</b>	Chief Operating Officer (COO)	Director of the Division of Public Health Services	15 Business Days
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The allotted time for the first level negotiations shall begin on the date the Invoking Party's notice is received by the other party. Subsequent allotted time is days from the date that the original Invoking Party's notice is received by the other party.

**17. ESCROW OF CODE**

This section not applicable.

**18. GENERAL PROVISIONS**

**18.1 Travel Expenses**

The State will not be responsible for any travel or out of pocket expenses incurred in the performance of the Services.

The Vendor must assume all travel and related expenses by "fully loading" the proposed labor rates to include, but not limited to: meals, hotel/housing, airfare, car rentals, car mileage, and out of pocket expenses.

**18.2 Shipping and Delivery Fee Exemption**

The State will not pay for any shipping or delivery fees unless specifically itemized in the Contract.

**18.3 Project Workspace and Office Equipment**

The State agency will work with the Contracted Vendor to determine the requirements for providing all necessary workspace and office equipment, including desktop computers for the Contracted Vendor's staff.

**18.4 Access/Cooperation**

As applicable, and reasonably necessary, and subject to the applicable State and federal laws and regulations and restrictions imposed by third parties upon the State, the State shall provide the Contracted Vendor with access to all program files, libraries, personal computer-based systems, software packages, network systems, security systems, and hardware as required to complete contracted services.

The State shall use reasonable efforts to provide approvals, authorizations, and decisions reasonably necessary to allow the Contracted Vendor to perform its obligations under the Contract.

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**18.5 Required Work Procedures**

All work done must conform to standards and procedures established by the Department of Information Technology and the State.

**18.6 Computer Use**

In consideration for receiving access to and use of the computer facilities, network, licensed or developed software, software maintained or operated by any of the State entities, systems, equipment, Documentation, information, reports, or data of any kind (hereinafter "Information"), the Contracted Vendor understands and agrees to the following rules:

- a. Every Authorized User has the responsibility to assure the protection of information from unauthorized access, misuse, theft, damage, destruction, modification, or disclosure.
- b. That information shall be used solely for conducting official State business, and all other use or access is strictly forbidden including, but not limited to, personal, or other private and non-State use and that at no time shall the Contracted Vendor access or attempt to access any information without having the express authority to do so.
- c. That at no time shall the Contracted Vendor access or attempt to access any information in a manner inconsistent with the approved policies, procedures, and /or agreements relating to system entry/access.
- d. That all software licensed, developed, or being evaluated by the State cannot be copied, shared, distributed, sub-licensed, modified, reverse engineered, rented, or sold, and that at all times the Contracted Vendor must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other Agreement executed by the State. Only equipment or software owned, licensed, or being evaluated by the State, can be used by the Contracted Vendor. Personal software (including but not limited to palmtop sync software) shall not be installed on any equipment.
- e. That if the Contracted Vendor is found to be in violation of any of the above-stated rules, the User may face removal from the State Contract, and/or criminal or civil prosecution, if the act constitutes a violation of law.

**18.7 Email Use**

Mail and other electronic communication messaging systems are State of New Hampshire property and are to be used for business purposes only. Email is defined as "internal Email systems" or "State-funded Email systems", the Contracted Vendor understand and agree that use of email shall follow State standard policy (available upon request).

**18.8 Internet/Intranet Use**

The Internet/Intranet is to be used for access to and distribution of information in direct support of the business of the State of New Hampshire according to State standard policy (available upon request).

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**18.9 Regulatory Government Approvals**

the Contracted Vendor shall obtain all necessary and applicable regulatory or other governmental approvals necessary to perform its obligations under the Contract.

**18.10 Force Majeure**

Neither the Contracted Vendor nor the State shall be responsible for delays or failures in performance resulting from events beyond the control of such party and without fault or negligence of such party. Such events shall include, but not be limited to, acts of God, strikes, lock outs, riots, and acts of War, epidemics, acts of Government, fire, power failures, nuclear accidents, earthquakes, and unusually severe weather.

Except in the event of the foregoing, Force Majeure events shall not include the Contracted Vendor's inability to hire or provide personnel needed for the Contracted Vendor's performance under the Contract.

**18.11 Insurance**

**18.11.1 the Contracted Vendor Insurance Requirement**

See Contract Agreement Part 1-Form P-37 Section 14.

**18.11.2** The ACORD Insurance Certificate should note the Certificate Holder in the lower left hand block including State of New Hampshire, Department Name, name of the individual responsible for the funding of the contracts and his/her address.

**18.12 Exhibits**

The Exhibits referred to, in and attached to the Contract are incorporated by reference as if fully included in the text.

**18.13 Venue and Jurisdiction**

Any action on the Contract may only be brought in the State of New Hampshire Merrimack County Superior Court.

**18.14 Survival**

The terms, conditions and warranties contained in the Contract that by their context are intended to survive the completion of the performance, cancellation or termination of the Contract shall so survive, including, but not limited to, the terms of the *Contract Agreement Exhibit D Section 3: Records Retention and Access Requirements*, *Contract Agreement Exhibit D Section 4: Accounting Requirements*, and *Contract Agreement Part 2-Section 11: Use of State's Information, Confidentiality* and *Contract Agreement Part 1- Section 13: Indemnification* which shall all survive the termination of the Contract.

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CONTRACT DELIVERABLES

**1. DELIVERABLES, MILESTONES AND ACTIVITIES**

Social Solutions Global, Inc. shall provide the State with Efforts-to-Outcomes Software (ETO), which will meet and perform in accordance with the Specifications and Deliverables that are in accordance with the time frames in the Work Plan.

Prior to the commencement of work on Non-Software and Written Deliverables, Social Solutions Global, Inc. shall provide to the State a template, table of contents, or agenda for Review and prior approval by the State.

The Deliverables are set forth in the Schedule described below in Section 2. By unconditionally accepting a Deliverable, the State reserves the right to reject any and all Deliverables in the event the State detects any Deficiency in the System, in whole or in part, through completion of all Acceptance Testing, including but not limited to, Software/System Acceptance Testing, and any extensions thereof.

Pricing for Deliverables set forth in Exhibit B: *Price and Payment Schedule*. Pricing will be effective for the Term of this Contract, and any extensions thereof.

**2. DELIVERABLES, MILESTONES, AND ACTIVITIES SCHEDULE**

**2.1 Implementation Schedule – Activities / Deliverables / Milestones**

Implementation Schedule – Activities / Deliverables / Milestones		
<u>Project management</u>		
Conduct Project Kickoff Meeting	Non-software	Week 1- 2
Project Work Plan, including milestones	Written	Week 3-5
Design Documentation	Written	Week 5
Participate in design Review	Non-software	Ongoing each week
Status reports/meetings and update to Work Plan	Non-software	Bi-weekly status reports
<u>System software</u>		
System ready for Review and User Acceptance Testing	Software	Week 12
System walkthrough/Review	Non-software	Week 12

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Contract Deliverables		
<b><u>User Acceptance Test (UAT)</u></b>		
Test Plan and scripts	Written	Week 13-16
Train testers	Non-software	Week 6-8
Test functionality	Non-software	Week 12-16
Test security	Non-software	Week 12-16
Perform volume and stress test	Non-software	NA
Support State during UAT/ Share ALL Testing Results with State Project Team	Non-software	Week 12-16
<b><u>Training</u></b>		
Training plan and schedule	Written	Week 12
Train users	Non-software	Week 13-16
<b><u>Deployment</u></b>		
Deployment plan	Written	Week 9-11
Set up and configure software for New Hampshire	Software	Week 9-11
Implement customized Software	Software	Week 9-11
User operation manual	Written	Week 12
User support plan	Written	Week 12
<b><u>Other</u></b>		
Custom Reports Completed	Software	Week 21
Project close out meeting and holdback payment	Non-software	Week 22





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**3. TRAINING DELIVERABLES .**

Training will be in accordance with the requirements set forth in Contract Exhibit L: *Training Services* and the Schedule established by the *Work Plan*, Contract Exhibit I. All pricing has been established in Contract Exhibit B: *Price and Payment Schedule*.



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PRICE AND PAYMENT SCHEDULE**

**1. DELIVERABLE PAYMENT SCHEDULE**

**1.1 Firm Fixed Price**

This is a Firm Fixed Price (FFP) Contract totaling \$257,277.25 for the period between the Effective Date through September 30, 2015. Social Solutions Global, Inc. shall be responsible for performing its obligations in accordance with the Contract. This Contract will allow Social Solutions Global, Inc. to invoice the State for the following activities, Deliverables, or milestones at fixed pricing/rates appearing in the price and payment tables below:

**Table 1: Activities/Deliverables/Milestones Pricing Worksheet**

<u>Project management</u>			
Conduct Project Kickoff Meeting	Non-software	Week 1- 2	
Project work plan, including milestones	Written	Week 3-5	\$11,602.50
Design documentation	Written	Week 5	
Custom Report Specifications Delivered	Written	Week 6	\$14,500.00
Participate in design review	Non-software	Ongoing each week	
Status reports/meetings and update to work plan	Non-software	Bi-weekly status reports	
<u>System software</u>			
System ready for review and user testing	Software	Week 12	\$7,735.00
System walkthrough/review	Non-software	Week 12	
<u>User acceptance test (UAT)</u>			
Test plan and scripts	Written	Week 13-16	
Train testers	Non-software	Week 6-8	
Test functionality	Non-software	Week 12-16	
Test security	Non-software	Week 12-16	
Perform volume and stress test	Non-software	NA	

2012-009 Exhibit B-Price and Payment Schedule

Initial All Pages:

Contractor's Initials

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Support State during UAT/ Share ALL Testing Results with State Project Team	Non-software	Week 12-16	
<u>Training</u>			
Training plan and schedule	Written	Week 12	
Train users	Non-software	Week 13-16	\$11,602.50
<u>Deployment</u>			
Deployment plan	Written	Week 9-11	
Set up and configure software for New Hampshire	Software	Week 9-11	
Implement customized software	Software	Week 9-11	
User operation manual	Written	Week 12	
User support plan	Written	Week 12	
<u>Other</u>			
Custom Reports Completed	Software	Week 21	\$14,500.00
Project close out meeting and holdback payment	Non-software	Week 22	\$6,767.00
<b>Total Cost</b>			<b>\$66,707.00</b>

2012-009 Exhibit B-Price and Payment Schedule

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**Table 2: Software Licensing, Maintenance, and Support Pricing Worksheet**

	SFY 2012 7/1/2011- 6/30/2012	SFY 2013 7/1/2012- 6/30/2013	SFY 2014 7/1/2013- 6/30/2014	SFY 2015 7/1/2014- 6/30/2015	Total
Software as a Service (includes hosting)	\$58,637.00	\$58,637.00	\$58,637.00	\$14,659.25	\$190,570.25
Activities/Deliverables/ Milestones Services	\$66,707.00				\$66,707.00
Totals per SFY	\$125,344.00	\$58,637.00	\$58,637.00	\$14,659.25	
<b>Total Five Year Cost</b>					<b>\$257,277.25</b>

<b>Table 3- Rates Pricing Worksheet (Hourly Rates)</b> <b>Social Solutions Global, Inc</b>					
Position Title	SFY 2012 7/1/2011- 6/30/12	SFY 2013 7/1/2012- 6/30/2013	SFY 2014 7/1/2013- 6/30/2014	SFY 2015 7/1/2014- 6/30/2015	SFY 2016 7/1/2015- 9/30/2015
Developer	\$149.35	\$153.83	\$158/83	\$163.20	\$168.09
Trainer	\$125.66	\$129.43	\$133.31	\$137.31	\$141.43
Project Manager	\$149.35	\$153.83	\$158.45	\$163.20	\$168.09
Configuration & SME	\$125.66	\$129.43	\$133.31	\$137.31	\$141.43

**2. TOTAL CONTRACT PRICE**

Notwithstanding any provision in the Contract to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments made by the State exceed \$257,277.25 ("Total Contract Price"). The payment by the State of the total Contract price shall be the only, and the complete reimbursement to Social Solutions Global, Inc. for all fees and expenses, of whatever nature, incurred by Social Solutions Global, Inc. in the performance hereof.

The State will not be responsible for any travel or out of pocket expenses incurred in the performance of the Services performed under this Contract.

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**3. INVOICING**

Social Solutions Global, Inc. shall submit correct invoices to the State for all amounts to be paid by the State. All invoices submitted shall be subject to the State's prior written approval, which shall not be unreasonably withheld. Social Solutions Global, Inc. shall only submit invoices for Services or Deliverables as permitted by the Contract. Invoices must be in a format as determined by the State and contain detailed information, including without limitation: itemization of each Deliverable and identification of the Deliverable for which payment is sought, and the Acceptance date triggering such payment; date of delivery and/or installation; monthly maintenance charges; any other Project costs or retention amounts if applicable.

Upon Acceptance of a Deliverable, and a properly documented and undisputed invoice, the State will pay the correct and undisputed invoice within thirty (30) days of invoice receipt. Invoices will not be backdated and shall be promptly dispatched.

Invoices shall be sent to:

Cathy Liane  
Contracts & Finance Section  
Bureau of Public Health Systems, Policy and Performance  
New Hampshire Division of Public Health, Department of Health and Human Services  
29 Hazen Drive  
Concord, NH 03301-6504  
Phone: 603-271-4541  
Email: DPHScontractbilling@dhhs.state.nh.us

**4. PAYMENT ADDRESS**

All payments shall be sent to the following address:

Social Solutions Global, Inc.  
425 Williams Court, Suite 100  
Baltimore, MD 21220

**5. OVERPAYMENTS TO Social Solutions Global, Inc.**

Social Solutions Global, Inc. shall promptly, but no later than fifteen (15) business days, return to the State the full amount of any overpayment or erroneous payment upon discovery or notice from the State.

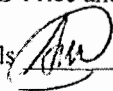
**6. CREDITS**

The State may apply credits due to the State arising out of this Contract, against Social Solutions Global, Inc.'s invoices with appropriate information attached.

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**7. PROJECT HOLDBACK**

The State will withhold 10% of the agreed Deliverables pricing for System setup and Testing tendered by the Vendor in this engagement until successful completion of the Warranty Period as defined in Appendix H Section 25-10.1: Warranty Period.



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SPECIAL PROVISIONS

**1. Special Provisions**

**There are no special provisions**



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ADMINISTRATIVE SERVICES**

**1. STATE MEETINGS AND REPORTS**

The State believes that effective communication and reporting are essential to Project success.

Social Solutions Global, Inc. Key Project Staff shall participate in meetings as requested by the State, in accordance with the requirements and terms of this Contract.

- a. **Introductory Meeting:** Participants will include Social Solutions Global, Inc. Key Project Staff and State Project leaders from both the Department of Health & Human Services, Division of Public Health Services and the Department of Information Technology. This meeting will enable leaders to become acquainted and establish any preliminary Project procedures.
- b. **Kickoff Meeting:** Participants will include the State and Social Solutions Global, Inc. Project Teams and major stakeholders. This meeting is to establish a sound foundation for activities that will follow.
- c. **Status Meetings:** Participants will include, at the minimum, the Social Solutions Global, Inc. Project Manager and the State Project Manager. These meetings will be conducted at least every two weeks and address overall Project status and any additional topics needed to remain on schedule and within budget. A status and error report from Social Solutions Global, Inc. shall serve as the basis for discussion.
- d. **The Work Plan:** must be reviewed at each Status Meeting and updated, at minimum, on a bi-weekly basis, in accordance with the Contract.
- e. **Special Meetings:** Need may arise for a special meeting with State leaders or Project stakeholders to address specific issues.
- f. **Exit Meeting:** Participants will include Project leaders from Social Solutions Global, Inc. and the State. Discussion will focus on lessons learned from the Project and on follow up options that the State may wish to consider.

The State expects Social Solutions Global, Inc. to prepare agendas and background for and minutes of meetings. Background for each status meeting must include an updated Work Plan. Drafting of formal presentations, such as a presentation for the kickoff meeting, will also be Social Solutions Global, Inc.'s responsibility.

The Social Solutions Global, Inc. Project Manager or Social Solutions Global, Inc. Key Project Staff shall submit every two weeks status reports in accordance with the Schedule and terms of this Contract. All status reports shall be prepared in formats approved by the State. The Social Solutions Global, Inc.'s Project Manager shall assist the State's Project Manager, or itself produce reports related to Project Management as reasonably requested by the State, all at no additional cost to the State. Project status reports shall contain, at a minimum, the following:

1. Project status related to the Work Plan;
2. Deliverable status;



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3. Accomplishments during weeks being reported;
4. Planned activities for the upcoming two (2) week period;
5. Future activities;
6. Issues and concerns requiring resolution; and
7. Report and remedies in case of falling behind Schedule.

**2.STATE-OWNED DOCUMENTS AND DATA**

Social Solutions Global, Inc. shall provide the State access to all documents, State Data, materials, reports, and other work in progress relating to the Contract ("State Owned Documents"). Upon expiration or termination of the Contract with the State, Social Solutions Global, Inc. shall turn over all State-owned documents, material, reports, and work in progress relating to the Contract to the State at no additional cost to the State. State-owned Documents must be provided in both printed and electronic format.

**3. RECORDS RETENTION AND ACCESS REQUIREMENTS**

Social Solutions Global, Inc. shall agree to the conditions of all applicable State and federal laws and regulations, which are incorporated herein by reference, regarding retention and access requirements, including without limitation, retention policies consistent with the Federal Acquisition Regulations (FAR) Subpart 4.7 *Contractor Records Retention*.

Social Solutions Global, Inc. and its Subcontractors shall maintain books, records, documents, and other evidence of accounting procedures and practices, which properly and sufficiently reflect all direct and indirect costs invoiced in the performance of their respective obligations under the Contract. Social Solutions Global, Inc. and its Subcontractors shall retain all such records for three (3) years following termination of the Contract, including any extensions. Records relating to any litigation matters regarding the Contract shall be kept for one (1) year following the termination of all litigation, including the termination of all appeals or the expiration of the appeal period.

Upon prior notice and subject to reasonable time frames, all such records shall be subject to inspection, examination, audit and copying by personnel so authorized by the State and federal officials so authorized by law, rule, regulation or Contract, as applicable. Access to these items shall be provided within Merrimack County of the State of New Hampshire, unless otherwise agreed by the State. Delivery of and access to such records shall be at no cost to the State during the three (3) year period following termination of the Contract and one (1) year term following litigation relating to the Contract, including all appeals or the expiration of the appeal period. Social Solutions Global, Inc. shall include the record retention and review requirements of this section in any of its subcontracts.

The State agrees that books, records, documents, and other evidence of accounting procedures and practices related to Social Solutions Global, Inc.'s cost structure and profit factors shall be excluded from the State's review unless the cost of any other Services or Deliverables provided under the Contract is calculated or derived from the cost structure or profit factors.

**4. ACCOUNTING REQUIREMENTS**

Social Solutions Global, Inc. shall maintain an accounting system in accordance with generally accepted accounting principles. The costs applicable to the Contract shall be ascertainable from the accounting

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2012-009 Exhibit D Administrative Services

Initial All Pages:

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system and Social Solutions Global, Inc. shall maintain records pertaining to the Services and all other costs and expenditures.



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**EXHIBIT E**  
**IMPLEMENTATION SERVICES**

Social Solutions Global, Inc. shall provide the State with the following services as set forth in Contract Exhibit A.

**1. IMPLEMENTATION STRATEGY**

**1.1 Key Components**

A. Social Solutions Global, Inc. shall employ an Implementation strategy with a timeline set forth in accordance with the Work Plan:

Activity	Description	Timeline
Blueprint Approved	Customer confirms that the blueprint accurately reflects what is needed from ETO	45 days from start
Configuration Approved	Customer confirms that the configured software is ready to present to staff for end-user training and Go-Live	45 days from blueprint approval
End-User Training Completed	User training conducted, single trip and up to 75 users	115 days from start
Go-Live	Customer confirms that staff are using ETO to the extent expected/desired	120 days from start
Transition to Customer Support	Customer contacts Customer Support for day-to-day technical assistance with ETO, even if further training or consulting items are still expected from this project	130 days from start

B. Social Solutions Global, Inc. and the State shall adopt a change management approach to identify and plan key strategies and communication initiatives.

C. The Social Solutions Global, Inc. team will provide training templates as defined in the Training Plan, which will be customized to address the State's specific



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requirements.

- D. Decisions regarding format, content, style, and presentation shall be made early on in the process, by the State, providing sufficient time for development of material as functionality is defined and configured.
- E. Social Solutions Global, Inc. shall utilize an approach that fosters and requires the participation of State resources, uses their business expertise to assist with the configuration of the applications, and prepares the State to assume responsibility for and ownership of the new system. A focus on technology transition shall be deemed a priority.
- F. Social Solutions Global, Inc. shall manage Project execution and provide the tools needed to create and manage the Project's Work Plan and tasks, manage and schedule Project staff, track and manage issues, manage changing requirements, maintain communication within the Project Team, and report status.
- G. Social Solutions Global, Inc. shall adopt an Implementation time-line aligned with the State's required time-line.

**1.2 Timeline**

The timeline is set forth in the Work Plan. During the initial planning period Project task and resource plans will be established for: the preliminary training plan, the change management plan, communication approaches, Project standards and procedures finalized, and team training initiated. Social Solutions Global, Inc.'s Project management tracking software and processes will be used for managing the Project.

**1.2.1 Project Infrastructure (Not Applicable)**

**1.2.2 Implementation**

Timing will be structured to recognize interdependencies between applications and structure a cost effective and timely execution.

Processes will be documented, training established, and the application will be ready for Implementation in accordance with the State's schedule.

Implementation shall be piloted in one area/office to refine the training and Implementation approach, or the State shall choose a one-time statewide Implementation.



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**1.2.3 Change Management and Training**

Social Solutions Global, Inc. 's change management and training services shall be focused on developing change management and training strategies and plans. Its approach relies on State resources for the execution of the change management and end user training.

**2. IMPLEMENTATION METHODOLOGY**

The Social Solutions Global, Inc. team shall provide the consulting services for the Contract. Its approach includes but is not limited to the Social Solutions "Blueprint" process described in Section IV of their proposal.

**2.1 Service Access**

- a. Definition of "Service Access" - Social Solutions Global, Inc. will:
- 1) Provide the necessary access to the hosting server or servers , which must be configured to meet the Home Visiting Data System Requirements specified in Exhibit H.
  - 2) Make available the Service for customer access 24 hours per day, 7 days per week ("24x7") with the following exclusions:
    - a) Scheduled maintenance (may occur as frequently as once a week – timing to be coordinated with the State);
    - b) Scheduled periods when backup of the Service takes place – Vendor will provide five (5) business days advance notice of such periods ;
    - c) Emergency (non-scheduled) outages,
    - d) Scheduled outages for application of patches or other modifications requested by the State;
    - e) Perform one (1) daily backup of development and test instances of Social Solutions Global, Inc. programs and State test data present on the System, and
    - f) Upon completion or termination of the Contract, create a copy of State development and test instances, using a medium agreed upon in advance, to facilitate transition of such information to other computer hardware ("Decommission Backup"). Transition and migration services are not provided as part of the Services but may be acquired separately from Social Solutions Global, Inc. .
- b. Conditions and assumptions related to Hosted Server Access:
- 1) State use of the Service is limited to access to the Service for production, testing, and demonstration activities related to Social Solutions Global, Inc. software, and the State will not use the instance(s) of production purposes for any other purpose not expressly stated herein.
  - 2) Multiple customers may share the same computer server; the State instances shall be separated from other instances located on the same server using password protection.
  - 3) The State acknowledges that Social Solutions Global, Inc. may use server and network equipment owned by Social Solutions Global, Inc. or third-party hosting provider.



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- 4) The allocation of server resources is at Social Solutions Global, Inc. 's discretion. Requests for dedicated or additional servers, additional disk space, or other additional hardware will result in a higher fee.
- 5) The equipment and network connections provided for the Services are designed to accommodate a maximum of 100 users. Use by more than 100 users at one time may affect the performance of the Service and may result in additional fees.

**2.2 Network Services**

- a. Definition of "Network Services" - Social Solutions Global, Inc. will:
  - 1) Assist with installation and configuration of network connectivity specified in the Contract.
- b. Conditions and assumptions related to Network Services:
  - 1) Costs for equipment, labor and services to maintain Internet connectivity from within Social Solutions Global, Inc. facilities are Social Solutions Global, Inc. 's responsibility. The State is responsible for any equipment, labor, and/or services necessary to set-up and maintain Internet connectivity at the State and/or other third party sites. If the State requests special network equipment and configurations at an Social Solutions Global, Inc. facility, the State shall be charged on a time and materials basis in accordance with time & materials rates specified in the ordering document and exhibit ("T&M Rates") for acquiring and setting up such special network arrangements.
  - 3) The network equipment and connections provided by Social Solutions Global, Inc. to deliver Network Services are designed to accommodate a maximum of 100 users. Use by more than 100 persons at one time may affect the performance of the network connection and may result in additional fees.
  - 4) At the State's option, authorized third parties (e.g., software implementers, network providers) may be given limited access by Social Solutions Global, Inc. to certain levels of the System through the VPN or through a separate network connection that meets Social Solutions Global, Inc. 's Specifications.
  - 5) Social Solutions Global, Inc. is not responsible for network connection issues, problems or conditions arising from or related to circumstances outside the control of Social Solutions Global, Inc. such as bandwidth issues outside of Social Solutions Global, Inc. 's network, excessive latency, network outages, and/or any other conditions arising on the State internal network or, more generally, outside of Social Solutions Global, Inc. 's firewall or for any issues that are the responsibility of the State Internet Service Provider.

Upon termination, the State must return to Social Solutions Global, Inc. all equipment provided or owned by Social Solutions Global, Inc.



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SECURITY AND INFRASTRUCTURE**

**1. SECURITY**

Social Solutions Global, Inc. shall ensure that appropriate levels of security are implemented and maintained in order to protect the integrity and reliability of the State's Information Technology resources, information, and services. Security requirements are defined in Appendix C-2 of the Request for Proposals and in Exhibit F, Section 1.9, Security Review and Testing. Social Solutions Global, Inc. shall provide the State resources, information, and Services on an ongoing basis, with the appropriate infrastructure and security controls to ensure business continuity and to safeguard the confidentiality and integrity of State networks, Systems and Data.



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Social Solutions Global, Inc. shall provide the following Products and Services described in this Exhibit F, including but not limited to:

**1. TESTING AND ACCEPTANCE**

Social Solutions Global, Inc. shall bear all responsibilities for the full suite of Test Planning and preparation throughout the Project. Social Solutions Global, Inc. will also provide training as necessary to the State staff responsible for test activities. Social Solutions Global, Inc. shall be responsible for all aspects of testing contained in the Acceptance Test Plan including support, at no additional cost, during User Acceptance Test conducted by the State and the testing of the training materials.

The Test Plan methodology shall reflect the needs of the Project and be included in the finalized Work Plan. A separate Test Plan and set of test materials will be prepared for each Software function or module.

All Testing and Acceptance (both business and technically oriented testing) shall apply to testing the System as a whole, (e.g., software modules or functions, and Implementation(s)). This shall include planning, test scenario and script development, Data and System preparation for testing, and execution of Unit Tests, System Integration Tests, Conversion Tests, Installation tests, Regression tests, Performance Tuning and Stress tests, Security Review and tests, and support of the State during User Acceptance Test and Implementation.

In addition, Social Solutions Global, Inc. shall provide a mechanism for reporting actual test results vs. expected results and for the resolution and tracking of all errors and problems identified during test execution. Social Solutions Global, Inc. shall also correct Deficiencies and support required re-testing.

**1.1 Test Planning and Preparation**

Social Solutions Global, Inc. shall provide the State with an overall Test Plan that will guide all testing. The Social Solutions Global, Inc. provided, State approved, Test Plan will include, at a minimum, identification, preparation, and Documentation of planned testing, a requirements traceability matrix, test variants, test scenarios, test cases, test scripts, test Data, test phases, unit tests, expected results, and a tracking method for reporting actual versus expected results as well as all errors and problems identified during test execution.

As identified in the Acceptance Test Plan, and documented in accordance with the Work Plan and the Contract, State testing will commence upon Social Solutions Global, Inc.'s Project Manager's Certification, in writing, that Social Solutions Global, Inc.'s own staff has successfully executed all prerequisite Social Solutions Global, Inc. testing, along with reporting the actual testing results, prior to the start of any testing executed by State staff. The State will be presented with a State approved Acceptance Test Plan, test scenarios, test cases, test scripts, test data, and expected results.

The State will commence its testing within five (5) business days of receiving Certification from Social Solutions Global, Inc. that the State's personnel have been trained and the System is installed, configured, complete, and ready for State testing. The testing will be conducted by the State in an



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environment independent from Social Solutions Global, Inc. 's development environment. Social Solutions Global, Inc. must assist the State with testing in accordance with the Test Plan and the Work Plan, utilizing test and live Data to validate reports, and conduct stress and performance testing, at no additional cost.

Testing begins upon completion of the Software configuration as required and user training according to the Work Plan. Testing ends upon issuance of a letter of UAT Acceptance by the State.

Vendor must demonstrate that their testing methodology can be integrated with the State standard methodology.

**1.2 Unit Testing**

In Unit Testing, Social Solutions Global, Inc. shall test the application components on an individual basis to verify that the inputs, outputs, and processing logic of each application component functions without errors. Unit testing is performed in either the development environment or a testing environment.

The goal is to find errors in the smallest unit of software before logically linking it into larger units. If successful, subsequent testing should only reveal errors related to the integration between application modules.

The Social Solutions Global, Inc. developer, who is responsible for a specific unit of work, will be responsible for conducting the unit testing of their modules.

<b>Activity Description</b>	Develop the scripts needed to unit test individual application modules, interface(s) and conversion components.
<b>Social Solutions Global, Inc. Team Responsibilities</b>	For application modules, conversions and interfaces the Social Solutions Global, Inc. team will identify applicable test scripts and installation instructions, adapt them to the Project specifics, test the process, and compare with the documented expected results.
<b>Work Product Description</b>	Unit-Tested Modules that have been tested to verify that the inputs, outputs, and processing logic of each application module functions without errors. Individual detailed test scripts and installation guides list all the required actions and data to conduct the test, the process for test execution, and the expected results.

**1.3 System Integration Testing**

The new System is tested in integration with other application systems (legacy and service providers) in a production-like environment. System Integration Testing validates the integration between the individual unit application modules and verifies that the new System meets defined requirements and supports execution of interfaces and business processes. The System Integration Test is performed in a test environment.

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Thorough end-to-end testing shall be performed by the Social Solutions Global, Inc. team(s) to confirm that the Application integrates with any interfaces. The test emphasizes end-to-end business processes, and the flow of information across applications. It includes all key business processes and interfaces being implemented, confirms data transfers with external parties, and includes the transmission or printing of all electronic and paper documents.

<b>Activity Description</b>	Systems Integration Testing validates the integration between the target application modules and other systems, and verifies that the new System meets defined interface requirements and supports execution of business processes. This test emphasizes end-to-end business processes and the flow of information across the application. It includes all key business processes and interfaces being implemented, confirms data transfers with external parties, and includes the transmission or printing of all electronic and paper documents.
<b>Social Solutions Global, Inc. Team Responsibilities</b>	<ul style="list-style-type: none"> <li>• Take the lead in developing the Systems Integration Test Specifications.</li> <li>• Work jointly with the State to develop and load the data profiles to support the test Specifications.</li> <li>• Work jointly with the State to validate components of the test scripts.</li> </ul>
<b>State Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work jointly with Social Solutions Global, Inc. to develop the Systems Integration Test Specifications.</li> <li>• Work jointly with Social Solutions Global, Inc. to develop and load the data profiles to support the test Specifications.</li> <li>• Work jointly with &lt;Contractor&gt; to validate components of the test scripts, modifications, fixes and other System interactions with the Social Solutions Global, Inc. supplied Software Solution.</li> </ul>
<b>Work Product Description</b>	<ul style="list-style-type: none"> <li>• The Integration-Tested System indicates that all interfaces between the application and the legacy and third-party systems, interfaces, and applications are functioning properly.</li> </ul>

**1.4 Conversion Validation Testing**

In Conversion Validation Testing, target application functions are validated.

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Activity Description	The conversion validation test should replicate the entire flow of the converted data through the Software Solution. As the Software Solution is interfaced to legacy or third-party applications/interfaces, testing verifies that the resulting flow of the converted data through these interface points performs correctly.
Social Solutions Global, Inc. Team Responsibilities	For conversions and interfaces, the Social Solutions Global, Inc. team will execute the applicable validation tests and compare execution results with the documented expected results.
State Responsibilities	Extract and cleanse, if necessary, the legacy data to be converted in the data conversions
Work Product Description	Validation-Tested Conversion Programs. These programs include conversion programs that have been tested to verify that the resulting converted legacy data performs correctly in the entire suite of the Application.

**1.5 Installation Testing**

In Installation Testing the application components are installed in the System Test environment to test the installation routines and are refined for the eventual production environment. This activity serves as a dry run of the installation steps in preparation for configuring the production system.

**1.6 User Acceptance Testing (UAT)**

UAT begins upon completion of the Software configuration as required and user training according to the Work Plan. Testing ends upon issuance of a letter of UAT Acceptance by the State.

The Vendor's Project Manager must certify in writing, that the Vendor's own staff has successfully executed all prerequisite Vendor testing, along with reporting the actual testing results prior to the start of any testing executed by State staff.

The State shall be presented with all testing results, as well as written Certification that Social Solutions Global, Inc. has successfully completed the prerequisite tests, meeting the defined Acceptance Criteria, and performance standards. The State shall commence testing within five (5) business days of receiving Certification, in writing, from Social Solutions Global, Inc. that the system is installed, configured, complete and ready for State testing. The State shall conduct the UAT utilizing scripts developed as identified in the Acceptance Test Plan to validate the functionality of the System and the interfaces, and verify Implementation readiness. UAT is performed in a copy of the production environment and can serve as a performance and stress test of the System. The User Acceptance Test may cover any aspect of the new System, including administrative procedures (such as backup and recovery).

The User Acceptance Test (UAT) is a verification process performed in a copy of the production environment. The User Acceptance Test verifies System functionality against predefined Acceptance criteria that support the successful execution of approved business processes.

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UAT will also serve as a performance and stress test of the System. It may cover any aspect of the new System, including administrative procedures such as backup and recovery. The results of the UAT provide evidence that the new System meets the User Acceptance criteria as defined in the Work Plan.

The results of the User Acceptance Test provide evidence that the new System meets the User Acceptance criteria as defined in the Work Plan.

Upon successful conclusion of UAT and successful System deployment, the State will issue a letter of UAT Acceptance and the respective Warranty Period shall commence

<b>Activity Description</b>	The System User Acceptance Tests verify System functionality against predefined Acceptance criteria that support the successful execution of approved processes.
<b>Social Solutions Global, Inc. Team Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide the State an Acceptance Test Plan and selection of test scripts for the Acceptance Test.</li> <li>• Monitor the execution of the test scripts and assist as needed during the User Acceptance Test activities.</li> <li>• Work jointly with the State in determining the required actions for problem resolution.</li> </ul>
<b>State Responsibilities</b>	<ul style="list-style-type: none"> <li>• Approve the development of the User Acceptance Test Plan and the set of data for use during the User Acceptance Test.</li> <li>• Validate the Acceptance Test environment.</li> <li>• Execute the test scripts and conduct User Acceptance Test activities.</li> <li>• Document and summarize Acceptance Test results.</li> <li>• Work jointly with Social Solutions Global, Inc. in determining the required actions for problem resolution.</li> <li>• Provide Acceptance of the validated Systems.</li> </ul>
<b>Work Product Description</b>	The Deliverable for User Acceptance Tests is the User Acceptance Test Results. These results provide evidence that the new System meets the User Acceptance criteria defined in the Work Plan.

**1.7 Performance Tuning and Stress Testing**

Social Solutions Global, Inc. shall develop and document hardware and Software configuration and tuning of Efforts To Outcomes System.

**1.7.1 Scope**

The scope of **Performance Testing** shall be to measure the System level metrics critical for the development of the applications infrastructure and operation of the applications in the production environment.

It will include the measurement of response rates of the application for end-user transactions and resource utilization (of various servers and network) under various load conditions. These response rates shall become the basis for changes and retesting until optimum System performance is achieved.

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Performance testing and tuning shall occur in the final production environment and shall use a copy of the final production database to provide the best results.

**1.7.2 Test Types**

Performance testing shall use two different types of testing to determine the stability of the application. They are baseline tests and load tests.

- a) **Baseline Tests:** Baseline tests shall collect performance data and load analysis by running scripts where the output is broken down into business transactions or functions. The test is like a single user executing a defined business transaction. During baseline testing, each individual script is run to establish a baseline for transaction response time, throughput and other user-based metrics.
- b) **Load Tests:** Load testing will determine if the behavior of the System can be sustained over a long period of time while running under expected conditions. Load test helps to verify the ability of the application environment under different load conditions based on workload distribution. System response time and utilization is measured and recorded.

**1.7.3 Tuning**

**Tuning** will be Social Solutions Global, Inc. led and occur during both the development of the application and load testing. Tuning is the process whereby the application performance is maximized. This can be the result of making code more efficient during development as well as making tuning parameter changes to the environment.

**1.7.4 Implementing Performance and Stress Test**

Performance and Stress test tools used by the State of New Hampshire are Tivoli ITM and ITCAM and CA Spectrum. Social Solutions Global, Inc. may use any open source product with the approval of State Team. Consideration must be give to licensing with respect to continued use for regression testing if tools, other than those which we are licensed for, are being recommended for this part of the Project.

**1.7.5 Scheduling Performance and Stress Testing**

Social Solutions Global, Inc. shall perform Test Planning. The steps for planning include identification of application functionality as well as what percentage of normal daily use is represented by each function. This information will become the foundation for scripting so that tests closely represent what loads in production will look like.

Social Solutions Global, Inc. shall provide definition and expectations from testing. This definition should include who is in charge of testing and coordinating results, anticipated run times, logs required for tracking, their locations and which technician is responsible to track and provide them following each test to the team.

Initial test runs shall be completed to establish that the tests and data sets can be run to completion without errors. The ratio of types of transactions which makeup the test shall be reviewed prior to

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the beginning of testing and then again once testing has begun to make sure that testing accurately reflects the system performing in production.

Initial tests shall be used to establish a baseline from which all subsequent tests will be compared. Tests will be considered for baseline status once two of them have been run within 2% of each other in key and overall performance areas. No changes to the test scripts or data sets (with the exception of restores after each test) can be done to the test environment once tuning has begun so as to not damage the comparison to baseline results. The systems must be restarted prior to each test run to assure all cache is cleaned out. All effort will be made to run these tests at a time when system and network infrastructure utilization doesn't impact the results. Tests will be run in close proximity to our infrastructure so as to eliminate the public network from our environment.

Post test reporting and result assessment will be scheduled following each test. The team will compare these results to the baseline and a determination must be made to make additional changes to the parameter being tuned or return to the prior configuration and select another parameter to tune while keeping in mind that significant changes to any one parameter may require the retesting of some others. Careful work on identifying dependencies up front should minimize this impact.

If defects are identified in the application during testing they will be recorded; however, changes to the application code should be avoided if possible so as not to affect baseline comparisons. If a change to the application is required new baselines will be established (and possibly the execution of prior tests to validate changes with the new application) before testing can continue.

When performing capacity testing against a GUI the focus will be on the ability of the interface to respond to user input.

During stress/load testing the tester will attempt to stress or load an aspect of the system to the point of failure. The goal being to determine weak points in the system architecture. The tester will identify peak load conditions at which the program will fail to handle required processing loads within required time spans.

During Performance testing the tester will design test case scenarios to determine if the system meets the stated performance criteria (i.e. A Login request shall be responded to in 1 second or less under a typical daily load of 1000 requests per minute.). In both cases the tester will determine the capacity of the system under a known set of conditions.

### **1.8 Regression Testing**

As a result, of the user testing activities, problems will be identified that require correction. The State will notify the Vendor of the nature of the testing failure in writing. The Vendor will be required to perform additional testing activities in response to State and/or user problems identified from the testing results. Regression testing means selective re-testing to detect faults introduced during the modification effort, both to verify that the modifications have not caused unintended adverse effects, and to verify that the modified and related (possibly affected) System components still meet their specified requirements:

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- a.) For each minor failure of an Acceptance Test, the Acceptance Period shall be extended by corresponding time defined in the Test Plan.
- b.) Social Solutions Global, Inc. shall notify the State no later than five (5) business days from the Social Solutions Global, Inc.'s receipt of written notice of the test failure when Social Solutions Global, Inc. expects the corrections to be completed and ready for retesting by the State. Social Solutions Global, Inc. will have up to five (5) business days to make corrections to the problem unless specifically extended in writing by the State.
- c.) When a programming change is made in response to a problem identified during user testing, a regression Test Plan should be developed by Social Solutions Global, Inc. based on the understanding of the program and the change being made to the program. The Test Plan has two objectives:
  - 1. validate that the change/update has been properly incorporated into the program; and
  - 2. validate that there has been no unintended change to the other portions of the program.
- d.) Social Solutions Global, Inc. will be expected to:
  - 1. Create a set of test conditions, test cases, and test data that will validate that the change has been incorporated correctly;
  - 2. Create a set of test conditions, test cases, and test data that will validate that the unchanged portions of the program still operate correctly; and
  - 3. Manage the entire cyclic process.
- e.) Social Solutions Global, Inc. will be expected to execute the regression test, provide actual testing results, and certify its completion in writing to the State prior to passing the modified Software application to the users for retesting.

In designing and conducting such regression testing, Social Solutions Global, Inc. will be required to assess the risks inherent to the modification being implemented and weigh those risks against the time and effort required for conducting the regression tests. In other words, Social Solutions Global, Inc. will be expected to design and conduct regression tests that will identify any unintended consequences of the modification while taking into account Schedule and economic considerations.

**1.9 Security Review and Testing**

IT Security involves all functions pertaining to the securing of State Data and Systems through the creation and definition of security policies, procedures and controls covering such areas as identification, authentication and non-repudiation.

All components of the Software shall be reviewed and tested to ensure they protect the State's hardware and software and its related Data assets.

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Tests shall focus on the technical, administrative and physical security controls that have been designed into the System architecture in order to provide the necessary confidentiality, integrity and availability. Tests shall, at a minimum, cover each of the service components. Test procedures may include Penetration Tests (pen test) or code analysis and Review.

Service Component	Defines the set of capabilities that:
Identification and Authentication	Supports obtaining information about those parties attempting to log onto a system or application for security purposes and the validation of users
Access Control	Supports the management of permissions for logging onto a computer or network
Encryption	Supports the encoding of data for security purposes
Intrusion Detection	Supports the detection of illegal entrance into a computer system
Verification	Supports the confirmation of authority to enter a computer system, application or network
Digital Signature	Guarantees the unaltered state of a file
User Management	Supports the administration of computer, application and network accounts within an organization.
Role/Privilege Management	Supports the granting of abilities to users or groups of users of a computer, application or network
Audit Trail Capture and Analysis	Supports the identification and monitoring of activities within an application or system
Input Validation	Ensures the application is protected from buffer overflow, cross-site scripting, SQL injection, and unauthorized access of files and/or directories on the server.

Prior to the System being moved into production Social Solutions Global, Inc. shall provide results of all security testing to the Department of Information Technology for review and Acceptance. All Software and hardware shall be free of malicious code (malware).

**1.10 Successful UAT Completion**

Upon successful completion of UAT, the State will issue a Letter of UAT Acceptance. Upon issuance of the Letter of UAT Acceptance by the State, the respective Warranty Period shall commence as set forth in Contract Exhibit K: *Warranty and Warranty Services*.

**1.11 System Acceptance**

Upon completion of the Warranty Period, the State shall issue a Letter of Final System Acceptance.



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MAINTENANCE AND SUPPORT SERVICES**

**1. SYSTEM MAINTENANCE**

Social Solutions Global, Inc. shall maintain and support the System in all material respects as described in the applicable program Documentation for the duration of the Contract.

**1.1 Social Solutions Global, Inc.'s Responsibility**

Social Solutions Global, Inc. shall maintain the Application System in accordance with the Contract.

**1.1.1 Maintenance Releases**

Social Solutions Global, Inc. shall make available to the State the latest program updates, general maintenance releases, selected functionality releases, patches, and Documentation that are generally offered to its customers, at no additional cost.

**2. SYSTEM SUPPORT**

**2.1 Social Solutions Global, Inc.'s Responsibility**

Social Solutions Global, Inc. will be responsible for performing technical support in accordance with the Contract Documents, including without limitation the requirements, terms, and conditions contained herein.

As part of the Software maintenance agreement, ongoing Software maintenance and support levels, including all new Software releases, shall be responded to according to the following:

**a. Class A Deficiencies** - The Vendor shall have available to the State on-call telephone assistance, with issue tracking available to the State, eight (8) hours per day and five (5) days a week with an email / telephone response within two (2) hours of request; or the Vendor shall provide support on-site or with remote diagnostic Services, within four (4) business hours of a request;

**b. Class B & C Deficiencies** -The State shall notify the Vendor of such Deficiencies during regular business hours and the Vendor shall respond back within four (4) hours of notification of planned corrective action;

**3. SUPPORT OBLIGATIONS AND TERM**

**3.1** Social Solutions Global, Inc. shall repair or replace Software, and provide maintenance of the Software in accordance with the Specifications and terms and requirements of the Contract;

**3.2** Social Solutions Global, Inc. shall maintain a record of the activities related to warranty repair or maintenance activities performed for the State;

**3.3** For all maintenance Services calls, Social Solutions Global, Inc. shall ensure the following information will be collected and maintained: 1) nature of the Deficiency; 2) current status of the Deficiency; 3) action plans, dates, and times; 4) expected and actual completion time; 5)



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Deficiency resolution information, 6) Resolved by, 7) Identifying number i.e. work order number, 8) Issue identified by; and

- 3.4 Social Solutions Global, Inc. must work with the State to identify and troubleshoot potentially large-scale System failures or Deficiencies by collecting the following information: 1) mean time between reported Deficiencies with the Software; 2) diagnosis of the root cause of the problem; and 3) identification of repeat calls or repeat Software problems.
- 3.5 If Social Solutions Global, Inc. fails to correct a Deficiency within the allotted period of time stated above, Social Solutions Global, Inc. shall be deemed to have committed an Event of Default, and the State shall have the right, at its option, to pursue the remedies in Part 2 Section 13.1.1.2, as well as to return Social Solutions Global, Inc. 's product and receive a refund for all amounts paid to Social Solutions Global, Inc. , including but not limited to, applicable license fees, within ninety (90) days of notification to Social Solutions Global, Inc. of the State's refund request
- 3.6 If Social Solutions Global, Inc. fails to correct a Deficiency within the allotted period of time Stated above, Social Solutions Global, Inc. shall be deemed to have committed an Event of Default, and the State shall have the right, at its option, to pursue the remedies in Part 2 Section 13.1.1.2.

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Contractor Responses to Exhibit D in the RFP

**General System Requirements -Vendor Response Checklist**

REQ #	REQUIREMENT/DELIVERABLE	M/O	Y/M/N	Vendor Comment
<b>GENERAL REQUIREMENTS</b>				
G-1	Vendor shall participate in an initial kick-off meeting to initiate the Project	M	Y	
G-2	Vendor shall provide Project Staff as specified in the RFP	M	Y	
G-3	Vendor shall submit a finalized Work Plan within ten (10) days after Contract Award and approval by Governor and Council. The Work Plan shall include without limitation, a detailed description of the Schedule, tasks, Deliverables, critical events, task dependencies, and payment Schedule. The plan shall be updated no less than <i>every two weeks</i> .	M	Y	
G-4	Vendor shall provide detailed bi-weekly status reports on the progress of the Project, which will include expenses incurred year to date.	M	Y	
G-5	All user, technical, and System Documentation as well as Project Schedules, plans, status reports, and correspondence must be maintained as Project Documentation (WORD format)	M	Y	
G-6	Vendor must have experience with Healthy Families America home visiting model data collection and reporting requirements	M	Y	
G-7	System will capture billable activities	O	Y	
G-8	Solution includes home visiting data system software and any upgrades to the data system software that are necessary to maintain acceptable performance.	M	Y	
G-9	NH State-level staff have the capacity to customize the System, including customizing menus	O	Y	
G-10	Core set of 49 reports will be delivered with the System (further explained below). The State recognizes that some reporting requirements may not be able to be met initially. However, the State anticipates that over time, the reporting requirements will be part of the System.	M	Y	To meet the reporting needs of the State, ETO software is equipped with a full online report writing tool (the SAP Business Objects Web Intelligence report

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REQ #	REQUIREMENT/DELIVERABLE	M/O	Y/M/N	Vendor Comments
				writer). To aid in the reporting process, Social Solutions will provide the State with access to the Home Visiting reporting Universe (specific home visiting data set and measures) when the MIECHV reporting standards are released.
G-11	Capability for ad hoc reporting at the local and State level	M	Y	
G-12	Ability to have customized reports	M	Y	
G-13	Have audits in place to track each Data System login session. Required information for each session includes: login date; start and end time; user name	M	Y	
G-14	Have audits in place to identify any saves to locations outside the Data System	O	M	
G-15	Have audits in place to identify who modified a record and when	M	Y	
<b>FUNCTIONAL REQUIREMENTS</b>				
F-1	Capacity to collect data on different programs, including multiple programs per family and multiple individualized Family Service Plans (HVNH, HVNH-HFA, others at a later date)	O	Y	
F-2	All Home Visiting data must be exportable to the New Hampshire MCH Data Linkages System. The Home Visiting Data System should provide at least one of the following methods for exporting the data:	M	Y	
F-2.A	A. Tools that can be used by approved DoIT and DHHS personnel to export home visiting data to the MCH Data Linkages System in a format compatible with DoIT, DHHS, and external stakeholder formats.	O	Y	
	B. An electronic files(s) of exported home visiting data, created according DoIT/DHHS specifications, and made	O	Y	

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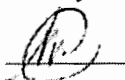
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	available to the MCH Data Linkages System for importing.			
F-3	Home Visiting data must be exportable to the New Hampshire Watch Me Grow child development screening Welligent data system through at least one of the methods described above in F-2.A-B	M	Y	
F-4	Home Visiting data must be exportable to the New Hampshire Family Assessment Form data system through at least one of the methods described above in F-2.A-B	M	Y	
F-5	Exports should be able to be automated	O	M	Social Solutions has included the cost for automating exports for the 3 identified interfaces: MCH Data Linkages, FAF, and Watch Me Grow. State staff will be responsible for creating the exports in ETO. Other automated exports could be set up for a fee as well.
<b>STAFF REQUIREMENTS ADMINISTRATION</b>				
SA-1	The HV Data System will prompt home visitors with tasks due for each family in their caseload based on a look up table of the required schedule of services. For instance, the schedule for child development screenings is based on the birth of the child. The System will notify the home visitor that a screening is due when the child is 4 months old. OR home visitors will be able to pre-schedule screenings and visits according to the required visit schedule.	O	M	ETO features the ability for home visitors to record a date of next contact when recording a service or recording an assessment form. Further modification would be needed to accommodate a set schedule auto populating based on a look up table.
SA-2	Home visitors and supervisors will enter and report on staff training data including title of training,	M	Y	

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	topics covered/achieved by the training, date training completed, date first implemented with families (tool, curric, etc)			
SA-3	Home visitors and supervisors will enter and run reports on staff members' full time equivalency (FTE)	M	Y	
SA-4	Home visitors and supervisors will enter and run reports on the number of families being served by each home visitor and the service level of those families	M	Y	
SA-5	Home visitors and supervisors will enter and run reports on supervisory sessions for each staff person, including the name of the supervisor providing the supervision, date, time, and length of meeting	M	Y	
<b>DATA COLLECTION REQUIREMENTS</b>				
D-1	Document demographic data for the participant child(ren), pregnant woman, expectant father, parent(s), or primary caregiver(s) receiving home visiting services including: *names, address, phone numbers, and email addresses, *Medicaid ID numbers, *child's sex and date of birth *dates of birth for all family members, *racial and ethnic background of all participants in the family, using Census categories, *education level of all family members, *primary language of all family members, *child's exposure to languages other than English, *income level, *employment status, *Smoking status. (income level, education level, employment status updated every 6 months)	M	Y	
D-2	Extensibility: System configuration to include the ability to add data for future home visiting programs to be added to the System, including NVNH, Early Supports and Services.	O	Y	ETO software offers a highly configurable program structure. During the



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				implementation process we will train a System Administrator to use administrative tools that will allow for creation of new programs as needed.
D-3	Document the home visitor assigned to each family	M	Y	
D-4	Upload Individual Family Service Plan, record goals and have notes section to report on progress towards goals	M	Y	
D-5	Record level of service for each family (according to the Healthy Families America model), and dates of level change including Levels 1-3 and Creative Outreach	M	Y	
D-6	Home Visit Documentation: Document the family's IFSP goal(s) addressed at each visit, what curriculum was used, module/activity used, and documentation of discussion of the 3 HFA topics (positive parent-child interaction, child dev't skills and health & safety practices)	M	Y	
D-7	Record current medical/health care provider for each child	M	Y	
D-8	Record the date prenatal care first received and a record of prenatal care visits (for calculating Kotelchuck Index)	M	Y	
D-9	Record whether mother would like to access birth control at 8 weeks postpartum, and if she is able to access her method of choice	M	Y	
D-10	Record subsequent pregnancies within 18-months of the birth of the enrolled child	M	Y	
D-11	Record date and outcome of Edinburgh Depression screening, referral if necessary, and whether care was received	M	Y	
D-12	Record initiation of breastfeeding, and continuation of breastfeeding through 3 months (exclusive or supplemented with formula)	M	Y	
D-13	Record of immunizations due at what ages according to CDC schedule; record of immunizations received for each child	M	Y	

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D-14	Record health insurance status and provider at enrollment, at child's birth, and whether family has submitted Medicaid recertification application by child's first birthday	M	Y	
D-15	Record monthly client report of Emergency Department (ED) visits for children enrolled in the program	M	Y	
D-16	Record monthly client report of ED visits for mothers enrolled in the program	M	Y	
D-17	Record date of implementation of Healthy Homes One-Touch screening and resulting referrals	M	Y	
D-18	Record date of annual car seat check by certified inspector	M	Y	
D-19	Record dates and scores of ASQ-3's and ASQ-SE's administered with families, align with recommended ASQ-3 and ASQ-SE schedules; recommend referral based on scores "hear the cutoff" (as defined by the developers of the ASQ) and below; track referrals and whether follow-up care was received.	M	Y	
D-20	Record whether family is enrolled in WIC at time of HVNH-HFA enrollment and monthly thereafter (self-report)	M	Y	
D-21	Record administration (inc. Date) of domestic violence screening protocol developed by the NH Coalition Against Domestic and Sexual Violence; document referrals, and completion of referrals	M	Y	
D-22	Record child's dental provider and date of 1 <sup>st</sup> dental check-up	M	Y	
D-23	At the agency-level: Record MOUs between contracted Home Visiting agencies and other community providers	M	Y	
D-24	At the agency-level: Record collaborative meetings among community partners (date, agencies attending, title or brief descript. of meeting)	M	Y	
D-25	Record TWEAK screening, for alcohol use during pregnancy and whether a brief intervention was received	M	Y	
<b>BENCHMARK REPORTING</b>				
BR-1	Report % of women enrolled receiving "Adequate"	M	Y	

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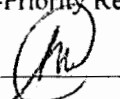


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	prenatal care, according to the Kotelchuck Index			
BR-2	Annual % of visits in which a brief intervention is provided on the topic of smoking cessation, to smokers in the program	M	Y	
BR-3	Rate of enrolled women who want birth control who are able to access birth control by 8 weeks postpartum	M	Y	
BR-4	Rate of women who report a subsequent pregnancy within 18 months of the birth of their enrolled child	M	Y	
BR-5	Rate of women enrolled in the program who were screened for depression between 6-8 weeks postpartum	M	Y	
BR-6	Rate of infants in the program exclusively breastfeeding through 3 months of age	M	Y	
BR-7	Rate of children in compliance with CDC schedule of recommended immunizations at 24 months	M	Y	
BR-8	Rate of children, whose mother was enrolled in Medicaid at birth, whose family has submitted a Medicaid recertification application for the child by child's first birthday	M	Y	
BR-9	Number of ED visits for children enrolled in the program	M	Y	
BR-10	Number of ED visits for mothers participating in the program	M	Y	
BR-11	Rate of families who receive a Healthy Homes One-Touch assessment by the birth of their child	M	Y	
BR-12	Rate of families who receive an annual car seat check by a certified inspector	M	Y	
BR-13	Rate of enrolled children who receive at least one ASQ screening by 5 months of ages	M	Y	
BR-14	Rate of enrolled children who receive a referral for further evaluation after scoring "below the cutoff" on the ASQ.	M	Y	
BR-15	Rate of children enrolled in the program who receive on ASQ-SE screening by 5 months of age	M	Y	
BR-16	Rate of enrolled children who receive a referral for further evaluation after scoring below the "cutoff" on the ASQ-SE	M	Y	
BR-17	Rate of WIC-eligible children enrolled in WIC	M	Y	

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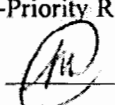


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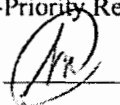
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BR-18	Percent of women screened for domestic violence by their third home visit	M	Y	
BR-19	Of mothers identified for possible domestic violence concerns, rate of completed referrals (i.e. known contact between mother and crisis center)	M	Y	
BR-20	Of mothers with completed referrals for domestic violence, rate for whom a safety plan was development	M	Y	
BR-21	Rate of families enrolled in the program making a livable wage, as identified by the Poverty In America Living Wage Calculator	M	Y	
BR-22	Rate of mothers who complete the program, who have a high school degree or GED upon exit from the program	M	Y	
BR-23	Rate of children enrolled in the program who receive all of the ASQ screenings on schedule	M	Y	
BR-24	Rate of enrolled children who visit a dental provider by their first birthday	M	Y	
BR-25	Number of MOUs between contracted Home Visiting agencies and other community providers	M	Y	
BR-26	Rate of change annually, of number of collaborative meetings among community partners	M	Y	
BR-27	Rate of enrolled children who receive further evaluation after scoring below the "cutoff" on the ASQ-3 or ASQ-SE	M	Y	
<b>HEALTHY FAMILIES AMERICA (HFA) REPORTING</b>				
HFA-1	Report illustrating the number of assessments (Family Assessment Form) that occurred prenatally, within the first two weeks of the birth of the baby, and more than two weeks after the birth of the baby.	O	Y	
HFA-2	Report indicating the date of the first home visit and the date of the baby's birth for all families who entered the program during the prior 12-month period	M	Y	
HFA-3	<u>Report on Program Acceptance Rate</u> HFA methodology for calculating a program's acceptance rate is: 1. Count the total number of participants, during a	M	Y	

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	specified time period, who accepted home visiting services and completed a first home visit, and 2. Divide this number by the total number of potential participants who, during the same time period, verbally agreed to further program follow-up at the time of the initial screen/assessment. <b>Report generated more than once per year.</b>			
HFA-4	Report staff training including titles of trainings, topics covered/achieved by the training, date training completed, date first implemented with families (screening tool, curric, etc)	M	Y	
HFA-5	Report for individual staff members and all staff detailing dates of hire, date she/he began providing services to families, trainings due (according to policies), trainings completed, and dates of completion	M	Y	
HFA-6	<b>Report on Program Retention Rate</b> HFA methodology for calculating a program's retention rate is: 1. Select a specified time period, e.g. January 1, 2006 to December 31, 2006; 2. Count the number of families who received a first home visit during this time period, 3. Count the number of families in this group that remained in services over specified periods of time (e.g. six months, 12 months, two year or more etc) 4. Divide this number by the total number of families that received a first home visit during the time period. 5. For accuracy, a time period must be selected that ended at least one year ago for one year retention rate, two years ago for two year retention rate, three years ago for three year retention rate, and so on. This is to ensure that all families beginning services during the specified time period have had the opportunity to stay for the full retention period being measured. For example a family enrolled in December	M	Y	



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	2006 could not be counted as retained for one year until December 2007.			
HFA -7	Report intensity/level of service for each family, and dates of level change, including Service Levels 1-3 and Creative Outreach	M	Y	
HFA -8	Report length of time each family remains on each level	M	Y	
HFA -9	Report the % of families who remain on a weekly home visitation level (Level 1) for a minimum of six months after the birth of the baby or six months after enrollment (whichever is longer), excluding time on Creative Outreach.	M	Y	
HFA -10	Report of % of families receiving at least 75% of the appropriate number of home visits based upon the level of service to which they are assigned.	M	Y	
HFA -11	Report for each family on # of sessions, # of possible sessions (according to the Service Level to they are assigned) and duration of sessions	M	Y	
HFA -12	Report indicating the current number of families who have been enrolled for at least 3 years	M	Y	
HFA -13	Report indicating all of the families who have graduated within the most recent 12-month period, and their length of service	M	Y	
HFA -14	Sites must be able to customize a Report on cultural characteristics of programs service population, including ethnic and racial characteristics, language characteristics, demographic characteristics, and other cultural characteristics identified by the program	M	Y	
HFA -15	Forms used to document supervisory sessions between supervisors and home visitors, including a record of review of issues identified by the family in the initial assessment	M	Y	
HFA -16	Report on % of IFSP goals that have been met for all families in the program	M	Y	
17	Report of % of enrolled children who currently have a medical/health care provider	M	Y	
HFA -18	Report detailing all enrolled children and whether or not they are up-to-date on immunizations according to CDC schedule, and the percentage of	M	Y	

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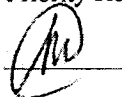


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	enrolled children whose immunizations are up-to-date			
HFA-19	Report showing the caseload size of all current home visitors, annually, or by quarter, including the home visitor's FTE, # of families assigned to her/him, and the service level of each family	M	Y	
HFA-20	Report detailing staff retention, including all staff names, date of hire, and date of termination of service	M	Y	
HFA-21	Report on frequency and duration of supervisory sessions for each staff person, quarterly and annually	M	Y	
HFA-22	Report of each supervisor, their full time equivalency (FTE), percentage of time spent in the role (self report), and the staff he/she supervises (with FTE for each position).	M	Y	
	<b>TECHNICAL REQUIREMENTS</b>			
T-1	<p>Web-based compatible and in conformance with the following W3C standards as required for State staff access:</p> <p>XHTML 1.0  CSS 2.1  XML 1.0 (fourth edition)</p> <p>The vendor should have the ability to support mobile devices for field staff, as stated in T-2. The State understands that these mobile devices may have various operating systems and standards</p>			<p>We code screens using web standards that are widely accepted. This includes .Net code that references a common CSS style sheet for layout and design. We also use standard conventions for usability which creates user experiences that are consistent with design patterns common on the web (navigation, form inputs, alerts, data display, etc). While we generally meet W3C standards, we cannot guarantee W3C compliance. Please see the note below (T-2) for a further explanation on mobility.</p>

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T-2	The Data System should be functional on laptops and tablets, and available on wireless and cellular networks. The State of NH has limited experience in this area. Vendors should list the systems and standards on which the System would be functional, for both laptops and tablets, as applicable.			<p>ETO is a web-based system, accessible via an Internet Explorer browser. ETO Mobile is an app for the iPhone that allows workers to look up a client, records services, and record assessment information while away from their computer. ETO Mobile may be used on the iPhone (native) or on the iPad. Alternatively, ETO could be accessed using Citrix on tablets.</p> <p>As part of our response we have explored mobile partnerships to add table based mobility that could function both offline and online (synching when online); we determined it was feasible based on our architecture and open API; however, the cost far exceeded the dollars available under the do-not-exceed so we have not included it in scope.</p>
<b>SECURITY REQUIREMENTS</b>				
S-1	Verify the identity and authenticate all of the system client applications before allowing use of the System to prevent access to inappropriate or confidential data or services.	M	Y	
S-2	Verify the identity or authenticate all of the System's human users before allowing them to use	M	Y	

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	its capabilities to prevent access to inappropriate or confidential data or services.			
S-3	Enforce unique user names.	M	Y	
S-4	Enforce the use of complex passwords for general users using capital letters, numbers and special characters, consisting of at least 10 characters	M	Y	An administrator can set the minimum password length and the number of numerical and non alpha numerical characters that should be included in each password. The use of capital letters is not a requirement that can be set by an administrator
S-5	Encrypt passwords in transmission and at rest within the database.	M	Y	
S-6	Expire passwords after 60 days	M	Y	
S-7	Authorize users and client applications to prevent access to inappropriate or confidential data or services.	M	Y	
S-8	Provide ability to limit the number of people that can grant or change authorizations	M	Y	
S-9	Establish ability to enforce session timeouts during periods of inactivity	M	Y	
S-10	Ensure application has been tested and hardened to prevent critical application security flaws. (At a minimum, the application shall be tested against all flaws outlined in the Open Web Application Security Project (OWASP) Top Ten ( <a href="http://www.owasp.org/index.php/OWASP_Top_Ten_Project">http://www.owasp.org/index.php/OWASP_Top_Ten_Project</a> ) The results of these tests will be submitted to DoIT for review and approval.	M	Y	Social Solutions is currently testing against the OWASP standards and can provide results with a signed NDA prior to go live.
S-11	The application shall not store authentication credentials or sensitive data in its code	M	Y	
S-12	Audit all attempted accesses that fail identification, authentication and authorization requirements	M	Y	The State would need to request Social Solutions to pull these logs.
S-12a	Vendor has auditing turned on to track and retrieve all attempted accesses that fail identification, authentication and authorization requirements	M	Y	
S-13	The application shall log all activities to a central	M	Y	

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	server to prevent parties to application transactions from denying that they have taken place. The logs must be kept for twelve (12) months.			
S-14	The application must allow a user to explicitly terminate a session. No remnants of the prior session should then remain.	M	Y	
S-15	Use only the Software and System Services designed for use	M	Y	
S-16	The application data shall be protected from unauthorized use when at rest	M	Y	
S-17	Keep any sensitive data or communications private from unauthorized individuals and programs.	M	Y	
S-18	Subsequent application enhancements or upgrades shall not remove or degrade security requirements	M	Y	
S-19	Create change management documentation and procedures	M	Y	
<b>HOSTING REQUIREMENTS/OPERATIONS</b>				
H-1	Vendor shall maintain a secure hosting environment providing all necessary hardware, software, and Internet bandwidth to manage the application and support users with permission based logins.  State access will be via Internet Browser.	M	Y	
H-2	At a minimum, the System should support this client configuration for State users: Pentium 4, 630/3.0GHz Pc, Microsoft Windows XP Professional Version 2002, Internet Explorer 6, and 128-bit encryption.  At a minimum, the System should support this client configuration for field machines: Pentium 4, 630/3.0GHz Pc, Microsoft Windows 7, Internet Explorer 9, and 128-bit encryption.  If the vendor solution also works with mobile devices that require other than the minimum state standard, the vendor should list all hardware/software/connectivity requirements for the field user machines.	M	Y	We currently support Internet Explorer 8 and are currently testing IE 9. We anticipate the testing will be done by your go live date.



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	The State will be responsible for equipment, labor, and /or services necessary to set-up and maintain the internet connectivity at the State.			
H-2.a	Vendor will not be responsible for network connection issues, problems or conditions arising from or related to circumstances outside the control of the Vendor, for State computers and network, for example: bandwidth, network outages and /or any other conditions arising on the State's internal network or more generally, outside the Vendor's firewall or any issues that are the responsibility of the State Internet Service Provider.	M	Y	
H-3	Vendor shall provide a secure Class A Data Center providing equipment (including dedicated servers), an on-site 24/7 system operator, managed firewall services, and managed backup Services.	M	Y	
H-4	Data Center Air Conditioning—used to control temperature and humidity in the Data Center. Temperature ranges shall be between 68 and 78° F	O	Y	
H-5	Data Center Humidity shall be non-condensing and be maintained between 40-55% with a maximum dew point of 62°F	O	Y	
H-6	Data Center Backup Power—uninterruptible power supplies shall be sized to sustain computer systems and associated components for, at a minimum, the amount of time it takes for a backup generator to take over providing power. Where possible servers shall contain redundant power supplies connected to commercial power via separate feeds.	M	Y	
H-7	Data Center Generator—shall be sufficient to sustain computer systems and associated components for, at a minimum, the amount of time it takes for commercial power to return. Fuel tanks shall be large enough to support the generator at full load for a period not less than 1 ½ days of operation.	M	Y	
H-8	Data Center Floor—A raised floor is required for more uniform air circulation in the form of a	M	Y	

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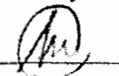


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	plenum for cold air as well as to provide space for power cabling and wetness monitoring.			
H-9	Data Center Fire Protection System—fire detectors in conjunction with suppression gaseous systems must be installed to reduce the risk of loss due to fire.	M	Y	
H-10	The Data Center must be physically secured—restricted access to the site to personnel with controls such as biometric, badge, and others security solutions. Policies for granting access must be in place and followed. Access shall only be granted to those with a need to perform tasks in the Data Center.	M	Y	
H-11	Vendor must monitor the application and all servers.	M	Y	
H-12	Vendor shall manage the databases and services on all servers located at the Vendor's facility.	M	Y	
H-13	Vendor shall install and update all server patches, updates, and other utilities within 60 days of release from the manufacturer. Critical or high vulnerability patches should be 30 days or less.	M	Y	
H-14	Vendor shall monitor System, security, and application logs	M	Y	
H-15	Vendor shall manage the sharing of data resources	M	Y	
H-16	Vendor shall manage daily backups, off-site data storage, and restore operations	M	Y	
H-17	The Vendor shall monitor physical hardware.	M	Y	
H-18	The Vendor shall immediately report any breach in security to the State of New Hampshire.	M	Y	
	<b>HOSTING REQUIREMENTS—DISASTER RECOVERY</b>			
H-19	Vendor shall conform to adequate disaster recovery procedures as defined by the State of New Hampshire.	M	Y	
H-20	Vendor shall have documented disaster recovery plans that address the recovery of lost State data as well as their own. Systems shall be architected to meet the defined recovery needs.	M	Y	
H-21	The disaster recovery plan shall identify appropriate methods for procuring additional	M	Y	

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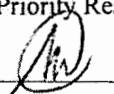


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	hardware in the event of a component failure. In most instances, systems shall offer a level of redundancy so the loss of a drive or power supply will not be sufficient to terminate services however, these failed components will have to be replaced.			
H-22	Vendor shall adhere to a defined and documented back-up schedule and procedure.	M	Y	
H-23	Back-up copies of data are made for the purpose of facilitating a restore of the data in the event of data loss of System failure.	M	Y	
H-24	Scheduled backups of all servers must be completed on a daily basis	M	Y	
H-25	The minimum acceptable frequency is differential backup daily, and complete backup weekly.	M	Y	
H-26	Tapes or other back-up media tapes must be securely transferred from the site to another secure location to avoid complete data loss with the loss of a facility.	M	Y	
H-27	If State data is personally identifiable, data must be encrypted in the operation environment and on backup tapes.	M	Y	
H-28	Data recovery—In the event that recovery back to the last backup is not sufficient to recover State Data, the Vendor shall employ the use of database logs in addition to backup media in the restoration of the database(s) to afford a much closer to real-time recovery. To do this, logs must be moved off the volume containing the database with a frequency to match the business needs.	M	Y	
<b>HOSTING REQUIREMENTS—NETWORK ARCHITECTURE</b>				
H-29	The Vendor must operate hosting Services on a network offering adequate performance to meet the business requirements for the State application. For the purpose of this RFP, adequate performance is defined as 99.9% uptime, exclusive of the regularly scheduled maintenance window.	M	Y	
<b>HOSTING REQUIREMENTS—SECURITY</b>				
H-30	The Vendor shall employ security measures ensure that the State's application and data is protected.	M	Y	

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H-31	If State Data is hosted on multiple servers, data exchanges between and among servers must be encrypted.	M	Y	
H-32	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.	M	Y	
H-33	Organization will have an aggressive IDS/IPS solution and Firewall system, with Logging going to centralize log system. These should be monitored on a daily basis.	M	Y	
H-34	The Vendor shall notify the State's Project Manager of any security breaches within two (2) hours of the time that the Vendor learns of their occurrence.	M	Y	
H-35	The Vendor shall ensure its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the Vendor hosting infrastructure and/or the application	M	Y	
H-36	The Vendor shall be solely liable for costs associated with any breach of State data housed at their location(s) including but not limited to notification and any damages assessed by the courts.	M	Y	
H-37	The Vendor shall authorize the State to perform scheduled and random security audits, including vulnerability assessments, of the Vendor hosting infrastructure and/or the application upon request.	O	Y	The State must alert Vendor 48 hours prior to conducting any intrusive scanning or other security audit that might otherwise disrupt Vendor's daily business management. Such audits must be conducted after 8pm EST and prior to 8am EST.
H-38	The Vendor shall provide fire detection and suppression system, physical security of and infrastructure security of the proposed hosting	M	Y	



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	facility. The environmental support equipment of the Vendor website hosting facility: power conditioning; HVAC; UPS; generator must be acceptable to the State.			
	<b>HOLDING REQUIREMENTS - SERVICE DELIVERY AGREEMENT</b>			
H-39	The Vendor's System support and maintenance shall commence upon the Effective Date and extend through the end of the Contract term, and any extensions thereof.	M	Y	
H-40	Maintain the hardware and Software in accordance with the Specifications, terms, and requirements of the Contract, including providing, upgrades, and fixes as required.	M	Y	
H-41	Repair or replace the hardware or Software, or any portion thereof, so that the System operates in accordance with the Specifications, terms, and requirements of the Contract.	M	Y	
H-42	The State shall have unlimited access, via phone or Email, to the Vendor technical support staff between the hours of 8:30am to 5:00pm-Monday thru Friday EST;	M	Y	
H-43	The Vendor response time for support shall conform to the specific Deficiency class as described in Appendix H-25, Section 11.2	M	Y	
H-44	The hosting server for the State shall be available twenty-four (24) hours a day, 7 days a week except for during scheduled maintenance.	M	Y	
H-45	The Vendor will guide the State with possible solutions to resolve issues to maintain a fully functioning, hosted System.	M	Y	
H-46	A regularly scheduled maintenance window shall be identified (such as weekly, monthly, or quarterly) at which time all relevant server patches and application upgrades shall be applied.	M	Y	
H-47	The Vendor will give two-business days prior notification to the State Project Manager of all changes/updates and provide the State with training due to the upgrades and changes.	M	Y	
H-48	The Vendor shall guarantee 99.9% uptime,	M	Y	

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	exclusive of the regularly scheduled maintenance window			
H-49	If the Vendor is unable to meet the 99.9% uptime requirement, the Vendor shall credit State's account in an amount based upon the following formula: (Total Contract Item Price/365) X Number of Days Contract Item Not Provided. The State must request this credit in writing.	M	Y	Uptime is defined as the ability to login to the website and view participant information. If Social Solutions does not meet this requirement, Customer shall report the specific dates and times of the outages to Social Solutions within 15 business days of the end of the month in which the outages occurred. Social Solutions shall reimburse Customer for a prorated amount of the subscription fee based on the time the system was unavailable. Example: If the website is down for 3% of a month, Customer shall be reimbursed 3% of their monthly subscription fee.
H-50	The Vendor shall use a change management policy for notification and tracking of change requests as well as critical outages.	M	Y	
H-51	A critical outage will be designated when a business function cannot be met by a nonperforming application and there is no work around to the problem.	M	Y	
H-52	All hardware and software components of the Vendor hosting infrastructure shall be fully supported by their respective manufacturers at all times. All patches for operating systems,	M	Y	

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	databases, web services, etc shall be applied within sixty (60) days of release by their respective manufacturers. Critical or high vulnerability patches shall be applied within 30 days or less.			
H-53	<p>The Vendor shall maintain a record of the activities related to repair or maintenance activities performed for the State and shall report quarterly on the following:</p> <ul style="list-style-type: none"> <li>• Server up-time</li> <li>• All change requests implemented, included operating system patches</li> <li>• All critical outages reported including actual issue and resolution</li> <li>• Number of deficiencies reported by class with initial response time as well as time to close.</li> </ul>	M	Y	
H-54	The Vendor shall provide the State with a personal secure FTP site to be used by the State for uploading and downloading files.	M	Y	

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Social Solutions Global, Inc.'s Project Manager and the State Project manager shall finalize the Work Plan within five (5) days of the Effective Date and further refine the tasks required to implement the Project. The elements of the preliminary Work Plan are documented in accordance with Social Solutions Global, Inc.'s plan to implement the Application Software. Continued development and management of the Work Plan is a joint effort on the part of Social Solutions Global, Inc. and State Project Managers.

The preliminary Work Plan created by Social Solutions Global, Inc. and the State is set forth at the end of this Exhibit.

In conjunction with Social Solutions Global, Inc.'s Project Management methodology, which shall be used to manage the Project's life cycle, the Social Solutions Global, Inc. team and the State shall finalize the Work Plan at the onset of the Project. This plan shall identify the **tasks, Deliverables, major milestones, task dependencies, and a payment Schedule** required to implement the Project. It shall also address intra-task dependencies, resource allocations (both State and Social Solutions Global, Inc. team members), refine the Project's scope, and establish the Project's Schedule. The Plan is documented in accordance with Social Solutions Global, Inc.'s Work Plan and shall utilize MS Project to support the ongoing management of the Project.

**1. ASSUMPTIONS**

**A. General**

- The State shall provide team members with decision-making authority to support the Implementation efforts, at the level outlined in the Request for Proposal Document State Staffing Matrix.
- All State tasks must be performed in accordance with the revised Work Plan.
- All key decisions will be resolved within five (5) business days. Issues not resolved within this initial period will be escalated to the State Project Manager for resolution.
- Any activities, decisions or issues taken on by the State that affect the mutually agreed upon Work Plan timeline, scope, resources, and costs shall be subject to the identified Change Control process.
- Social Solutions Global, Inc. shall provide a separate escrow agreement for the application.
- Social Solutions Global, Inc. shall maintain an accounting system in accordance with Generally Accepted Accounting Principles (GAAP).

**B. Logistics**

- The Social Solutions Global, Inc. Team shall perform parts of this Project at State facilities at no cost to Social Solutions Global, Inc. .
- The Social Solutions Global, Inc. Team may perform that work at a facility other than that furnished by the State, at their own expense.
- The Social Solutions Global, Inc. Team shall honor all holidays observed by Social Solutions Global, Inc. or the State, although with permission, may choose to work on holidays and weekends.
- The State shall provide adequate facilities for the Social Solutions Global, Inc. Team, including PCs, phones, Virtual Private Network (VPN) access, and modem-based dial-out capability and access to any necessary internal State networks and/or software (within State standards).



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Convenient access to a high-speed printer, a high-speed copier, and a fax machine shall be provided to the Project Team, as well as access to conference rooms for meetings. This space, equipment, and printer/fax supplies shall be provided at no cost to the Social Solutions Global, Inc. Team and shall be available when the Project begins.

**C. Project Management**

- The State shall approve the Project Management Methodology used for the Project.
- The State shall provide the Project Team with reasonable access to the State personnel as needed to complete Project tasks.
- A Project folder created within the State system shall be used for centralized storage and retrieval of Project documents, work products, and other material and information relevant to the success of the Project and required by Project Team members. This central repository is secured by determining which team members have access to the Project folder and granting either view or read/write privileges. Social Solutions Global, Inc.'s Project Manager will establish and maintain this folder. The State Project Manager shall approve access for the State team. Documentation can be stored locally for Social Solutions Global, Inc. and State team on a "shared" network drive to facilitate ease and speed of access. Final versions of all Documentation shall be loaded to the State System.
- Social Solutions Global, Inc. assumes that an Alternate Project Manager may be appointed from time to time to handle reasonable and ordinary absences of the Project Manager.

**D. Technical Environment and Management**

- The State is responsible for providing the Internet access.
- Social Solutions Global, Inc. team shall implement ETO Software's latest Release, currently 3.1 applications.

**E. Conversions**

- Currently the state has collected a minimal amount of data within Excel spreadsheets to allow for the data collecting activities to commence as required by funding authorities until a system can be placed into production. The state needs this data loaded into the vendor's solution. The Social Solutions Global, Inc. Team shall lead the State with the mapping of the legacy Data to the Social Solutions Global, Inc. applications. Specifically, the state will provide data to the Social Solutions Global Team in a format recommended by the vendor, such as multiple CSV files - one file per agency home visitor.
- Additionally, the Social Solutions Global, Inc. Team shall:
  1. Design and develop the conversion, including data mappings, conversion scripts, and data loaders.
  2. Provide the state with the data loading process and instructions/training as to how to use the loading process.
  3. Assist with the resolution of problems and issues associated with the development and implementation of the conversions.



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**F. Project Schedule**

- Deployment is planned to begin on April 18, 2012, or the date of approval by the Governor and Executive Council of the State of New Hampshire, whichever is later, with a planned go-live date of 120 days after Notification to Proceed.

**G. Reporting**

- Social Solutions Global, Inc. shall conduct status meetings every two weeks, and provide reports that include, but are not limited to, minutes, action items, test results and Documentation.

**H. User Training and Change Management**

- The Social Solutions Global, Inc. Team shall lead the development of the end-user training plan.
- Social Solutions Global, Inc. shall lead an in-person training for the delivery of end-user training. In-person training sessions will be delivered in a central location, in consecutive days and inclusive of up to 75 users. Individual class sizes are capped at 12 participants. Electronic curriculum is provided by Social Solutions Global, Inc. If centralized training is not possible or feasible, Social Solutions Global, Inc. will deliver instructor training via an online program such as Go To Meeting.
- The State shall schedule and track attendance on all end-user training classes.

**I. Performance and Security Testing**

- The Social Solutions Global, Inc. Team shall provide a performance test workshop to identify the key scenarios to be tested, the approach and tools required, and best practices information on performance testing.
- The State shall work with Social Solutions Global, Inc. on performance testing as set forth in Contract Exhibit F – *Testing Services*.

**2. ROLES AND RESPONSIBILITIES**

**A. Social Solutions Global, Inc. Team Roles and Responsibilities**

**1) Social Solutions Global, Inc. Team Project Executive**

The Social Solutions Global, Inc. Team's Project Executives (Social Solutions Global, Inc. and Subcontractor Project Executives) shall be responsible for advising on and monitoring the quality of the Implementation throughout the Project life cycle. The Project Executive shall advise the Social Solutions Global, Inc. Team Project Manager and the State's Project leadership on the best practices for implementing the Social Solutions Global, Inc. Software Solution within the State. The Project Executive shall participate in the definition of the Project Plan and provide guidance to the State's Team.

**2) Social Solutions Global, Inc. Team Project Manager**

The Social Solutions Global, Inc. Team Project Manager shall have overall responsibility for the day-to-day management of the Project and shall plan, track, and manage the activities of the

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Social Solutions Global, Inc. Implementation Team. The Social Solutions Global, Inc. Team Project Manager will have the following responsibilities:

- Maintain communications with the State's Project Manager;
- Work with the State in planning and conducting a kick-off meeting;
- Create and maintain the Work Plan;
- Assign Social Solutions Global, Inc. Team consultants to tasks in the Implementation Project according to the scheduled staffing requirements;
- Define roles and responsibilities of all Social Solutions Global, Inc. Team members;
- Provide every two weeks and month update progress reports to the State Project Manager;
- Notify the State Project Manager of requirements for State resources in order to provide sufficient lead time for resources to be made available;
- Review task progress for time, quality, and accuracy in order to achieve progress;
- Review requirements and scheduling changes and identify the impact on the Project in order to identify whether the changes may require a change of scope;
- Implement scope and Schedule changes as authorized by the State Project Manager and with appropriate Change Control approvals as identified in the Implementation Plan;
- Inform the State Project Manager and staff of any urgent issues if and when they arise;
- Provide the State completed Project Deliverables and obtain sign-off from the State's Project Manager.

**3) Social Solutions Global, Inc. Team Analysis**

The Social Solutions Global, Inc. Team shall conduct analysis of requirements, validate the Social Solutions Global, Inc. Team's understanding of the State business requirements by application, and perform business requirements mapping:

- Construct and confirm application test case scenarios;
- Produce application configuration definitions and configure the applications;
- Conduct testing of the configured application;
- Produce functional Specifications for extensions, conversions, and interfaces;
- Assist the State in the testing of extensions, conversions, and interfaces;
- Assist the State in execution of the State's Acceptance Test;
- Conduct follow-up meetings to obtain feedback, results, and concurrence/approval from the State;
- Assist with the correction of configuration problems identified during system, integration and Acceptance Testing; and
- Assist with the transition to production.

**4) Social Solutions Global, Inc. Team Tasks**

The Social Solutions Global, Inc. team shall assume the following tasks:

- Development and review of functional and technical Specification to determine that they are at an appropriate level of detail and quality;
- Development and Documentation of conversion and interface programs in accordance with functional and technical Specifications;

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- Development and Documentation of installation procedures; and
- Development and execution of unit test scripts;
- Unit testing of conversions and interfaces developed; and
- System Integration Testing.

**B. State Roles and Responsibilities**

The following State resources have been identified for the Project. The time demands on the individual State team members will vary depending on the phase and specific tasks of the Implementation. The demands on the Subject Matter Experts' time will vary based on the need determined by the State Leads and the phase of the Implementation.

**1) State Project Manager**

The State Project Manager shall work side-by-side with the Social Solutions Global, Inc. Project Manager. The role of the State Project Manager is to manage State resources, facilitate completion of all tasks assigned to State staff, and communicate Project status on a regular basis. The State Project Manager represents the State in all decisions on Implementation Project matters, provides all necessary support in the conduct of the Implementation Project, and provides necessary State resources, as defined by the Work Plan and as otherwise identified throughout the course of the Project. The State Project Manager has the following responsibilities:

- Plan and conduct a kick-off meeting with assistance from the Social Solutions Global, Inc. team;
- Assist the Social Solutions Global, Inc. Project Manager in the development of a detailed Work Plan;
- Identify and secure the State Project Team members in accordance with the Work Plan;
- Define roles and responsibilities of all State Project Team members assigned to the Project;
- Identify and secure access to additional State end-user staff as needed to support specific areas of knowledge if and when required to perform certain Implementation tasks;
- Communicate issues to State management as necessary to secure resolution of any matter that cannot be addressed at the Project level;
- Inform the Social Solutions Global, Inc. Project Manager of any urgent issues if and when they arise; and
- Assist the Social Solutions Global, Inc. team staff to obtain requested information if and when required to perform certain Project tasks.

**2) State Subject Matter Expert(s) (SME)**

The role of the State SME is to assist application teams with an understanding of the State's current business practices and processes, provide agency knowledge, and participate in the Implementation. Responsibilities of the SME include the following:

- Be the key user and contact for their Agency or Department;
- Attend Project Team training and acquire in-depth functional knowledge of the relevant applications;



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- Assist in validating and documenting user requirements, as needed;
- Assist in mapping business requirements;
- Assist in constructing test scripts and data;
- Assist in system, integration, and Acceptance Testing;
- Assist in performing conversion and integration testing and data verification;
- Attend Project meetings when requested; and
- Assist in training end users in the use of the Social Solutions Global, Inc. Software Solution and the business processes the application supports.

**3) State Technical Lead and Architect**

The State's Technical Lead and Architect advises the State's Project Manager and is responsible for leading and managing the State's technical tasks. Responsibilities include:

- Attend technical training as necessary to support the Project;
- Assist the State and Social Solutions Global, Inc. Team Project Managers to establish the detailed Work Plan;
- Manage the day-to-day activities of the State's technical resources assigned to the Project;
- Work with State IT management to obtain State technical resources in accordance with the Work Plan;
- Work with the Social Solutions Global, Inc. Technical Lead and the State's selected hardware vendor to architect and establish an appropriate hardware platform for the State's Project development and production environments;
- Work in partnership with the Social Solutions Global, Inc. and lead the State technical staff's efforts in documenting the technical operational procedures and processes for the Project. This is a Contractor Deliverable and it will be expected that Social Solutions Global, Inc. will lead the overall effort with support and assistance from the State; and
- Represent the technical efforts of the State at <every two weeks Project meetings.

**6) State Testing Administrator**

The State's Testing Administrator will coordinate the State's testing efforts. Responsibilities include:

- Coordinating the development of system, integration, performance, and Acceptance Test plans;
- Coordinating system, integration, performance, and Acceptance Tests;
- Chairing test review meetings;
- Coordinating the State's team and external third parties involvement in testing;
- Ensuring that proposed process changes are considered by process owners;
- Establish priorities of Deficiencies requiring resolution; and
- Tracking Deficiencies through resolution.



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**3. SOFTWARE APPLICATION**

The ETO solution is a hosted software application built with Microsoft SQL Server database. The backbone of the operating system is Windows Server 2008, ASP.NET and the .NET Framework 3.5 SP1, Business Objects Enterprise, and the Crystal Reports® programming languages.

**4. CONVERSIONS**

The following Table 4.1 identifies the conversions within the scope of this Contract.

**Table 4.1: Planned Conversions**

Conversion	Components, If applicable	Lead Responsibility	Description
Excel spreadsheet data		Social Solutions Global, Inc.	See Exhibit I, Section 1.E. Conversions

**A. Conversion Testing Responsibilities**

- The Social Solutions Global, Inc. Team and the State, based on their assigned conversion responsibilities, as set forth in Contract Exhibit F: *Testing Services* shall identify applicable test scripts and installation instructions, adapt them to the Project specifics, test the business process, and compare with the documented expected results.
- The Social Solutions Global, Inc. Team and the State, based on their assigned conversion responsibilities, shall execute the applicable test scripts that complete the conversion and compare execution results with the documented expected results.
- The State is responsible for documenting the technical Specifications of all programs that extract and format Data from the legacy systems for use by the conversion processes.
- The Social Solutions Global, Inc. Team and the State, based on their assigned conversion responsibilities, shall develop and unit test their assigned conversions.
- The State and the Social Solutions Global, Inc. Teams shall jointly conduct System and Integration Testing, verifying and validating the accuracy and completeness of the conversions.
- The State and the Social Solutions Global, Inc. Teams shall jointly verify and validate the accuracy and completeness of the conversions for Acceptance Testing and production.

**5. INTERFACES**

Interfaces shall be implemented in cooperation with the State. The following Table 5.1 identifies the interfaces within the scope of this Contract and their relative assignment.

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**Table 5.1: In-Scope Interfaces**

Interface	Components, if applicable	Responsible Party	Description
MCH Data Linkages Project		Social Solutions Global, Inc.	See RFP 2012-009 Home Visiting Data System for descriptions of the three interfaces.
Family Assessment Form		Social Solutions Global, Inc.	
Watch Me Grow Welligent Data System		Social Solutions Global, Inc.	

**A. Interface Responsibilities**

- The Social Solutions Global, Inc. Team shall provide the State Social Solutions Global, Inc. Application Data requirements and examples, of data mappings and interfaces implemented on other Projects. The Social Solutions Global, Inc. Team shall identify the APIs the State should use in the design and development of the interface.
- The Social Solutions Global, Inc. Team shall lead the State with the mapping of legacy data to the Social Solutions Global, Inc. Applications.
- The Social Solutions Global, Inc. Team shall lead the review of functional and technical interface Specifications.
- The Social Solutions Global, Inc. Team shall assist the State with the resolution of problems and issues associated with the development and Implementation of the interfaces.
- The Social Solutions Global, Inc. Team shall document the functional and technical Specifications for the interfaces.
- The Social Solutions Global, Inc. Team shall create the initial Test Plan and related scripts to Unit Test the interface. The State shall validate and accept.
- The Social Solutions Global, Inc. Team shall develop and Unit Test the interface.
- The State and the Social Solutions Global, Inc. Team shall jointly verify and validate the accuracy and completeness of the interface.
- The State shall document the technical changes needed to legacy systems to accommodate the interface.
- The State shall develop and test all legacy application changes needed to accommodate the interface.
- The State and the Social Solutions Global, Inc. Teams shall jointly construct test scripts and create any data needed to support testing the interfaces.

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- The State is responsible for all data extracts and related formatting needed from legacy systems to support the interfaces.
- The State is responsible for documenting the procedures required to run the interfaces in production.
- The State is responsible for the scheduling of interface operation in production.

**6. PRELIMINARY WORK PLAN**

The following Table 7.1 provides the preliminary agreed upon Work Plan for the Contract.

**Table 7.1: High Level Preliminary NH Project Plan**

1	<b>Executive Sponsor Call</b>	First meeting, typically 1 hour; complete the project charter	<i>SSI Project Manager and Taylor Henderson and Customer Executive Sponsor(s)</i>	6/11/2012	6/15/2012	
2	<b>Project Kick Off Call</b>	Review project process and expectations with all resources, typically 1 hour	<i>SSI Project Manager and all customer project team members</i>	6/11/2012	6/22/2012	
3	<b>Complete Demographics Definitions Tool</b>	Return documents to <i>SSI Project Manager</i>	<i>Customer</i>	6/18/2012	6/27/2012	
4	<b>Complete Program Charts</b>	Return program charts and all supporting materials to <i>SSI Project Manager</i> .	Representatives from each program	6/18/2012	6/27/2012	
5	<b>Program Chart Review Meeting</b>	Review program chart to clarify/finalize information	<i>SSI Project Manager and representatives from each program</i>	June 29th	June 29th	
6	<b>Deliver ETO Blueprint to Customer</b>	SSI writes a standard blueprint for <i>the Healthy Families America Program</i>	SSI	July 9th	July 9th	



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7	<b>Customer internal review of blueprint</b>	Customer reviews blueprint for thoroughness and understanding, culminating in blueprint approval (see Milestones below)	<i>Customer</i>	July 10 <sup>th</sup>	July 13th	
8	<b>Meeting to review/give approval of blueprint</b>		<i>SSI Project Manager and Customer project manager/exec sponsor</i>	July 13 <sup>th</sup>	July 13th	
9	<b>Configuration</b>	SSI configures ETO to the specifications in the blueprint <i>specific to Healthy Families America for MIECHV programs</i>	SSI	July 16th	August 9th	
10	<b>First Look Demonstration</b>	Review of site with project team. Typically does not cover every detail. Customer given guidance for internal review period.	<i>SSI Project Manager and project team</i>		August 10th	
11	<b>Testing Period</b>	Customer completes a Revisions Chart for each program to note desired adjustments.	Representative from each program	August 13 <sup>th</sup>	August 17th	
12	<b>Post-Demo Changes</b>	In general, post-demo changes are made by customer's ETO Administrator (see next task). This will facilitate the ability to manage ETO independently	ETO Administrator name	August 20 <sup>th</sup>	August 30th	

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1 3	<b>ETO Administrator Orientation</b>	4 hours of one-on-one time to supplement what is learned in the 3-day ETO Administrator class	SSI and Customer's ETO Administrator	Dependent on training timing (tbd)		
1 4	<b>Data Migration</b>	<i>[enter details of the scope of the data migration. In some cases the data migration may require its own project plan]</i>	Customer through batch upload utilities.	August	September	
1 5	<b>Release of Custom Feature</b> <i>[specify feature(s) - one row for each as needed]</i>	<i>[reference other documents that detail the custom feature enhancements being delivered]</i>	SSI will provide support for 3 interface exports; customer will create interfaces in ETO, post training.	August	September	
1 6	<b>Release of Custom Report</b> <i>[specify report name(s) - one row for each as needed]</i>	<i>[reference other documents that detail the custom report being delivered]</i>	SSI will provide MIECHV Universe & standard reports; Customer will build custom reports post training.	September	October	
1 7	<b>End-User Training</b>	Up to 75 users, 4 hrs per training, classes capped at 12 per training, consecutive days	SSI	Mid-October	Mid-October	

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1 8	<b>Go-Live</b>	<i>[specify how the customer defines go-live – is it total usage right away? Phased into place? Can have more than one row for Go-Live if it is in phases]</i>	Customer		10/26/2012	
1 9	<b>ETO Reports Training</b>	<i>[specify the number of sessions/hours to be delivered]</i>	SSI and up to 2 Administrators		Early November	



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SOFTWARE

**1. DOCUMENTATION COPIES**

Social Solutions Global, Inc. shall provide the State with a sufficient number of hard copy versions of the Software's associated Documentation and one (1) electronic version in Microsoft WORD and PDF format. The State shall have the right to copy the Software and its associated Documentation for its internal business needs. The State agrees to include copyright and proprietary notices provided to the State by the Vendor on such copies.

**2. RESTRICTIONS**

Except as otherwise permitted under the Contract, the State agrees not to:

- a. Remove or modify any program markings or any notice of Social Solutions Global, Inc.'s proprietary rights;
- b. Make the programs or materials available in any manner to any third party for use in the third party's business operations, except as permitted herein; or
- c. Cause or permit reverse engineering, disassembly or recompilation of the programs.

**3. TITLE**

Title, right, and interest (including all ownership and intellectual property rights) in the Software, and its associated Documentation, shall remain with Social Solutions Global, Inc. .

**4. VIRUSES**

Social Solutions Global, Inc. shall provide access to Software that shall not contain any viruses, destructive programming, or mechanisms designed to disrupt the performance of the Software in accordance with the Specifications.

As a part of its internal development process, Social Solutions Global, Inc. will use reasonable efforts to test the Software for viruses. Social Solutions Global, Inc. shall also maintain a master copy of the appropriate versions of the Software, free of viruses. If the State believes a virus may be present in the Software, then upon its request, Social Solutions Global, Inc. shall use best efforts to diagnose and correct the problem.

**5. AUDIT**

Upon forty-five (45) days written notice, Social Solutions Global, Inc. may audit the State's use of the programs at Social Solutions Global, Inc.'s sole expense. The State agrees to cooperate with Social Solutions Global, Inc.'s audit and provide reasonable assistance and access to information. The State agrees that Social Solutions Global, Inc. shall not be responsible for any of the State's reasonable costs incurred in cooperating with the audit. Notwithstanding the foregoing, Social Solutions Global, Inc.'s audit rights are subject to applicable State and federal laws and regulations.

**6. SOFTWARE NON-INFRINGEMENT**

Social Solutions Global, Inc. warrants that it has good title to, or the right to allow the State to use all Services, equipment, and Software ("Material") provided under this Contract, and that such Services,

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equipment, and Software do not violate or infringe any patent, trademark, copyright, trade name or other intellectual property rights or misappropriate a trade secret of any third party.

The warranty of non-infringement shall be an on-going and perpetual obligation that shall survive termination of the Contract. In the event that someone makes a claim against the State that any Material infringe their intellectual property rights, Social Solutions Global, Inc. shall defend and indemnify the State against the claim provided that the State:

- a. Promptly notifies Social Solutions Global, Inc. in writing, not later than 30 days after the State receives actual written notice of such claim;
- b. Gives Social Solutions Global, Inc. control of the defense and any settlement negotiations; and
- c. Gives Social Solutions Global, Inc. the information, authority, and assistance reasonably needed to defend against or settle the claim.

Notwithstanding the foregoing, the State's counsel may participate in any claim to the extent the State seeks to assert any immunities or defenses applicable to the State.

If Social Solutions Global, Inc. believes or it is determined that any of the Material may have violated someone else's intellectual property rights, Social Solutions Global, Inc. may choose to either modify the Material to be non-infringing or obtain a license to allow for continued use, or if these alternatives are not commercially reasonable, Social Solutions Global, Inc. may end the Service, and require return of the applicable Material and refund all fees the State has paid Social Solutions Global, Inc. under the Contract. Social Solutions Global, Inc. will not indemnify the State if the State alters the Material without Social Solutions Global, Inc.'s consent or uses it outside the scope of use identified in Social Solutions Global, Inc.'s user Documentation or if the State uses a version of the Material which has been superseded, if the infringement claim could have been avoided by using an unaltered current version of the Material which was provided to the State at no additional cost. Social Solutions Global, Inc. will not indemnify the State to the extent that an infringement claim is based upon any information design, Specification, instruction, Software, data, or material not furnished by Social Solutions Global, Inc. . Social Solutions Global, Inc. will not indemnify the State to the extent that an infringement claim is based upon the combination of any Material with any products or services not provided by Social Solutions Global, Inc. without Social Solutions Global, Inc.'s consent.

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WARRANTY AND WARRANTY SERVICES

**1. WARRANTIES**

**1.1 Services**

Social Solutions Global, Inc. warrants that the Service will operate to conform to the Specifications, terms, and requirements of the Contract.

**1.2 Software**

Social Solutions Global, Inc. warrants that the Software, including but not limited to the individual modules or functions furnished under the Contract, is properly functioning within the System, compliant with the requirements of the Contract, and will operate in accordance with the Specifications and Terms of the Contract.

For any breach of the above Support and Maintenance warranty, the State's remedy, and Social Solutions Global, Inc.'s entire liability, shall be: (a) the correction of program errors that cause breach of the warranty, or if Social Solutions Global, Inc. cannot substantially correct such breach in a commercially reasonable manner, the State may cancel the service and recover the fees paid to Social Solutions Global, Inc. for the any unused, prepaid service fees the State has paid; or (b) the re-performance of the Deficient services, or (c) if Social Solutions Global, Inc. cannot substantially correct a breach in a commercially reasonable manner, the State may end the relevant services and recover the fees paid to Social Solutions Global, Inc. for the Deficient services.

**1.3 Non-Infringement**

Social Solutions Global, Inc. warrants that it has good title to, or the right to allow the State to use, all Services, equipment, and Software ("Material") provided under this Contract, and that such Services, equipment, and Software do not violate or infringe any patent, trademark, copyright, trade name or other intellectual property rights or misappropriate a trade secret of any third party.

**1.4 Viruses; Destructive Programming**

Social Solutions Global, Inc. warrants that the Software used under this Service shall not contain any viruses, destructive programming, or mechanisms designed to disrupt the performance of the Service in accordance with the Specifications.

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**1.5 Compatibility**

Social Solutions Global, Inc. warrants that all System components, including but not limited to the components provided, including any replacement or upgraded System Software components provided by Social Solutions Global, Inc. to correct Deficiencies or as an Enhancement, shall operate with the rest of the System without loss of any functionality.

**1.6 Services**

Social Solutions Global, Inc. warrants that all Services to be provided under the Contract will be provided expediently, in a professional manner, in accordance with industry standards and that Services will comply with performance standards, Specifications, and terms of the Contract.

**1.7 Personnel**

Social Solutions Global, Inc. 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.

**1.8 Breach of Data**

The Vendor shall be solely liable for costs associated with any breach of State data housed at their location(s) including but not limited to notification and any damages assessed by the courts.

**3. WARRANTY PERIOD**

The Warranty Period shall commence upon approval of the contract by the Governor and Executive Council and shall remain in effect for the duration of the contract.



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TRAINING SERVICES

Social Solutions Global, Inc. shall provide the following Training Services.

**A. TRAINING**

Social Solutions Global, Inc. shall lead an in-person training for the delivery of end-user training. In-person training sessions will be delivered in a central location, in consecutive days and inclusive of up to 75 users. Individual class sizes are capped at 12 participants. Electronic curriculum is provided by Social Solutions Global, Inc. If centralized training is not possible or feasible, Social Solutions Global, Inc. will deliver instructor training via an online program such as Go To Meeting.

**1. Delivery Method -Instructor-Led Class Training**

This method helps build the in-depth knowledge and hands-on experience the State's employees and contractors will need to succeed in their job role with Social Solutions Global, Inc. . From in-class demonstrations led by experienced Social Solutions Global, Inc. instructors, to realistic hands-on labs, Instructor-Led In Class courses provide a dynamic learning environment.

This instruction is targeted to train the group of Users defined as Project Team, Users from Departments and selected Subject Matter Experts (SMEs).

**2. Project Team Developed Training**

a. Social Solutions Global, Inc. and the State agree to an end user training approach to meet training objectives, including:

- 1) developing "in house" experts and end-user support channels that involve and leverage internal resources and subject matter experts (SMEs); and
- 2) leveraging statewide access to computers and the Web by accessing On-line courses whenever possible to lessen time away from the job and reduce travel costs for those who are spread across the State.

b. Key activities of the approach are highlighted below:

User Training Approach	Role and Responsibility	
	Social Solutions Global, Inc. Team	State of NH
Develop Training Plan	Lead the development and Implementation of the Training Plan.  Provide guidance, coaching, materials, and tools.	Assist in the development and Implementation of the Training Plan.
Develop Curriculum	Analyze skill requirements.	Assist to analyze skill requirements.
	Detail roles, course content, and estimated course length.	Assist to detail roles, course content, and estimated length.



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User Training Approach	Role and Responsibility	
	Social Solutions Global, Inc. Team	State of NH
Produce Training Materials and End-User Documentation	Lead the development of materials and Documentation to include: Social Solutions Global, Inc. providing baseline Documentation in electronic format that can be modified and reproduced.	Assist in the development of training materials.
	Social Solutions Global, Inc. and the State will together Conduct Train-the-Trainers for the State's Central Support Group through Implementation. Social Solutions Global, Inc. will assist in the first train the trainer class for each topic.	Attend Train-the-Trainers training. Train additional State End Users.
Conduct Training	Assist to identify an approach and a plan to conduct training needs assessment for Implementation.	Conduct training needs assessment for post go-live.
Evaluate Training Effectiveness		

**c. Key User Training Approach Activities**

**1) Identify State End Users**

The Social Solutions Global, Inc. Team shall lead the State in identifying and categorizing its end users:

**User Category 1—Power User Training:** Power Users are those employees and contractors who frequently use the system. Training shall consist of a series of courses based on job functions, on business processes specific to job roles, and associated transactions. The training strategy shall be organized around the State's business processes and detailed transactions that support these processes.

**User Category 2—Casual User Training:** Casual Users shall access the system for inquiries or report viewing on an occasional basis. Their courses shall focus on the end-to-end business process instruction and structured inquiry exercises.

**User Category 3—Specialty Users:** Specialty Users include functional and technical analysts. They shall be trained on the software on the basis of assignments, and may include navigation training and module overview/orientation courseware, functional (modules/business process) training, and configuration.

**2) Develop Training Plan** The Social Solutions Global, Inc. Team shall act as the training lead and shall provide guidance, coaching, materials, and tools to assist the State Team to structure and implement a Training Plan—including a strategy for outlining the scope, roles, audiences, and deployment timeline throughout the Project lifecycle. The Plan is intended to 1) reinforce knowledge comprehension across the

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TRAINING SERVICES**

State by employing a train-the-trainer approach, 2 train employees on what they need to know and do to perform their jobs effectively, 3) establish an ongoing skills development process, 4) offer training Solutions that address the immediate and ongoing needs of the State to train new hires and transfers, and 5) implement a blended training delivery Solution that utilizes instructor-led (ILT) and On-line training to support learner interaction, and promotes effective, timely, and cost-efficient learning.

The Training Plan shall address the specific curriculum for each user category and provide support for the design, development, and deployment of training for each user category. It shall also provide a blueprint for the State's Team to manage its resources, activities, and timeline throughout the course of the initiative.

- 3) **Develop Training Curriculum** Social Solutions Global, Inc. shall develop a recommended training curriculum for the State of New Hampshire End Users.
- 4) **Produce Training Materials and End-User Documentation** The Social Solutions Global, Inc. team shall lead the efforts to produce the training materials and end-user Documentation.

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NH DEPARTMENT OF HEALTH & HUMAN SERVICES, DIVISION OF PUBLIC  
HEALTH SERVICES  
RFP 2012-009 (WITH ADDENDA) INCORPORATED**

NH Department of Health & Human Services, Division of Public Health Services RFP 2012-009, with all included addenda, are included by reference as binding Deliverables to this Contract.

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2012-009 Exhibit M-Agency RFP with Addendums

Initial All Pages:


Contractor's Initials 

Exhibit M

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VENDOR PROPOSAL BY REFERENCE**

Social Solutions Global, Inc.'s Proposal to Department of Health & Human Services,  
Division of Public Health Services is incorporated herein by reference.

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2012-009 Exhibit N-Contractor Proposal by Reference

Initial All Pages:

Contractor's Initials



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EXHIBIT O  
CERTIFICATES AND ATTACHMENTS**

Attached are:

- A. Contractor's Certificate of Vote/Authority
- B. Contractor's Certificate of Good Standing
- C. Contractor's Certificate of Insurance

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2012-009 Exhibit O-Certificates and Attachments

Initial All Pages:

Contractor's Initials

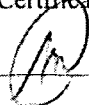


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NH DHHS STANDARD EXHIBIT C - SPECIAL PROVISIONS

NH Department of Health and Human Services

*Standard Exhibit C*

SPECIAL PROVISIONS

1. **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:
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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

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2012-009 Exhibit P-DHHS Standard Exhibit C: Special Provisions

Initial All Pages:

Contractor's Initials



Exhibit P

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which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, 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:

- 8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;
- 8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;
- 8.3 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:**

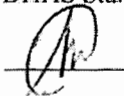
9. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 **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.

9.2 **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 recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. **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.



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**10.1 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.

**10.2 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.

- 11. 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 directed 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.

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.

- 12. Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department

**12.1 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.

**12.2 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.

- 13. 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.





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14. **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:

14.1 The preparation of this (report, document, etc.), was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, Division of Public Health Services, with funds provided in part or in whole 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.

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 government 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. **Insurance:** Select either (1) or (2) below:

As referenced in the Request for Proposal, Comprehensive General Liability Insurance Acknowledgement Form, the Insurance requirement checked under this section is applicable to this contract:

**Insurance Requirement for (1)** - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006): The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

(1) The contractor certifies that it **IS** a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does **not** exceed \$500,000.

**Insurance Requirement for (2)** - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37 General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply: 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, both for the benefits of the State, the following insurance: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident or occurrence. *These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.*

(2) The contractor certifies it does **NOT** qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

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2012-009 Exhibit P-DHHS Standard Exhibit C: Special Provisions

Initial All Pages:

Contractor's Initials

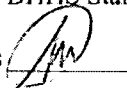


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STATE OF NEW HAMPSHIRE  
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17. **Renewal:**

No Applicable

18. **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.*

19. *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



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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.



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SPECIAL PROVISIONS – 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 the 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.*

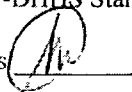
**PROPOSAL:** *If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting 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:** *Whenever 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 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.*



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NH DHHS STANDARD EXHIBIT D – CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

*NH Department of Health and Human Services*

Standard Exhibit D

**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 to 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 5151-51-5160 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 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 certification 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

- 1) **The grantee certifies that it will or will continue to provide a drug-free workplace by:**
  - (a) 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;
  - (b) Establishing an ongoing drug-free awareness program to inform employee's about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

2012-009 Exhibit Q-DHHS Standard Exhibit D: Certification Regarding Drug-Free Workplace Requirements

Initial All Pages:

Contractor's Initials

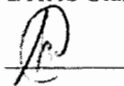


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- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (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;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (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 has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
    - (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
    - (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;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- 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.

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NH DHHS STANDARD EXHIBIT D – CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS


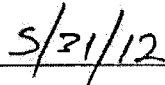
Place of Performance (street address, city, county, State, zip code) (list each location)

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

Social Solutions Global, Inc. From: 7/1/12 or date of G&C Approval, whichever is later To: 9/30/15

*Contractor Name* *Period Covered by this Certification*

*Name and Title of Authorized Contractor Representative*

   
\_\_\_\_\_  
*Contractor Representative Signature* *Date*

STATE OF NEW HAMPSHIRE  
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NH DHHS STANDARD EXHIBIT E – CERTIFICATION REGARDING LOBBYING

*NH Department of Health and Human Services*

**Standard Exhibit E**

**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

Contract Period: July 1, 2012 or date of G&C Approval, whichever is later, through September 30, 2015

**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-I.
- (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 civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2012-009 Exhibit R-DHHS Standard Exhibit E: Certification Regarding Lobbying

Initial All Pages:

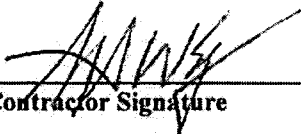
Contractor's Initials           *AC*          

Exhibit R

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NH DHHS STANDARD EXHIBIT E – CERTIFICATION REGARDING LOBBYING

 _____ Contractor Signature	CFD _____ Contractor's Representative Title
Social Solutions Global, Inc. _____ Contractor Name	5/31/12 _____ Date

STATE OF NEW HAMPSHIRE  
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EXHIBIT S

NH DHHS STANDARD EXHIBIT F – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

*NH Department of Health and Human Services*

**Standard Exhibit F**

**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 transition. 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 transition," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rule 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 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 –

2012-009 Exhibit S-DHHS Standard Exhibit F: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Initial All Pages:

Contractor's Initials

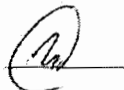


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EXHIBIT S

NH DHHS STANDARD EXHIBIT F – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS

Lower Tier Covered Transaction”, “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***

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. have not within a three-year period preceding this proposal (contract) been convicted 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;
  - c. 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 1 b of this certification; and
  - d. 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.
2. 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).



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NH DHHS STANDARD EXHIBIT F – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS

**Lower Tier Covered Transactions**

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:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) 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).

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 Signature	CFO _____ Contractor's Representative Title
Social Solutions Global, Inc. _____ Contractor Name	5/31/12 _____ Date

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
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EXHIBIT T  
NH DHHS STANDARD EXHIBIT G – CERTIFICATION REGARDING AMERICANS WITH DISABILITIES ACT  
COMPLIANCE

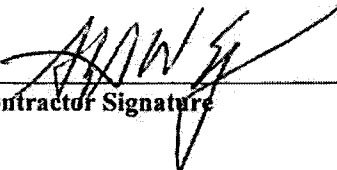
*NH Department of Health and Human Services*

**Standard Exhibit G**

**CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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 make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

 _____ Contractor Signature	CFO _____ Contractor's Representative Title
Social Solutions Global, Inc. _____ Contractor Name	5/31/12 _____ Date

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES  
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EXHIBIT U

NH DHHS STANDARD EXHIBIT H – CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

NH Department of Health and Human Services

STANDARD EXHIBIT H

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 Signature

CFO  
\_\_\_\_\_  
Contractor's Representative Title

Social Solutions Global, Inc.  
\_\_\_\_\_  
Contractor Name

5/31/12  
\_\_\_\_\_  
Date

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
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EXHIBIT V

NH DHHS STANDARD EXHIBIT I – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

NH Department of Health and Human Services

STANDARD EXHIBIT I  
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY 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 and those parts of the HITECH Act 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.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. “Breach” shall have the same meaning as the term “Breach” in Title XXX, Subtitle D. Sec. 13400.
- 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.
- i. “Individual” shall have the same meaning as the term “individual” in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).



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NH DHHS STANDARD EXHIBIT I – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

- 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 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.501.
- 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, unreasonable, 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) **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, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do 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 HITECH Act, Subtitle D, Part



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1, Sec. 13402 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 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. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec.13402.
  
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
  
- c. 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.
  
- d. 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)b and (3)k herein. 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 pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
  
- e. 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.



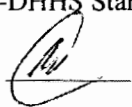
STATE OF NEW HAMPSHIRE  
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- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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 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.



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- 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 standard provision #10 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, and the HITECH Act as 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 and the HITECH Act.
- 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 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

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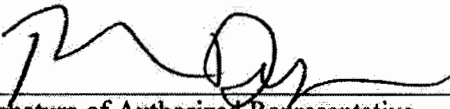
IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

DIVISION OF PUBLIC HEALTH SERVICES

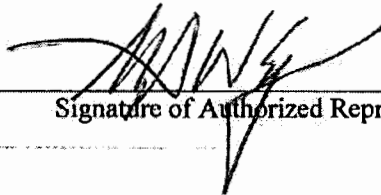
SOCIAL SOLUTIONS GLOBAL, INC.

The State Agency Name

Name of Contractor



Signature of Authorized Representative



Signature of Authorized Representative

*Brook, S. Dupre*

JOAN H. ASCHEIM

Name of Authorized Representative

STEPHEN EGAN

Name of Authorized Representative

BUREAU CHIEF

Title of Authorized Representative

CHIEF FINANCIAL OFFICER

Title of Authorized Representative

Date

*8/3/12*

Date

*5/31/12*

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EXHIBIT W

NH DHHS STANDARD EXHIBIT J – CERTIFICATION REGARDING THE FEDERAL FUNDING  
ACCOUNTABILITY AND TRANSPARANCY ACT (FFATA) COMPLIANCE

NH Department of Health and Human Services

STANDARD EXHIBIT J

**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 Sub-award and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any sub-award 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:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. 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 Sub-award 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:

---

2012-009 Exhibit W-DHHS Standard Exhibit J: Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

Initial All Pages:

Contractor's Initials     *SW*    

Exhibit W

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DEPARTMENT OF HEALTH & HUMAN SERVICES  
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EXHIBIT W

NH DHHS STANDARD EXHIBIT J – CERTIFICATION REGARDING THE FEDERAL FUNDING  
ACCOUNTABILITY AND TRANSPARANCY ACT (FFATA) COMPLIANCE

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 Representative Signature)  
Title)

Stephen Egan  
(Authorized Contractor Representative Name &  
Title)

Social Solutions Global, Inc.  
(Contractor Name)

5/31/2012  
(Date)

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
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EXHIBIT W

NH DHHS STANDARD EXHIBIT J – CERTIFICATION REGARDING THE FEDERAL FUNDING  
ACCOUNTABILITY AND TRANSPARANCY ACT (FFATA) COMPLIANCE

NH Department of Health and Human Services

STANDARD EXHIBIT J

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:  322-7211

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, sub-grants, 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:

2012-009 Exhibit W-DHHS Standard Exhibit J: Certification Regarding the Federal  
Funding Accountability and Transparency Act (FFATA) Compliance

Initial All Pages:

Contractor's Initials                     

Exhibit W

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EXHIBIT W

NH DHHS STANDARD EXHIBIT J – CERTIFICATION REGARDING THE FEDERAL FUNDING  
ACCOUNTABILITY AND TRANSPARANCY ACT (FFATA) COMPLIANCE

Name: [REDACTED]

Amount: [REDACTED]

Name: [REDACTED]

Amount: [REDACTED]

Name: [REDACTED]

Amount: [REDACTED]

Name: [REDACTED]

Amount: [REDACTED]



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 Social Solutions Global, Inc., a(n) Delaware corporation, is authorized to transact business in New Hampshire and qualified on February 2, 2012. I further certify that all fees required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 19<sup>th</sup> day of June, A.D. 2012

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Stephen Butz, Chief Executive Officer/Chairman of the Board, Social Solutions Global, Inc., do hereby certify:

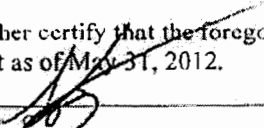
1. I am the duly appointed Chief Executive Officer for the Corporation;
2. I maintain and have custody of and am familiar with the seal and financial status of the Corporation;

I am duly authorized to issue certificates with respect to the interest of the Corporation and to affix such seal to such certificates;

3. The following are true, accurate and complete representations of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on the 17th day of April, 2012, which meeting was duly held in accordance with New Hampshire law and the by-laws of the Corporation:
4. RESOLVED: That this Corporation enter into contracts with the State of New Hampshire, acting through its Department of Health and Human Services, and that Chief Financial Officer, (or any of them acting singly), be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into contracts with the State and to take any and all such actions and to execute, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto), that (she) (he) (any of them) may deem necessary, desirable or appropriate;


The following person(s) lawfully occupy the offices indicated above:  
Stephen Egan, Chief Financial Officer  
Stephen, President/CEO

I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 31, 2012.

  
\_\_\_\_\_  
Stephen Butz, Chief Executive Officer  
Social Solutions Global, Inc.

The foregoing statement was acknowledged before me this 31<sup>st</sup> day of May, 2012, by Stephen Butz in his capacity as Executive Officer of Social Solutions Global, Inc, on behalf of said entity.

In witness whereof I hereunto set my hand and official seal:  
SEAL

  
\_\_\_\_\_  
Notary Public/Justice of the Peace

ME/B  
\_\_\_\_\_  
Date Commissioner Expires



# CERTIFICATE OF LIABILITY INSURANCE

MCKA

DATE (MM/DD/YYYY)

6/1/2012

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).

<b>PRODUCER</b> The TAMRAC Group, Inc. 10946 C Beaver Dam Road Hunt Valley, MD 21030 (410) 568-1200		<b>CONTACT NAME:</b> Trisha Funk <b>PHONE (A/C, No, Ext):</b> 410-568-1200 107 <b>FAX (A/C, No):</b> 410-568-2631 <b>E-MAIL ADDRESS:</b> tfunk@tamracins.com <b>PRODUCER CUSTOMER ID #:</b> SOCISOL-01	
<b>INSURED</b> Social Solutions Global, Inc. 425 Williams Court Suite 100 Baltimore, MD 21220		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Travelers Property Casualty Company of Am	<b>NAIC #</b> 19046
		<b>INSURER B:</b> The Travelers Indemnity Company	<b>NAIC #</b> 25658
		<b>INSURER C:</b> The Standard Fire Insurance Company	<b>NAIC #</b> 19070
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**


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			ZLP13R9250412I5	6/4/2012	6/4/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPOP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						\$
B	AUTOMOBILE LIABILITY			BA8153X557	6/4/2012	6/4/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS			\$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			TT05806375	6/4/2012	6/4/2013	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB8154X173	6/4/2012	6/4/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E. L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E. L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E. L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property			ZLP13R9250412I5	6/4/2012	6/4/2013	Business Pers Prop. Loc 1 \$339,600
A	Property			ZLP13R9250412I5	6/4/2012	6/4/2013	Business Pers Prop. Loc 2 \$81,900

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

E & O Policy # ZLP14R636312I5 eff 6/4/12 to 6/4/13 Travelers Limit \$2,000,000

**CERTIFICATE HOLDER****CANCELLATION**

The Director, Div. of Public Health Svcs. NH 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 
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