



New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-1438

www.WildNH.com
e-mail: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

January 13, 2015

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

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFG) to enter into a contract with Wildlife Management Institute (vendor #170712), Cabot, Vermont; in the amount \$4,050.00 for consulting services related to Hunter and Angler recruitment, retention and reactivation upon date of Governor and Council approval through April 30, 2015. Funding is 100% Federal.

Funding for this contract service is available in the Hunter Education account as follows

03-75-75-751020-2121 – Public Information and Conservation Education – Hunter Education

20-07500-21210000-102-500731, Contracts for program services FY2015
\$4,050.00

EXPLANATION

Hunting participation has been on the decline in New Hampshire for the last 15 years. Reduced participation effects the department in many ways and the Hunter Education grant has an outreach component and hunter development as part of the grant activities. As Hunter Education prepares to evaluate the current grant and do a needs assessment for the next 5 year grant period, the WMI will provide a national perspective on research pertaining to hunter participation. The WMI has conducted extensive literature reviews and evaluation on programs across the country that target increasing hunter participation. Their assistance in evaluating New Hampshire's programs will be valuable in guiding the direction for portions of the hunter education grant for the next 5 year period.

Respectfully submitted,

Glenn Normandeau
Executive Director

Respectfully submitted,

Kathy LaBonte
Chief of Business Division

REGION 1
629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2
PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3
225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4
15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

BID PAGE

Bids were requested and received from the following Vendors:

Wildlife Management Institute 2130 Sheffield Drive Fort Collins, CO 80526	\$4,050.00
MRW Consultants, LLC 6 Essex Road Sharon, MA 02067	\$20,470.00

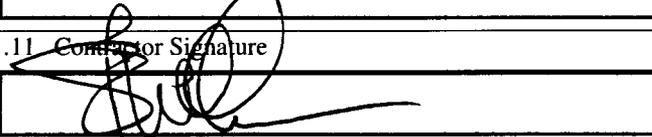
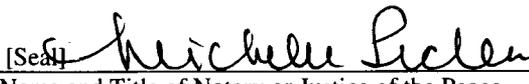
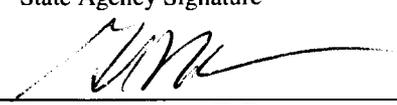
Based on the two bids received Wildlife Management Institute was chosen.

Subject: Matt Dunfee d/b/a Wildlife Management Institute FORM NUMBER P-37 (version 1/09)

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>Fish and Game Department</u>		1.2 State Agency Address <u>11 Hazen Drive Concord, NH 03301</u>	
1.3 Contractor Name <u>Wildlife Management Institute</u>		1.4 Contractor Address <u>4426 VT Route 215N Cabot VT, 05647</u>	
1.5 Contractor Phone Number <u>970-556-5897</u>	1.6 Account Number <u>020-075-2121-500731</u>	1.7 Completion Date <u>April 30, 2015</u>	1.8 Price Limitation <u>\$4,050.00</u>
1.9 Contracting Officer for State Agency <u>Glenn Normandeau, Executive Director</u>		1.10 State Agency Telephone Number <u>603-272-3212</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Scot Williamson VP</u>	
1.13 Acknowledgement: State of <u>Vermont</u> , County of <u>Washington</u> On <u>12/1/14</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>Michelle Leduc Asst. Clerk</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Glenn Normandeau, Executive Director</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u>Jane</u> On: <u>1/28/2015</u>			
1.18 Approval by the Governor and Executive Council 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.

Contractor Initials SKO
Date 12/1/4

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.

Handwritten signature and date "12/1/14" in black ink.



**Wildlife Management Institute Proposal for a
New Hampshire Fish and Game Department
Research and Evaluation of Hunter Recruitment, Retention and Reactivation Activities
Training**

Introduction

The Wildlife Management Institute proposes to assist the New Hampshire Fish and Game Department by conducting a review of national survey data on Hunting Recruitment, Retention and Reaction (R3) and present the results and their potential impact on local R3 efforts to the Department staff. WMI will assist the Department with evaluating current R3 programs within New Hampshire and give recommendations for improvement. Finally, WMI will work with the Department on a means for future evaluation of these programs and inform the Department of any gaps in national data that could be gathered from a future NH based survey.

Overview:

Hunting license sales and hunting participation has been on steady decline in New Hampshire. A Recruitment and Retention grant was created in an attempt to increase the number of hunters within the state. In the next two years this grant will be evaluated and rewritten. The Department needs the most up to date R3 data and the experience of a consultant to help evaluate our current programs and make suggestions in order to use grant moneys in the most effective manner.

Project Proposal

1. Scope of Work

1. Review and compile relevant national R3 survey data from the past five years.
2. Present a report on the review to the Department personnel in person and in a digital format.
3. Meet in person with the R3 staff for a more in depth discussion of current trends in R3.
4. Work with staff on evaluation mechanisms for current and future programs. At least two programs will be evaluated at the workshop for their potential impact in creating a license buyer.
5. Using the Hunter Adoption Model, lead a discussion to develop action items on ways to increase program effectiveness.
6. Evaluate at least 5 programs for their potential impact in creating a license buyer and provide suggestions through electronic communication.
7. Provide staff with feedback on relevant data missing from the national surveys that should be collected from within the state.

8. Provide staff with a report of future steps and evaluation tools.
9. Recommend any database changes that will provide New Hampshire with future R3 data for evaluating programs.

2. Project Time Schedule

November 2014- Contract is awarded

January 2015- Onsite presentation to NH Fish and Game general staff, invited NGO's and sporting goods retailers and a closed meeting with recruitment, retention and reactivation staff (2 days).

April 2015- Final submission of recommendations, program evaluation tools and data analysis.

3. Background on the company and/or individuals involved in the proposed consultation;

Company Experience

The Wildlife Management Institute

The Wildlife Management Institute, Inc. is a 501(c)(3) organization with a proven track record and a 101-year history of effective partnerships among state and federal agencies, conservation organizations, and the hunting industry to enhance wildlife conservation and hunting. WMI is or has been an active participant in the following national efforts and groups to address hunter R3:

- The Council to Advance Hunting and the Shooting Sports
- Hunting Heritage Steering Committee
- Hunting Heritage Action Plan
- Nation and regional AFWA Hunting and Shooting Sports Participation Committees
- AFWA Conservation Education Strategy
- Task Force 20/20
- Sporting Conservation Council
- Theodore Roosevelt Conservation Partnership
- American Wildlife Conservation Partners
- IHEA-USA Hunter Education Standards Committee
- State-sponsored hunter R3workshops
- Development of evaluation tools and training for R3 programs

The long-standing history of WMI and its participation in multiple and diverse programs at various levels provides WMI with a comprehensive perspective and places it in a unique position to effectively coordinate program efforts at the national level.

WMI is an independent, non-membership organization that reflects nonpartisan, scientific evaluation and objectivity in all of our programs and projects. In addition, WMI has a past and

current partnership with the firearms and ammunition industry to enhance wildlife conservation and hunting. WMI has and will continue to engage all of the listed entities in its efforts to pass on the North American hunting heritage and improve hunting R3 efforts.

Project Lead Experience

Matt Dunfee

Project Coordinator

Wildlife Management Institute

Matt Dunfee is the Programs Manager for the Wildlife Management Institute, a 101-year old, non-profit conservation organization dedicated to science-based, professional wildlife management. In his past and current positions with WMI, he has served as the Conservation Program Specialist in WMI's Washington D.C. Headquarters where he worked on numerous projects related to North American wildlife conservation, private lands programs, and hunting heritage. He also serves as the Director of the Chronic Wasting Disease Alliance, the Project Coordinator for the North American Hunting Heritage Action Plan, and the Chair of the North American Wildlife and Natural Resources Conference. In his current roles, Matt serves on numerous professional committees and boards including the AFWA Fish and Wildlife Health Committee, national and regional AFWA Hunting and Shooting Sports Participation Committees, the Hunting Heritage Steering Committee, the Conservation Leaders for Tomorrow Advisory Committee, the North American Wildlife and Natural Resources Meeting Steering Committee, and the International Hunter Education Association Standards Committee. Following his leadership in developing evaluation toolkits for hunter and shooter R3 efforts, Matt has conducted numerous multi-day training and information workshops for state and federal wildlife agency staff and administrators on R3 strategies, program development, evaluation, and best practices. He is the current Co-chair of the National Hunting and Shooting Sports Action Plan.

4. A list of similar projects with references cited;

- I. North Carolina Wildlife Resources Commission Strategic R3 Initiative Training – *October, 2012*. Reference: Walter “Deet” James Jr. (walter.james@ncwildlife.org)
- II. Wyoming Game and Fish Hunter and Angler Recruitment and Retention Workshop – *August, 2012*. Reference: Tasha Sorensen (tasha.sorensen@wyo.gov)
Wyoming Game and Fish R3 Strategic and Creative Process Training – *March, 2013*.
- III. Minnesota DNR Commissioner’s Council on Recruitment and Retention – *February, 2013*. Reference: Jay Johnson (Jay.Johnson@state.mn.us)
- IV. Arizona Game and Fish Hunting and Angling Heritage Working Group Sumer Training – *July, 2013*. Reference: Doug Burt (dburt@azgfd.gov)
- V. Arkansas Game and Fish Commission R3 Seminar and Commission Briefing – *March 2014*. Reference: Ben Batten (ben.batten@agfc.ar.gov)

- VI. Nebraska Game and Parks Commission R3 Evaluation Workshop – *February, 2014.*
Reference: Jeff Rawlinson (jeff.rawlinson@nebraska.gov)
- VII. WMI Hunting R3 Evaluation Workshops – *All AFWA Regions, 2013-2014.*
Reference: Bob Byrne (bobbyrne@skycasters.net)
- VIII. IHEA USA Administrator’s Academy – R3 Program Training – *October 2014.*
Reference: Steve Hall (exdir@ihea.com)
- IX. Aquatic Resources Education Association Biennial Meeting Angling R3 Training –
October 2014. Reference: Barb Gigar (Barb.Gigar@dnr.iowa.gov)

5. Proposed cost of the consultation.

<u>Personnel</u>	<u>Rate</u>	<u>Total</u>
Matt Dunfee		
Workshop Preparation	8 hours at \$100 per hour	\$800
Two day workshop	16 hours at \$100per hour	\$1600
Post meeting wrap-up and recommendations	10 hours at \$100 per hour	\$1000
<i>Supplies</i>		\$40
<i>Estimated travel expenses</i>		
Airfare		\$450
Meals		\$100
Parking		\$ 60
<i>*Total Estimated Expenses</i>		<u>\$4050</u>

*Note: Costs for travel and post meeting wrap-up may change based upon specific travel dates and desired meeting follow-up work (all work to be charged at an hourly rate of \$75).

6. Available dates for onsite visit

- January 2-8, 2015
- January 18-23, 2015

EXHIBIT A

Scope of Work

The Wildlife Management Institute will provide the following services to the New Hampshire Fish and Game Department to evaluate and assist with programmatic design for a state-wide recruitment and retention program for hunters and anglers purposed to increase participation.

1. Review and compile relevant national Recruitment, Retention and Re-establishing (R3) research survey data from the past five years.
2. Present a report on the review to Fish and Game personnel in person and in a digital format.
3. Meet in person with the Fish and Game R3 staff for a more in depth discussion of current national R3 trends.
4. Work with staff on evaluation mechanisms for current and future programs. At least two programs will be evaluated at the workshop for their potential impact in creating a license buyer.
5. Using the Hunter Adoption Model and the Outdoor Recreation Model, lead a discussion to develop action items on ways to increase program effectiveness for New Hampshire.
6. Evaluate at least 5 programs for their potential impact of hunter and angler participation and provide suggestions through electronic communication.
7. Provide staff with feedback on relevant data missing from the national surveys that should be collected from within the state.
8. Provide staff with a report of future steps and evaluation tools.
9. Recommend any database changes that will provide New Hampshire with future R3 data for evaluating programs.

2. Project Time Schedule

November 2014- Contract is awarded

APRIL 2015- Onsite presentation to NH Fish and Game general staff, invited NGO's and sporting goods retailers and a closed meeting with recruitment, retention and reactivation staff (2 days).

April 2015- Final submission of recommendations, program evaluation tools and data analysis.

Initials SKW
Date 12/1/14

3. The cost for these services will be:

<u>Personnel</u>	<u>Rate</u>	<u>Total</u>
Matt Dunfee		
Workshop Preparation	8 hours at \$100 per hour	\$800.00
Two day onsite workshop	16 hours at \$100per hour	\$1,600
Post meeting wrap-up with recommendations	10 hours at \$100 per hour	\$1,000.00
<i>Supplies</i>		\$40.00
<i>Travel expenses</i>		
Airfare		\$450.00
Meals		\$100.00
Parking		\$ 60.00
<u>Total Expenses</u>		<u>\$4,050.00</u>

EXHIBIT B

The total for this contract shall not exceed \$4,050.00

Payment will be made to the contractor upon satisfactory completion of the work described in exhibit A within 30 days of approved invoice.

Invoice shall be sent to:
New Hampshire Fish & Game Department
Business Division
11 Hazen Dr.
Concord, NH 03301

Initials EP
Date 12/1/14

EXHIBIT C

The New Hampshire Fish and Game Department agrees to waive the provisions of Paragraph 14.1.1 reducing the amount required for insurance coverage per incident to \$1,000,000

Initials SA
Date 12/1/14

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 Wildlife Management Institute Incorporated, a(n) New York corporation, is authorized to transact business in New Hampshire and qualified on November 25, 2014. 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 11th day of December, A.D. 2014

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

William M. Gardner
Secretary of State

CERTIFICATE

I, Steve Williams, President of the WMI, do hereby certify that:

1. Scot Williamson occupied the position of Vice President of the WMI on November 14, 2011.
2. Scot Williamson is currently the Vice President of the WMI.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the WMI this 18
day of November, 2011.



Steve Williams, President



CERTIFICATE OF LIABILITY INSURANCE

WILDMAN-01 JKACZMAREK

DATE (MM/DD/YYYY)

12/1/2014

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

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

PRODUCER Robertson Ryan - Milwaukee Two Plaza East, Suite 650 330 East Kilbourn Avenue Milwaukee, WI 53202	CONTACT NAME: Julie Kaczmarek PHONE (A/C, No, Ext): (414) 271-3575 FAX (A/C, No): (414) 271-0196 E-MAIL ADDRESS: jkaczmarek@robertsonryan.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : American Casualty Company of Reading Pennsylvania</td> <td>20427</td> </tr> <tr> <td>INSURER B : National Fire Insurance Company of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C : Valley Forge Insurance Company</td> <td>20508</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> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : American Casualty Company of Reading Pennsylvania	20427	INSURER B : National Fire Insurance Company of Hartford	20478	INSURER C : Valley Forge Insurance Company	20508	INSURER D :		INSURER E :		INSURER F :
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INSURED Wildlife Management Institute Steve Williams 1440 Upper Bermudian Road Gardners, PA 17324														

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Stop Gap Liab = \$1m GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2091425363	10/01/2014	10/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			2091426383	10/01/2014	10/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	293560436	10/01/2014	10/01/2015	<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
A	Business Property			2091425363	10/01/2014	10/01/2015	Limit: 276,880

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The New Hampshire Fish and Game Department is an additional insured, as their interest may appear.

CERTIFICATE HOLDER **CANCELLATION**

New Hampshire Fish and Game Department 11 Hazen Drive Concord, NH 03301	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 <i>James E. Berger Jr.</i>
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