



## State of New Hampshire

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

ROBERT L. QUINN  
COMMISSIONER OF  
SAFETY

November 3, 2020

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

### Requested Action

Authorize the Department of Safety (DOS), Office of Highway Safety (OHS), to enter into a contract with LexisNexis Coplogic Solutions, Inc. (VC#278159-B001), 1000 Alderman Drive, Alpharetta, GA 30005 in the amount of \$310,000.00 for providing traffic-related data collection and analysis required for the NH Highway Safety Plan. Effective upon Governor and Council approval through September 30, 2025. Funding source: 100% Federal Funds.

Funds are available in the SFY 2021 operating budget and contingent upon the availability and continued appropriations in SFY 2022 through SFY 2025 with the authority to adjust between fiscal years through the Budget Office if needed and justified.

02-23-23-231010-75420000, Dept. of Safety – Office of Commissioner – 408 Data Program  
102-500731 Contracts for Program Services

<u>SFY 2021</u>	<u>SFY 2022</u>	<u>SFY 2023</u>	<u>SFY 2024</u>	<u>SFY 2025</u>	<u>Total</u>
\$55,000.00	\$55,000.00	\$55,000.00	\$75,000.00	\$70,000.00	\$310,000.00

### Explanation

This contract provides for traffic-related data collection and analysis required by the National Highway Traffic Safety Administration (NHTSA) to support the State of New Hampshire Traffic Records Program and the NH Highway Safety Plan. The Highway Safety Plan is developed each year and submitted to NHTSA for approval and funding. Over \$3.5 million is awarded each year to fund additional enforcement patrols, public awareness messaging, and data collection analysis efforts.

The contractor will assist with project development and reporting, coordinating and conducting traffic records meetings, developing traffic records performance measures, compiling data and statistics, and coordinating input from the State's traffic records data systems including e-Crash, e-Citation, NH State Police's Record Management System, the Division of Motor Vehicle's VISION System, and the DOS Bureau of Emergency Medical Services' (EMS) TEMSIS systems to develop the annual Traffic Records Strategic Plan. The contractor will also provide guidance on current and revised NHTSA requirements for highway safety projects, the Highway Safety Plan, and traffic records systems to ensure continued compliance.

This contract also funds a NHTSA-sponsored Traffic Records Assessment. The assessment is required to maintain eligibility for additional NHTSA traffic record grant funding and will be completed in SFY 2024. Additional workshops will be held throughout 2025 to address recommendations resulting from the assessment.

To procure these services, a Request for Proposals (RFP #DOS 2021-03) was posted on the State's procurement website from June 25, 2020 through July 17, 2020 with LexisNexis Coplogic Solutions Inc. submitting the only proposal.

Respectfully submitted,

  
Robert L. Quinn  
Commissioner of Safety

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


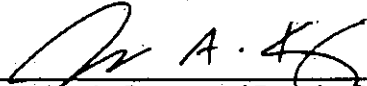
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> NH DEPARTMENT OF SAFETY OFFICE OF HIGHWAY SAFETY		<b>1.2 State Agency Address</b> 33 HAZEN DRIVE, ROOM 208 CONCORD, NH 03305	
<b>1.2 Contractor Name</b> LEXISNEXIS COPLOGIC SOLUTIONS INC.		<b>1.4 Contractor Address</b> 1000 ALDERMAN DRIVE, ALPHARETTA, GA 30005	
<b>1.5 Contractor Phone Number</b> 860-577-0880	<b>1.6 Account Number</b> 010-023-75420000-102 500731	<b>1.7 Completion Date</b> September 30, 2025	<b>1.8 Price Limitation</b> \$310,000.00
<b>1.9 Contracting Officer for State Agency</b> JOHN CLEGG		<b>1.10 State Agency Telephone Number</b> 603-271-2893	
<b>1.11 Contractor Signature</b>  Date: 10/12/2020		<b>1.12 Name and Title of Contractor Signatory</b> WILLIAM MADISON, EXECUTIVE VICE PRESIDENT	
<b>1.13 State Agency Signature</b>  Date: 11/4/2020		<b>1.14 Name and Title of State Agency Signatory</b> Robert Quinn, Commissioner	
<b>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)</b> By:  On: 11/18/2020			
<b>1.17 Approval by the Governor and Executive Council (if applicable)</b> G&C Item number: _____ G&C Meeting Date: _____			

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

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

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

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

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

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

## 9. TERMINATION.

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

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

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

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement not 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

Office of Highway Safety P-37 Agreement, General Provisions, section 12.1 is replaced in its entirety with the following:

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 Except for assignments by operation of law, 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.

Office of Highway Safety P-37 Agreement, General Provisions, section 13 is replaced in its entirety with the following:

**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 third-party claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

Office of Highway Safety P-37 Agreement, General Provisions, is amended to insert the following section 25 after section 24:

**25. LIMITATION OF LIABILITY.** In no event shall Contractor be liable for any indirect, special, incidental, or consequential damages in connection with this Agreement or the performance or failure to perform hereunder, even if advised of the possibility of such damages. To the extent permitted by applicable law, Contractor's entire liability for any claims(s) resulting from its acts or omissions, including, but not limited to negligence claims under this Agreement shall not exceed the total amount of fees actually received by Contractor from State (excluding pass through or out of pocket expenses) during the twelve (12) month period immediately preceding the event first giving rise to such liability, and if not yet in the twelfth (12th) month of this Agreement, for the period leading up to such event. Notwithstanding the foregoing, the limitations set forth in this section shall not apply to the Contractor's obligations pursuant to Section 13 (Indemnification). In no event shall Contractor's liability to State under this Agreement, including the Contractor's indemnity obligations, exceed One Million Dollars and 00/100 (\$1,000,000.00) in the aggregate.

Special Provisions Cont.

Office of Highway Safety Grant Agreement FFY2021, General Provisions, "CERTIFICATION REGARDING FEDERAL LOBBYING" added "as applicable" to the following:

CERTIFICATION REGARDING FEDERAL LOBBYING

(Applies to subrecipients as well as States, as applicable)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**§200.318 General procurement standards.**

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.



(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

## **Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

**EXHIBIT B**

**Scope of Services**

**Services to be performed**

**This contract is effective upon Governor and Council approval through September 30, 2025. The total cost of this contract shall not exceed \$310,000.00**

LexisNexis Coplogic Solutions (the contractor), in cooperation with the Department of Safety, Office of Highway Safety, shall manage/administer the section 405c traffic records program in line with the federal guidelines and shall provide the following services to the State:

- Support the administration and activities of the Traffic Records Coordinating Committee (TRCC) and its subcommittees. This involves providing expert opinion on traffic records related subjects and ensuring that the TRCC activities are focused on the vision and mission to develop, maintain, and track accomplishments related to the State's plan for Traffic Records Improvement;
- Assist the TRCC and sub-grantees in project development and reporting; support the TRCC in development of performance measures and use of standardized quantitative measurements to establish a baseline and/or benchmarks for proposed projects; compile data and statistics from Section 405(c) funded projects; coordinate input from involved agencies in order to prepare the Traffic Records grant application;
- Arrange and provide support/assistance for four (4) TRCC meetings each year; prepare and distribute meeting minutes to TRCC/TREC members; document action plan and distribute; participate in sub-committee meetings providing support/assistance;
- Develop the annual application for each Federal Fiscal Year that will include required information including: a) update to the Traffic Records Strategic Plan, and b) the Annual Progress Report to be developed in cooperation with the NHOHS and the TRCC;
- Provide the completed Highway Safety Plan Application to the NHOHS three weeks (3) prior to the July 1<sup>st</sup> submission deadline date.
- Conduct the NHTSA Traffic Records Assessment in FFY 2024; and
- Conduct workshops in FFY 2025 to address recommendation from the Traffic Records Assessment.

Exhibit C

Terms of Payment

Office of Highway Safety

Payment for contracted services for advertisement will be made within (30) days upon the State's timely receipt, acceptance and approval of each itemized invoice as follows:

Payment – upon completion of aired advertisements and NH Office of Highway Safety's receipt of final performance and evaluation report as stated in the Scope of Services for an amount up to \$310,000.00

Invoice(s) shall be submitted to:

John Clegg, Program Manager  
NH Department of Safety  
Office of Highway Safety, Room 208  
33 Hazen Drive Concord, NH 03305  
John.clegg@dos.nh.gov

**The appropriate account number for the P-37 form, section 1.6 is as follows:**

010-023-75420000 Dept. of Safety – Office of Commissioner-NHTSA Grants 102 500731 Contracts for Program Services.

The State agrees to compensate the Contractor a maximum of \$55,000.00 for Federal Fiscal Year 2021 ending September 30, 2021, a maximum of \$55,000.00 for Federal Fiscal Year 2022 ending September 30, 2022, a maximum of \$55,000.00 for Federal Fiscal Year 2023 ending September 30, 2023, a maximum of \$75,000.00 for Federal Fiscal Year 2024 ending September 30, 2024, and a maximum of \$70,000.00 for Federal Fiscal Year 2025 ending September 30, 2025 to carry out services stipulated in Schedule A.

Category	Work Allocation	FFY2021 – October 1, 2020 – September 30, 2021			FFY2022 – October 1, 2021 – September 30, 2022		
		Estimated Hours	Rate per Hour	Totals	Estimated Hours	Rate per Hour	Totals
Employee							
Daniel Schuessler *	37%	167	\$168.00	\$28,056.00	167	\$168.00	\$28,056.00
Patricia Topalis *	63%	273	\$96.00	\$26,208.00	272	\$96.00	\$26,280.00
Sub-Totals		439		\$54,264.00	439		\$54,264.00
Other Direct Costs (Includes current expenses, mileage, lodging, meals, miscellaneous expenses, etc.)				\$736.00			\$736.00
Totals				\$55,000.00			\$55,000.00

Activities/Schedule

Activities	Schedule
Federal Fiscal Year 2021 (October 1, 2020 – September 30, 2021)	
Contract Start	Upon G&C approval
Traffic Records Coordinating Committee Meeting #1 (Dates to be determined)	Winter 2020
Traffic Records Coordinating Committee Meeting #2 (Dates to be determined)	Spring 2021
Traffic Records Coordinating Committee Meeting #3 (Dates to be determined)	Summer 2021
Traffic Records Coordinating Committee Meeting #4 (Dates to be determined)	Fall 2021
Draft Section 405c Application	June 16, 2021
Final Section 405c Application	June 30, 2021
Federal Fiscal Year 2022 (October 1, 2021 – September 30, 2022)	
Traffic Records Coordinating Committee Meeting #1 (Dates to be determined)	Winter 2021
Traffic Records Coordinating Committee Meeting #2 (Dates to be determined)	Spring 2022
Traffic Records Coordinating Committee Meeting #3 (Dates to be determined)	Summer 2022
Traffic Records Coordinating Committee Meeting #4 (Dates to be determined)	Fall 2022
Draft Section 405c Application	June 16, 2022
Final Section 405c Application	June 30, 2022

Category	Work Allocation	FFY 2023 – October 1, 2022 – September 30, 2023			FFY 2024 – October 1, 2023 – September 30, 2024		
		Estimated Hours	Rate per Hour	Totals	Estimated Hours	Rate per Hour	Totals
Employee							
Daniel Schuessler *	37%	167	\$168.00	\$28,056.00	167	\$168.00	\$28,056.00
Patricia Topalis *	63%	273	\$96.00	\$26,208.00	272	\$96.00	\$26,280.00
Sub-Totals		439		\$54,264.00	439		\$54,264.00
TRCC Assessment Support & Administration							\$20,000.00
Other Direct Costs (Includes current expenses, mileage, lodging, meals, miscellaneous expenses, etc.)				\$736.00			\$736.00
Totals				\$55,000.00			\$75,000.00

Federal Fiscal Year 2023 (October 1, 2022 – September 30, 2023) Traffic Records Coordinating Committee Meeting #1 (Dates to be determined) Traffic Records Coordinating Committee Meeting #2 (Dates to be determined) Traffic Records Coordinating Committee Meeting #3 (Dates to be determined) Traffic Records Coordinating Committee Meeting #4 (Dates to be determined) Draft Section 405c Application Final Section 405c Application	Winter 2022 Spring 2023 Summer 2023 Fall 2023 June 16, 2023 June 30, 2023
Federal Fiscal Year 2024 (October 1, 2023 – September 30, 2024) Traffic Records Coordinating Committee Meeting #1 (Dates to be determined) Traffic Records Coordinating Committee Meeting #2 (Dates to be determined) Traffic Records Coordinating Committee Meeting #3 (Dates to be determined) Traffic Records Coordinating Committee Meeting #4 (Dates to be determined) Draft Section 405c Application Final Section 405c Application	Winter 2023 Spring 2024 Summer 2024 Fall 2024 June 14, 2024 June 28, 2024

Category		FFY2025 – October 1, 2024 – September 30, 2025		
Employee	Work Allocation	Estimated Hours	Rate per Hour	Totals
Daniel Schuessler *	37%	167	\$168.00	\$28,056.00
Patricia Topalis *	63%	273	\$96.00	\$26,208.00
Sub-Totals		439		\$54,264.00
Develop TRCC Strategic Planning Goals & TRCC Assessment Response				\$15,000.00
Other Direct Costs (Includes current expenses, mileage, lodging, meals, miscellaneous expenses, etc.)				\$736.00
Totals				\$70,000.00

Federal Fiscal Year 2025 (October 1, 2024 – September 30, 2025)	
Traffic Records Coordinating Committee Meeting #1 (Dates to be determined)	Winter 2024
Traffic Records Coordinating Committee Meeting #2 (Dates to be determined)	Spring 2025
Traffic Records Coordinating Committee Meeting #3 (Dates to be determined)	Summer 2025
Traffic Records Coordinating Committee Meeting #4 (Dates to be determined)	Fall 2025
Draft Section 405c Application	June 13, 2025
Final Section 405c Application	June 27, 2025

**For Office of Highway Safety Use**

<b>Awarding Agency:</b> Office of Highway Safety (OHS)
<b>Federal Awarding Agency:</b> National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 55 Broadway, RTV-8E Cambridge, MA 02142
<b>FAIN Number:</b> 69A37520300004020NH0/69A37521300004020NH0
<b>Project Title &amp; Number:</b> LexisNexis (Traffic Records Consultants), Inc. 21-273
<b>Funding Source; PSP &amp; Task #:</b> 21-03-03/20.600
<b>Duns #:</b>
<b>Award Title:</b> Fast Act NHTSA 402 Traffic Records
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b> 20.600
<b>Is This a Research and Development Project (Yes or No):</b> No
<b>In Kind Match:</b> \$5,379.00
<b>In Kind Match to support this project shall be met using related type work.</b>



**OFFICER'S CERTIFICATE**

I, Renee Simonton, do hereby certify that

1. I am the duly elected and incumbent Vice President and Secretary of LexisNexis Coplogic Solutions Inc., a Delaware corporation (hereinafter the "Corporation").
2. The following resolutions were duly adopted by the Board of Directors on April 3, 2017 and said resolutions remain in full force and effect as of the date hereof:

**WHEREAS**, the Corporation desires to enter into a contract with the State of New Hampshire Department of Highway Safety (the "State") to provide consulting services (the "Contract"); and

**WHEREAS**, the State has requested specific approval of the Corporation's Board of Directors authorizing William Madison to sign said Contract.

**RESOLVED**, that William Madison, Executive Vice President of the Corporation (the "Authorized Officer"), be and he hereby is, in all respects authorized and empowered, in the name and on behalf of the Corporation, to negotiate, execute, and deliver the Contract with the State of New Hampshire Department of Highway Safety to provide consulting services with such other or further terms, provisions, and conditions, in this discretion, he may approve, such approval to be conclusively evidenced by his execution and delivery thereof; and further

**RESOLVED**, that the Authorized Officer, be and hereby is, in all respects authorized and empowered, in the name and on behalf of the Corporation, to execute and deliver all such certificates, agreements, instruments, and documents to pay or cause to be paid all such monies and to take and cause to be taken all such other actions as any officer in his sole discretion, may from time to time deem necessary or advisable in order to implement, effectuate and comply with the terms and conditions of the Contract, the transactions contemplated thereby, and these resolutions and the purposes hereof.

*Renee Simonton*

Renee Simonton  
Vice President and Secretary  
October 15, 2020



# 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 LEXISNEXIS COPLOGIC SOLUTIONS INC. is a Delaware Profit Corporation registered to transact business in New Hampshire on March 16, 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: 740583

Certificate Number: 0005025302



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 8th day of October A.D. 2020.

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

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/10/2020

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).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. Boston MA Office 53 State Street Suite 2201 Boston MA 02109 USA	<b>CONTACT NAME:</b> _____	
	<b>PHONE</b> (A.C. No. Ext): (866) 283-7122	<b>FAX</b> (A.C. No.): (800) 363-0105
<b>E-MAIL ADDRESS:</b> _____		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> LexisNexis Coplogic Solutions 1000 Alderman Drive Alpharetta GA 30005 USA	<b>INSURER A:</b> Zurich American Ins Co	16535
	<b>INSURER B:</b> ACE American Insurance Company	22667
	<b>INSURER C:</b> XL Insurance Company SE	AA1121547
	<b>INSURER D:</b> Lloyd's Syndicate No. 2623	AA1128623
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

Holder Identifier:

COVERAGES CERTIFICATE NUMBER: 570084483972 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.

INSR LTR	TYPE OF INSURANCE	ADDL INFO	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<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"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			OGLG46663160	01/01/2020	01/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$10,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$10,000,000 Deductible \$15,000
A	AUTOMOBILE LIABILITY <input checked="" 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 <input checked="" type="checkbox"/> Collision Ded \$1,000 <input checked="" type="checkbox"/> Camp Ded \$1,000			8376848 21	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	837684521	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
D	E&O-PL-Primary			FSCE2000015 SIR applies per policy terms & conditions	01/01/2020	12/31/2020	Aggregate Limit \$5,000,000 Each Claim \$5,000,000

Certificate No: 570084483972

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

The Errors & Omissions/Professional Liability policy includes coverage for 3rd party liability arising out of Cyber-related events.

<b>CERTIFICATE HOLDER</b> New Hampshire Department of Safety Office of Highway Safety 33 Hazen Drive Concord NH 03305 USA	<b>CANCELLATION</b> 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>Aon Risk Services Northeast, Inc.</i>
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