



New Hampshire Fish and Game Department

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11 Hazen Drive, Concord, NH 03301-6500
Headquarters: (603) 271-3421
Web site: www.WildNH.com

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Glenn Normandeau
Executive Director

July 18, 2018

His Excellency, Governor Christopher T. Sununu
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 **Sole Source** contract with the Wildlife Management Institute, Cabot, Vermont, (VC 170712) for an amount not to exceed \$80,228.00 to provide a scope of services that includes dues and assessments, as well as research and management of multiple waterfowl species from the date of Governor and Council approval through June 30, 2020. Funding 80% Federal, 20% Other (Game Management).

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Years 2019 and 2020 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

03-75-75-751520-2158 WILDLIFE PROGRAM – Game Management

	<u>FY19</u>	<u>FY20*</u>
20-07500-21580000-026-500251 Organizational Dues	\$750.00	\$750.00
20-07500-21580000-304-500841 Research and Management	\$16,500.00	\$16,822.00
20-07500-21580000-304-500841 Research and Management	\$2,850.00	\$3,410.00

03-75-75-751520-2125 WILDLIFE PROGRAM – Non-Game Species Management

	<u>FY19</u>	<u>FY20*</u>
20-07500-21250000-304-500841 Research and Management	\$19,573.00	\$19,573.00

*Pending Budget Approval

EXPLANATION

The NHFG is a member state of the Atlantic Flyway Council (AFC) which formally consults with the U.S. Fish and Wildlife Service (FWS) to cooperatively manage waterfowl populations across Canada, the U.S. and Mexico. The Council and the FWS develop research projects and management sampling protocols which are paid for by member states and the FWS. The Council has annually agreed to pay dues and assessments for cooperative waterfowl management projects including banding studies, since 1963. The Wildlife Management Institute has been retained by the AFC to administer and invoice states for this program.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
July 18, 2018
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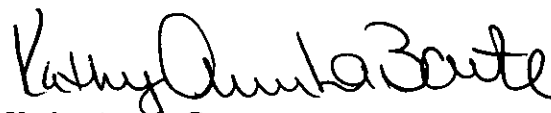
The NHFG is a member state of the Northeast Association of Fish and Wildlife Agencies (NEAFWA). Wildlife Help.Org is a website dedicated to the purpose of informing and educating the public regarding wildlife/human conflict avoidance and mitigation. The website is funded by NEAFWA member states and is operated by DJ Case & Associates, a national leader in conservation communications. The Wildlife Management Institute has been retained by NEAFWA member states to administer over the contract with DJ Case & Associates and to invoice states for this cooperative regional initiative.

The Northeast Association of Fish and Wildlife Agencies (NEAFWA) has a cooperative program where Regional Conservation Needs (RCN's) are identified on a periodic basis by state members, to implement portions of state Wildlife Action Plans that are most effectively addressed on a regional basis (across state borders). Each state is invoiced for up to 4% of their annual federally funded State Wildlife Grants allocation to support projects established by member states and selected through an RFP process to implement the current suite of RCN projects. Contractors are responsible for providing the 35% matching funds that are necessary for use of SWG federal funds. Invoices are based on actual costs. Any funds not dispersed in a given fiscal year are carried over to subsequent fiscal years for payment. The Wildlife Management Institute has been retained by NEAFWA to administer and invoice states for this program.

Respectfully submitted,



Glenn Normandeau
Executive Director



Kathy Ann LaBonte
Chief, Business Division

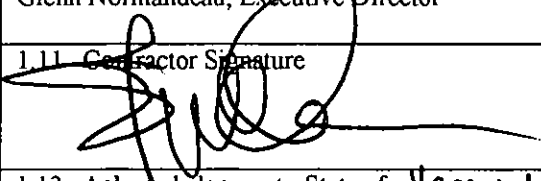
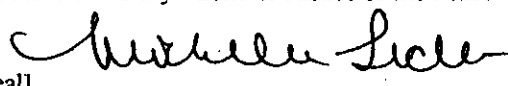

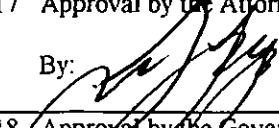
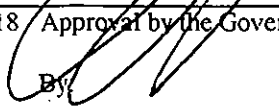
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Fish and Game Department		1.2 State Agency Address 11 Hazen Drive, Concord, NH 03301	
1.3 Contractor Name Wildlife Management Institute		1.4 Contractor Address 4426 Vermont Route 215N, Cabot VT 05647	
1.5 Contractor Phone Number 802 563-2087	1.6 Account Number * See Below	1.7 Completion Date June 30, 2020	1.8 Price Limitation \$80,228.00
1.9 Contracting Officer for State Agency Glenn Normandeau, Executive Director		1.10 State Agency Telephone Number (603) 271-3511	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Scot J. Williamson, VP	
1.13 Acknowledgement: State of <u>Vermont</u> , County of <u>Washington</u> On <u>August 9, 2018</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
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 Leclerc Asst Clerk</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8/23/2018</u> <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) (if applicable) By:  On: <u>8.28.18</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By:  On: _____			

- * 20-07500-21580000-026-500251
- * ~~20-07500-21580000-304-500841~~
- * 20-07500-21580000-304-500841
- * 20-07500-21250000-304-500841

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

Exhibit A

Scope of Services

Task 1: Payment of Atlantic Flyway Council Dues

WMI will coordinate with the treasurer of the Atlantic Flyway Council to determine the amount of dues on an annual basis. WMI will invoice once annually for that amount. Expected costs based on recent communications with the Council and WMI are \$750 per year.

Task 2: Payment of assessments for cooperative Atlantic Flyway Council projects

WMI will coordinate with the treasurer of the Atlantic Flyway Council to determine the amount of required funding from each state on an annual basis. WMI will invoice once annually for that amount. Expected costs based on recent communications with the Council and WMI are \$16,500 and \$16,822 per year respectively, for funding of 4 ongoing project areas including: the Eastern Canada Cooperative Waterfowl Banding Project, Canada Goose Research and Survey Projects, The North American Bird Conservation Initiative (NABCI) and support for a Cooperative Waterfowl Data Management Site known as BandedBird.org.

Task 3: Payment in support of a Northeast wildlife damage management website entitled WildlifeHelp.Org.

WMI will invoice website member states annually for \$2,850 in FY 19 and \$3,410 in FY 20.

Task 4: Administration of the Regional Conservation Needs Program

WMI will implement RCN projects as described and approved by the Northeast Directors and as directed by the Northeast Fish and Wildlife Diversity Technical Committee (NEFWDTC). The NEFWDTC will provide WMI with a detailed scope of services for approved RCN projects and a short list of potential contractors. WMI will solicit bids for the work and present those bids to NEFWDTC project leaders who will make the final selection of contractors. WMI will be paid an administrative fee not to exceed \$5,600 each year (federal share) by each participating agency, and will contribute at least \$3,015 in non-federal match each year through discounted services.

Exhibit B

Method of Payment

1. Payment will be made within 30 days after receipt of a proper invoice.
2. The New Hampshire Fish and Game Department will pay WMI based on the invoiced amount of expenses incurred.
3. WMI will document a 35% contractor share of costs on each invoice for Task 4 as required match to federal funds.
4. The Contractor agrees to maintain financial documents necessary to comply with State and Federal regulations.
5. Any publications or publicity regarding these projects must recognize funding sources and cooperative arrangements with the New Hampshire Fish and Game Department.
6. Invoices will be submitted by WMI to: The New Hampshire Fish and Game Department, ATTN: Mark Ellingwood, 11 Hazen Drive, Concord, New Hampshire 03301.

Contractor Initials SW

Date 7/26/18

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 is a New York Profit Corporation registered to transact business in New Hampshire on November 25, 2014. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 717964

Certificate Number: 0004158162



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of July A.D. 2018.

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

William M. Gardner
Secretary of State



Wildlife Management Institute

4426 VT Route 215 N • Cabot, VT 05647

STEVEN A. WILLIAMS
President

SCOT J. WILLIAMSON
Vice President

CERTIFICATE OF VOTE

I, Steve Williams, President of the Wildlife Management Institute, Incorporated, do hereby certify that:

1. Scot Williamson is the Vice President of Wildlife Management Institute, Incorporated.
2. The following are true statements of the authority of the Vice President to represent the corporation as discussed at the annual meeting of the Board of Directors of the Wildlife Management Institute, Incorporated convened at 3:30 p.m. on January 31, 2008 in the Diamond Room of the Las Vegas Convention Center, Las Vegas, NV and subsequently approved by fax ballot.
3. The duties of the Vice President include the general administration of WMI funds, including execution of contracts on behalf of the corporation. WMI hereby enters into a contract with the State of NEW HAMPSHIRE, acting through its Department of Fish and Game..
4. The Vice President is authorized on behalf of the Wildlife Management Institute, Incorporated Board of Directors to enter into a contract with the State and to executive any and all documents, agreements and other instruments, and any amendments, revisions or modifications thereto, as he may deem necessary or desirable to effect the purpose of these transactions.
5. The foregoing authority has not been amended or revoked and remains in full force and effect as of this date, 1/10/10.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the Wildlife Management Institute, Incorporated this 2 day of August 2018.

Steve Williams

Steve Williams, President

State of Pennsylvania, County of Franklin

On this 2 day of August, 2018 before me Andrea G. Espinosa Espinosa the undersigned officer, personally appeared Steve Williams, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

COMMONWEALTH OF PENNSYLVANIA
 NOTARIAL SEAL
 Andrea G. Espinosa Espinosa, Notary Public
 Chambersburg Boro, Franklin County
 My commission expires June 28, 2021

Andrea G. Espinosa Espinosa

CERTIFICATE

I, Steve Williams, President of the Wildlife Management Institute, Incorporated, do hereby certify that:

1. Scot Williamson occupied the position of Vice President of the Wildlife Management Institute, Incorporated on 1946.
2. Scot Williamson is currently the Vice President of the Wildlife Management Institute, Incorporated.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the Wildlife Management Institute, Incorporated this 2 day of August, 2018.



Steve Williams, President