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ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

May 21, 2020

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

Requested Action

Pursuant to RSA 21-P:12-a(c), authorize the Department of Safety to enter into a contract with O'Connor Legal, Medical & Media Services, LLC, 40 Main Street, South Sutton, NH 03273 (VC 271886, B001), in the amount not to exceed \$34,410.00 to provide transcribing services for investigations and hearings. The agreement is effective upon Governor and Council through June 30, 2023. Funding source: Revolving Funds and Agency Income (Fees).

Funds are available in the SFY2021 operating budget and contingent upon the availability and continued appropriation of funds in SFY2022 and SFY2023 with the authority to adjust between fiscal years through the Budget Office if needed and justified.

02-23-23-237010-40650000 Dept. of Safety – FSTEMS – FSTEMS ADMIN	<u>SFY2021</u>	<u>SFY2022</u>	<u>SFY2023</u>
103-502664 Contracts for OP Services	\$4,440.00	\$4,440.00	\$4,440.00
Activity Code: 2370			
02-23-23-231010-30820000 Dept. of Safety – Office of Comm – Hearings Transcrib	<u>\$7,030.00</u>	<u>\$7,030.00</u>	<u>\$7,030.00</u>
103-502664 Contracts for OP Services	\$11,470.00	\$11,470.00	\$11,470.00
Activity Code: 2310			
		Total	\$34,410.00

Explanation

This contract provides transcribing services of recordings used in investigations and hearings for the Department of Safety's Division of Fire Standards & Training and Emergency Medical Services and the Bureau of Hearings. The Division of Fire Standards & Training and Emergency Medical Services posted a Request for Bids (RFB) on the State's Purchase and Property website on March 12, 2020. Two vendors submitted bids with the O'Connor Legal, Medical and Media Services, LLC bid being the lowest bid.

Respectfully submitted,

for Robert L. Quinn
Commissioner of Safety

Transcribing Quotes Received
RFB DOS 2020-08
For FY 2021 - 2023

	FY21	FY21	FY22	FY22	FY23	FY23
VENDOR	Cost per page for Certified Original	Cost per page for Certified Copy	Cost per page for Certified Original	Cost per page for Certified Copy	Cost per page for Certified Original	Cost per page for Certified Copy
O'Connor Legal, Medical, & Media Services, LLC	\$1.85	\$0.95	\$1.85	\$0.95	\$1.85	\$0.95
DocuScript, LLC	\$2.40	\$0.90	\$2.40	\$0.90	\$2.40	\$0.90

FORM NUMBER P-37 (version 12/11/2019)

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 Department of Safety, Division of Fire Standards & Training and Emergency Medical Services		1.2 State Agency Address 33 Hazen Drive, Concord, NH 03305	
1.3 Contractor Name O'Connor Legal, Medical & Media Services, LLC		1.4 Contractor Address 40 Main Street, South Sutton, NH 03273	
1.5 Contractor Phone Number 603-865-1255	1.6 Account Number See Exhibit A	1.7 Completion Date June 30, 2023	1.8 Price Limitation Not to exceed \$34,410.00
1.9 Contracting Officer for State Agency Director Deborah A. Pendergast		1.10 State Agency Telephone Number 603-223-4200	
1.11 Contractor Signature <i>Victoria O'Connor</i> Date: 04/10/20		1.12 Name and Title of Contractor Signatory Victoria O'Connor, Owner	
1.13 State Agency Signature <i>[Signature]</i> Date: 5/21/20		1.14 Name and Title of State Agency Signatory Steve R. Lavoie, Director of Administration	
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: <i>[Signature]</i> On: 6/9/2020			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

[Handwritten Initials]

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 Initials



Date 04/10/20

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 appropriate account numbers for the P-37 form, section 1.6 are listed below:

	FY2021	FY2022	FY2023
Division of Fire Standards & Training and Emergency Medical Services 02-23-23-237010-40650000 103-502664	\$4,440.00	\$4,440.00	\$4,440.00
Office of the Commissioner, Bureau of Hearings 02-23-23-231010-30820000 103-502664	\$7,030.00	\$7,030.00	\$7,030.00
TOTAL	\$11,470.00	\$11,470.00	\$11,470.00



EXHIBIT B

2. EMPLOYMENT OF CONTRACTOR: SERVICES TO BE PERFORMED.

O'Connor Legal, Medical, and Media Services, LLC shall provide the following transcription services in accordance with RFB DOS 2020-08 to the Department of Safety. The contract period is upon July 1, 2020 or upon Governor & Council approval (whichever happens later) through June 30, 2023.

Services:

To provide professional transcribing services for investigations on behalf of the Division of Fire Standards & Training and Emergency Medical Services and transcribing services for legal proceedings on behalf of the Administrator, Bureau of Hearings. The estimated volume of pages needed to be transcribed is listed below for the two different Divisions:

Division of Fire Standards & Training and Emergency Medical Services estimated amount is 2,400 pages per fiscal year.

The Administrator, Bureau of Hearings estimated amount is 3,800 pages per fiscal year.

This figure varies and is not intended to be a guarantee of the amount of work in the future. All services must be provided within the United States.

Requests:

The request for transcribing will be sent from either the Division of Fire Standards & Training and Emergency Medical Services or the Administrator, Bureau of Hearings by mail to the vendor in a CD format or via email in a digital format from a digital recording electronically uploaded onto the vendors secure website. The transcript is expected to be completed and returned to the Division within three (3) weeks from the date of the vendor receiving the recording. The CD must be returned to the appropriate Division with the transcript. No additional fee is to be charged for the mailing or delivery of the transcript to the Department of Safety.

For the Division of Fire Standards & Training and Emergency Medical Services:

An electronic certified transcript be sent by email to the division contract person.

For the Administrator, Bureau of Hearings:

The vendor shall not accept a request to prepare a transcript in any form from any other party without written approval by the Department of Safety, Bureau of Hearings. Pursuant to RSA 541-A:31, VII, a party may request in writing, a transcript of the hearing, but shall first pay all reasonable costs for such transcription, as specified in administrative rule, Saf-C 203.14(b). Saf-C 203.14(b) (8) requires prepayment to the Department of Safety for a certified typed transcript of hearing, \$3.75 per page and \$1.00 per page for the copy payable to the Department of Safety. The prepared original transcript by the vendor shall be mailed to the person, agency, business at the address provided to the Hearings Bureau and the Hearings Bureau will be sent a copy. No additional fee is to be charged to the Department of Safety for the mailing or delivery of the transcript to another location.



Format of the Transcript:

The transcript must be produced using the following guidelines:

- Size-the paper size is to be 8 ½ x 11 inches.
- Color-white paper is to be used.
- Ink Color-Black is to be used.
- Type Size-The letter character size is to be 10 to 12 letters per inch. This provides for approximately 63 characters to each line. Type should be letter quality.
- Numbers of Lines per Page-Each page of transcription is to contain between 23 and 25 lines of text. Each line is to be numbered. The last page may contain fewer lines if it is less than a full page of transcription. Page numbers or notations cannot be considered as part of the count of text lines.
- Margins-Typing is to begin on each page at the 1-1/2 inch left margin and continue to the ½ inch right margin.
- Spacing-Lines of transcript text are to be double-spaced.
- Each page of transcription is to bear numbers indicating line of transcription on the page.
- Numbering-The pages of the transcript are to be numbered in a single series of consecutive numbers for each proceeding. The page number should be placed at the top right corner of the page flush with the right margin above the first line of transcription. The page number shall not count as a line of transcript.

Content:

- Verbal-The transcript shall contain all words and other verbal expressions uttered during the course of the proceeding.
- Striking of portions of the proceeding-No portion of the proceeding shall be omitted from the record by an order to strike. The material ordered stricken, as well as the order to strike, must all appear in the transcript.
- Punctuation and Spelling-Punctuation and spelling shall be appropriate standard usage.
- Interruptions of Speech and Simultaneous Discussions-Interruptions of speech shall be denoted by the use of a dash at the point of interruption, and again at the point the speaker resumes speaking.
- Cover-The transcriptionist is to cover at no extra charge the original transcript with front and back covers of good quality sulphite paper and heavy weight transparent plastic or similar material as the Division approves.

Certification:

The transcriptionist is to authenticate the original transcript with a certificate on the last page. No additional fee is to be charged for the authentication and certification. The certification is to appear on the last page of each transcript.

O'Connor Legal, Medical, & Media Services, LLC

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Contractor Initials



Date 04/10/20

	Fiscal Year 2021 July 1, 2020-June 30, 2021	Fiscal Year 2022 July 1, 2021-June 30, 2022	Fiscal Year 2023 July 1, 2022-June 30, 2023
Cost per page for Certified Original:	\$1.85	\$1.85	\$1.85
Cost per page for Certified Copy:	\$.95	\$.95	\$.95

EXHIBIT C

5. CONTRACT PRICE: LIMITATION ON PRICE: PAYMENT.

The total contract price shall not exceed \$34,410.00 and breaks down as follows:

Fiscal Year 2021	\$11,470.00
Fiscal Year 2022	\$11,470.00
Fiscal Year 2023	\$11,470.00

Partial payments are accepted. Invoices shall be submitted when services have been completed to:

State of New Hampshire
Department of Safety
Division of Fire Standards & Training and Emergency Medical Services
33 Hazen Drive
Concord, NH 03305
Email: AccountsPayable@dos.nh.gov

Or

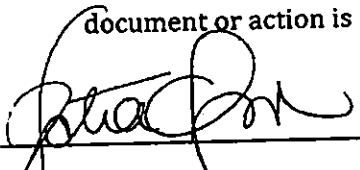
State of New Hampshire
Department of Safety
Bureau of Hearings
33 Hazen Drive
Concord, NH 03305
Email: AccountsPayable@dos.nh.gov



CERTIFICATE OF AUTHORITY

I, Victoria O'Connor, hereby certify that:

1. I am the Sole Member of the Company of O'Connor Legal, Medical & Media Services, LLC.
2. I hereby further certify that the State of New Hampshire will rely on this certificate as evidence that I have full authority to bind O'Connor Legal, Medical & Media Services, LLC, and that no corporate resolution, shareholder vote, or other document or action is necessary to grant me such authority.



(Contract Signatory - Signature)

4/14/2020
Date

STATE OF New Hampshire
COUNTY OF Merri-mack

On this, the 14 day of April, 2020, before me, Katrina Spear ^{KS4/14/20}
~~Victoria O'Connor~~,
the undersigned officer, personally appeared Victoria O'Connor, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledge that she executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.



(Notary Public Signature)

Katrina Spear
Notary Public, State of New Hampshire
My Commission Expires July 27, 2023

Commission Expires: July 27 2023

State of New Hampshire

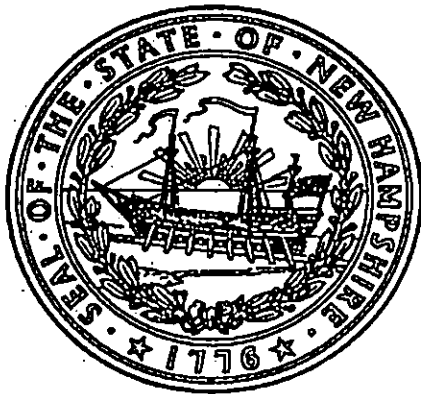
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that O'CONNOR LEGAL, MEDICAL & MEDIA SERVICES LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on March 03, 2016. 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: 740747

Certificate Number: 0004889338



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April A.D. 2020.

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

William M. Gardner
Secretary of State



OCONN-1

OP ID: HS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/11/2020

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.

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.

PRODUCER: Lake Sunapee Insurance Agency, Inc.
INSURED: O'Connor Legal, Medical & Media Services, LLC
CONTACT: Howard Sargent
INSURER(S): Liberty Mutual Insurance

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
***This certificate of insurance is issued as a matter of information only and confers no rights upon the certificate holder.

CERTIFICATE HOLDER: State of New Hampshire
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF...

NOTEPAD

O'Connor Legal, Medical & Media Ser
INSURED'S NAME vices, LLC

OCONN-1
OP ID: HS

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Date 04/15/2020

COMPLETE NAME OF CERTIFICATE HOLDER:

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF FIRE STANDARDS & TRAINING AND
EMERGENCY MEDICAL SERVICES
33 HAZEN DRIVE
CONCORD, NH 03305

O'Connor Legal, Medical & Media Services, LLC

40 Main Street, P.O. Box 384
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NH Fire Academy
Division of Fire Standards & Training and EMS
33 Hazen Street
Concord, NH 03305

April 14, 2020

Ms. Clough,

This letter is to address the Workers' Comp. Insurance requirement, as listed in the P-37, Subsection 15. O'Connor Legal, Medical & Media Services, LLC does not have any employees and I am the only Member of the LLC. Therefore, it is my understanding that O'Connor Legal, Medical & Media Services, LLC is exempt from this requirement.

Sincerely,

Victoria O'Connor

Victoria O'Connor, CET
Owner
O'Connor Legal, Medical & Media Services, LLC