TV 47

(Ba) 1

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-6891 1-800-852-3345 Ext. 6891
Fax: 603-271-5318 TDD Access: 1-800-735-2964

NH DIVISION OF Public Health Services
Improving health, preventing disease, reducing costs for all

Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

May 16, 2014

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a contract amendment with the JSI Research and Training Institute, Inc. dba Community Health Institute, Purchase Order #1028499, Vendor # 161611-B001, 501 South Street, 2nd Floor, Bow, NH 03304, by increasing the Price Limitation by $35,009 from $652,500 to $687,509 to provide NH Tobacco Helpline services in times of increased volume with National Tobacco Education Media Campaigns, effective June 4, 2014, or the date of Governor and Council approval, whichever is later through June 30, 2015. This agreement was originally approved by Governor and Council on March 6, 2013, Item #12. 100 % Federal Funds

Funds are available in the following accounts for SFY 2014 and SFY 2015, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-902010-5608 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, TOBACCO PREVENTION PROGRAM

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2013	102-500731	Contracts for Prog Svc	90018004	72,500	0	72,500
			Sub Total	72,500	0	72,500
SFY 2014	102-500731	Contracts for Prog Svc	90018000	188,495	0	188,495
SFY 2014	102-500731	Contracts for Prog Svc	90018004	101,505	0	101,505
SFY 2014	072-509073	Grants Federal	90018000	0	10,000	10,000
			Sub Total	290,000	10,000	300,000
SFY 2015	102-500731	Contracts for Prog Svc	90018000	282,435	0	282,435
SFY 2015	102-500731	Contracts for Prog Svc	90018004	7,565	0	7,565
SFY 2015	072-509073	Grants Federal	90018000	0	25,009	25,009
			Sub Total	290,000	0	315,009
			Total	$652,500	$35,009	$687,509

EXPLANATION

Tobacco related diseases kill more people than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides combined and remains the most preventable cause of disease and premature death. According to the 2012 Behavior Risk Factor Surveillance Survey, the New Hampshire adult smoking prevalence is 17.2%. Of particular concern are pregnant women and children that have medical issues caused by smoking and exposure to secondhand smoke.

The New Hampshire Tobacco Helpline staff is thoroughly trained in cessation counseling through the University of Massachusetts Medical School, followed by rigorous in-house training. Further, the Helpline staff has direct access to an on-site clinical manager and receives regular performance evaluations.

This amendment will support the NH Tobacco Helpline (Helpline) services in times of increased volume due to the National Tobacco Education Media Campaigns. To date there have been three (3) phases of the media campaigns, Tips 1, Tips 2 and Tips 3. During these phases, call volume to the Helpline has increased up to 300%, resulting in increased demand for counseling services by NH residents contacting the Helpline through 1-800-QUIT-NOW and NH residents referred by healthcare providers through QuitWorks-NH to quit using tobacco.

Should Governor and Executive Council not authorize this Request, a valuable service with the potential for improving health outcomes will be underutilized. Further, New Hampshire residents would not have access to evidence-based, effective and free tobacco cessation counseling.

JSI Research and Training Institute Inc. dba Community Health Institute was selected for this project through a competitive bid process. A Request for Proposal was posted on the Department of Health and Human Services' web site from May 1, 2012 through August 15, 2012. In addition, a Bidders Conference was held on May 10, 1012.

JSI Research and Training Institute Inc. dba Community Health Institute was the only vendor to submit a proposal to the Request for Proposals. Three reviewers, two internal and one external reviewed the proposal. All reviewers have between five (5) and ten (10) years of experience with cessation service providers and are involved in population-based public health. Each reviewer read and scored the vendor proposal, then submitted scores and comments. All reviewers agreed that JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. had the capacity to provide the services and meet the performance measures outlined in the Request for Proposal. The Bid Summary is attached.

JSI/CHI has successfully met the performance measures of the original contract year to date. The performance measures for this amendment are as follows:

- The percent of calls to 1-800-QUIT-NOW that are answered live. Target: 95%
- The number of self-referred clients that complete an Intake Screener Call. Target: 90%
- The number of Quit Works-NH clients that complete an Intake Screener Call. Target: 40%
- The number of self-referrals through www.TryToStopNH.org that complete an Intake Screener Call. Target: 75%
- The number of self-referred through texting "CALLME" to 22122 that complete an Intake Screener Call. Target: 75%

Area served: Statewide.

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

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

Respectfully submitted,

José Thier Montero, MD, MHCDS
Director

Approved by:
Nicholas A. Toumpas
Commissioner

Program Name — Tobacco Prevention and Control Program
Contract Purpose — NH Tobacco Helpline Operations and Sustainability
RFP Score Summary

RFA/RFP CRITERIA	Max Pts	John Snow Research and Training, Inc. dba Community Health Institute, Inc.							
Agy Capacity	30	29.33							
Program Structure	50	47.00							
Budget & Justification	15	14.67							
Format	5	4.00							
Total	100	95.00							

BUDGET REQUEST									
Year 01		72,500.00	-	-	-	-	-	-	
Year 02		290,000.00	-	-	-	-	-	-	
Year 03		290,000.00	-	-	-	-	-	-	
TOTAL BUDGET REQUEST		652,500.00	-	-	-	-	-	-	
BUDGET AWARDED									
Year 01		72,500.00	-	-	-	-	-	-	
Year 02		290,000.00	-	-	-	-	-	-	
Year 03		290,000.00	-	-	-	-	-	-	
TOTAL BUDGET AWARDED		652,500.00	-	-	-	-	-	-	

RFP Reviewers

	Name	Job Title	Dept/Agency	Qualifications
1	Teresa Brown, BS, TTS	Cessation Specialist	DPHS, TPCP	Teresa Brown has 12 years in TPCP; 9 years as the NH Tobacco Helpline contract manger.
2	Peter Fifield, MS, LCMHC	Mental Health Counselor	Families First Health and Support Center of the Seacoast	Peter was the champion of the pilot project that brought about a major systems change within the health center to connect QuitWorks-NH with each provider through a secure electronic submission and feedback loop.
3	Tiffany Fuller, MS	Program Planner	DPHS, Breast and Cervical Cancer Program	Tiffany has worked closely with TPCP over the past 5 years to promote NH Tobacco Helpline Services through the Breast and Cervical newsletter as a resource for low-income women that want to quit smoking.

State of New Hampshire
Department of Health and Human Services
Amendment 1 to the
JSI Research & Training Institute, Inc. dba Community Health Institute

This 1st Amendment to the JSI Research & Training Institute, Inc. dba Community Health Institute, contract (hereinafter referred to as "Amendment One") dated this 15th day of May, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute, Inc. dba Community Health Institute, (hereinafter referred to as "the Contractor"), a corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on March 6, 2013, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the Department desires to support the NH Tobacco Helpline (Helpline) services in times of increased volume due to the National Tobacco Education Media Campaigns.

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

To amend as follows:

- Form P-37, to change:
  Block 1.8 to read: $687,509

- Exhibit A, Scope of Services to add:
  Exhibit A – Amendment 1

- Exhibit B, Purchase of Services, Contract Price, to add:

  Paragraph 1.1 to Paragraph 1:
  The contract price shall increase by $10,000 for SFY 2014 and by $25,009 for SFY 2015.

  Paragraph 1.2 to Paragraph 1:
  Funding is available as follows:
- $35,009 from 05-95-90-902010-5608-072-509073, 100% Federal Funds from the Centers for Disease Control and Prevention, CFDA #93.283, Federal Award Identification Number (FAIN), U58DP001979.

Contractor Initials: LG
Date: 5/15/14

Delete Paragraph 6
Replace with:
6. Notwithstanding paragraph 18 of the General Provisions P-37, an amendment limited to adjustments to amounts between and among account numbers, within the price limitation, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

- Budget, to add:
  Exhibit B-1 (2014) - Amendment 1
  Exhibit B-1 (2015) – Amendment 1

This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5-16-14
Date

Brook Dupee
Bureau Chief

JSI Research & Training Institute, Inc. dba
Community Health Institute

5/15/14
Date

Name: Jonathan Stewart
Title: Director

Acknowledgement:

State of New Hampshire, County of Merrimack on 5/15/14, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

DEBRA L. LOVE, Notary Public
My Commission Expires October 16, 2018

Name and Title of Notary or Justice of the Peace

Contractor Initials: [illegible]
Date: 5/15/14

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

OFFICE OF THE ATTORNEY GENERAL

5/20/14
Date

Name: Amanda C. Godlewski
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _______________ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit A – Amendment 1

SCOPE OF SERVICES

1. Project Description

This amendment will support the NH Tobacco Helpline (Helpline) services in times of increased volume due to the National Tobacco Education Media Campaigns. To date there have been three (3) phases of the media campaigns, Tips 1, Tips 2 and Tips 3. During these phases, call volume to the Helpline has increased up to 300%, resulting in increased demand for counseling services by NH residents contacting the Helpline through 1-800-QUIT-NOW and NH residents referred by healthcare providers through QuitWorks-NH to quit using tobacco.

2. Required Activities

2.1. Counseling Services

2.1.1. Provide an initial Intake Screener Call before counseling calls begin for those calling 1-800-QUIT-NOW:

2.1.2. Conduct a 5-7 minute Intake Screener Call to obtain demographic data and nicotine addiction status;

2.1.3. Offer a mailed booklet on self-help quitting strategies;

2.1.4. Recommend working with a healthcare provider during any quit attempts;

2.1.5. Offer a 45 minute counseling call in accordance with the Centers for Disease Control and Prevention (CDC) Quitline Resource Guide strategies immediately following the screener call or within 7 days by appointment with caller;

2.1.6. Offer up to four additional follow up counseling calls by appointment:

- 2.1.6.1. The second call is to take place 1-3 days before the planned quit date,
- 2.1.6.2. The third call is to take place 1-2 days after the quit date,
- 2.1.6.3. The fourth call is to take place 5-9 days after the third call; and
- 2.1.6.4. The fifth call is to take place 12-16 days after the third call.

2.1.7. Repeat counseling cycles at least twice for individuals that relapse.

2.1.8. Provide proactive counseling services to Quit Works-NH patients:

- 2.1.8.1. Three attempts to reach patient by phone;
- 2.1.8.2. The first call is made within 48 hours of referral receipt;
- 2.1.8.3. Remainder of attempts are in accordance with the Tri-State Initiative protocol;
- 2.1.8.4. If patient is not reached within 3 calls, a letter is mailed to the patient as follow up with self-referral information;

2.1.9. Referring professional is given feedback via facsimile or electronically as to patient treatment status; and

2.1.10. Six month and twelve month status reports are given if the patient completed a screener.

3. Compliance and Reporting Requirements

3.1. Compliance Requirements

3.1.1. The vendor will continue to comply with the requirements of current contract;

3.1.2. The vendor will meet bi-monthly with the program to discuss administrative, operational, and data/surveillance collection strategies and activities.

3.2. Reporting Requirements

3.2.1. The vendor will fulfill the same reporting requirements in the Scope of Services of current contract of monthly, quarterly, semi-annual and annual reports that meet state and federal requirements.

4. Performance Measures

- The percent of calls to 1-800-QUIT-NOW that are answered live. Target: 95%
- The number of self-referred clients that complete an Intake Screener Call. Target: 90%
- The number of Quit Works-NH clients that complete an Intake Screener Call. Target: 40%
- The number of self-referrals through www.TryToStopNH.org that complete an Intake Screener Call. Target: 75%
- The number of self-referred through texting "CALLME" to 22122 that complete an Intake Screener Call. Target: 75%

Exhibit B-1 (2014) - Amendment 1
Budget

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: JSI Research and Training Institute, Inc. dba Community Health Institute

Budget Request for: NH Tobacco Helpline Services
(Name of RFP)

Budget Period: SFY 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	$ 5,617.98	$ -	$ 5,617.98	
2. Employee Benefits	$ 2,134.83	$ -	$ 2,134.83	
3. Consultants	$ -	$ -	$ -	
4. Equipment:	$ -	$ -	$ -	
Rental	$ 165.15	$ -	$ 165.15	
Repair and Maintenance	$ 165.15	$ -	$ 165.15	
Purchase/Depreciation	$ 165.15	$ -	$ 165.15	
5. Supplies:	$ -	$ -	$ -	
Educational	$ -	$ -	$ -	
Lab	$ -	$ -	$ -	
Pharmacy	$ -	$ -	$ -	
Medical	$ -	$ -	$ -	
Office	$ 280.90	$ -	$ 280.90	
6. Travel	$ -	$ -	$ -	
7. Occupancy	$ 561.80	$ -	$ 561.80	
8. Current Expenses	$ -	$ -	$ -	
Telephone	$ -	$ -	$ -	
Postage	$ -	$ -	$ -	
Subscriptions	$ -	$ -	$ -	
Audit and Legal	$ -	$ -	$ -	
Insurance	$ -	$ -	$ -	
Board Expenses	$ -	$ -	$ -	
9. Software	$ -	$ -	$ -	
10. Marketing/Communications	$ -	$ -	$ -	
11. Staff Education and Training	$ -	$ -	$ -	
12. Subcontracts/Agreements	$ -	$ -	$ -	
13. Other (specific details mandatory):	$ -	$ -	$ -	Indirect: Information Systems (3% of budget total); Human Resources (2%); General Administration (2%); and Payroll and Accounting (3%) TOTAL=10%
14. Indirect	$ -	$ -	$ -	
Information Systems (indirect) 3%	$ -	$ 272.71	$ 272.71	
Human Resources (indirect) 2%	$ -	$ 181.81	$ 181.81	
General Administration (indirect) 2%	$ -	$ 181.81	$ 181.81	
Payroll and Accounting (indirect) 3%	$ -	$ 272.71	$ 272.71	
TOTAL	**$ 9,090.96**	**$ 909.04**	**$ 10,000.00**	
Indirect As A Percent of Direct		10.0%		

Contractor Initials: 4h

Date: 5/15/14

Exhibit B-1 (2015) - Amendment 1
Budget

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: JSI Research and Training Institute, Inc. dba Community Health Institute

Budget Request for: NH Tobacco Helpline Services
(Name of RFP)

Budget Period: SFY 2015

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	$ 12,364.61	$ -	$ 12,364.61	
2. Employee Benefits	$ 4,698.55	$ -	$ 4,698.55	
3. Consultants	$ -	$ -	$ -	
4. Equipment:	$ -	$ -	$ -	
Rental	$ 272.54	$ -	$ 272.54	
Repair and Maintenance	$ 272.54	$ -	$ 272.54	
Purchase/Depreciation	$ 272.54	$ -	$ 272.54	
5. Supplies:	$ -	$ -	$ -	
Educational	$ -	$ -	$ -	
Lab	$ -	$ -	$ -	
Pharmacy	$ -	$ -	$ -	
Medical	$ -	$ -	$ -	
Office	$ 618.23	$ -	$ 618.23	
6. Travel	$ 3,000.00	$ -	$ 3,000.00	
7. Occupancy	$ 1,236.46	$ -	$ 1,236.46	
8. Current Expenses	$ -	$ -	$ -	
Telephone	$ -	$ -	$ -	
Postage	$ -	$ -	$ -	
Subscriptions	$ -	$ -	$ -	
Audit and Legal	$ -	$ -	$ -	
Insurance	$ -	$ -	$ -	
Board Expenses	$ -	$ -	$ -	
9. Software	$ -	$ -	$ -	
10. Marketing/Communications	$ -	$ -	$ -	
11. Staff Education and Training	$ -	$ -	$ -	
12. Subcontracts/Agreements	$ -	$ -	$ -	
13. Other (specific details mandatory):	$ -	$ -	$ -	Indirect: Information Systems (3% of budget total); Human Resources (2%); General Administration (2%); and Payroll and Accounting (3%) TOTAL=10%
14. Indirect	$ -	$ -	$ -	
Information Systems (indirect) 3%	$ -	$ 682.06	$ 682.06	
Human Resources (indirect) 2%	$ -	$ 454.70	$ 454.70	
General Administration (indirect) 2%	$ -	$ 454.70	$ 454.70	
Payroll and Accounting (indirect) 3%	$ -	$ 682.07	$ 682.07	
TOTAL	**$ 22,735.47**	**$ 2,273.53**	**$ 25,009.00**	

Indirect As A Percent of Direct 10.0%

Contractor Initials: 4L

Date: 5/15/14

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 Community Health Institute is a New Hampshire trade name registered on March 29, 2007 and that JSI RESEARCH AND TRAINING INSTITUTE, INC. presently own(s) this trade name. 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 12th day of May, A.D. 2014

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE/AUTHORITY

I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;

2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008;

   RESOLVED: Appointment of Jonathan Stewart as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 15, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 15th day of May, 2014.

Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 15th day of May, 2014 by Joel H. Lamstein.

Notary Public/Justice of the Peace DEBRA L. LOVE, Notary Public

My Commission Expires: My Commission Expires October 16, 2018

JOHNSNO-01 DMEANEY

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/22/2013

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
Mason & Mason Technology Insurance Services, Inc.
458 South Ave.
Whitman, MA 02382

CONTACT NAME: Judy Yeary
PHONE (A/C, No, Ext): (781) 447-5531 FAX (A/C, No): (781) 447-7230
E-MAIL ADDRESS: JYeary@masoninsure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : Executive Risk Indemnity	35181
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
John Snow, Inc.
JSI Research & Training Institute, Inc.
World Education, Inc.
44 Farnsworth Street
Boston, MA 02210-1206

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC			35873320	9/9/2013	9/9/2014	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			73546634	9/9/2013	9/9/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$ 1,000,000
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			79861066	9/9/2013	9/9/2014	EACH OCCURRENCE	$ 10,000,000
							AGGREGATE	$
							Aggregate	$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		74998873	9/9/2013	9/9/2014	X WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	D&O - General Liabil			81595534	9/9/2013	9/9/2014	Gen Agg/Each Occ	3,000,000
	E&O - General Liabil			82120859	9/9/2013	9/9/2014	Gen Agg/Each Occ	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
It is understood and agreed that the State of NH Department of Health and Human Services is included as an additional insured as respects General Liability as required by written contract per the terms and conditions of the policy.

CERTIFICATE HOLDER

Director Div. of Public Health Services NH DHHS
29 Hazen Drive
Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Judith Yeary

JSI RESEARCH AND TRAINING INSTITUTE, INC.
AND
AFFILIATE

Audited Consolidated Financial Statements and Reports
Required by Government Auditing Standards and OMB Circular A-133

September 30, 2013

JSI Research and Training Institute, Inc. and Affiliate
September 30, 2013

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NORMAN R. FOUGERE, JR. CPA
99 HERITAGE LANE
DUXBURY, MA 02332-4334

FOUGERE
Certified Public
Accountant

PHONE: 781-934-0460
FAX: 781-934-0606

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
JSI Research and Training Institute, Inc. and Affiliate

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of JSI Research and Training Institute, Inc. and Affiliate (both non-profit organizations), which comprise the consolidated statement of financial position as of September 30, 2013, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. and Affiliate as of September 30, 2013, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 17, 2014, on our consideration of JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and compliance.

Duxbury, Massachusetts
March 17, 2014

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
September 30, 2013

	2013
ASSETS	
Current Assets:	
Cash and cash equivalents	$ 40,491,257
Receivables for program work	5,530,251
Loans receivable	330,711
Field advances - program	2,855,789
Employee advances	181,854
Prepaid expenses	3,864
Total Current Assets	49,393,726
Property and Equipment:	
Furniture and equipment	625,102
Leasehold improvements	30,355
	655,457
Less: Accumulated depreciation	(585,250)
Net Property and Equipment	70,207
Other Assets	80,198
TOTAL ASSETS	**$ 49,544,131**
LIABILITIES AND NET ASSETS	
Current Liabilities:	
Accounts payable and payroll withholdings	$ 4,013,743
Accrued vacation	1,456,613
Advances for program work	24,753,370
Loans payable	-
Notes payable	-
Contingencies	-
Total Current Liabilities	30,223,726
Net Assets:	
Unrestricted	19,315,405
Temporarily restricted	5,000
Total Net Assets	19,320,405
TOTAL LIABILITIES AND NET ASSETS	**$ 49,544,131**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF ACTIVITIES
Year Ended September 30, 2013

	2013
UNRESTRICTED NET ASSETS:	
Public Support and Revenue	
Public Support:	
Government grants and contracts:	
U.S. Government	$ 151,661,231
Commonwealth of Massachusetts	5,293,338
Other grants and contracts	40,181,675
Program income	125,762
Contributions	261,260
In kind project contributions	10,537,825
Interest income	47,775
Total Unrestricted Support and Revenue	208,108,866
Expenses	
Program Services:	
International programs	171,082,230
Domestic programs	12,226,257
Total Program Services	183,308,487
Supporting Services:	
Management and General	21,788,613
Fundraising	219,210
Total Supporting Services	22,007,823
Total Expenses	205,316,310
Increase (Decrease) in Unrestricted Net Assets	2,792,556
Net Assets at Beginning of Year	16,527,849
Net Assets at End of Year	**$ 19,320,405**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2013

	PROGRAM SERVICES			SUPPORTING SERVICES			TOTAL EXPENSES
	International Programs	Domestic Programs	Total	Management And General	Fundraising	Total	2013
Salaries	$ 18,109,419	$ 6,124,528	$ 24,233,947	$ 4,978,668	$ 148,767	$ 5,127,435	$ 29,361,382
Consultants	10,904,636	3,112,850	14,017,486	1,129,284	20,269	1,149,553	15,167,039
Cooperating National						-	-
Salaries	25,215,846	-	25,215,846	394,291	-	394,291	25,610,137
Travel	10,045,652	536,038	10,581,690	625,268	(168)	625,100	11,206,790
Allowance & Training	6,019,126	2,247	6,021,373	268,858	-	268,858	6,290,231
Sub-contracts	38,240,080	1,148,501	39,388,581	-	37	37	39,388,618
Equipment, Material and						-	-
Supplies	4,426,228	53,801	4,480,029	313,936	920	314,856	4,794,885
Other Costs	47,583,418	1,248,292	48,831,710	14,066,276	49,385	14,115,661	62,947,371
In-kind project expenses	10,537,825	-	10,537,825	-	-	-	10,537,825
Depreciation	-	-	-	12,032	-	12,032	12,032
TOTAL EXPENSE	**$ 171,082,230**	**$ 12,226,257**	**$ 183,308,487**	**$ 21,788,613**	**$ 219,210**	**$ 22,007,823**	**$ 205,316,310**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF CASH FLOWS
Year Ended September 30, 2013

		2013
Cash Flows From Operating Activities:		
Increase (Decrease) in net assets	$	2,792,556
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation		12,032
(Increase) Decrease in receivables for program work		(2,979,106)
(Increase) Decrease in loans receivable		(330,711)
(Increase) Decrease in field advances - program		(706,652)
(Increase) Decrease in employee advances		3,766
(Increase) Decrease in other assets - deposits		762
Increase (Decrease) in accounts payable and payroll withholdings		1,203,439
Increase (Decrease) in accrued vacation		93,070
Increase (Decrease) in advances for program work		2,883,650
Net Cash Provided (Used) By Operating Activities		2,972,806
Cash Flows From Investing Activities:		
Acquisition of property and equipment		(34,047)
Net Cash Provided (Used) By Investing Activities		(34,047)
Cash Flows From Financing Activities:		
Proceeds from loans payable		2,910,553
Payments of loans payable		(3,395,271)
Net Cash Provided (Used) By Financing Activities		(484,718)
Net Increase (Decrease) in Cash and Cash Equivalents		2,454,041
Cash and Cash Equivalents at Beginning of Year		38,037,216
Cash and Cash Equivalents at End of Year	**$**	**40,491,257**

See notes to consolidated financial statements.

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

JSI Research and Training Institute, Inc. is the sole member of World Education, Inc. (Affiliate) with such powers as are typically accorded to a sole member including the power of appointment and removal of the World Education, Inc. board of trustees, the right to approve amendments to the bylaws and certificate of incorporation of World Education, Inc., and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of World Education, Inc.

JSI Research and Training Institute, Inc. was incorporated in the Commonwealth of Massachusetts on April 11, 1979. JSI Research and Training Institute, Inc. provides education and research primarily to non-profit health and human service agencies both in the United States and abroad. Current funding is principally from the United States Agency for International Development and the United States Department of Health and Human Services (HHS).

World Education, Inc. (Affiliate) was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation.

JSI Research and Training Institute, Inc. and its affiliate are tax exempt organizations under 501 (c) (3) of the Internal Revenue Code and file separate unconsolidated tax returns.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation
The consolidated financial statements include the accounts of JSI Research and Training Institute, Inc. and World Education, Inc., its affiliate, (collectively referred to as the Organization). Significant intra-entity accounts and transactions have been eliminated in consolidation.

Basis of Accounting
The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliate in conformity with accounting principles generally accepted in the United States of America.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Use of Estimates
The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Fair Value
The Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and liabilities and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its assets and liabilities. When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value.

Cash and Cash Equivalents
The Organization considers all monies in banks and highly liquid investments with maturity dates of three months or less to be cash equivalents. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments
Investments in marketable securities with readily determinable fair values and all investments in debt securities (marketable investments) are measured at fair values based on quoted market prices in the consolidated statement of financial position. Unrealized gains and losses are included in the statement of activities.

Property and Equipment
Property and equipment is reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of $1,500 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets.

Revenue Recognition
Unrestricted and restricted contributions are recognized as revenue at the date the pledge is made or the gift is received, whichever is earlier. Revenue from cost reimbursement contracts and grants is recorded as the related expenditures are incurred.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Contributions
Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Contributions are reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the time restriction. Temporarily restricted support, whose restrictions are met in the same reporting period, is shown as unrestricted support.

Donated Materials and Services
Donated materials and services are recorded as in kind project contributions at their estimated fair market value as of the date of receipt and as an expense in the accompanying consolidated statement of activities. Donated services are recognized if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Income Taxes
The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as described in Section 509. Accordingly, no provision for income taxes is included in the accompanying consolidated financial statements.

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions. Following administrative practice of the taxing authorities, the tax years 2010, 2011, 2012 and 2013, remain open years subject to examination and review.

JSI Research and Training Institute, Inc. and World Education, Inc. (Affiliate) file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. files tax returns based on a September 30th year end and its affiliate files tax returns based on a June 30th year end.

Functional Allocation of Expenses
The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Financial Statement Presentation
In accordance with accounting principles generally accepted in the United States of America, the Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based upon the existence or absence of donor imposed restrictions. For the

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

year ended September 30, 2013 there was no activity in temporarily restricted or permanently restricted net assets.

NOTE 3 – CONCENTRATION OF CREDIT RISK

The Organization maintains demand deposits and money market funds at financial institutions. At times, certain balances held in these accounts may not be fully guaranteed by the United States Government. The uninsured portions of cash and money market accounts are backed solely by the assets of the financial institution. Therefore, the failure of a financial institution could result in a financial loss to the Organization. However, the Organization has not experienced losses on these accounts in the past and management believes the risk of loss, if any, to be minimal.

NOTE 4 – INVESTMENTS

Fair Value
In accordance with accounting principles generally accepted in the United States of America, the Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The three levels of the fair value hierarchy are as follows:

- Level 1 – Observable inputs that reflect unadjusted quoted prices in active markets for identical assets or liabilities at the measurement date.

- Level 2 – Inputs other than quoted prices in active markets that are observable for the asset either directly or indirectly, including inputs from markets that are not considered to be active.

- Level 3 – Unobservable inputs which reflect the Organization's assessment of the assumptions that market participants would use in pricing the asset or liability including assumptions about risk.

A qualifying asset or liability's level within the framework is based upon the lowest level of any input that is significant to the fair value measurement.

NOTE 4 – INVESTMENTS - continued

The following is a summary of fair values of investments which are measured on a recurring basis using Level 1 inputs as recorded in the Consolidated Statement of Financial Position at September 30, 2013:

Current assets:	
Cash and cash equivalents (invested)	$ 22,195,838
	$ 22,195,838

No assets or liabilities were measured at Level 2 or Level 3.

The following schedule summarizes the investment return and its classification in the Consolidated Statement of Activities for the year ended September 30, 2013:

	Unrestricted
Interest income	$ 47,775
Total investment return	**$ 47,775**

NOTE 5 – RECEIVABLES FOR PROGRAM WORK

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2013 was $0.

Receivables for program work consist of the following at September 30, 2013:

U.S. Agency for International Development	$ 1,964,024
Commonwealth of Massachusetts	827,417
Other - non-governmental	2,738,810
	$ 5,530,251

NOTE 6 – LOANS RECEIVABLE

Loans receivable consist of various unsecured short-term loans, due on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans receivable balance at September 30, 2013 is $330,711.

NOTE 7 – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

Property and equipment and accumulated depreciation account balances are as follows:

	Cost	Accumulated Depreciation	Net
Furniture and equipment	$ 625,102	$ (559,557)	$ 65,545
Leasehold Improvements	30,355	(25,693)	4,662
	$ 655,457	**$ (585,250)**	**$ 70,207**

Depreciation expense was $12,032 for the year ended September 30, 2013.

NOTE 8 – OTHER ASSETS

Other assets consist of the following at September 30, 2013:

Deposits	$ 43,253
Artwork - donated	36,945
	$ 80,198

NOTE 9 – ACCRUED VACATION

In accordance with formal policies, vacation was accrued at September 30, 2013 as follows:

JSI Research and Training Institute, Inc.	$ 1,142,159
World Education, Inc. (Affiliate)	314,454
	$ 1,456,613

NOTE 10 – ADVANCES FOR PROGRAM WORK

Advances for program work consist of the following at September 30, 2013:

U.S. Agency for International Development	$ 3,151,531
U.S. Dept. of Health and Human Services	83,811
Other - non-governmental	21,518,028
	$ 24,753,370

NOTE 11 – LOANS PAYABLE

Loans payable consist of various unsecured short-term loans, payable on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans payable balance at September 30, 2013 is $0.

NOTE 12 – NOTES PAYABLE

Citizens Bank

World Education, Inc. (Affiliate) has a revolving line of credit established February 3, 2004 with Citizens Bank of Massachusetts with a borrowing limit of up to $500,000. The revolving line of credit was renewed on March 20, 2013. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until December 31, 2013 and annually thereafter contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during the year and as a result, as of September 30, 2013, the outstanding balance is $0 and no interest was incurred on this loan during the year ended September 30, 2013.

John Snow, Inc.

World Education, Inc. (Affiliate) has an unsecured revolving line of credit established September 1, 2007 with John Snow, Inc. (a related party) with a borrowing limit of up to $1,000,000. The loan was renewed on July 1, 2013. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2016. The loan is not collateralized. No funds were borrowed during the year and as a result, as of September 30, 2013, the outstanding balance is $0. No interest was incurred on this loan during the year ended September 30, 2013. (See NOTE 17)

NOTE 13 – CONTINGENCIES

In accordance with the terms of its federal and state grants and contracts, the records of the Organization are subject to audit. The Organization is, therefore, contingently liable for any disallowed costs. Management believes that any adjustment, which might result from such an audit, would be immaterial.

JSI Research and Training Institute, Inc. is a co-borrower of a demand loan with no balance due at September 30, 2013. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due. (See NOTE 17)

NOTE 14 – TEMPORARILY RESTRICTED NET ASSETS

At September 30, 2013, the Welthy Fisher Fund of World Education, Inc. is the beneficiary of an irrevocable life income trust agreement. Under the terms of the agreement, the donor will receive either a fixed percentage of the initial fair market value of the gift or the actual income earned by the trust. Upon the death of the donor, the funds are released to World Education, Inc. for its unrestricted use.

No assets were released from donor restriction by occurrence of events specified by the donor during the year ended September 30, 2013. The temporarily restricted net assets balance at September 30, 2013 is $5,000.

NOTE 15 – SURPLUS REVENUE RETENTION

In accordance with the Massachusetts Division of Purchased Services (DPS) Regulation, 808 CMR 1.19 (3), a nonprofit provider of services is allowed to retain a portion of its excess of support and revenue over expenses in a fiscal year (the "surplus"). A nonprofit provider may retain as its surplus up to 5% of its total revenue from Commonwealth of Massachusetts purchasing agencies during any fiscal year. In addition, a nonprofit provider may retain a cumulative amount of surplus over a period of years not to exceed 20% of the prior year's total support and revenue from Commonwealth of Massachusetts purchasing agencies and the cumulative surplus must be segregated as surplus retention net assets. A current year surplus which exceeds the 5% level or a cumulative surplus exceeding the 20% amount may be: 1) reinvested in program services as stipulated by the purchasing agencies; 2) recouped or; 3) used by the Commonwealth to reduce the price of future contracts.

NOTE 15 – SURPLUS REVENUE RETENTION - continued

The following summarizes the Company's calculation of the surplus for fiscal year 2013 and on a cumulative basis:

	Surplus Retention Net Assets	Other Net Assets	Total Net Assets
Beginning of Year	$ 524,405	$ 16,003,444	$ 16,527,849
Current Year	122,685	2,669,871	2,792,556
End of Year	**$ 647,090**	**$ 18,673,315**	**$ 19,320,405**

NOTE 16 – COMMONWEALTH OF MASSACHUSETTS

The following is a schedule of expenditures with the Commonwealth of Massachusetts:

Accrued (deferred) Revenue at October 1, 2012	$ 653,636
Receipts	(5,119,557)
Disbursements/expenditures	5,293,338
Accrued (deferred) Revenue at September 30, 2013	**$ 827,417**

NOTE 17 – RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments. During the year ended September 30, 2013, John Snow, Inc. billed JSI Research and Training Institute, Inc. $15,408,528 for consulting services (technical support). This amount is reflected under the program services-consulting line item on the statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling $8,871,652.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2013, JSI Research and Training Institute, Inc. incurred $15,551,582 of overhead expenses (supporting services), of which $4,193,889 was its share of John Snow, Inc. incurred costs.

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of November 30, 2013, which allows for borrowings up to $6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus two percent (2.00%) payable monthly in arrears, which at September 30, 2013 was 2.2142%. At September 30, 2013, a balance of $0 was outstanding on the loan. Management believes the loan payable will be extended, when due, under similar terms and conditions.

The Organization has various unsecured short-term loans receivable, due on demand, from John Snow, Inc. No interest is charged on the loans. The loans receivable balance at September 30, 2013 is $330,711.

World Education, Inc. (Affiliate) has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as deemed necessary by World Education, Inc.'s Board of Trustees. Transactions with John Snow, Inc. for the year ended September 30, 2013 are summarized as follows:

Administrative and technical support	$ 673,546
Other direct charges (including rent of $720,135)	1,024,389
	$ 1,697,935

The agreement is on a year-to-year basis and can be terminated by either party upon ninety days written notice to the other.

World Education, Inc. provided services to John Snow, Inc. during the year ended September 30, 2014 totaling $382,527 and was recorded as revenue in the consolidated statement of activities.

World Education, Inc. has an unsecured line of credit with John Snow, Inc. with a borrowing limit of up to $1,000,000. (See Footnote 12)

Partnership for Supply Chain Management, Inc.

Partnership for Supply Chain Management, Inc. (PSCM) (an exempt organization) was incorporated on February 14, 2005 by JSI Research and Training Institute, Inc. and Management Sciences for Health, Inc.

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

Partnership for Supply Chain Management, Inc. - continued
PSCM has been awarded a U.S. government contract to procure and deliver life-saving medicines and medical supplies to treat HIV/AIDS patients worldwide. The contract for the Supply Chain Management System project was awarded through the U.S. Agency for the International Development as part of the U.S. government's five-year, $15 billion President's Emergency Plan for AIDS Relief.

Mr. Joel Lamstein, President and Director of JSI Research and Training Institute, Inc., is President and Director of PSCM.

During the year ended September 30, 2013, JSI Research and Training Institute, Inc. billed PSCM $45,864,166 for services performed.

Other
The Organization has an agreement with a certain related company to purchase services. Transactions with this company were charged to sub-contracts expense and are as follows:

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	$ 957,540
	$ 957,540

NOTE 18 – RETIREMENT PLANS

JSI Research and Training Institute, Inc. has a defined contribution profit sharing/401(K) plan covering substantially all its employees. Employee contributions are voluntary. Employer contributions are based on a percentage (10% - 15% depending on length of service) of salary. The Plan was effective April 11, 1979. Pension expense was $2,355,705 for the year ended September 30, 2013.

World Education, Inc. (Affiliate) provides retirement benefits to substantially all employees under a plan. World Education, Inc.'s contributions of 7 percent of employee salaries are used to purchase individual annuities. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were $335,395 in the year ended September 30, 2013.

NOTE 19 – COMMITMENTS

Operating Leases

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2013 through 2018. The leases contain renewal options for periods of up to 5 years.

During the year ended September 30, 2013, rentals under long-term lease obligations were $454,300. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2013 are:

Year Ended September 30,		
2014	$	459,904
2015		469,786
2016		384,243
2017		258,901
2018		170,468
Thereafter		-
	$	1,743,302

World Education, Inc. (Affiliate) leases space for general offices on a year-to-year basis. Rent expense for the year ended September 30, 2013 was $805,192

NOTE 20 – CONCENTRATION OF FUNDING

The Organization receives a majority of its funding through contracts and grants with various departments and agencies of the Federal government.

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2013:

		Income Received	% of Total Income
U.S. Agency for International Development	$	97,666,087	46.93%
Partnership for Supply Chain Management, Inc.		45,864,166	22.04%
	$	143,530,253	68.97%

NOTE 21 – IN KIND PROJECT CONTRIBUTIONS

The Organization receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled $10,537,825 for the year ended September 30, 2013, and are reflected as In Kind Project Contributions on the Consolidated Statement of Activities and In Kind Project Expenses on the Consolidated Statement of Functional Expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. Agency for International Development grants. During the year ended September 30, 2013, the following donated materials and services received by the Organization have been used to fulfill matching requirements on active grants:

36346	Ethiopia SNL	$ 307
36521	Uganda STAR-EC	2,398,751
36528	Nigeria Tship	6,076,103
36529	Ghana Focus	678,840
36662	Madagascar CBIHP	452,788
36697	SPRING	507,044
62304	Nepal	107,673
63068	Benin	121,832
63101	Senegal/Journalism	4,114
63114	Uganda	78,345
64024	Tanzania	105,520
64026	Uganda	2,318
64042	Uganda	4,179
64057	Zimbabwe	11
		$ 10,537,825

NOTE 22 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through March 17, 2014, the date on which the consolidated financial statements were available to be issued. During this period, there were no subsequent events that require adjustment to the consolidated financial statements.

JSI Research and Training Institute Inc.

Mission Statement

JSI Research and Training Institute was incorporated in 1987 as a 501©3 non-profit organization in the Commonwealth of Massachusetts. Our mission is to alleviate public health problems both in the United States and in developing countries around the world through applied research, technical assistance and training. JSI maintains offices in Boston, Massachusetts; Washington, D.C.; Denver, Colorado and Concord, New Hampshire; as well as seven overseas offices in developing nations. Since its inception, JSI has successfully completed more than 400 contracts in the health and human service fields.

Community Health Institute

501
South Street
Second Floor
Bow
New Hampshire
03304

Voice: 603.573.3300

Fax: 603.573.3301

A Division of
JSI Research & Training
Institute, Inc.
A Nonprofit Organization

JSI Research & Training Institute, Inc.
d.b.a Community Health Institute

Officers

Name	Title	Term
Joel H. Lamstein	President	2014 - 2015
Joel H. Lamstein	Treasurer	2014 - 2015
Patricia Fairchild	Clerk	2014 - 2015
Joanne McDade	Assistant Clerk	2014 - 2015

Board of Directors

Name	Term
Joel H. Lamstein	2014 – 2015
Patricia Fairchild	2014 – 2015
Herbert S. Urbach	2014 – 2015
Norbert Hirschhorn	2014 – 2015

Healthy New Hampshire

New Hampshire's Public Health Institute

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: JSI Research and Training Institute, Inc. dba Community Health Institute

Name of Bureau/Section: NH Tobacco Helpline Services

BUDGET PERIOD: SFY 14

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Karyn Madore	Project Director	$87,500	1.85%	$1,616.85
Shasta Jorgensen	Project Manager	$53,000	2.23%	$1,180.99
Martha Bradley	Technical Advisor	$78,000	1.74%	$1,356.52
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$4,154.36

BUDGET PERIOD: SFY 15

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Karyn Madore	Project Director	$90,125	3.48%	$3,137.20
Shasta Jorgensen	Project Manager	$54,590	3.48%	$1,898.78
Martha Bradley	Technical Advisor	$80,340	3.48%	$2,794.43
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$7,830.41

KARYN DUDLEY MADORE

Community Health Institute/JSI Research & Training Institute, Inc., 501 South Street, 2nd floor, Bow, New Hampshire 03304
(603) 573-3305 *kmadore@jsi.com*

EDUCATION

UNIVERSITY OF SOUTH FLORIDA, TAMPA, COLLEGE OF PUBLIC HEALTH GRADUATE CERTIFICATE PROGRAM
HEALTH COMMUNICATION IN PUBLIC HEALTH (ANTICIPATED GRADUATION SUMMER 2014)

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
M.Ed. 1995

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
B.S., 1987

EXPERIENCE

Community Health Institute/JSI Research & Training Institute, Inc., Bow, New Hampshire
August 1998 to present

Operations Director, *(2008-Present)*
Serve as Operations Director for the JSI-NH office, d.b.a. Community Health Institute. Provide operational oversight of office functions and operations including project and support staff workload division, professional and skill development and liaison to other JSI offices and departments.

NH Immunization Marketing *(SFY2011 – Present)*
Serve as Project Director to develop a creative health marketing campaign, for the NH Immunization Program, that identifies priority audiences, best-practice outreach strategies, partner communication channels, effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations and increase NH immunization rates. The team will review existing state and national materials, and create new graphics and logos.

NH Tobacco Addiction Treatment Services (TATS) *(SFY2001 - Present)*
Serve as Project Director for the NH TATS project, which is a follow on to the NH Tobacco Use Cessation and Counter Marketing Project completed in FY07. This contract serves as the hub for the NH Tobacco Resource Center, which incorporates: 1) the NH Smokers' Helpline offering free and confidential counseling and services in English, Spanish and Portuguese; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) www.trytostopnh.org, a web-based resource for NH tobacco users and 4) QuitWorks-NH a resource for NH clinicians working with their patients to quit using tobacco by providing them with a single portal for referring their patients who use tobacco for state-of-the-art treatment (www.quitworknsnh.org). This initiative also includes the continued development of a consortium of health insurers who are willing to promote TTS-NH to their subscribers directly and endorse QuitWorks-NH to their contracted health care providers.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project *(April 2012 to present)* Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

NH County Rankings Video Project –MATCH 2012
Co-Lead the process to collaborate with the NH State County Health Rankings Team to produce three 5-minute videos and one 15-minute video. The videos focus on Public Health in NH as it relates to the NH County Health Rankings and the NH State Health Report. Data from the reports will be linked to stories gathered around the state that illustrate community actions to improve health or people impacted by improvements in public health. The videos serve to educate and motivate NH individuals and communities into action to improve the health of their community and state.

Mobilizing Action Toward Community Health (MATCH) 2011
In partnership with DHHS and the North Country Health Consortium, developed the overarching concept for four videos. These videos highlight data found in the County Health Rankings Report, the NH State Health Report and highlights the role of public health in the state. CHI worked with the state in identifying local or statewide "success stories" to highlight. Lead script development process and worked with videographers to complete the video projects.

Expand and Promote Try-To Stop Resource Center
Serve as Project Director to expand and promote the NH Tobacco Helpline. With funding from the American Recovery and Reinvestment Act (ARRA), this project includes a population based media campaign that promotes free Nicotine Replacement Therapy (NRT) kits to a variety of audiences, including a pilot with employees of the Department of Transportation and their families, and then the entire state of NH. A variety of media will be used to promote the NH Tobacco Helpline including radio, TV, newspaper, bus and web advertising. Additionally, the plan includes a pilot project to implement systems change through Families First, where they will implement an electronic referral form to contact the Helpline rather than the fax referral currently in place.

NH Tobacco & Obesity Policy Project
Serve as Project Director to implement a feasibility assessment for implementing high-impact public policy in three identified domains of licensed child care settings, public schools and workplaces. This assessment is timely and a critical opportunity for NH stakeholders to engage in a collaborative educational process that will likely result in strengthening regulatory rules, implementation of high-impact public policy access strategies, educating municipalities and legislators and building stronger public health partnerships.

New Hampshire Public Health Emergency Planning Technical Assistance and Training
Co-created the development and implementation of a Public Information Officer Training for public health and safety officials and representatives of human service organizations likely to be called upon to fill a Public Information Officer (PIO) role in a public health event. The goal of this Regional PIO Training is to strengthen the communication skills of individuals to perform the role of a PIO in a public health emergency, including but not limited press releases, speaking with the press, key messaging, and audience definition. The training s continues on an as needed basis.

Communication Training
Researched, customized and implement a social communication training to help individuals identify their personal communication strengths and weaknesses in times of stress through interactive workshops. This training is an effective tool in organizational and leadership development, team building, and career planning and conflict resolution. To date this training has been provided to the following organizations: NH Tobacco Prevention and Control Program, NH Red Cross Granite Chapter, Community Health Institute, MIT Medical and JSI and continues to be offered by request.

Massachusetts Institute of Technology, Medical Department
Contracted to conduct a customer service assessment and training as part of an overall focused practice review resulting in the development of a customized customer service training to employees of the MIT Medical Department, building on the training originally developed for the OB/GYN service by customizing it to use in other services and to provide training sessions to employees of the MIT Medical Department.

NH Tobacco Use Cessation and Counter Marketing (TUCCM)
Served as Program and Media Manager for the NH TUCCM project completed June 30, 2007. This project incorporated three major components: 1) the toll free NH Smokers' Helpline offering services in English, Spanish and Portuguese through which smokers and other citizens of NH receive information on any aspect of tobacco and may be referred to state-of-the-art prevention and tobacco treatment resources, if appropriate; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) a Tobacco Education Clearinghouse.

PROFESSIONAL ASSOCIATIONS

National Public Health Information Coalition, Current Member
NH Tobacco-Free Coalition, Current Member
Public Relations Society of America, Current Member
Circle Program, Mentor, 1993 to present
Concord Area Red Cross Board of Directors: 2001–2007, Vice-Chair, 2004–2005, President, 2005–2007
Comprehensive Cancer Collaborative Tobacco Prevention Workgroup, Past Member
MSA Violation Monitoring National Workgroup, Past Member
Tobacco Health Systems Change Collaborative 13 Workgroup Founding Member – 13 States, CDC Funded

SHASTA A. JORGENSEN, M.P.H.

501 South Street, Second Floor, Bow, New Hampshire 03304 (603) 573-3300 *sjorgensen@jsi.com*

EDUCATION

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
Master of Public Health, Concentration in Social and Behavioral Science, 2010

UNIVERSITY OF REDLANDS, REDLANDS, CALIFORNIA
Bachelor of Arts, International Relations, 2001

EXPERIENCE

JSI, Bow, New Hampshire
Project Manager, February 2012 to present
Project Coordinator, March 2009 to 2012
Project Assistant, February 2003to February 2009
JSI provides consultation to health care organizations in the areas of health services delivery, public health, practice management, information for decision-making, and program evaluation. Clients include government agencies, public and private health care providers (hospitals, group practices, community health centers, family planning organizations, health maintenance organizations, community-based coalitions and social service agencies). JSI is a health care consulting firm working with clients in the public and private sectors.

Partnerships for Quitline Sustainability, New Hampshire Tobacco Prevention and Control Program: *Project Manager.* Provide consultation and technical assistance to the health department on the development of quitline cost sharing relationships with private health plans insurers in an effort to support tobacco quitline operations. Develop strategies based on research around health plan cessation programs/benefits to engage private health plans in a cost sharing partnership with NH Tobacco Helpline.

NH Tobacco Helpline
New Hampshire Department of Health and Human Services, Tobacco Prevention and Control Program
Responsible for program and administrative management of the NH Tobacco Helpline. Serve as primary contact, along with the Project Director, for contract with TPCP for the NH Tobacco Helpline and subcontractors. In collaboration with the management team, monitor progress in meeting goals of overall contract workplan and overall project. Assist TPCP in promoting the Helpline services to statewide organizations. Facilitate alliances among state agencies and/or organizations that serve similar priority populations. Oversee budget and serve as fiscal contact for additional services as determined by TPCP. Provide technical assistance regarding counter-marketing and public awareness initiatives. Oversee Program Assistant and Program Support staff activities and duties.

Expand and Promote the Try-TO-STOP TOBACCO Resource Center of NH
New Hampshire Department of Health and Human Services
Served as Project Coordinator to expand, promote and increase awareness and utilization of the evidence-based cessation tools and resources offered through the Try-To-STOP TOBACCO Resource Center of NH through the creation of a strategic plan that includes a population based media campaign and outreach to NH physicians and other clinical and public health professionals such as the Community Health Access Network (CHAN), the NH Medical Society, NH health insurance providers as well as statewide partners to implement systemic adoption of the US PHSG.

Dover Youth Empowerment Model Evaluation
City of Dover
Data Manager for the Dover Youth Empowerment Model Evaluation. Collected evidence of effectiveness of this youth empowerment model for the innovators of this model. Efforts included getting the program elected as a Center for Substance Abuse Prevention's Service-to-Science program and furthering the program along the continuum of evidence for eligibility in the SAMHSA National Registry of Evidence-based Programs.

Multistate Learning Collaborative
Robert Wood Johnson Foundation
Project Coordinator for the RWJF-funded Multistate Learning Collaborative (MLC-3), a national collaborative effort to improve public health services and the health of communities by linking public health processes to health outcomes. Managed two learning collaboratives addressing childhood obesity and health improvement planning, and tobacco

cessation among pregnant women and workforce development. Developed assessment tools and conduct public health network capacity assessments to inform NH public health regionalization process.

Engaging Smokers in Cessation through Financial Assistance Program
Legacy Foundation
Through funding from the American Legacy Foundation coordinated with financial assistance programs in NH and RI to implement a demonstration project to connect low-income individuals who smoke with evidence-based cessation services. Trained credit counselors to assess smoking status of all clients, advise on the high personal costs of smoking and impact on their budget and refer clients to the state's quitline and developed tools to track progress of project.

New Hampshire Tobacco Use Cessation and Counter Marketing
New Hampshire Department of Health and Human Services
Project Assistant of the New Hampshire Tobacco Cessation and Counter Marketing Project funded by the NH DHHS. This project incorporates three major components: 1) the toll free NH Smokers' Helpline offering services in English, Spanish and Portuguese through which smokers and other citizens of New Hampshire receive information on any aspect of tobacco and may be referred to state-of-the-art prevention and tobacco treatment resources, if appropriate; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) a Tobacco Education Clearinghouse, which develops and distributes in bulk quantities high quality, culturally appropriate tobacco education materials.

Rural Health and Primary Care Section
New Hampshire Department of Health and Human Services
Project Assistant for the Healthcare Workforce Shortage Designation process for the state of New Hampshire. Purpose of project is to identify areas of the state that meet the federal criteria for Healthcare Professional Shortage Areas (HPSAs) and Medically Underserved Areas/Populations (MUA/Ps). Primary responsibilities include date managing of provider survey and make follow up calls to non-responsive providers.

Vulnerable Populations Emergency Preparedness Needs Assessment
NH Bureau of Emergency Management
Responsible for providing administrative and logistical support to the project including meeting logistics, focus group transcription and data management of emergency management director survey. The assessment includes collaboration with agencies working with special populations and in disaster response, an emergency management director survey and focus group data collection to detail emergency preparedness needs of these populations, identify gaps in organized emergency planning related to special populations, and develop recommendations to improve the capacity of emergency response system to meet these needs.

Smoking Cessation for Women of Reproductive Age: State-of-the-Art Tobacco Treatment
New Hampshire Department of Health and Human Services
Assist project director with administration of the development and implementation of a multifaceted project to increase the capacity of New Hampshire health care providers serving perinatal and reproductive-age women to systematically provide effective smoking cessation interventions in their clinical settings. The scope of work included: evidence-based training, *Help Pregnant Women Stop Smoking: Its Time Well Spent,* developed by JSI with CDC funding; developing a universal and enrollment process for linking perinatal and reproductive-age women to the state- of-the-art proactive telephone-based tobacco treatment service of the Try-To-STOP TOBACCO Resource Center of New Hampshire.

Tobacco Technical Assistance and Development
New Hampshire Department of Health and Human Services
This project seeks to develop and implement a comprehensive needs assessment and strategic planning process that allows the NH Tobacco Prevention and Control Program and its community partners to maximize the impact of limited resources with an emphasis on those who are most disparately impacted by tobacco. Concurrently, this project is also providing technical assistance to existing tobacco cessation coalitions in NH and will utilize the data collected through the needs assessment to fund additional tobacco coalitions around the state. Provided conference logistics for the Tobacco Prevention and Control Conference.

OTHER EDUCATION

Completed *Motivational Interviewing* workshop at Health Education and Training Institute, Concord, NH, 2010
Completed *Basic Skills for Working with Smokers*, University of Massachusetts Medical School, 2008
Attended National Conference on Tobacco or Health, Minneapolis, MN, 2007
Attended World Tobacco Conference, Washington, D.C., 2006
Attended National Tobacco Conference, Boston, MA, 2004

MARTHA BRADLEY, MS

JSI, South Street Bow, New Hampshire 03304 (603) 573-3318 *mbradley@jsi.com*

EDUCATION

SPRINGFIELD COLLEGE, MANCHESTER, NEW HAMPSHIRE
M.S., Human Service Administration, May, 2001

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
B.A., Psychology, May, 1997

EXPERIENCE

JSI, Bow, New Hampshire
Project Manager, December 2002 to present
Areas of technical expertise include: Project management and implementation, health education and material development, training, and qualitative research.

Selected projects:
Partnerships for Quitline Sustainability, New Hampshire Tobacco Prevention and Control Program: *Technical Advisor* Provide consultation and technical assistance to the health department on the development of quitline cost sharing relationships with private health plans insurers in an effort to support tobacco quitline operations. Develop strategies based on research around health plan cessation programs/benefits to engage private health plans in a cost sharing partnership with NH Tobacco Helpline.

Tobacco and Obesity Policy Project, *June 2010 to present*
NH Department of Health and Human Services, Tobacco Prevention & Control Program and Obesity Prevention Program: Work with program staff and partners to develop strategy and create training and materials for licensed childcare settings, schools, and workplaces to develop and adopt national standards around nutrition, physical activity, screen time, and tobacco exposure. Conduct qualitative research to inform process.

NH Immunization Marketing, *June 2010 to present*
NH Department of Health and Human Services, NH Immunization Program: Work with community stakeholders to research, develop, and implement a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Develop and conduct provider trainings, and provide technical support in planning an annual conference, secure continuing education credits for professional development programs.

Engaging Smokers in Cessation through Financial Assistance Program, *June 2009 to present*
Through funding from the American Legacy Foundation coordinated with financial assistance programs in NH and RI to implement a demonstration project to connect low-income individuals who smoke with evidence-based cessation services. Trained credit counselors to assess smoking status of all clients, advise on the high personal costs of smoking and impact on their budget and refer clients to the state's quitline and developed tools to track progress of project. Project findings presented at poster sessions at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2010 and the National Institute on Drug Abuse 8th annual conference, *Blending Addiction Science and Practice: Evidence-Based Treatment and Prevention in Diverse Populations and Settings*, April 2010.

New Hampshire Public Health Emergency Planning Technical Assistance and Training, *December 2008 to present*
Through funding from Elliot Health Systems, Catholic Medical Center and the Manchester Health Department developed a strategy to collect qualitative data from community members represented in six towns served by agencies in Manchester, NH. The purpose of the research was to determine the extent to which the community benefited from their services a non profit organization. Qualitative research methods included 13 focus groups and 15 key informant interviews. Wrote report with recommendations based on data from assessment.

Manchester Community Sustainable Access Project: Community Benefits Assessment, *January–May 2009*
Through funding from Elliot Health Systems, Catholic Medical Center and the Manchester Health Department developed a strategy to collect qualitative data from community members represented in six towns served by agencies in Manchester, NH. The purpose of the research was to determine the extent to which the community benefited from their services a non profit organization. Qualitative research methods included 13 focus groups and 15 key informant interviews. Wrote report with recommendations based on data from assessment.

Training Oral Health Providers to Motivate Patients to Quit Smoking, *October 2005 to present*
Year one of this project included planning and convening phase to assess the readiness of oral health providers to engage patients who use tobacco in a brief intervention. Data was collected through key informant interviews, focus groups, literature review and a curricula search. Wrote report with recommendations. In subsequent years, recruited practices and conducted 50 trainings reaching over 500 oral health professions on an evidence-based model for reaching tobacco users in a practice setting.

Healthy Eating Active Living, *June–December 2007*
Facilitated a strategic planning process with NH worksite representatives to draft statewide recommendations to increase healthy eating and active living for NH employees. Reviewed the literature. Coordinated statewide NH conference to present the strategic plan to reduce obesity rates for NH children and adults with over 200 stakeholders present.

Tobacco & Literacy in NH: A Pilot Program for Young Adults, *October 2006 to December 2007*
Through funding from the American Legacy Foundation coordinated with three Adult Education Programs in NH to develop and pilot test three lessons that advanced adult literacy skills and tobacco knowledge to adult learners. Disseminated lesson plans to national adult literacy and tobacco control programs. Presented findings at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2008 and the NH Conference for Adult Educators in February 2007. Abstract accepted at the ACCESS 08 Conference.

NH HIV Logistics and Capacity Building, *July 2006 to June 2008*
Provided logistical and capacity building support for the NH HIV/STD community planning process and for funded HIV Prevention Services agencies during the fiscal years 2006, 2007 and 2008.

Summary Evaluation for HNH*foundation*, *September–December, 2006*
Coordinated a summary evaluation of the *Umbrella Project* which was funded by HNH*foundation*. The purpose of the evaluation is to document the lessons learned and ongoing successes and challenges of recruiting and retaining eligible clients for the NH Healthy Kids Insurance program. Qualitative research methods include 12 key informant interviews and one focus group.

PRESENTATIONS

Presented Poster at Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in 2008 & 2010.
Presented at the NH Conference for Adult Educators on *Tobacco & Literacy in NH: A Pilot Program for Young Adults*, February 2007 and abstract accepted at the ACCESS 08 Conference.
Presented Poster and presentation at the Break Free Alliance conference, *Promising Practice to Eliminate Tobacco Related Disparities: the Power of Communities*, April 2012.
Presented Poster Break Free Alliance conference on *Supporting Healthy Practices in Child Care: Nutrition, Physical Activity & Tobacco Exposure,* April 2012.
Presented at National Conference on Tobacco or Health, *Engaging Low-Income Smokers in Tobacco Cessation via Credit Counseling Programs,* 2012.

OTHER EDUCATION

National Institutes of Health, Office of Extramural Research, Protecting Human Research Participants, September 2009
New Hampshire Department of Safety, Division of Fire Standards and Training:*IS-700: NIMS an Introduction, January 2009*
IS-100: Introduction to ICS, January 2009, Public Information Office, April 2009
Homeland Security Exercise & Evaluation Program (HSEEP) Training Course, December 2008
Attended National Conference on Tobacco or Health, Minneapolis, MN, 2007
Attended World Tobacco Conference, Washington, D.C., 2006
Completed *Motivational Interviewing* workshop at Health Education and Training Institute, Portland, ME, 2005
Attended National Tobacco Conference, Boston, MA, 2004
Completed *Basic Skills for Working with Smokers*, University of Massachusetts Medical School, 2002

cJ

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-6891 1-800-852-3345 Ext. 6891
Fax: 603-271-5318 TDD Access: 1-800-735-2964

NH DIVISION OF Public Health Services
improving health, preventing disease, reducing costs

Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

January 22, 2013

G&C Approval Date: 03/06/2013

G&C Item # 12

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Chronic Disease Prevention and Screening Section, Tobacco Prevention and Control Program to enter into an agreement with JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. (Vendor #161611-B001), 501 South Street, Second Floor, Bow, New Hampshire 03304, in an amount not to exceed $652,500.00, to provide proactive telephonic tobacco treatment services and to support the standardization and implementation of the U.S. Public Health Service Clinical Practice Guidelines, Treating Tobacco Use and Dependence in New Hampshire, effective April 1, 2013 or date of Governor and Council approval, whichever is later, through June 30, 2015. Funds are available in the following accounts for State Fiscal Year 2013, and are anticipated to be available in State Fiscal Year 2014 and 2015, upon the availability and continued appropriation of funds in future operating budgets, with authority to adjust amounts, if needed and justified, between State Fiscal Years.

05-95-90-902010-5608 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, TOBACCO PREVENTION PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2013	102-500731	Contracts for Program Services	90018004	72,500.00
			Sub Total	$72,500.00
SFY 2014	102-500731	Contracts for Program Services	90018000	188,495.00
	102-500731	Contracts for Program Services	90018004	101,505.00
			Sub Total	$290,000.00
SFY 2015	102-500731	Contracts for Program Services	90018000	282,435.00
	102-500731	Contracts for Program Services	90018004	7,565.00
			Sub Total	$290,000.00
			Total	$652,500.00

EXPLANATION

The purpose of this agreement is to operate and sustain the New Hampshire Tobacco Helpline, which provides free, confidential tobacco cessation services to New Hampshire residents who want to quit using tobacco. Quitlines are a proven scientific strategy for increasing quitting success and are in place in the 50 states, Guam, Puerto Rico, each Canadian Province, Mexico, and throughout Europe. The Center for Disease Control and Prevention expects that New Hampshire will provide expert cessation counseling as outlined in, *Telephone Quitlines, A Resource for Development, Implementation and Effectiveness.* JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. is the current vendor of these services.

Tobacco related diseases kill more people than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides combined and remain the most preventable cause of disease and premature death. According to the 2011 Behavior Risk Factor Surveillance Survey, the New Hampshire adult smoking prevalence is 19.8%. Of particular concern are pregnant women and children who have medical issues caused by smoking and exposure to secondhand smoke.

The Division has contracted with JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. for New Hampshire Tobacco Helpline services since 2005. This new contract will continue to provide five essential quit line services: 1) 1-800-QUIT-NOW (Self-referral via phone); 2) www.trytostopnh.org (Self-referral via secure e-mail for a counselor to call back); 3) Phone Text (Self-referral via text message for a counselor to call back); 4) QuitWorks-NH (fax referral from a clinician to a counselor either by phone-fax or electronically); and 5) stakeholder meetings for sustaining New Hampshire Tobacco Helpline.

Under this agreement all self-referrals and clinician-referred patients will be offered mailed print materials and a counseling call model that uses social learning theory, motivational interviewing and cognitive behavior strategies. By creating a variety of ways to enroll in tobacco cessation counseling, the New Hampshire Tobacco Helpline will provide no cost, barrier-free services that are non-discriminatory to those who reside rurally, lack transportation, are unable to enroll and pay for a community cessation classes, or are disabled.

The New Hampshire Tobacco Helpline staff is thoroughly trained in cessation counseling through the University of Massachusetts Medical School, followed by rigorous in-house training. Further, the Helpline staff has direct access to an on-site clinical manager and receives regular performance evaluations. All New Hampshire Tobacco Helpline services comply with the Health Insurance Portability and Accountability Act and collect data that exceeds the Minimal Data Set required by the North American Quitline Consortium and the Center for Disease Control and Prevention.

Should Governor and Executive Council not authorize this Request, New Hampshire residents would not have access to evidence-based, effective, and free tobacco cessation counseling; a valuable service with the potential for improving health outcomes for New Hampshire residents.

JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. was selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from May 1, 2012 through August 15, 2012. In addition, a Bidders Conference was held on May 10, 2012.

JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. was the only vendor to submit a proposal in response to the Request for Proposals. Three reviewers, two from Department of Health and Human Services and one from Families First Health and Support Center of the Seacoast independently evaluated the proposal in accord with criteria published in the Request for Proposals. The reviewers agreed that JSI Research and Training Institute, Inc. dba Community Health Institute, Inc. has the capacity to provide the services and meet the performance measures outlined in the Request for Proposal. The Bid Summary is attached. All reviewers have between five (5) and ten (10) years of experience with cessation service providers and are involved in population-based public health.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. These services are currently contracted with this vendor in State Fiscal Years 2012 - 2013 in the amount of $628,052.00. This request represents an increase of $24,448.00 due to increase funding provided by Center for Disease Control and Prevention Office on Smoking and Health for the purpose of enhancing and sustaining quitline services.

The Division of Public Health Services is satisfied with the Contractor's performance under the current contract. The Contractor continues to successfully meet all performance measures.

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

- The percent of calls to 1-800-QUIT-NOW that are answered live. Target: 95%
- The number of self-referred clients that complete an Intake Screener Call. Target: 90%
- The number of Quit Works-NH clients that complete an Intake Screener Call. Target: 55%
- The number of self-referrals through WWW.TRYTOSTOP.ORG that complete an Intake Screener Call. Target: 75%
- The number of self-referred by text "QUIT NOW" to 22122 that complete an Intake Screener Call. Target: 75%
- The number of completed Business Agreements with NH health plans (either public or private). Target: 2

Area served: Statewide.

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

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

Respectfully submitted,

for

José Thier Montero, MD
Director

Approved by:
Nicholas A. Toumpas
Commissioner

JTM/tmb

FORM NUMBER P-37 (version 1/09)

Subject: NH Tobacco Helpline Operation and Sustainability

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Health and Human Services Division of Public Health Services	**1.2 State Agency Address** 29 Hazen Drive Concord, NH 03301-6504
1.3 Contractor Name JSI Research and Training Institute, Inc. dba Community Health Institute, Inc.	**1.4 Contractor Address** 501 South Street 2nd Floor Bow NH 03304

1.5 Contractor Phone Number (603) 573-3300	**1.6 Account Number** 05-95-90-902010-5608-102-500731	**1.7 Completion Date** June 30, 2015	**1.8 Price Limitation** $652,500

1.9 Contracting Officer for State Agency Lisa L. Bujno, MSN. APRN Bureau Chief	**1.10 State Agency Telephone Number** 603-271-4501
1.11 Contractor Signature	**1.12 Name and Title of Contractor Signatory** Jonathan Stewart, Director

1.13 Acknowledgement: State of NH, County of Merrimack

On September 18, 2012, 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

DEBRA L. LOVE, Notary Public
My Commission Expires December 3, 2013

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** Lisa L. Bujno, Bureau Chief

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: Jeanne P. Herrick, Attorney On: 31 Dec. 2012

1.18 Approval by the Governor and Executive Council

By: On:

NH Department of Health and Human Services

Exhibit A

Scope of Services

NH Tobacco Helpline Operations and Sustainability

CONTRACT PERIOD: April 1, 2013 or date of G&C approval, whichever is later, through June 30, 2015

CONTRACTOR NAME: JSI Research and Training Institute, Inc. dba Community Health Institute

ADDRESS: 501 South Street, 2nd Floor Bow, NH 03304

DIRECTOR: Jonathan Stewart
TELEPHONE: 603-573-3300

General Provisions:

1) **Provide NH Tobacco Helpline Services:**
    a. **Quit Works-NH (www.quitworksnh.org), a facsimile or electronic referral resource for health professionals to refer patients to that want cessation counseling via telephone.**
    b. **1-800-QUIT-NOW (www.trytostopnh.org), a way of self-referring to obtain cessation counseling via telephone.**
2) **The Contractor shall follow the guidance in the Centers for Disease Control and Prevention (CDC) Quitline Resource Guide (2004):**

1. Administrative
    1.1. Provide meeting site and document regularly scheduled contract meetings with NH Tobacco Prevention and Control Program (TPCP);
    1.2. Maintain an in-state office during the contract period;
    1.3. Attend pertinent meetings with the Citizens Health Initiative and the Comprehensive Cancer Collaborative;
    1.4. Collaborate with the Tri-State Initiative states (MA, NH, RI) in quarterly meetings for coordinating operations, media and data collection activities.
    1.5. Establish a template for a NH Business Agreement between TPCP and NH health plans for a cost-sharing partnerships;
    1.6. Provide monthly budgetary reporting to the Bureau of Population Health and Community Services financial department;
    1.7. Provide an Annual Report within 30 days of the end of the contract period, using a format agreed upon by the Division of Public Health Services and the contractor; and
    1.8. Provide support for Tobacco Prevention and Control Program staff to attend continuing education opportunities.

2. Operational
    2.1. During hours of operation, provide live answer capacity at 95% of calls to 1-800-QUIT-NOW during the contract period with the exception of state or national media campaigns;
    2.2. During state or national media campaigns, maintain live answer capacity at no less than 90% of calls to 1-800-QUIT-NOW;
    2.3. Provide voicemail capabilities for 1-800-QUIT-NOW seven days a week, 24 hours a day, returning calls within 48 hours of voicemail receipt at 90%;
    2.4. Provide recorded Quit Tips on a separate access line-available seven days a week, 24 hours a day;
    2.5. Provide capabilities to receive facsimile and electronic referrals from health care providers; and
    2.6. Provide capabilities to send Facsimile and Secure File Transfer Portal (FTP) electronic feedback to providers referring patients to Quit Works-NH.

Contractor Initials: AJ

Date: 9/18/12

3. Counseling Services
   3.1. Provide an initial Intake Screener Call before counseling calls begin for those calling 1-800-QUIT-NOW:
      3.1.1.. Conduct a 5-7 minute Intake Screener Call to obtain demographic data and nicotine addiction status;
      3.1.2. Offer a mailed booklet on self-help quitting strategies;
      3.1.3. Recommend working with a healthcare provider during any quit attempts;
      3.1.4. Offer a 45 minute counseling call in accordance with the Centers for Disease Control and Prevention (CDC) Quitline Resource Guide strategies immediately following the screener call or within 7 days by appointment with caller;
      3.1.5. Offer up to four additional follow up counseling calls by appointment:
         3.1.5.1. The second call is to take place 1-3 days before the planned quit date,
         3.1.5.2. The third call is to take place 1-2 days after the quit date,
         3.1.5.3. The fourth call is to take place 5-9 days after the third call; and
         3.1.5.4. The fifth call is to take place 12-16 days after the third call.
   3.2. Repeat counseling cycles at least twice for individuals that relapse.
   3.3. Provide proactive counseling services to Quit Works-NH patients:
      3.3.1. Five attempts to reach patient by phone;
      3.3.2. The first call is made within 48 hours of referral receipt;
      3.3.3. Remainder of attempts are spread over 2 weeks in accordance with the Tri-State Initiative protocol;
      3.3.4. If patient is not reached within 5 calls, a letter is mailed to the patient as follow up with self-referral information;
      3.3.5. Referring professional is given feedback via facsimile or electronically as to patient treatment status; and
      3.3.6. Six month and twelve month status reports are given if the patient completed a screener.

4. Culturally and Linguistically Appropriate Services-The Department of Health and Human Services (DHHS) recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality health services, the Division of Public Health Services (DPHS) expects that the Contractor shall provide culturally and linguistically appropriate services by:
   4.1. Offering an English and Spanish menu at 1-800-QUIT-NOW; and
   4.2. Offering counseling services through the AT&T Language Line.
   4.3. Low literacy print materials; and
   4.4. Spanish print materials.

5. Confidentiality Compliance
   5.1. The Contractor will adhere to the Health Insurance Portability and Privacy Act (HIPPA) in all communications with healthcare providers; and
      5.1.1. Secure File Transfer Protocol (FTP) for all information passed between the Contractor and NH Referring professionals.
      5.1.2. Any requested data of the Contractor will be approved by TPCP prior to being granted.

6. Data Collection and Reporting
   6.1. The Contractor will collect data on each client (Client-Level Data) participating in an Intake Screener Call according to the Minimal Data Set in accordance with the CDC and the North American Quitline Consortium criteria.
   6.2. Contractor will cooperate with the North American Quitline Consortium requests to provide de-identified data for national quitline reporting and/or Data Warehouse reporting.
   6.3. Monthly, supply TPCP with reports covering the following data:
      6.3.1. Aggregate number of self referrals through 1-800-QUIT-NOW, Text 22122 and www.trytostopnh.org;
      6.3.2. Aggregate number of referrals to Quit Works-NH;
      6.3.3. Providers referring to Quit Works-NH and the number of patients referred monthly;
      6.3.4. Identify demographics for self referrals completing an Intake Screener Call;
      6.3.5. De-identified self referred clients that were mailed a self-help booklet and / or subsequent counseling calls
      6.3.6. De-identified customer satisfaction with services results to be reported in July and January;
      6.3.7. De-identified client quit rate results to be reported in July and January; and

Contractor Initials: [signature]
Date: 9/18/12

6.3.8. Reports are to be formatted in an easy-to-interpret view.

6.4. Provide technical assistance to TPCP epidemiologic staff to access information from Tobacco Web:

6.4.1. One-on-one Informational Webinars; and

6.4.2. Presentations at contract meetings.

6.5. Test data transfer from new providers implementing Quit Works-NH

6.5.1. Provide feedback to providers on successful transmission and/or necessary changes for successful transmission.

7. Media

7.1. Work with TPCP Specialist on all promotional print materials for branding NH Tobacco Helpline purposes:

7.1.1. Brochures

7.1.2. Fact Sheets

7.1.3. Web-site www.trytostopnh.org

7.1.4. Banners

7.1.5. Educational items

7.2. Work with TPCP Media Specialist to prepare web, video, radio, television and public service announcements.

7.2.1. Tag with funding source on each promotional announcement.

7.2.2. Changes to www.trytostopnh.org and www.quitworksnh.org

8. Sustainability

8.1. Work with TPCP to strategize about sustainability over time:

8.1.1. Develop relationships with NH health plans that promote cost-sharing partnerships through Quit Works-NH;

8.1.2. Participate with North American Quitline Consortium Public and Private Partnerships initiative to collaborate for cost-sharing of NH Tobacco Helpline services with NH health plan members; and

8.1.3. Provide TPCP with technical assistance to develop relationships with community-based entities that influence health plan policies.

Performance Measures

The Division of Public Health Services will set performance measures each year with the contractor.

Measure:
The percent of calls to 1-800-QUIT-NOW that are answered live.
Target during National Media Campaign: 85%
Target for normal daily business operations: 95%

Measure:
The number of self-referred clients that complete an Intake Screener Call.
Target: 90%

Measure:
The number of Quit Works-NH clients that complete an Intake Screener Call.
Target: 55%

Measure:
The number of self-referrals through WWW.TRYTOSTOPNH.ORG that complete an Intake Screener Call.
Target: 75%

Measure:
The number of self-referred by text "QUIT NOW" to 22122 that complete an Intake Screener Call.
Target: 75%

Measure:
The number of completed Business Agreements with NH health plans (either public or private).
Target: 2

Contractor Initials: [illegible]
Date: 9/18/12

NH Department of Health and Human Services

Exhibit B

Purchase of Services
NH Tobacco Helpline Operations and Sustainability
Contract Price
$652,500.00

CONTRACT PERIOD: April 1, 2013 or date of G&C approval, whichever is later, through June 30, 2015

CONTRACTOR NAME: **John Snow Research and Training Institute, Inc. dba Community Health Institute, Inc.**

ADDRESS: **501 South Street**
2nd Floor
Bow, NH 03304

DIRECTOR: **Jonathan Stewart**
TELEPHONE: **603-573-3300**

Vendor #161611-B001	Job # 90018000	Appropriation # 010-090-5608-102-500731
Vendor #161611-B001	Job # 90018004	Appropriation # 010-090-5608-102-500731

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed:

   $470,930.00 for NH Tobacco Helpline Operations and Sustainability funded from 100% federal funds from the Centers for Disease Control and Prevention CDFA # 93.283 and $181,570.00 for NH Tobacco Helpline Operations and Sustainability funded from 100% federal funds from the Centers for Disease Control and Prevention CDFA # 93.735.

1.2 TOTAL: $652,500.00

2. The Contractor agrees to use and apply all contract funds from the State for direct and indirect costs and expenses including, but not limited to, personnel costs and operating expenses related to the Services, as detailed in the attached budgets. Allowable costs and expenses shall be determined by the State in accordance with applicable state and federal laws and regulations. The Contractor agrees not to use or apply such funds for capital additions or improvements, entertainment costs, or any other costs not approved by the State.

3. This is a cost-reimbursement contract based on an approved budget for the contract period. Reimbursement shall be made monthly based on actual costs incurred during the previous month.

4. Invoices shall be submitted by the Contractor to the State in a form satisfactory to the State for each of the Service category budgets. Said invoices shall be submitted within twenty (20) working days following the end of the month during which the contract activities were completed, and the final invoice shall be due to the State no later than sixty (60) days after the contract Completion Date. Said invoice shall contain a description of all allowable costs and expenses incurred by the Contractor during the contract period.

5. Payment will be made by the State agency subsequent to approval of the submitted invoice and if sufficient funds are available in the Service category budget line items submitted by the Contractor to cover the costs and expenses incurred in the performances of the services.

6. The Contractor may amend the contract budget for any Service category through line item increases, decreases, or the creation of new line items provided these amendments do not exceed the contract price for that particular Service category. Such amendments shall only be made upon written request to and written approval by the State. Budget revisions will not be accepted after June 20th of each contract year.

Contractor Initials: JS
Date: 12/20/12

7. The Contractor shall have written authorization from the State prior to using contract funds to purchase any equipment with a cost in excess of three hundred dollars ($300.00) and with a useful life beyond one year.

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Contractor Initials: DS
Date: 12/28/12

Exhibit C
Special Provisions

1. **Contractors Obligations:** The Contractor covenants and agrees that all funds received by the Contractor under the Agreement shall be used only as payment to the Contractor for services provided to eligible individuals and in the furtherance of the aforesaid covenants the Contractor hereby covenants and agrees as follows:

2. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. **Time and Manner of Determination:** Eligibility determinations shall be made and remade at such times as are prescribed by the Department.

4. **Documentation:** In addition to the determination forms, the Contractor shall maintain a data file on each recipient of Services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall make available to the Department all forms and documentation regarding eligibility determinations which the Department may request or require.

5. **Fair Hearings:** The Contractor understands that all applicants for Services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for Services shall be permitted to fill out an application form and that each applicant or reapplicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Agreement to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Agreement. The State may terminate this Agreement and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Agreement, nothing contained shall be deemed to obligate or require the Department to purchase Services hereunder at a rate which reimburses the Contractor in excess of the Contractor's Costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such Service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Agreement or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such Costs, or has received payment in excess of such Costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

    8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

    8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of Costs;

Contractor Initials: 45

Date: 6/18/13

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for Services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for Services provided to any individual who is found by the Department to be ineligible for such Services at any time during the period of retention of records established herein.

Records: Maintenance, Retention, Audit, Disclosure, and Confidentiality:

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

9.1 **Fiscal Records:** Books, records, documents and other data evidencing and reflecting all Costs and other expenses incurred by the Provider in the performance of the Agreement, and all income received or collected by the Provider during the Program Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such Costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 **Statistical Records:** Program statistical and enrollment, attendance, or visit records for each recipient of Services during the Program Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each recipient).

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

10. **Audit:** Contractor shall submit an annual audit to the Department within nine months after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits. The Contractor shall deliver to the State, at the address set forth in Section 1.2 of these General Provisions, an independent audit performed by a Certified Public Accountant, of the Contractor, including the funds received under this Agreement.

10.1 **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directed connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the

recipient, his attorney or guardian. Notwithstanding anything to the contrary contained herein, the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

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

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within sixty (60) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. **Completion of Services:** Disallowance of Costs: Upon the purchase by the Department of the maximum number of unit provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of the Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. **Credits:** All documents, notices, press releases, research reports, and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement

14.1 The preparation of this (report, document, etc.), was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, Division of Public Health Services, with funds provided in part or in whole by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. **Operation of Facilities:** Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any government license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

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

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

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

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

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

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

SPECIAL PROVISIONS – DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean the section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Whenever federal or state laws, regulations, rules, orders, and policies, etc., are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc., as they may be amended or revised from time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

Contractor Initials:

Date: 6/18/13