



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**OFFICE OF THE COMMISSIONER**

172 Pembroke Road Concord, New Hampshire 03301-5791

July 8, 2015

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

**REQUESTED ACTION**

Authorize the Department of Resources and Economic Development, Office of Workforce Opportunity (DRED/OWO), to enter into a **retroactive** contract for services with Thomas P. Miller & Associates, LCC (TPMA) (VC#267150) 1630 N. Meridian Street, Suite 430 Indianapolis, IN 46202, for **\$79,493.00**, for the provision of Workforce Innovation and Opportunity Act (WIOA) State Plan development services effective **July 1, 2015** through June 30, 2016 upon Governor and Council approval. This contract is 100% federal funding.

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

Office of Workforce Opportunity  
03-035-351010-53360000  
102-500731 Contracts for Program Services

**FY 2016**

**\$79,493.00**

**EXPLANATION**

This contract between DRED/OWO and TPMA for the provision of WIOA State Plan development services is being executed in response to Request for Proposals (RFP) # 01-15-DRED/OWO/WIOA, which was issued May 5, 2015. (Please see Attachment A for RFP details). DRED/OWO is the state grant recipient for WIOA federal funds awarded by the USDOL. The State Workforce Investment Board (Board) is the oversight body established in federal regulation to oversee the appropriate use of WIOA federal funds received by DRED/OWO. The Board is responsible for the development, implementation, and modification of the WIOA State Plan, and for convening of all relevant programs, required partners, and stakeholders. The State Plan is developed in a transparent manner and in consultation with representatives of businesses, labor organizations, community-based organizations (CBOs), adult and youth education and workforce development providers, institutions of higher education, disability service entities, youth-serving programs, and other stakeholders with an interest in the services provided by the six core programs, including the general public. A State Plan must be submitted to US Department of Labor (DOL) by no later than March 17, 2016 that outlines a 4-year strategy for the State's workforce development system. States must have approved Plans in place to receive funding for the six core programs under WIOA – the adult, dislocated worker, and youth programs (title I of WIOA); the Adult Education Family Literacy Act (AEFLA) program (title II of WIOA); the Wagner-Peyser Act employment services program (title III of WIOA); and the Vocational Rehabilitation program under title I of the Rehabilitation Act of 1973 (title IV of WIOA). To this end the Board is contracting with TPMA to develop the WIOA State Plan. This contract is **retroactive due to a delay in processing the contract documents with the vendor.**

The Attorney General's Office has reviewed and approved this contract as to form, substance and execution.

Respectfully submitted,<sup>iam</sup>

Jeffrey J. Rose, Commissioner

## ATTACHMENT A WIOA RFP# 01-15-DRED/OWO/WIOA DETAILS

### Purpose of the RFP

In accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Governor of each State must submit a Unified State Plan to the Secretary of the US Department of Labor (DOL) that outlines a 4-year strategy for the State's workforce development system. States must have approved State Plans in place to receive funding for the six core programs under WIOA – the adult, dislocated worker, and youth programs (title I of WIOA); the Adult Education Family Literacy Act (AEFLA) program (title II of WIOA); the Wagner-Peyser Act employment services program (title III of WIOA); and the Vocational Rehabilitation program under title I of the Rehabilitation Act of 1973 (title IV of WIOA).

To this end, the Department of Resources and Economic Development, Office of Workforce Opportunity (DRED/OWO), which serves as the administrative entity for Title I WIOA programs, issued a Request for Proposals (RFP) on behalf of the State Workforce Investment Board (Board). The purpose of the RFP was to identify individuals and/or entities experienced in strategic planning to support the development of a four-year comprehensive workforce strategic plan for the State of New Hampshire in accordance with the requirements set forth in the Workforce Innovation and Opportunity Act (WIOA). The proposed services will be funded under the Workforce Innovation and Opportunity Act of 2014 that amends the Workforce Investment Act, P.L.105-220, 20 USC 9201. (100% federal funds)

The selected Contractor will work with the Board and across partner agencies with designated staff to develop a statewide workforce plan that at a minimum complies with the requirements of the WIOA. The Contractor will provide facilitation, planning and technical support to conduct a statewide strategic planning process, and to complete a four-year plan that documents plan process and outcomes. The completed plan must include the strategic and operational planning elements as described in the Federal Register / Vol. 80, No. 73 / Thursday, April 16, 2015 / Proposed Rules - Subpart H (<http://federalregister.gov/a/2015-05528>) and the ensuing final regulations.

### RFP Process Details

- On May 5, 2015, DRED/OWO issued a RFP for WIOA State Plan development services on behalf of the State Workforce Investment Board.
- The purpose of the RFP was to identify a consultant(s) to facilitate the development of the WIOA State Plan, resulting in a draft plan submitted to the State Board at the December 2015 meeting for final approval, with submission to USDOL by no later than March 18, 2016.
- To solicit appropriate entities interested in providing Plan Development services, the RFP was posted on the NH Works website and the State of NH procurement website. In addition, a copy of the RFP was sent via email to NH Works partner agencies and USDOL staff with instructions to share as appropriate.
- The following agency partner staff (key stakeholders in the WIOA plan development process) served on the review committee:
  - Art Ellison, Director AEFLA programs
  - Lisa Hatz, Director Vocational Rehabilitation
  - Pam Szacik, Director NH Employment Security
  - Jacqueline Heuser, Director Office of Workforce Opportunity
  - Bonnie St.Jean, OWO Program Administrator

- The review panel evaluated each submitted proposal based on the following criteria:

Cover Letter	
– Identifying information, legal capacity to do business in NH and signed by authorized person	Pass/Fail
Organizational Experience and Past Performance	
– Describe your experience conducting similar work. Include 3 client references.	20 points
Proposed Services - Deliverables	
– Proposal describing your strategy and methods for designing, facilitating and completing the planning process and products.	35 points
Proposed Timeline for Completion of Deliverables	15 points
– Timeline for delivering the Plan and specific milestones.	
Qualifications of Key Staff assigned to the Project	
– Individual resume or summary of qualifications for the key person or persons to be assigned to this project, addressing their abilities to perform the required work.	10 points
Proposed Costs	20 points
– Bid amount and budget, including justification of all necessary costs, including hours of effort, rates, disbursements, overhead, travel and proposed reimbursement schedule.	

- Seven (7) entities responded: At Last Communications; MGT of America, Inc.; BW Research Partnership; Maximus; UPD Consulting; Thomas P. Miller & Associates, and Social Policy Research (SPR)
- All seven proposals were accepted and reviewed by the review committee.
- The final scores for the seven respondents by review committee member, are as follows:

Applicant	Art	Bonnie	Jackie	Lisa	Pam	Average	Rank
At Last Communications	97	78	80	76	93	84.8	2
MGT of America	79	77	94	62	79	78.2	5
BW Research Partnership	63	80	64	64	81	70.4	6
Maximus	70	68	48	60	70	63.2	7
UPD Consulting-CSW	81	70	91	83	79	80.8	4
Thomas Miller	86	90	100	62	95	86.6	1
SPR	84	78	94	78	88	84.4	3

- Based on the scores above, Thomas P. Miller and Associates was selected for contract with the Board. contingent upon Governor and Council approval.

**STATE OF NEW HAMPSHIRE DEPT. OF RESOURCES & ECONOMIC DEVELOPMENT**  
**Office of Workforce Opportunity**

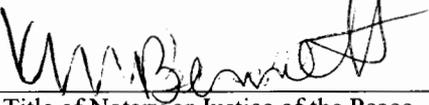
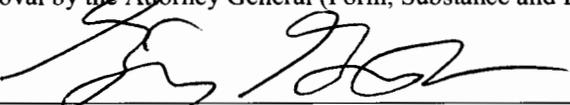
Subject: Thomas P. Miller and Associates, LLC Contract for WIOA State Plan Development Services

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH Dept. of Resources & Economic Development Office of Workforce Opportunity		1.2 State Agency Address 172 Pembroke Road Concord, NH 03301 -5791	
1.3 Contractor Name Thomas P. Miller & Associates, LLC (TPMA)		1.4 Contractor Address 1630 N. Meridian Street, Suite 430 Indianapolis, IN 46202	
1.5 Contractor Phone Number 1-317-894-5370	1.6 Account Number 010-035-5336-102-500731	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$79, 493.00
1.9 Contracting Officer for State Agency Jacqueline Heuser, Director		1.10 State Agency Telephone Number 603-271-7275	
1.11 Contractor Signature 		1.11 Name and Title of Contractor Signatory Thomas P. Miller, President and CEO	
1.13 Acknowledgement: State of <u>Indiana</u> , County of <u>Madison</u> On <u>July 7, 2015</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.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Kenya Bennett</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Jeffery J. Rose, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>N/A</u> Director, On:			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>7/16/15</u>			
1.18 Approval by the Governor and Executive Council By: On:			

**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

**NH Department of Resources & Economic Development  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT A**

---

**SCOPE OF WORK**

**DATE:** July 1, 2015

**CONTRACT:** DRED/OWO/WIOA State Workforce Plan Development Services

**CONTRACT PERIOD:** July 1, 2015 – June 30, 2016

**CONTRACTOR NAME:** Thomas P. Miller & Associates, LLC (TPMA)

**ADDRESS:** 1630 N. Meridian Street, Suite 430 Indianapolis, IN 46202

**TELEPHONE:** 1-317-894-5370

**REPRESENTATIVE:** Tom West

**TITLE:** Senior Vice President

**1. Provisions Applicable To All Services**

The Contractor hereafter agrees:

- A. That, to the extent future federal or State legislative action may have an impact on the services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- B. 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:
  - 1. The State of New Hampshire Terms and Conditions, Form P-37 and Exhibits A and B;
  - 2. RFP#-01-15-DRED/OWO/WIOA State Workforce Plan Development which is hereafter incorporated by reference; and
  - 3. The Thomas P. Miller & Associates Proposal, dated June 1, 2015 which is hereafter incorporated by reference;
- C. The Contractor shall provide all services outlined in the documents referenced in item B above consistent with the Contract Deliverables as outlined in item 3 below.

## 2. Roles and Responsibilities

### Office of Workforce Opportunity (OWO)

- A. The OWO shall provide a contract manager to serve as the point person for all matters related to carrying out the terms and conditions of this contract.
- B. The OWO shall ensure that the contract manager is available to respond timely to all requests from TPMA for information and other items necessary to completing planned tasks.
- C. OWO will be responsible for all arrangements related to arranging for and scheduling board, partner and community stakeholder meetings consistent with planned activities based upon agreed upon timelines.
- D. OWO will be responsible for keeping to the agreed upon timelines to the extent feasible. However, it is understood that timelines will need to be somewhat flexible due to the availability of key stakeholders in NH. Changes will be negotiated with TPMA taking into consideration TPMA capacity to accommodate time adjustment requests.

### Thomas P. Miller & Associates (TPMA)

- A. Coordination and communication with designated OWO staff to achieve goals of the contract.
- B. Develop and implement, subject to OWO and IDG review, specific work plan and timeline for achieving contractual goals.
- C. Attainment of Contract Deliverables and Reports in timeline established.
- D. Demonstrate through practice expertise in knowledge of WIOA state planning requirements and “experience inspiring board members and staff at all levels to think, plan, and act strategically”.

## 3. Contract Deliverables and Reports

- WIOA Plan Stakeholder Engagement – the contractor shall design a multifaceted approach to ensure broad stakeholder engagement in the development of the Plan. Specific tasks shall include:
  - Launch Meeting – TPMA shall facilitate a day-long, on-site launch meeting with key staff and stakeholder as identified by OWO. The purpose of which will be to review the proposed scope of work, timeline, deliverables and an assessment of current and future efforts to support plan development. Identify outcomes for the plan.
  - Focus Groups – TPMA shall facilitate a total of six on-site focus groups to solicit input from partners and community stakeholders.
  - Phone Interviews and Surveys – TPMA shall conduct 10 phone interviews and create 5 on-line surveys to solicit feedback from institutions of education, the business community, training providers and other stakeholders.
  - Facilitated Planning Sessions – TPMA shall facilitate an on-site, half-day planning session with the Board
  - Deliverables – Facilitated on-site meetings, summary notes from all meetings held, initial project work plan development, summary reports of key findings from interviews and

focus groups and a strategic framework for the Plan that shall be used as a guide for drafting the plan document.

- Review Existing Plans, Supporting data and Related Documents – the contract shall gather and review all relevant plans, data and reports specific to the core partners to the state planning process (i.e., OWO, NH Employment Security and NH DOE (Adult Basic Education and Vocational Rehabilitation) and determine how this work will complement, influence and align with the development of the State Plan. Specific tasks shall include:
  - Review of current plans, reports and data to inform the planning process and ensure coordination and non-duplication of efforts and recommend strategies for alignment and/or enhancement of services.
  - Review and analysis of NH labor market information to be used to guide the strategic planning process.
  - Deliverables – Useable and related analysis of plans, reports and labor market data to share with the planning partners for the purpose of identifying service strategies.
  
- Strategic Plan Development – the contract shall work with key planning partners to develop the State’s WIOA strategic plan consistent with the requirements set forth in WIOA for single state entities (i.e. state planning requirement plus applicable local board planning requirements). It is understood that NH’s state plan shall be a combined plan that includes WIOA Adult, Dislocated Worker, Youth, Wagner Peyser Services, Adult Basic Education and Vocational Rehabilitation service strategies.
  - Deliverables - the contractor shall document the process and outcomes, and draft a WIOA state plan for Board review and approval by no later than January 31, 2016.

**Timeline for Plan Development/Milestones**

All dates are tentative contingent on the contract award date and availability of key stakeholders in the NH State Plan development process.

Week of August 3-7, 2015	<ul style="list-style-type: none"> <li>• On-site Launch Meeting</li> </ul>
August– October, 2015	<ul style="list-style-type: none"> <li>• Analysis of Previous Plans and Labor Market Data</li> <li>• Six (6) On-Site Focus Groups: includes four (4) regional meetings (North, South, East, and West), one (1) with the NH Works One-Stop Operator Consortium members and one (1) with the Interagency Directors Groups (IDG)</li> <li>• Ten (10) Phone Interviews</li> <li>• Five (5) Surveys: 1) business and industry, 2) workforce development partners, 3) economic development organizations, 4) education and training providers, and 5) jobseekers</li> </ul>
Week of September 14 – 18, 2015	<ul style="list-style-type: none"> <li>• On-site Facilitated Planning Session (coincides with quarterly Board Meeting scheduled for <b>September 15, 2015</b>)</li> </ul>
September 21, 2015 – January 15, 2016	<ul style="list-style-type: none"> <li>• Initial Draft Plan submitted by November 30, 2015</li> <li>• Final Review on December 16, 2015 (TPMA Staff On-site to Present Final Draft; Coincides with Quarterly Meeting)</li> <li>• Final Plan submitted by January 15, 2016.</li> </ul>

**NH Department of Resources & Economic Development  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT B**

---

**METHOD, SCHEDULE, & CONDITIONS PRECEDENT TO PAYMENT**

This contract is funded with funds from US DOL Workforce Innovation and Opportunity Act (WIOA) discretionary funds.

1. Costs for this contract shall not exceed \$79,493.00;
2. The contractor shall invoice OWO on a cost reimbursement basis for the services performed in accordance with the deliverables outlined in Exhibit A of this contract;
3. Invoices shall be submitted to OWO on a monthly basis;
4. Invoices should be submitted electronically to: [Julianne.Pelletier@dred.nh.gov](mailto:Julianne.Pelletier@dred.nh.gov);
5. The State will make every effort to submit payment to the contractor within 30 days of the receipt of accepted invoices and approval of required deliverables/reports described in Exhibit A of this contract;
6. Requests for payment must be signed by an authorized representative of the Contractor;
7. Payments may be withheld pending receipt of required deliverables/ reports as defined in Exhibit A;
8. A proposed reimbursement schedule is outlined below. It is understood that both parties will need to remain flexible in regards to scheduled activities, which may change the actual monthly invoice amount, as long as the total invoiced amount does not exceed \$79,493.00.

August 31, 2015	\$17,000.00
September 30, 2015	\$17,000.00
October 30, 2015	\$12,000.00
November 30, 2015	\$12,000.00
December 31, 2015	\$12,000.00
January 29, 2016	\$9,493.00
<b>Total</b>	<b>\$79,493.00</b>

**NH Department of Resources & Economic Development  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT C**

---

**SPECIAL PROVISIONS**

**N/A**

# 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 Thomas P. Miller and Associates, LLC a(n) Indiana limited liability company registered to do business in New Hampshire on June 22, 2015. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 22<sup>nd</sup> day of June, A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**Limited Partnership or LLC Certification of Authority**

I, Thomas P. Miller, hereby certify that I am a Partner, Member or Manager  
(Name)

of Thomas P. Miller and Associates, LLC a limited liability partnership under RSA 304-B or limited  
(Name of Partnership or LLC)

liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC.

DATED: 6/16/2015

ATTEST: Thomas P. Miller  
Thomas P. Miller, President & CEO



# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
07/22/2015

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

AGENCY <b>State Farm</b> Beau Bradle State Farm Agency 9757 Westpoint Drive - Suite 300 Indianapolis, IN 46256	PHONE (A/C, No, Ext): 317-288-2944	COMPANY State Farm Fire and Casualty Company	NAIC # 25143
FAX (A/C, No): 317-288-2973	E-MAIL ADDRESS: jeff@beaubradleinsurance.com		
CODE:	SUB CODE:		
AGENCY CUSTOMER ID #:		LOAN NUMBER	POLICY NUMBER 94-BF-X854-2
INSURED Thomas P Miller & Associates LLC 1630 N Meridian St, STE 430 Indianapolis, IN 46202-1437		EFFECTIVE DATE 03/14/2007	EXPIRATION DATE 03/21/2016
		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:			

## PROPERTY INFORMATION

LOCATION/DESCRIPTION Business Miscellaneous Policy
---

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 EVIDENCE OF PROPERTY INSURANCE 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.

## COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
COVERAGE B - BUSN PROP LOSS INC	116,400 12 MONTH	\$1,000.00
COVERAGE L - BUSN LIAB GEN AGGREGT PCD AGGREGT	1,000,000 2,000,000 2,000,000	
COVERAGE M - MED/PERSN	5,000	

## REMARKS (Including Special Conditions)

--

## 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.

## ADDITIONAL INTEREST

NAME AND ADDRESS NH DEPARTMENT OF RESOURCES & ECONOMIC DEVELOPMENT OFFICE OF WORKFORCE OPPORTUNITY 172 PEMBROKE ROAD PO BOX 1856 CONCORD, NH 03302-1856	MORTGAGEE	<input checked="" type="checkbox"/>	ADDITIONAL INSURED
	LOSS PAYEE	<input type="checkbox"/>	
	LOAN #		
	AUTHORIZED REPRESENTATIVE		

---

## Key Personnel Qualifications

---

The TPMA Project Team is focused on creating actionable recommendations and building the partnerships necessary for implementation of strategic initiatives. We have:

- Designed and implemented a comprehensive, integrated service delivery system for state and regional workforce development;
- Knowledge of the new requirements in the Workforce Innovation and Opportunity Act (WIOA) (see our website: <http://www.tpma-inc.com/wioaction/>) and the opportunities it provides for strengthening the workforce system;
- National experience assisting workforce agencies to replicate and adapt best practice ideas that have been implemented by other workforce systems; and
- Experience inspiring board members and staff at all levels to think, plan, and act strategically.

The following team members will be assigned to the project:

**Tom West, Vice President of Economic Competitiveness** has an extensive background in economic, community and workforce strategic planning and implementation. As Executive Director of the Kentucky Workforce Investment Board, Tom's led the development of a strategic plan, *WORKSmart Kentucky: A Strategic Transformation of Kentucky's Workforce System*, KY, 2010 which included 25 strategic initiatives resulting in recognition by the U.S. Department of Labor as a model plan and process for other states. He created the planning process and structure to begin implementation of over 90 percent of the 25 recommended strategies in less than 3 years. The process design included stakeholder buy-in, private-sector champions, and accountability measures. The plan focused on simplifying and creating a customer-centric workforce system, by aligning education, economic and workforce development statewide. Transformational projects in the plan included Career Center Certification Standards, High Impact Local WIB Certification, Work Ready Community Standards, Unified Statewide Branding, Sector Strategies/Industry Partnerships, and Business Services Redesign. Recently, Tom has led engagements with the Governor's Workforce Board Rhode Island, preparing its FY 2016-2017 Biennial Employment and Training Plan. He is currently working with the Oregon Department of Community Colleges and Workforce Development, creating a strategic planning framework for the Oregon Workforce Investment Board and all local boards as they begin to implement WIOA.

**Jessica Borza, Executive Vice President** brings an outside perspective to clients through the eyes of a practitioner with strength in converting strategy to operational action. She provides subject matter expertise and contributes to strategic plan development, focus group and meeting facilitation, policy analysis, best practice research, and grant writing. During her recent tenure as Chief Operating Officer at a regional workforce area in Youngstown, Jessica oversaw all aspects of One-Stop Workforce System in the region, including business planning, operations/service delivery, continuous improvement, fund development, budgeting/fiscal oversight, personnel supervision and physical locations of workforce centers and satellite offices. She contributed to best practices in collaborative business services, sector partnerships, career pathways, effective marketing and communications and partner engagement strategies, which led to the workforce area becoming recognized as the top-rated Workforce System in the state of Ohio in 2011; Ohio WIB of the Year in 2007, 2008 and 2009 and Ohio Business Services Team of the Year in 2008 and 2010. Her consulting clients have included workforce investment boards, community colleges, economic development organizations, state agencies, and regional collaborative in Ohio, Pennsylvania, Kentucky, Michigan, Arizona, Oklahoma, Florida, Indiana, New York, South Carolina, Connecticut, and West Virginia.

**Lucy Houchin, Director of Client Engagement** has first-hand experience as a workforce practitioner, as well as extensive knowledge of promising talent development and education practices throughout the country. Working with more than 15 states, Lucy brings strategic planning, policy analysis, meeting facilitation, grant writing, professional development/training, and project management skills to clients. She recently provided strategic planning assistance to the Indiana Career Council, resulting in a system-wide plan for the state's education, job skills training, and career development programs and resources. She has also served as the Executive Director of Indiana's Joint Workforce Investment Board and as transitional staff for Indiana's Southeast Indiana Workforce Investment Board where she provided stability and leadership during a time of major structural transformation.

**Kristen Barry, Senior Project Consultant** specializes in research and input gathering through labor market data analysis, best practice research, focus groups, and interviews; strategic planning processes, developing actionable solutions and recommendations; and report writing and project management. Her clients have included state and local workforce investment boards, regional and

local economic development organizations, local governments, and secondary and postsecondary education institutions. Kristen has worked with clients in more than 15 states across the country. Currently, she is assisting with the development of the Oregon Workforce Strategic Planning Toolkit and will be providing technical assistance on strategic plans in each of Oregon's local areas as the state re-charters its Local Workforce Boards. She recently completed a WIOA-related strategic plan for CareerSource Citrus, Levy, Marion based in Ocala, Florida.

**Brittany Dougherty, Senior Project Consultant** brings a powerful combination of project management, professional development, and technical assistance skills to workforce development and education projects. Brittany's experience also includes program development and system implementation in the public, private, and nonprofit sectors. During her eight-year tenure as a Program manager at the Indiana Department of Workforce Development, she developed a technical assistance guide for the case management system and WIA performance measures; created a WIA Youth Manual to provide guidance on youth service strategies; managed summer youth employment program for three years working with multiple state agencies and partners; acted as staff to the Youth Council; and was responsible for administration and reporting of multiple federal Department of Labor grants. Additionally, she actively participated on multiple teams working on enhancements to service delivery. She was active in the development of operational process flow models and associated system connectivity and interface design. She has a thorough understanding and experience working with integrated service delivery of WIA, Wagner-Peyser, Adult Education, and Vocational Rehabilitation programs.

**Tony Waterson, Senior Project Consultant** served as the Program Manager for all WIA programs in six counties in Southern Indiana just north of Louisville, Kentucky. He managed six One-Stop Centers and a staff of 40 members. His responsibilities included interpreting regulations to ensure program compliance, authoring policies, and training staff. He served as a member of the region's Workforce Investment Board (WIB) and Youth Council since 2011. He was responsible for the implementation of a Jobs for America's Graduates (JAG) Program, Career Launch program, Summer Work Experience (WEX), and other programs to serve at risk youth.

**Owen McNeill, Project Consultant** specializes in business services, best practices research, focus groups, strategic plan development, evaluation, grant writing, meeting facilitation and target industry analysis. He excels in combining workforce and economic development practices to

provide a more complete analysis. Owen has spent the previous ten years working in the Kentucky Workforce System, initially with the TENCO Workforce Investment Board as well as the Bluegrass Workforce Investment Board leading both entities' Business Services Divisions. He has been instrumental in the transformation of Business Services into a more employer focused, industry driven division, through the development of sector driven, industry consortia including information technology, advanced manufacturing, healthcare and transportation and logistics. Currently, he is leading the Employers First Workforce Network, a consortium of four workforce boards in Greater Cincinnati through a four-year strategic planning process linked to WIOA implementation.

**Ose Agho, Project Consultant** specializes in policy analysis, research and data analysis, and grant writing. She recently completed work with Radius Indiana, an eight-county regional economic development partnership where she supported the development of a Career Ready Outreach Campaign focused on engagement of employers to better utilize and design regional CTE programs. She recently provided a series of professional development opportunities to Indiana Department of Workforce Development business services staff and partners aimed at continuously improving the system's services to business and industry and assisted the Governor's Workforce Board Rhode Island with preparation of the FY 2016-2017 Biennial Employment and Training Plan where she collected and analyzed data regarding the current and emerging workforce, and recommended priorities and action steps for the next two fiscal years. She is currently preparing a report for EmployIndy, the workforce board for Indianapolis-Marion County, Indiana that provides recommendations for service delivery strategies and performance measurements in the area of workforce development. The report will be utilized by EmployIndy as it moves forward with initiatives and services linked to WIOA implementation.

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : thomas\* p. miller\***  
**Record Status: Active**

<b>ENTITY</b>	THOMAS P. MILLER & ASSOCIATES, LLC	Status:Active
DUNS: 965006893	+4:	CAGE Code: 5FVB6 DoDAAC:
Expiration Date: May 10, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1630 N MERIDIAN ST STE 430		
City: INDIANAPOLIS		State/Province: INDIANA
ZIP Code: 46202-1437		Country: UNITED STATES