



STATE OF NEW HAMPSHIRE

JUN03'21 PM 4:32 RCVD
JUN03'21 PM 4:32 RCVD

64 sam



GOVERNOR'S OFFICE
for

EMERGENCY RELIEF AND RECOVERY

June 1, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Governor's Office for Emergency Relief and Recovery (GOFERR) to enter into a **Retroactive, Sole Source** contract with Guidehouse, INC., Vendor# 175497, 2941 Fairview Park Drive, Suite 501, Falls Church, VA 22042, in the amount of \$3,500,000 for consultation services to assist GOFERR with ongoing work or other relevant state government entities helping to maximize the federal funding currently available with American Rescue Plan Act (ARPA), effective retroactive to June 8, 2021 upon Governor and Council approval through June 30, 2022. **Funding Source: 100% Federal Funds.**

All transactions will be accounted for using activity codes to be determined and as assigned by GOFERR. Funding is available as follows:

01-02-002-020210 – Office of the Director, 24xxxxxx , ARP Grants and Disbursements, 103-502507 Contracts for Op Services	<u>FY 2022</u> \$3,500,000
--	-------------------------------

EXPLANATION

This request is **Retroactive** because the first tranche of ARPA funds have already arrived in the New Hampshire State account, the funds for the nonentitlement units of Local government are expected at any moment and Treasury has issued guidance and interim rules regarding this funding that there may be need to provide comments regarding and to provide guidance on. This item is **Sole Source** as Guidehouse is the one of the only providers of this service, is currently working with other NE States including Vermont, is the highly credentialed and is available to start work immediately.

The purpose of this request is to provide consultation services offering expertise to the GOFERR and the State in administering, auditing, and reporting on COVID-19 federal relief funds, including providing assistance and guidance to nonentitlement units of Local government

The contractor may provide any of the following services, at the request and direction of the GOFERR to include:

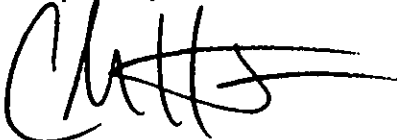
- Supplemental ongoing work of GOFERR or other relevant state government entities
- Assist GOFERR and the State in maximizing federal funding currently available and helping position projects for future funding source

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
June 1, 2021
Page 2 of 2

- Provide funding opportunity for tracking, funding application assistance and federal funding monitoring
- Assist municipalities, counties and other nonentitlement units of local government with federal funds.

Should the Governor and Council not authorize this request, the GOFERR will not be able fully maximize the benefits of the ARPA funding for the state without this contractor's expertise as it relates to COVID-19 pandemic and these federal funds.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CHAS', with a long horizontal flourish extending to the right.

Chase Hagaman,
Deputy Director, GOFERR

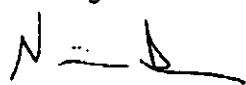
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Governor's Office for Emergency Relief and Recovery(GOFERR)		1.2 State Agency Address 1 Eagle Square Concord, New Hampshire 03301	
1.3 Contractor Name GUIDEHOUSE, INC.		1.4 Contractor Address 2941 Fairview Park Drive, Suite 501, Falls Church, VA, 22042.	
1.5 Contractor Phone Number 617-596-7633	1.6 Account Number 020210 -24xx - 103 - 502507	1.7 Completion Date June 30, 2022	1.8 Price Limitation \$3,500,000
1.9 Contracting Officer for State Agency Chase Hagaman, Deputy Director, GOFERR		1.10 State Agency Telephone Number 603-271-7947	
1.11 Contractor Signature  Date: 5/26/2021		1.12 Name and Title of Contractor Signatory Nini Donovan, Partner	
1.13 State Agency Signature Date: 5/27/21		1.14 Name and Title of State Agency Signatory Taylor Caswell, Executive Director, GOFERR	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>Jill Perlow</u> On: 5/28/21			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

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

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

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

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

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

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

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

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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

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

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

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

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Exhibit A – SPECIAL PROVISIONS

The following changes to the standard P-37 provisions are incorporated herein:

1. The following paragraphs are added to Section 3:

Paragraph 3.1 is amended by adding to the end: "Notwithstanding this paragraph, this contract shall be effective on June 8, 2021, upon subsequent approval by Governor and Executive Council.

"3.3 State of Emergency Impacts. The Contractor acknowledges and agrees that this Contract was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Contract, any such disruption, delay, or other impact was foreseeable at the time this Contract was entered into by the Parties and does not excuse the Contractor's performance under this Contract. The Contractor agrees that any such impact, including any disruption to supply chains, workforce reductions, delays or interruptions in performance, or other effects on businesses, are not the fault of the State and the Contractor may not seek damages against the State for any such impacts.

If the Contractor experiences or anticipates any such COVID-19-related impacts to this Contract, the Contractor shall immediately notify the Deputy Director. In the event of any COVID-19-related impact or anticipated impact to this Agreement, the Director shall have the right to temporarily modify, substitute, or decrease the Services, within the Scope of Services, upon giving written notice to the Contractor. The State's right to modify includes, but is not limited to the right to modify service priorities, including how and when Services are delivered, and expenditure requirements under this Contract so as to achieve compliance therewith, provided such modifications are within the Scope of Services and cost limitations of this Contract. By exercising any of the rights described within this subsection, the State does not waive any of its right under this Contract.

In the event that a modification by the State under this subsection would result in a reduction of Services that cannot be supplemented during the remaining term of this Contract with either replacement or substituted services of substantially similar value, the Parties shall submit an amendment to this Contract with a commensurate reduction in the price.

3.4. The State may extend the Agreement for up to two (2) additional one (1) year terms from the Completion Date, contingent upon satisfactory delivery of services, availability of funding, and appropriate State approval. All terms and conditions for any extension period shall remain the same, except that Contractor may request an increase in the hourly rate of the lesser of the current lowest billing rate offered to any other government entity client for the applicable year or an increase in the rates set out in Exhibit C of no more than the increase in the overall CPI for the Northeast region for the most recent year

Initials *ND*
Date 5/21/2021
Page 5 of 11

2. The following paragraph is added to Section 7:

"7.4 The State shall have the right to request removal or reassignment of any personnel assigned by Contractor. The State shall not be required to state the reason for the request."

3. The following paragraph is added to Section 10:

10.4 The Contractor acknowledges and agrees to be bound by the GOFERR's policies on confidentiality and safeguarding of information, including but not limited applicant confidential business information, discretionary policy making discussions and information and safeguarding of executive privilege.

4. The following paragraph is added to Section 13:

13.1 LIMITATION OF LIABILITY. Notwithstanding any term herein, and except to the extent finally determined to be prohibited by law, Contractor's aggregate liability for all claims, losses, liabilities, or damages in connection with this Agreement or its subject matter, whether as a result of breach of contract, tort (including negligence), or otherwise, regardless of the theory of liability asserted, is limited to no more than the total amount of fees paid to Contractor in the previous twelve (12) months for the particular Service giving rise to the liability under this agreement. In addition, Contractor will not be liable for any lost profits, consequential, indirect, punitive, exemplary, or special damages. Also, Contractor shall have no liability arising from or relating to any third-party hardware, software, information, or materials selected or supplied by the State.

EXHIBIT B – SCOPE OF SERVICES

1. The Contractor may provide any of the following services, at the request and direction of GOFERR:
 - a. Supplement the ongoing work of GOFERR or other relevant state government entities as needed;
 - i. Including but not limited to:
 1. Providing information and analysis on the variety of funding types available to state agencies and recommending appropriate administrators;
 - a. For example – Identifying funding allocated to agencies such as DHHS, suggesting programming that may be an appropriate use for it or funding and programming that could be an appropriate compliment, as well as identifying potential agency or third-party program administrators best suited to manage or facilitate those funding opportunities;
 2. Engaging stakeholders as directed by GOFERR to aid in program development;
 3. Assessing the State and GOFERR specific public-transparency efforts and success metrics, comparing those efforts to other states, and making recommendations on potential changes;
 4. Updating GOFERR senior leadership on developments within the federal government on potentially forthcoming state and local funding availability, regulations, rules, guidance, FAQs, and reporting requirements;
 5. Engaging in program development and roll out, if needed; and
 6. Assessing potential for collection and usage of outcome measurements and metrics;
 - b. Assist GOFERR and the State in maximizing federal funding currently available and helping position projects for future funding sources;
 - i. Including but not limited to:
 1. Providing state-level federal regulatory, guidance documents, and FAQs review and interpretation, New Hampshire specific guidance, and funding strategy advice, with respect to the Consolidated Appropriations Act, the American Rescue Plan Act, and any future federal aid packages made available while this contract is active;
 2. Assisting in providing feedback to the federal government related to funding guidance; and

Initials ND
Date 5/21/2021
Page 7 of 11

3. Gathering feedback submitted to the federal government by other states, organizations, and entities;
- c. Provide funding opportunity tracking, funding application assistance, and federal funding monitoring;
 - i. Including but not limited to:
 1. Identifying for GOFERR COVID related federal funds as well as federal stimulus and infrastructure dollars , that may be used by GOFERR, other agencies, or open the door for complimentary programming facilitated by third-parties;
 - a. Federal funding sources could pertain to those being discussed in Washington, including the ongoing allocation of ARP funds, potential infrastructure investment legislation, and more.
 - d. Create federal funds guidance materials and/or trainings;
 - i. Including but not limited to:
 1. Providing detailed reports and analysis, and/or host webinars, that may help provide clarity with regard to federal guidance;
 - e. Provide guidance related to reporting requirements/submissions;
 - f. Upon written approval by the Executive Director of GOFERR, design and/or administer grant or beneficiary programs;
 - i. Including but not limited to:
 1. Creating a program application for use within GOFERR data and customer management systems and drafting grant or award agreements necessary for said program; and/or
 2. Reviewing applications to grant or beneficiary programs to determine eligibility and/or award amount.
 - g. All Guidehouse services will be discussed and agreed upon in writing by GOFERR's Executive Director, prior to beginning work.
 - h. Assist municipalities, counties, and other nonentitlement units of local government with federal funds;
 - i. Including but not limited to:
 1. Providing high-level guidance to localities and counties on availability and use of federal funds;
 2. Creating and providing a custom reporting template for Treasury reporting relative to those funds;
 3. Training on program design and reporting requirements (such as webinars or teleconferences);
 4. Consulting on general eligibility of potential programs;

5. Guidance on best practices for transparency efforts;
 6. Create an online portal and/or calling center for localities and counties to submit questions or assist with responding to inquiries from localities and counties submitted to a portal referred by GOFERR; and
 7. Other high-level support for localities and counties as needed and directed by GOFERR, which could include more involved program and website design efforts.
2. To the extent such services and guidance require the use or involvement of Guidehouse team members and staff, GOFERR retains the right to determine which Guidehouse team members and staff are best suited to engage the GOFERR team on various projects, subject to the availability of those Guidehouse team members and staff.
 3. All Guidehouse services will be discussed and approved by the Executive Director of GOFERR prior to beginning work and performed on an hourly-rate basis. The work performed by Guidehouse will be limited by the capacity of staff hours approved by GOFERR. Scope and staff hours will be memorialized in writing, at least by an e-mail, from GOFERR.

EXHIBIT C - CONTRACT PRICE/PRICE LIMITATION/ PAYMENT

- Contractor must be registered with the Department of Administrative Services for a State of New Hampshire vendor number in order for a payment to be issued. Registration can be done online at:
[https://das.nh.gov/purchasing/vendorregistration/\(S\(5wm5gw45ho4qvr55aww2os55\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(5wm5gw45ho4qvr55aww2os55))/welcome.aspx).

Payment will be by check or ACH, depending on the vendor registration.

- Contractor will consult with and seek approval from GOFERR in writing of staffing levels for specific projects. Multiple staff performing the same function will generally not be approved. GOFERR retains the right and ability to exercise discretion in determining which Guidehouse staff and team members work with GOFERR.

Hourly billing rates will be based on the level of staff person at Guidehouse engaged in work under the terms outlined in this contract in accordance with the following:

Staff Level	Hourly Rate
Engagement Partner/Principal III	\$304
Engagement Leader/Principal II	\$300
Subject Matter Specialist/Principal I	\$294
Program Manager/Director	\$286
Sr. Project Manager	\$261
Project Manager	\$236
Associate III	\$206
Associate II	\$171
Associate I	\$152
Analyst II	\$124
Analyst I	\$99
Support Analyst	\$89
Support Staff II	\$68
Support Staff I	\$58
Administrative Support	\$52

3. Guidehouse, the Contractor, will be permitted to engage in work at a monthly cost not to exceed \$150,000. Any work, projects, or invoicing that would result in a cost-per-month that would exceed \$150,000 must receive written approval by GOFERR.
4. Work performed by the Contractor should be done primarily off site to GOFERR at locations that do not require travel costs, including Guidehouse offices and remote locations. To the extent that GOFERR requests New Hampshire on-site work, travel-related expenses will be charged at cost. Travel related expenses shall not include travel time.
5. Contractor will submit an invoice by the 10th of each month for the number of hours spent in the prior month to GOFERR by e-mail to Rhonda.D.Hensley-G@goferr.nh.gov. The invoice will include: 1) dates of the covered period for which the invoice applies and date on which the invoice is being submitted to GOFERR; 2) name of staff person(s) engaged in GOFERR-approved work, as well as the staff level and hourly rate; 3) number of hours of work performed by each staff person weekly during the covered period; 4) nature of the work performed by each staff person; 5) specific project for which work was performed by each staff person; and 6) cumulative hours worked, average hourly rate, and total cost being billed to GOFERR for the covered period (IE: monthly).
6. GOFERR will review the invoices to verify the services performed are within scope and pay invoices properly submitted up to contract amount of \$3,500,000.
7. Every attempt will be made to process payment within 15 days of invoice receipt. Payment will be made within 30 days of an undisputed invoice.
8. The maximum contract amount is based upon provided cost projections for defined work while providing room for expanded services. This contract expires upon reaching the contract maximum and corresponding work is completed or June 30, 2022, whichever comes first.

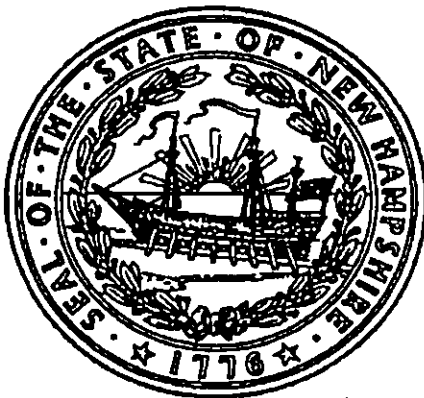
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GUIDEHOUSE INC. is a Delaware Profit Corporation registered to transact business in New Hampshire on December 02, 2003. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 457291

Certificate Number: 0005373454



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of May A.D. 2021.

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

William M. Gardner
Secretary of State

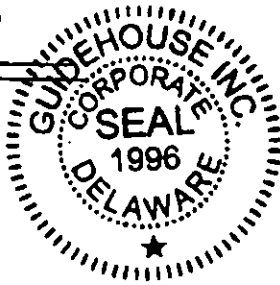
CERTIFICATE OF INCUMBENCY

I, Edward C. Eich, the undersigned General Counsel and Secretary of Guidehouse Inc., a Delaware corporation (the "Company"), do hereby certify that any person with the title of Partner is an authorized signatory with authority to make proposals and execute contracts on behalf of the Company.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Company this 25th day of May, 2021.



Edward C. Eich
General Counsel and Secretary





CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
05/25/2021

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 have ADDITIONAL INSURED provisions or 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 Aon Risk Services, Inc. of Washington, D.C. 2001 K Street NW Suite 625 N Washington DC 20006 USA	CONTACT (Name) (AC No. Em): (866) 283-7122 (AC No.): (800) 363-0105	
	EMAIL Address:	
INSURED Guidehouse Inc. 2941 Fairview Park Drive Suite 501 Falls Church VA 22042 USA	INSURER A: National Fire Ins. Co. of Hartford NAIC # 20478	
	INSURER B: The Continental Insurance Company 35289	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 570087436831 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. Limits shown are as requested.

CLASS	TYPE OF INSURANCE	ADDED	EXCLUDED	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			6057010444	05/01/2021	05/01/2022	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence): \$1,000,000 MED EXP (Any one person): \$25,000 PERSONAL & ADV INJURY: \$1,000,000 GENERAL AGGREGATE: \$2,000,000 PRODUCTS - COMPOP AGG: \$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR / PARTNER / EXECUTIVE OF MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6057010461 (AOS) 6072069738 (CA)	05/01/2021	05/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$1,000,000 E.L. DISEASE-EA EMPLOYEE: \$1,000,000 E.L. DISEASE-POLICY LIMIT: \$1,000,000

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

CERTIFICATE HOLDER Governor's Office of Emergency Relief and Recovery (GOFERR) 1 Eagle Square Concord NH 03301 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE OBLIGED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Inc. of Washington D.C.</i>

Holder Identifier: 570087436831 Certificate No.: 570087436831