



GR
67

October 6, 2020

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs (BEA), Division of Economic Development, to amend the **SOLE SOURCE** Contract Agreement (Contract #1059558) with the Granite State District Export Council (DEC) (VC#221380), Dover, NH, by increasing the contract amount by \$202,884.30 from \$694,351.47 to \$897,235.77 to provide financial administration, oversight and reporting services in compliance with the State Trade Expansion Program (STEP) Grant Year 9 initiatives effective upon approval of Governor and Executive Council.

This contract was originally approved by Governor and Executive Council on November 8, 2017, (Item #48), amended on August 22, 2018, (Item #MOP 150, I, B, (5) #B), amended on January 23, 2019 (Item #71), and amended on December 18, 2019 (Item #80). **100% Federal Funds**

Funding is available in the following account for Fiscal Year 2021:

03-22-22-220510-14510000 DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS, ECONOMIC DEVELOPMENT, STATE TRADE & EXPORT PROMO

FY2021

102-500731 Contracts for Program Services \$202,884.30

EXPLANATION

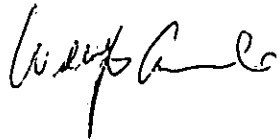
In September 2020, BEA was awarded a \$255,427 grant through the U.S. Small Business Administration's State Trade Expansion Program (STEP) grant program, which is a component of the Small Business Jobs Act of 2010, Section 1207. This grant represents the ninth round of funding for the program and New Hampshire has received an award each year due to its innovative proposals. The main purpose of the grant is to provide opportunities to New Hampshire companies to create business opportunities in international markets in order to compete in the world market place. The extended contract with the DEC will assist BEA by providing financial administration, oversight and reporting services in compliance with the State Trade Expansion Program (STEP) Grant Year 9 initiatives, i.e. the matching grants program, Export Training Program, and the Export Expansion-Rapid Response activity.

The DEC has a proven record of leadership expertise in the international trade market, which BEA feels is necessary to ensure compliance with the grant award. There are changes in the contract amount, increasing by \$202,884.30, and the addition of the STEP Year 9 activities.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
October 2, 2020
Page 2 of 2

The Attorney General's office has approved this contract amendment to form, substance and execution.

Respectfully Submitted,



Wildolfo Arvelo
Director



Taylor Caswell
Commissioner

**Contract Agreement with Granite State District Export Council
for financial administration, oversight and reporting services
(State Trade Expansion Program (STEP) – Grant 7, Grant 8 and 9)**

AMENDMENT

This Agreement (hereinafter called the Amendment) dated 5th day of October, 2020 is by and between the State of New Hampshire, acting by and through its Department of Business and Economic Affairs (BEA), Division of Economic Development (hereinafter referred to as the State) and Granite State District Export Council.

WHEREAS, pursuant to an Agreement (hereinafter called the Agreement) approved by the Governor and Executive Council on November 8, 2017, Item #48, amended on August 22, 2018, Item #5 (MOP 150, I, B), amended on January 23, 2019, Item #71 and amended December 18, 2019, Item #80, Granite State District Export Council agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, Granite State District Export Council and the State have agreed to amend the Agreement in certain respects;

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

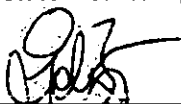
1. **Amendment and Modification of Agreement:** The Agreement is hereby amended as follows:
 - A. The price limitation as set forth in sub-paragraph 1.8 of the Agreement will increase by \$202,884.30.
 - B. The Time of Performance as set forth shall include the STEP Grant 9 program terms, which end 9/29/2021.
 - C. Exhibit B shall be changed to include the following: Granite State District Export Council shall establish three separate accounts for each grant year, as well as three separate record keeping systems for each grant year.
2. **Effective Date of Amendment:** This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. **Continuance of Agreement:** Except as specifically amended and modified by the terms and conditions of this Agreement, the Agreement and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

**Contract Agreement with Granite State District Export Council
for financial administration, oversight and reporting services
(State Trade Expansion Program (STEP) – Grant 7, Grant 8 and 9)**

AMENDMENT


IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Granite State District Export Council

By: 

Gabriele Zeira, Vice Chair

THE STATE OF NEW HAMPSHIRE Department
of Business and Economic Affairs

By:  2020.10.08

11:22:03 -04'00'
Taylor Caswell, Commissioner

Approved by Attorney General this 9th day of October, 2020, as to form, substance and execution.

OFFICE OF ATTORNEY GENERAL



EXHIBIT A

No special provisions are required for this contract.

EXHIBIT B

Scope of Services – This Contract Agreement, by and between the Granite State District Export Council, hereinafter called “DEC,” and the State of New Hampshire Department of Business and Economic Affairs, hereinafter called the “State,” is for DEC to provide financial administration and reporting services in compliance with the State Trade Expansion Promotion (STEP) grant.

Time of Performance – The services of DEC shall commence upon Governor and Executive Council approval. All of the services required and performed shall include the STEP Grant 9 program terms, which ends on 9/29/2021.

Anticipated Expenses –STEP 9

Description	
Financial Assistance Awards	
Reimbursement processing and reconciliation for participating ESBC's	\$188,217.96
Subtotal	\$188,217.96
Export Training and Expansion Opportunities	
Fees for online e-courses, export training workshops (trainer fees and venue fees) and customized US Commercial Service products to meet international marketing demands	10,000.00
Subtotal	\$10,000.00
Administrative Fees	
Granite State District Export Council	\$4,666.34
Subtotal	\$4,666.34
Grand Total	\$202,884.30

- The DEC shall establish three separate accounts for each grant year, as well as three separate record keeping systems for each grant year.
- The DEC shall submit invoices to the State on a monthly basis, based on actual expenses. Invoices shall show current and cumulative expenses incurred to date as well as respective copies of payments to outside vendors. The State shall pay the DEC within 30 days of receipt and approval of invoice.
- Reconciliation of receipts, payment and budgets at a rate of \$25.00/hr.
- Development, maintenance and troubleshooting of web-based forms.
- The DEC shall submit its final invoice no later than 60 days after the end of the STEP Grant 7, Grant 8 and 9 terms.

- All DEC invoices shall be submitted to:

Tina Kasim, Program Director
Department of Business and Economic Affairs, Division of Economic Development
Office of International Commerce
100 North Main Street, Suite 100
Concord, NH 03301

State of New Hampshire

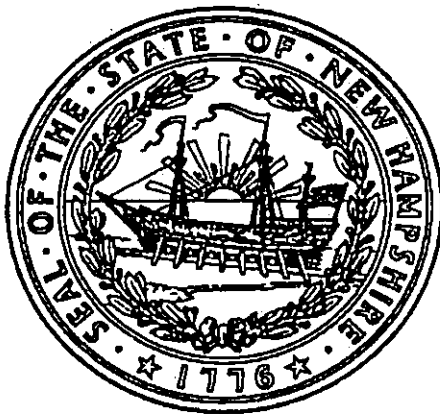
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE DISTRICT EXPORT COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 24, 1999. 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: 323614

Certificate Number: 0005012865



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 30th day of September A.D. 2020.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

Corporate Resolution

I, Joseph Kenney, hereby certify that I am duly a member of the
(Name)

Granite State District Export Council. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation or LLC)

a meeting of the Board of Directors/shareholders, duly called and held on October 6, 2020
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Gabriele Zeira, Vice Chair (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

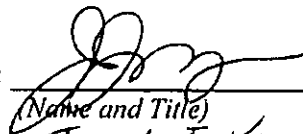
Granite State District Export Council with the State of New Hampshire and any of
(Name of Corporation or LLC)

its agencies or departments and further is authorized to execute any documents which
may in his/her judgment be desirable or 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 as of the date of the contract to which this certificate is attached. I further
certify that it is understood that the State of New Hampshire will rely on this certificate as
evidence that the person(s) listed above currently occupy the position(s) indicated and that
they have full authority to bind the corporation. To the extent that there are any limits on the
authority of any listed individual to bind the corporation in contracts with the State of New
Hampshire, all such limitations are expressly stated herein.

DATED: 10/6/2020

ATTEST: _____


(Name and Title)
Joseph J. Kenney Treasurer



GRANSTA-32

AHATCH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/30/2020

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. 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 A W Frost Agency, Inc. 354 Central Street Franklin, NH 03235	CONTACT NAME: Amanda Hatch	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS: ahatch@davistowle.com		
INSURER(S) AFFORDING COVERAGE:		NAIC #
INSURER A: The Hanover Insurance Companies		22292
INSURER B: Philadelphia Insurance Company		23850
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	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"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			OHVA431275	9/25/2020	9/25/2021	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/PROP AGG \$ 2,000,000
							\$
							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 \$
							\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers			PHSD1569225	9/25/2020	9/25/2021	

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

CERTIFICATE HOLDER

State of NH Dept of Business & Economic Affairs
 100 North Main St
 Suite 100
 Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Amanda M. Hatch

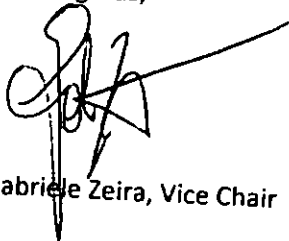


October 6, 2020

To Whom It May Concern:

The Granite State District Export Council (GSDEC) is an organization staffed and operated by a group of export-focused volunteers representing multiple sectors in New Hampshire's economy. As a volunteer organization with no employees, the GSDEC is not required to have workman's compensation processes in place.

Kind regards,



Gabriele Zeira, Vice Chair

Corporate Resolution

I, Joseph Kenney, hereby certify that I am duly a member of the
(Name)

Granite State District Export Council. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation or LLC)

a meeting of the Board of Directors/shareholders, duly called and held on September 30, 2018
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Gabriele Zeira, Vice Chair (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Granite State District Export Council with the State of New Hampshire and any of
(Name of Corporation or LLC)

its agencies or departments and further is authorized to execute any documents which
may in his/her judgment be desirable or necessary to effect the purpose of this vote.

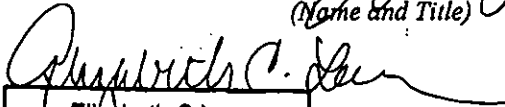
I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the date of the contract to which this certificate is attached. I further
certify that it is understood that the State of New Hampshire will rely on this certificate as
evidence that the person(s) listed above currently occupy the position(s) indicated and that
they have full authority to bind the corporation. To the extent that there are any limits on the
authority of any listed individual to bind the corporation in contracts with the State of New
Hampshire, all such limitations are expressly stated herein.

DATED: _____

12/7/18

ATTEST: _____

(Name and Title)


Elizabeth C Law
Notary Public, State of New Hampshire
My Commission Expires Feb 28, 2020

Certificate of Authority #1

Corporation or LLC - Non-specific, Open-ended)



GRANSTA-32

AHATCH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/17/2018

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 A W Frost Agency, Inc. 354 Central Street Franklin, NH 03235	CONTACT NAME: Amanda Hatch	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
EMAIL ADDRESS: ahatch@davistowle.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Hanover Insurance Companies		22292
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

Granite State District Export Council
 c/o Cornerstone Tax Services
 54 Dover Point Rd, Suite 101
 Dover, NH 03820

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

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSD WVD	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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		OHVA431275-04	09/25/2018	09/25/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 6,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP 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 (Per 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 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER State of NH Dept of Business & Economic Affairs 172 Pembroke Rd Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Amanda N. Hatch</i>
--	--

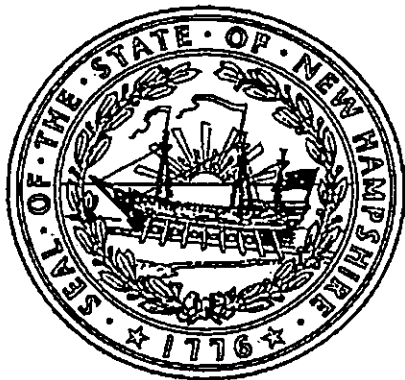
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE DISTRICT EXPORT COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 24, 1999. 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: 323614

Certificate Number: 0004100401



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of May A.D. 2018.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State



December 7, 2018

To Whom it May Concern:

The Granite State District Export Council (GSDEC) is an organization staffed and operated by a group of export-focused volunteers representing multiple sectors in New Hampshire's economy. As a volunteer organization with no employees, the GSDEC is not required to have workman's compensation processes in place.

Kind regards,

Gabriele Zeira, Vice Chair

**Contract Agreement with Granite State District Export Council
for financial administration, oversight and reporting services
(State Trade Expansion Program (STEP) - Grant 6 and 7)**

AMENDMENT


This Agreement (hereinafter called the Amendment) dated 28th day of November, 2018 is by and between the State of New Hampshire, acting by and through its Department of Business and Economic Affairs (BEA), Division of Economic Development (hereinafter referred to as the State) and Granite State District Export Council.

WHEREAS, pursuant to an Agreement (hereinafter called the Agreement) approved by the Governor and Executive Council on November 8, 2017, Item #48, and amended on August 22, 2018, Item #5 (MOP 150, I, B) Granite State District Export Council agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, Granite State District Export Council and the State have agreed to amend the Agreement in certain respects;

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

1. **Amendment and Modification of Agreement:** The Agreement is hereby amended as follows:
 - A. The Completion Date as set forth in sub-paragraph 1.7 of the Agreement shall be changed from September 29, 2019 to September 29, 2020.
 - B. The Time of Performance as set forth in Exhibit A shall be changed from September 29, 2019 to September 29, 2020, per the STEP Grant 6 and STEP Grant 7 program terms.
 - C. The Grant Financial Administration component (#2) as set forth in Exhibit A shall be changed as follows: The Granite State District Export Council shall develop separate financial record keeping system consistent with STEP grant guidelines, including the establishment of a filing system for each grant period.
 - D. Exhibit B shall be changed to include the following: Granite State District Export Council shall establish two separate accounts for each grant year, as well as two separate record keeping systems for each grant year.
2. **Effective Date of Amendment:** This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. **Continuance of Agreement:** Except as specifically amended and modified by the terms and conditions of this Agreement, the Agreement and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.


 12/7/18

**Contract Agreement with Granite State District Export Council
for financial administration, oversight and reporting services
(State Trade Expansion Program (STEP) - Grant 6 and 7)**

AMENDMENT

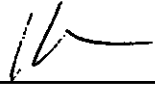
IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Granite State District Export Council

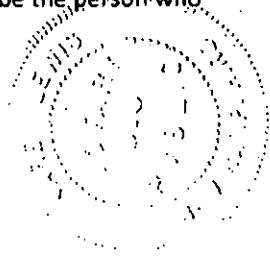
By: 
Gabriele Zebra, Vice Chair

On this the 1st day of DECEMBER, 2018, before me the undersigned officer,
personally appeared GABRIELE ZEBRA who acknowledged himself to be the person who
executed the forgoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.


My Commission expires:

KAREN LEWIS
Notary Public - New Hampshire
My Commission Expires July 19, 2022



THE STATE OF NEW HAMPSHIRE
Department of Business and Economic Affairs

By: _____
Taylor Caswell, Commissioner

Approved by Attorney General this _____ day of _____, 2018, as to form, substance
and execution.

OFFICE OF ATTORNEY GENERAL

JR 12/1/18

EXHIBIT A

Scope of Services – This Contract Agreement, by and between the Granite State District Export Council, hereinafter called “DEC,” and the State of New Hampshire Department of Business and Economic Affairs, hereinafter called the “State,” is for DEC to provide financial administration and reporting services in compliance with the State Trade Expansion Promotion (STEP) grant.

Time of Performance – The services of DEC shall commence upon Governor and Executive Council approval. All of the services required and performed hereunder shall be completed no later than *September 29, 2020* per the STEP Grant 7 program term.

Personnel

- The DEC shall secure all personnel required in performing the services under this Contract Agreement.
- All of the services required hereunder shall be performed by the DEC or the State, or under the State’s supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.

Grant Financial Administration

- All financial information, data, reports, records and/or other information necessary for carrying out the services shall be furnished to the State by the DEC. No charge shall be made to the State for such information and the State will cooperate with the DEC in every way possible to facilitate the performance of services described in this Contract Agreement.
- The DEC shall develop separate financial record keeping system consistent with STEP grant guidelines, including the establishment of a filing system for each grant period. The DEC shall obtain approval from the State’s Program Director prior to expenditure of any funding for services provided under this contract.
- The DEC shall establish two separate accounts for each grant year, as well as two separate record keeping systems for each grant year
- The State shall prepare and submit all required project reporting required by the STEP grant, including but not limited to progress reporting, quarterly reporting, and other reporting included in the agreement between the State and the US Small Business Administration (SBA).
- All original STEP grant invoices and billing shall be retained by the State and shall be available to the DEC upon request.

gp 12/7/11

- The State shall prepare and submit drawdown reimbursement requests to the SBA.
- The State shall serve as the main Point of Contact during the implementation and completion of the STEP grant for any monitoring visit by staff representatives from the SBA.

JP 12/7/18

EXHIBIT B

Anticipated Expenses –STEP 6

Description	
Export Expansion Fund	
Payment reimbursement and processing for participating ESBC's	\$11,733
<i>Subtotal</i>	\$11,733
Farnborough Air Show 2018	
Booth, marketing and branding	\$75,000
<i>Subtotal</i>	\$75,000
Financial Assistance Awards	
Reimbursement processing and reconciliation for participating ESBC's	\$151,495
<i>Subtotal</i>	\$151,495
Export Training Workshops	
Trainer fees and venue fees	\$6,000
<i>Subtotal</i>	\$6,000
Administrative Fees	
Granite State District Export Council	\$8,505
<i>Subtotal</i>	\$8,505
Grand Total	\$252,733

12/7/16 

Anticipated Expenses –STEP 7

Description	
Financial Assistance Awards	
Reimbursement processing and reconciliation for participating ESBC's	\$144,331.00
<i>Subtotal</i>	\$144,331.00
MSPO-Poland Defense Show	
Booth, marketing and branding	\$72,924.00
<i>Subtotal</i>	\$72,924.00
Export Training Workshops	
Trainer fees and venue fees	\$2,500
<i>Subtotal</i>	\$2,500
Administrative Fees	
Granite State District Export Council	\$4,995.00
<i>Subtotal</i>	\$4,995.00
Grand Total	\$224,750.00

- The DEC shall establish two separate accounts for each grant year, as well as two separate record keeping systems for each grant year.
- The DEC shall submit invoices to the State on a monthly basis, based on actual expenses. Invoices shall show current and cumulative expenses incurred to date as well as respective copies of payments to outside vendors. The State shall pay the DEC within 30 days of receipt and approval of invoice.
- Reconciliation of receipts, payment and budgets at a rate of \$25.00/hr.
- Development, maintenance and troubleshooting of web-based forms.
- The DEC shall submit its final invoice no later than 60 days after the end of the STEP Grant 7 term.

- All DEC invoices shall be submitted to:
 Tina Kasim, Program Director
 Department of Business and Economic Affairs
 Division of Economic Development
 Office of International Commerce
 1 Eagle Square Suite 100
 Concord, NH 03301

12/7/11


EXHIBIT C

No special provisions are required for this contract.

14/7/12 