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**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

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

Bureau of Materials & Research  
December 5, 2019

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a **sole-source, retroactive** agreement with the NorthEast Transportation Training & Certification Program, Inc. (NETTCP), Marshfield, MA 02050 (Vendor Code 162157) for a fee not to exceed \$65,000.00 to participate in NETTCP's training and certification program effective from January 21, 2020 through December 31, 2021, upon Governor and Council approval, with the option to renew for an additional two-year period subject to Governor and Council approval. 100% Federal Funds.

Funding is available as follows in State Fiscal Year 2020 and State Fiscal Year 2021 and is contingent upon the availability of funds for FY 2022, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
04-96-96-962015-3036			
SPR Research Funds			
066-500543 Employee Training	\$16,250.00	\$32,500.00	\$16,250.00

**EXPLANATION**

This agreement is **retroactive** because the class is to be held on January 21, 2020, an added course due to the interest from both Maine and New Hampshire. The class was added earlier as to not conflict with the construction season.

This **sole source** request is for training that is uniquely developed for technicians in the northeastern transportation industry. Working together with the FHWA, Federal Aviation Administration (FAA) and industry throughout New England, the six New England states and New York have established a nonprofit organization named the NorthEast Transportation Training & Certification Program (NETTCP). The intent of the program is to jointly develop training and certification courses that are supported by and commonly specified by each of the member states. The NETTCP Oversight Committee includes a representative from each of the member Departments of Transportation. Training and certification programs have been developed in a number of technical areas including hot mix asphalt, soils/aggregate, and concrete. Because the courses are created by and for the Northeastern States for the sole purpose of training and certifying transportation department staff in these highly technical areas, the cost per course is very reasonable and comparable to similar technical courses provided through private vendors, universities or various institutes, such as the Asphalt Institute or

concrete institutes around the nation. The nature of this program focuses the classes on required technical training. Additionally, the courses are located in the Northeast, often placing them within commutable, or at least within drivable distances, resulting in cost savings.

In order to assure that maximum quality control and superior highway materials are used in our Federally funded highway infrastructure, the Federal Highway Administration (FHWA) in 1995 published a regulation for *Quality Assurance Procedures for Construction* (23 CFR 637). The regulation states that "all sampling and testing data to be used in the acceptance decision or the independent assurance program shall be executed by qualified sampling and testing personnel." Compliance with this regulation is a requirement for receiving Federal Aid on highway and bridge construction projects.

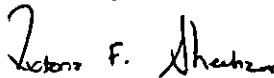
The use of performance-based specifications in New Hampshire has increased over the past decade. Under these specifications, the Contractor's payment is influenced by the quality of the materials provided. It is critical that the technicians performing these tests be properly trained and certified to provide this service. In addition, the certification process offers enhanced protection to the Department should contractor disputes arise.

This Agreement provides for technician training and certification on a per-person, per-course basis for Department personnel over the upcoming two-year period. The services are to be provided at the member costs established by the program as outlined in the Agreement.

NETTCP has no employees, and therefore does not provide proof of Workers Compensation insurance coverage. This Agreement has been approved by the Attorney General as to form and execution, and the Department has verified that the necessary funds are available. Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this agreement is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner


VFS/JB/jb  
Attachments

Subject: Transportation Technician Training and Certification FORM NUMBER P-37 ( version 1/09)

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name <u>NHDOT, Bureau of Materials &amp; Research</u>		1.2 State Agency Address <u>PO Box 483, 5 Hazen Drive, Concord, NH 03302-0483</u>	
1.3 Contractor Name <u>NorthEast Transportation Training &amp; Certification Program</u>		1.4 Contractor Address <u>PO Box 722, Marshfield, MA 02050</u>	
1.5 Contractor Phone Number <u>(800) 338-5535</u>	1.6 Account Number <u>04-96-96-962015-3036</u>	1.7 Completion Date <u>December 31, 2021</u>	1.8 Price Limitation <u>\$65,000.00</u>
1.9 Contracting Officer for State Agency <u>Peter Stamnas</u>		1.10 State Agency Telephone Number <u>(603) 271-1486</u>	
1.11 Contractor Signature <u><i>Christopher W. Bouker</i></u>		1.12 Name and Title of Contractor Signatory <u>Christopher W. Bouker, Exec. Dir.</u>	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Plymouth</u> <u>Dec. 2, 2019</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <u>Jacqueline Madden</u> [Seal]		 <b>JACQUELINE M. MADDEN</b> Notary Public Commonwealth of Massachusetts My Commission Expires October 1, 2021	
1.13.2 Name and Title of Notary or Justice of the Peace <u>Jacqueline Madden</u> <u>Notary</u>			
1.14 State Agency Signature <u><i>Peter E. Stamnas</i></u>		1.15 Name and Title of State Agency Signatory <u>Peter E. Stamnas</u> <u>Director of Project Development</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u>Adrian B. Greenstein</u> On: <u>1/2/2020</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.  
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

## DATA/ACCESS/CONFIDENTIALITY/

### RESERVATION.

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

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

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

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

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

## 14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

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

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

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

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

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

## EXHIBIT A

### Scope of Services

NETTCP (NorthEast Transportation Training & Certification Program) will provide technical training and certification on a per-person per-course request basis for the courses listed in Exhibit B.

This agreement is being established to provide training and certification for construction inspectors and materials testers, thereby providing the Department a means to comply with a federal requirement that requires materials testers to be "qualified" on construction projects that utilize federal funds. NETTCP was developed by the New England states and industry to provide training and certification for materials testing technicians to provide the six states with a mechanism to "qualify" transportation technicians. The organization now also includes the state of New York.

This agreement recognizes and agrees to abide by all NETTCP certification and re-certification policies; refund and course cancellation policies; and sign-off policy as listed in Appendix A.

## EXHIBIT B

### Contract Price

To provide technical training and a certification examination, including preparation and course manuals and handouts, for a total not to exceed contract amount of \$65,000.00 for the two year time period beginning at Governor and Council approval and ending on December 31, 2021. Training and certification examinations will be provided on a per person per course request basis at the member cost listed below for each type of certification.

#### OVERVIEW OF NETTCP TRAINING COURSES

Course Title	Course Duration	Member Cost
Hot Mix Asphalt Plant Technician Certification	Five days classroom and laboratory	\$1,070.00/applicant
Hot Mix Asphalt Plant Technician Re-Certification	Two days classroom and laboratory	\$660.00/applicant
Hot Mix Asphalt Paving Inspector Certification	Three days classroom	\$575.00/applicant
Hot Mix Asphalt Paving Inspector Re-Certification	Two days classroom	\$345.00/applicant
Soils & Aggregate Laboratory Technician Certification	Four days classroom and laboratory	\$860.00/applicant
Soils & Aggregate Laboratory Technician Re-Certification	Tree days classroom and laboratory	\$860.00/applicant
Soils & Aggregate Inspector Certification	Three days classroom and laboratory	\$680.00/applicant
Soils & Aggregate Inspector Re-Certification	Two days classroom and laboratory	\$465.00/applicant
Concrete Technician Certification	Two days classroom	\$320.00/applicant
Concrete Technician Re-Certification	Two day classroom	\$255.00/applicant
Concrete Inspector Certification	Three day classroom	\$600.00/applicant
Concrete Inspector Re-Certification	Two day classroom	\$400.00/applicant
Precast Concrete Inspector	Two day classroom	\$500.00/applicant



Course Title	Course Duration	Member Cost
Quality Assurance Technologist Certification	Three days classroom	\$695.00/applicant
Quality Assurance Technologist Re-Certification	Two days classroom	\$515.00/applicant
Drilled Shaft Foundation Inspector Certification (NHI Course No. 132070)	Three days classroom	\$650.00/applicant
Drilled Shaft Foundation Inspector Recertification	1.5 days classroom	\$380.00/applicant
Driven Pile Foundation Inspector Certification	2.5 days classroom	\$650.00/applicant
Driven Pile Foundation Inspector Recertification	1.5 days classroom	\$380.00/applicant
Subsurface Inspector Certification and Recertification	Three days classroom	\$925.00/applicant
PG Asphalt Binder Laboratory Technician Certification	Three days classroom and laboratory	\$1,595.00/applicant
PG Asphalt Binder Laboratory Technician Re-Certification	Two days classroom and laboratory	\$1,195.00/applicant
Nuclear Gauge Operator Certification	One day classroom	\$200/applicant

Upon request from NETTCP, the Department will approve individual course and examination cost increases, provided the cost increase does not exceed the posted members cost. Additional training and certification courses not listed above may be approved and paid under this agreement. The cost of new training and certification courses shall not exceed the standard posted rates being charged to other member applicants. The cost for re-examination shall be billed at the standard posted rate for each course.

NETTCP shall monitor total contract billings and not provide training and/or certification services to Department applicants if the cost of such services would cause the total billed amount for this agreement to exceed the contract amount of \$65,000.00. The Department will not pay for any services, whether authorized or not, which exceed the total contract amount of \$65,000.00.

## **EXHIBIT C**

### **Additional Provisions**

- 1) Insurance requirements of section 14 Insurance are waived.
- 2) NETTCP and its trainers are Subcontractors, and have no employees as defined in N.H. RSA chapter 281-A:2 Definitions VI.(a). They are therefore exempt from the requirement to provide Workers' Compensation insurance.

# APPENDIX A

## COMPLAINTS AND PROTESTS POLICY

Any candidate wishing to register a complaint/protest regarding a course, examiner, examination result, or a Board decision must do so in writing within thirty (30) days of the event. The written complaint/protest must be specific with regards to location, person(s) involved (if any), date and the exact nature of the complaint/protest. The written complaint/protest must be dated and bear the name and signature of the person making the complaint/protest.

All complaints/protests will be addressed by the NETTCP Executive Committee (excluding any members directly involved with the complaint/protest). All complaints/protests will be answered in writing within sixty (60) days of receipt and all decisions will be final.

## RECORDS POLICY

1. All records (registrations, evaluation forms, examinations, etc.) are the property of NETTCP.
2. Written and performance examinations will be maintained by NETTCP for a period of three (3) months. Following the three (3) month period all examinations will be destroyed.
3. Personal Information (home address, telephone number, etc.) of candidates will not be made available to the public. Access to this information is only available to NETTCP or its representative.
4. The individual's name, photograph, certification type, certification number, date of expiration and the employer at the time of certification will be made available on the NETTCP website.

## SIGN-OFF POLICY

Certified Individuals who are signing off on candidates that require a completed Evaluation Form (PG Binder and Interim certification) have a responsibility to ensure that the candidate meets the required prerequisites. The NETTCP Board of Directors adopted the following policy:

"If a certified individual signs off on a candidate for an interim certification or for a PG Asphalt Binder Laboratory Technician candidate, the certified individual may be asked to submit written documentation of the criteria he/she used to warrant the sign-off. If the written documentation is not satisfactory to the Executive Committee, disciplinary action up to revocation of certification(s) may be taken."

## PHOTOGRAPH POLICY

All people attending a NETTCP course for certification shall have their picture taken at that course. The photograph shall be used for the following two purposes:

1. The photograph will be used on the certification Identification card.
2. The photograph will be used on the NETTCP website for certification verification.

# State of New Hampshire

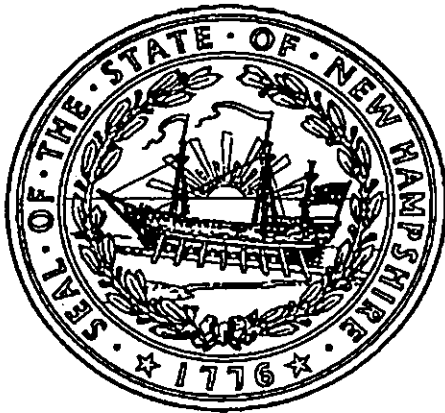
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTHEAST TRANSPORTATION TRAINING AND CERTIFICATION PROGRAM, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on August 29, 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: 448072

Certificate Number: 0004617458



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 13th day of November A.D. 2019.

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

William M. Gardner  
Secretary of State

# NorthEast Transportation Training and Certification Program

CT • MA • ME • NH • NY • RI • VT

## Certificate of Vote

I, Robert Lauzon, hereby certify that I am the duly elected President of the "NorthEast Transportation Training and Certification Program, Inc." (NETTCP).

I hereby certify the following is a true copy of a vote taken at a meeting of the Executive Committee of NETTCP, duly called and held on September 15, 2011 at which time a quorum of the Executive Committee was present and voting:

### VOTED:

"RESOLVED that Christopher W. Bowker, the Executive Director of NETTCP, is authorized to execute on behalf of NETTCP any bid proposal or contract to be performed by NETTCP for the State of New Hampshire, specifically the New Hampshire Department of Transportation, and to execute any documents which he may in his judgment deem to be necessary to effect the purpose of this vote."

I hereby certify that said vote has not been amended or repealed and remains in full force and effect and that Christopher W. Bowker is duly elected the Executive Director of NETTCP.

Date: December 2, 2019

  
\_\_\_\_\_  
Robert Lauzon, President

