



Lori A. Shibinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

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October 28, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of the Commissioner, to enter into a **Retroactive** amendment to an existing contract with One Call Government Solutions, LLC d/b/a One Call (VC#299403), Jacksonville, FL, to continue providing statewide transportation services to COVID-19 vaccination and testing appointments for individuals who do not receive New Hampshire Medicaid, by exercising a contract renewal option to extend the completion date from September 30, 2021 to December 31, 2021, with no change to the price limitation of \$400,000, effective retroactive to September 30, 2021, upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by the Governor on March 8, 2021, and presented to the Executive Council on May 5, 2021 (Item # D), and amended with Governor approval on May 24, 2021, and presented to the Executive Council on June 30, 2021 (Item #D).

Funds are available in the following account for State Fiscal Year 2022, with the authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

**05-95-095-950010-1919 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES, HHS: OFFICE OF THE COMMISSIONER, COMMISSIONERS OFFICE, COVID19 FEMA DHHS**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	103-502664	Contracts for Oper Svc	95010690	\$400,000	\$0	\$400,000
2022	103-502664	Contracts for Oper Svc	95010690	\$0	\$0	\$0
			<b>Total</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$400,000</b>

**EXPLANATION**

His Excellency, Governor Christopher T. Sununu  
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This item is **Retroactive** because individuals statewide continued to need these transportation services; however, negotiations to revise the scope of work to include transportation to COVID-19 testing sites took longer than anticipated.

The purpose of this request is extend the current agreement for three (3) months to ensure individuals who wish to receive the COVID-19 vaccination or need to be tested for COVID-19 have the necessary transportation to services. The Contractor provides transportation services statewide for individuals who are unable to transport themselves to and from COVID-19 vaccination and testing appointments. The transportation services are for individuals who need transportation assistance and are not otherwise covered under a transportation benefit for this service.

Approximately 3,373 individuals requested transportation services from March 1, 2021 through September 30, 2021. The Department anticipates the same level of utilization through December 31, 2021.

The Contractor is responsible for the statewide network of Transportation Providers that transport beneficiaries in various modes of transportation, which could include taxi, sedan, and wheelchair vans. The Contractor will ensure individuals receive the most efficient mode of transportation based on their physical and/or cognitive impairments.

The Department will monitor services by ensuring all individuals who request transportation for COVID-19 receive the services and that all Transportation Providers and drivers comply with the Driver Code of Conduct, pre-employment screening, annual employment screening, driver requirements, and all education requirements. Additionally, the Contractor is required to report all incidents and significant events within prescribed timeframes.

As referenced in Exhibit A of the original agreement, the parties have the option to extend the agreement for up to one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for three (3) months of the eight (8) months available.

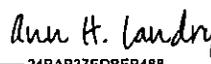
Should the Governor and Council not authorize this request, the Department will be unable to pay the Contractor for transportation services provided since September 30, 2021 and to continue to provide transportation to COVID-19 vaccination and testing appointments for individuals who need transportation assistance.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #97.036, FAIN #4516DRNH00000001

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

DocuSigned by:  
  
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Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the COVID-19 Vaccination Transportation Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and One Call Government Solutions, LLC ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor on March 8, 2021, and presented to the Executive Council on May 5, 2021 (Item # D); as amended with Governor approval on May 24, 2021, and presented to the Executive Council on June 30, 2021 (Item #D), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and appropriate State approval; and

WHEREAS, the parties agree to extend the term of the agreement or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
December 31, 2021
2. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services, which is attached hereto and incorporated by reference herein.

DS  


All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be retroactively effective to September 30, 2021, upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

12/1/2021

Date

DocuSigned by:

*Ann H. Landry*

24B4B37E0BEB488

Name: Ann H. Landry

Title:

Associate Commissioner

One Call Government Solutions, LLC

11/30/2021

Date

DocuSigned by:

*Jay Krueger*

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Name: Jay Krueger

Title:

President

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

12/2/2021

Date

DocuSigned by:  
*J. Christopher Marshall*  
D5BD458E80D4403

Name: J. Christopher Marshall

Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

**New Hampshire Department of Health and Human Services  
COVID-19 Vaccination Transportation Services  
EXHIBIT B – Amendment #2**

**Scope of Services**

**1. Statement of Work**

- 1.1. The Contractor shall provide transportation services to and from COVID-19 vaccination or testing appointments, statewide, for individuals who:
  - 1.1.1. Need transportation to and from COVID-19 vaccination or testing appointments; and
  - 1.1.2. Are not otherwise eligible for transportation assistance to and from COVID-19 vaccination or testing appointments; and
    - 1.1.2.1. Have a disability; or
    - 1.1.2.2. Have a serious medical condition; or
    - 1.1.2.3. Are unable to secure transportation to and from the vaccination or testing location.
- 1.2. For the purposes of this agreement, all references to days shall mean calendar days.
- 1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 am EST to 6:00 pm EST, excluding state and federal holidays or as otherwise specified and agreed upon with the Department during major program transitions or peak events.
- 1.4. The Contractor shall determine the most cost-effective mode of transportation while ensuring individuals from different households and/or cohorts are not combined in one trip.
- 1.5. The Contractor shall ensure various modes of transportation are available for individuals, including individuals who need special assistance and individuals who utilize durable medical equipment. The Contractor shall:
  - 1.5.1. Provide various modes of transportation that ensure safe and timely arrival to COVID-19 vaccination or testing appointments.
  - 1.5.2. Provide modes of transportation that include, but are not limited to:
    - 1.5.2.1. Taxi.
    - 1.5.2.2. Van.
    - 1.5.2.3. Wheelchair van.
    - 1.5.2.4. Transportation Network Transportation Company (i.e. LYFT and Uber), as approved by the Department.
    - 1.5.2.5. If the Department approves of the use of Transportation Network Companies, all drivers must meet the same driver standards and criteria as outlined in Section 5, Driver Requirements.



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- 1.5.3. Notify the Department within 24 hours of receiving a call for transportation if an individual requires a transportation method that is not covered in this agreement.
- 1.6. Should trip volume require, the Contractor shall provide standby vehicles at geographic base locations, as agreed upon by both parties, are available for on-demand vaccination or testing requests.
- 1.7. The Contractor shall accommodate special needs, which includes, but is not limited to:
  - 1.7.1. Transporting durable medical equipment, as needed.
  - 1.7.2. Assisting beneficiaries with limited mobility to and from the vehicle, as needed.
  - 1.7.3. Allowing individuals to accompany citizens to and from the vaccination or testing site.
- 1.8. The Contractor shall ensure Transportation Providers wait at the vaccination or testing site premises, or with the member in the vehicle, as required by the procedures of the vaccination or testing site.
- 1.9. The Contractor shall reimburse Transportation Providers through an electronic claims portal. The Contractor shall:
  - 1.9.1. Review the claim submission to ensure all required fields have been properly completed by the provider; and
  - 1.9.2. Make payment to the Transportation Provider within fifteen (15) days from the transportation claim being received if all criteria for submitting a claim are met; or
  - 1.9.3. Manually review all claims that fall into exception status due to not meeting all criteria and, once information is verified, make payment within fifteen (15) days of the manual verification.
- 1.10. The Contractor shall ensure Transportation Providers are available to the Department to mobilize individuals to COVID-19 vaccination or testing sites. The Contractor shall:
  - 1.10.1. Coordinate pick-up and drop-off of individuals to and from the Department approved COVID-19 vaccination or testing site, at the direction of the Department.
  - 1.10.2. Provide services to individuals, as approved by the Department on the Department provided list.

**2. Scope of Services – Operation of Call Center**

- 2.1. The Contractor shall operate call center that schedules transportation for individuals who have a COVID-19 vaccination or testing appointment, and

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answers questions from individuals scheduling transportation for vaccinations or testing and State staff.

- 2.2. The Contractor shall develop and submit telephone scripts to be utilized by Customer Services Representatives for Department approval.
- 2.3. The Contractor shall ensure the call center has multi-lingual capabilities and operates a telephone device for the deaf and hard of hearing (TTY) during hours of operation. The Contractor shall:
  - 2.3.1. Stay on the telephone with both the individual and the translator until all questions are answered and services are either provided or scheduled to be provided.
- 2.4. The Contractor shall ensure accessibility to call center services through:
  - 2.4.1. A statewide toll-free Department-dedicated telephone number.
  - 2.4.2. Texting accessibility through a dedicated line.
- 2.5. The Contractor shall confirm the trip request with the individual scheduled to receive the COVID-19 vaccination or testing through a text, or telephone call if the individual does not have texting capabilities, once the trip is scheduled.
- 2.6. The Contractor shall ensure the call center is operational, at a minimum, excluding weather emergency declarations by the State of New Hampshire:
  - 2.6.1. Monday thru Friday from 8:00 am EST to 6:00 pm EST; and
  - 2.6.2. During major program transitions or peak events, as determined by the Department, at which time the Contractor shall accommodate additional hours and capacity, subject to mutual agreement.
- 2.7. The Contractor shall answer all calls within ninety (90) seconds.

**3. Scope of Services - Complaints, Grievance & Appeals Process**

- 3.1. The Contractor shall ensure individual complaints are processed in the order they are received by severity of the complaint. The Contractor shall categorize each complaint as one (1) of four (4) Risk Levels, which include:
  - 3.1.1. **Risk Level 1–Serious Event:** Individual (or individuals family or property), health, or well-being in serious jeopardy. For example, one or more sentinel events, such as death or bodily injury have occurred. The Contractor shall handle and report complaints within twelve (12) hours of the event to the Department and to the beneficiary.
  - 3.1.2. **Risk Level 2–Urgent Events:** Risk to individual in receiving appropriate equipment or services in required time frame, but not viewed as life threatening. One or more sentinel events are at risk of occurring. The Contractor shall report and communicate complaints within twenty- four (24) hours of receiving the reported concern to the Department and to the beneficiary.

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- 3.1.3. **Risk Level 3–Standard Events:** Provider has caused the Department, and/or the Contractor's relationship with the Department to be negatively impacted. The Contractor shall, report complaints within twenty-four (24) hours of receiving the reported concern to the Department and to the beneficiary.
- 3.1.4. **Risk Level 4–General Events:** Provider has caused the Contractor's reputation, industry status, or financial benefit to be negatively impacted through breach of contract on established protocols, requiring reeducation or remediation. The Contractor shall report complaints twenty-four (24) hours of receiving the reported concern to the Department and to the beneficiary.
- 3.2. The Contractor shall ensure all complaints received regarding transportation providers are processed in accordance with the assigned Risk Level specified in Subsection 3.1, above. The Contractor shall:
  - 3.2.1. Conduct research and review all trip details by reaching out to the passenger, provider, and others with knowledge of the incident.
  - 3.2.2. Keep the Department apprised of the progress of the review.
  - 3.2.3. Send the research and review completed to the Department for review and approval.
- 3.3. The Contractor shall ensure when a grievance is made against a Transportation Provider, actions include, but are not limited to:
  - 3.3.1. Education, which includes, but is not limited to distribution of appropriate training or education materials and access to available webinars.
  - 3.3.2. Escalation, which includes, but is not limited to, engaging assistance as outlined in Subsection 3.6.
  - 3.3.3. Remediation, which includes, but is not limited to, a corrective action plan, probation, and termination.
- 3.4. The Contractor shall ensure the grievance process includes swift action when the Contractor or the Transportation Provider receives complaints regarding a particular driver that indicates an immediate risk to individuals. The Contractor shall ensure swift action includes, but is not limited to:
  - 3.4.1. Notifying the Department within twelve (12) hours) upon making the determination of immediate risk.
  - 3.4.2. Directing the Transportation Provider to suspend the driver's ability to transport any individuals pending further review.
  - 3.4.3. Investigating the matter in order to determine the level of risk, if any, posed by the driver.



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- 3.4.4. Determining any further steps to be taken, if any, which may include, but are not limited to:
  - 3.4.4.1. Further driver training.
  - 3.4.4.2. Continued suspension.
  - 3.4.4.3. Termination of the driver's employment with the Contractor or Transportation Provider, therefore placing the driver in the "do not use" (DNU) status.
  - 3.4.4.4. Referral to the proper law enforcement and/or licensing authorities.
  - 3.4.4.5. Notification to the Department of further steps taken.
- 3.5. The Contractor shall inform the Transportation Provider of the right to appeal the Contractor's decision of any DNU action. The Contractor shall ensure:
  - 3.5.1. Notification includes instructions on how to file an appeal.
  - 3.5.2. Notification that the appeal must be filed within 72 hours of being notified of the DNU status.
  - 3.5.3. Appeals are reviewed by the Contractor's credentialing committee on a monthly basis.
  - 3.5.4. The Department is informed of any appeals that result in the DNU status being overturned.
- 3.6. The Contractor shall ensure complaints against their organization are processed in the order they are received by severity of the complaint. The Contractor shall categorize each complaint as one (1) of three(3) Risk Levels, which include:
  - 3.6.1. **Risk Level 1:** Any issue brought to the Contractor's attention by the transportation provider that involves a higher authority or punitive outcome, such as legal involvement.
  - 3.6.2. **Risk Level 2:** Any issue brought to the Contractor's attention by the transportation provider that involves allegations of discriminatory or egregious actions, such as, egregious individual behavior towards a transportation provider.
  - 3.6.3. **Risk Level 3:** Any issue brought to the Contractor's attention by the transportation provider that is adversely affecting the transportation provider or transportation network, such as, payment issues, payment rates, and network adequacy.
- 3.7. The Contractor shall process complaints against themselves in accordance with processes outlined in Subsection 3.4, above.

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3.8. The Contractor shall review all complaints on a monthly basis to ensure complaints have been handled in accordance processes specified in Subsection 3.4., above.

**4. Incident Reporting**

4.1. The Contractor shall ensure all initial notifications of adverse events or incidents, and any follow-up actions taken are documented and provided to the Department using the approved process for incident reporting.

4.2. The Contractor shall notify the Department within twelve (12) hours of the Contractor being notified, or becoming aware, of events involving an individual who is the alleged victim or perpetrator of any of the following events:

4.2.1. A suspected or alleged criminal offense; or

4.2.2. Any injury to an individual or to a contracted or subcontracted staff member that requires any level of medical intervention.

4.3. The Contractor and its Transportation Providers shall report to the Department, all accidents, injuries, and incidents that have occurred in conjunction with a scheduled trip when an individual is present in a vehicle. The Contractor shall ensure accidents, injuries, and incidents are reported to the Department as follows:

4.3.1. Events involving an individual who is the alleged victim or perpetrator of a suspected criminal offense requires notification within twelve (12) hours of being notified or otherwise becoming aware.

4.3.2. An Accident/Incident with resulting injury requires notification within twelve (12) hours of the event.

4.3.3. An Accident/Incident without injury resulting requires notification within twenty-four (24) hours of the event.

4.3.4. Notification to the Department within one (1) working day of any incident that was referred to the Medicaid Fraud Control Unit by the Contractor or their Transportation Providers.

4.4. The Contractor shall report alleged incidence of individual abuse and neglect pursuant to all state and federal laws.

4.5. The Contractor shall provide a corrective action plan that identifies mitigating steps for the prevention of future incidents, as requested by the Department.

4.6. The Contractor shall require all Transportation Providers to report fraud, waste, or abuse (FWA) to the Contractor, who is responsible for reporting FWA to the Department and any appropriate authorities. The Contractor shall adhere to the following practices:

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- 4.6.1. Comprehensive provider credentialing and ongoing monitoring to identify providers committing fraud and exclude them from our network;
  - 4.6.2. Use of pre-payment reviews to detect suspicious claims prior to payment;
  - 4.6.3. Use of post-payment audits to identify single claims, and claim trends and provider trends that require further FWA review;
  - 4.6.4. Conduct comprehensive investigations in to suspected FWA;
  - 4.6.5. Appropriate recovery initiatives to recoup Medicaid dollars that were paid for fraudulent claims or to fraudulent providers; and
  - 4.6.6. Regular communication with customers and where appropriate, state and federal agencies who oversee the programs to report to effectively target and track providers suspected of FWA activities.
- 4.7. The Contractor shall report incidents not outlined in Subsection 4.6., as required by state and federal laws.
- 4.8. The Contractor shall take appropriate action against Transportation Providers and/or drivers in response to driver misconduct that constitutes an alleged criminal offense or a deviation of policy that is likely to have put an individual at risk.

**5. Scope of Services – Driver Requirements**

- 5.1. The Contractor shall ensure safe travel of passengers to and from points of destination identified by the State of New Hampshire through various modes of transportation, which may include, but are not limited to:
- 5.1.1. Multi-passenger van.
  - 5.1.2. Wheelchair van.
  - 5.1.3. Taxi.
  - 5.1.4. Transportation Network Company, as approved by the Department.
- 5.2. The Contractor shall ensure transporters operate vehicles that:
- 5.2.1. Meet state inspection standards.
  - 5.2.2. Have a current state inspection sticker.
  - 5.2.3. Are registered for operation in the State of New Hampshire.
- 5.3. The Contractor shall ensure all drivers:
- 5.3.1. Have appropriate and valid driver's licenses and insurance for vehicles used in transports.
  - 5.3.2. Have not had more than two (2) accidents within the last 12 months.



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- 5.3.3. Have not been convicted of any felony or misdemeanor crimes related to:
  - 5.3.3.1. Drugs.
  - 5.3.3.2. Alcohol.
  - 5.3.3.3. Abuse of any individual.
  - 5.3.3.4. Sexual misconduct.
- 5.3.4. Are briefed on the specific population served and safety precautions that must be in place due to the COVID-19 Pandemic.
- 5.4. The Contractor shall ensure all transporters receive and complete training on the proper donning and doffing of personal protective equipment for COVID-19. The Contractor shall:
  - 5.4.1. Document the name of the transporter and date training is completed.
  - 5.4.2. Ensure documentation of completed trainings is available to the State of New Hampshire upon request.
- 5.5. The Contractor shall follow CDC Interim Guidelines relative to transportation to and from COVID-19 vaccination or testing appointments, which include, but are not limited to:
  - 5.5.1. Ensuring transporters wear personal protective equipment (PPE) during the course of each ride provided.
  - 5.5.2. Ensuring interactions by transporter with individuals are at a distance of at least six (6) feet, if possible.
  - 5.5.3. Ensuring individuals are placed in the vehicle at least six (6) feet from the driver whenever possible.
  - 5.5.4. Ensuring a facemask is worn by the individual being transported, whenever possible.
  - 5.5.5. Ensuring contact with unmasked individuals is minimized.
  - 5.5.6. Ensuring individuals with a nasal cannula in place is donning a facemask over the nasal cannula, or is utilizing an oxygen mask if no facemask is available.
  - 5.5.7. Ensuring every effort is made to have a driver's compartment separated from the passenger compartment, which may include an air-tight vapor barrier that is installed and ensures both compartments have separate ventilation.
  - 5.5.8. Isolating the driver from the patient compartment and keeping pass-through doors and windows tightly shut.

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- 5.5.9. Closing the door and/or window between the driver and passenger compartments prior to allowing an individual to board the vehicle.
- 5.5.10. Making every effort to ensure vehicle ventilation in both compartments is on a non-recirculated or interior ventilation setting to maximize the ability to bring exterior air into the interior compartments to ensure reduction in potentially infectious particles in the vehicle.
- 5.5.11. Ensuring transport vehicles can be effectively disinfected by ensuring seats within the vehicle either:
  - 5.5.11.1. Do not have cloth seats; or
  - 5.5.11.2. Have plastic covering over the seats.
- 5.6. The Contractor shall ensure transport vehicles are cleaned after every transport completed, in accordance with CDC Interim Guidelines relative to transportation services provided during the COVID-19 Pandemic. The Contractor shall:
  - 5.6.1. Leave the doors of the transport vehicle open while the individual is escorted by staff into the facility.
  - 5.6.2. Ensure transporters wear disposable gowns, gloves, facemasks or face shields, and goggles during cleaning.
  - 5.6.3. Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, which includes ensuring doors remain open to provide adequate ventilation when chemicals are in use.
  - 5.6.4. Follow routine cleaning and disinfection procedures, which may include, but is not limited to, using cleaners and water to pre-clean surfaces prior to applying an EPA-registered, hospital-grade disinfectant to frequently touched surfaces or objects for appropriate contact times as indicated on the product's label.
  - 5.6.5. Clean and disinfect each vehicle in accordance with standard operating procedures, ensuring all surfaces that may have come in contact with the patient or materials contaminated during patient care are thoroughly cleaned and disinfected using an EPA-registered hospital grade disinfectant in accordance with the product label.
  - 5.6.6. Follow standard operating procedures for the containment and disposal of used PPE.
  - 5.6.7. Follow standard operating procedures for containing and laundering used linen.

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- 5.7. The Contractor shall provide confirmation from the Transportation Provider on the business day prior to each trip with an additional confirmation after each trip to ensure the trip was completed as scheduled.
- 5.8. The Contractor shall provide the digital record of each trip , which includes, but is not limited to:
  - 5.8.1. Assigned trips.
  - 5.8.2. Completed trips.
  - 5.8.3. Individual no-shows.
  - 5.8.4. Driver no-shows.
  - 5.8.5. Unfulfilled trips.
  - 5.8.6. Cancelled trips.
  - 5.8.7. Costs for trips.
- 5.9. The Contractor shall track and maintain records of preventative and routine vehicle service for a minimum period of seven (7) years, including daily inspection reports.

**6. Exhibits Incorporated**

- 6.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 6.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 6.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**7. Reporting Requirements**

- 7.1. The Contractor shall provide reports that include, but are not limited to:
  - 7.1.1. Trip Statistics.
  - 7.1.2. Utilization of Service.
  - 7.1.3. Accident/Incident Report.
- 7.2. The Contractor shall maintain and provide to the Department upon request, a list of their Transportation Providers including vehicle types and number of each type of vehicle.
- 7.3. The Department expressly reserves the right to reject, suspend, or terminate the participation of any transportation provider or one of their drivers.

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**8. Performance Measures**

- 8.1. The Department will monitor performance of the Contractor by reviewing data
- 8.2. The Department seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 8.3. The Department may collect other key data and metrics from the Contractor including trip volume, performance, and service data.
- 8.4. The Department may identify expectations for active and regular collaboration, including key performance objectives, in the resulting contract. Where applicable, the Contractor shall collect and share data with the Department in a format specified by the Department.

**9. Additional Terms**

**9.1. Impacts Resulting from Court Orders or Legislative Changes**

- 9.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**9.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services**

- 9.2.1. The Contractor shall submit, within ten (10) days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

**9.3. Credits and Copyright Ownership**

- 9.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 9.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production,

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distribution or use.

9.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 9.3.3.1. Brochures.
- 9.3.3.2. Resource directories.
- 9.3.3.3. Protocols or guidelines.
- 9.3.3.4. Posters.
- 9.3.3.5. Reports.

9.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**10. Records**

10.1. The Contractor shall keep records that include, but are not limited to:

10.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.

10.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

10.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.



**New Hampshire Department of Health and Human Services  
COVID-19 Vaccination Transportation Services  
EXHIBIT B – Amendment #2**

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# State of New Hampshire

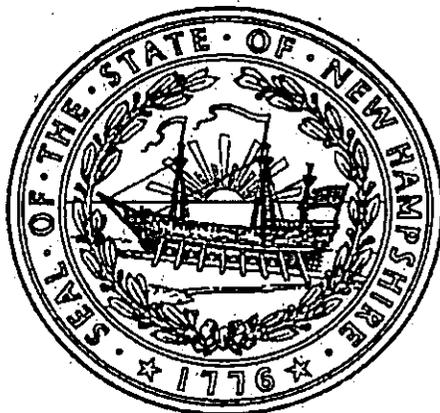
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ONE CALL GOVERNMENT SOLUTIONS, LLC is a Delaware Limited Liability Company registered to transact business in New Hampshire on March 26, 2020. 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: 839179

Certificate Number: 0005366733



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of May A.D. 2021.

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Steven Davis, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of One Call Government Solutions, LLC.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on November 30, 2021, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Jay Krueger, President, is duly authorized on behalf of One Call Government Solutions, LLC to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. 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/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. 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: November 30, 2021

DocuSigned by:

*Steven Davis*

Signature of Elected Officer

Name: Steven Davis

Title: Chief Legal Officer



## Certificate of Insurance (Con't)

### OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
D	Excess HNOA			00079953-4	12/01/2021	12/01/2022	\$5,000,000
D	Drivers Policy			CA43600458-06	12/01/2021	12/01/2022	\$100,000 Each BI \$300,000 Each BI \$50,000 Each PD



Lori A. Shiblette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF THE COMMISSIONER**

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 25, 2021

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, and 2021-08, Governor Sununu authorized the Department of Health and Human Services, Office of the Commissioner, to enter into a **Sole Source** amendment to an existing contract with One Call Government Solutions, LLC d/b/a One Call (VC#299403), Jacksonville, FL, for statewide transportation services to COVID-19 vaccination appointments for individuals who do not receive New Hampshire Medicaid, by extending the completion date from May 31, 2021, to September 30, 2021 with no change to the price limitation of \$400,000. 100% Other Funds (FEMA Public Assistance).

The original contract was approved by the Governor on March 8, 2021, and presented to the Executive Council on May 5, 2021, (Item # D),

Funds are available in the following account for State Fiscal Year 2021.

**05-95-095-950010-1919 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES, HHS: OFFICE OF THE COMMISSIONER, COMMISSIONERS OFFICE, COVID19 FEMA DHHS**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	103-502664	Contracts for Oper-Svc	95010690	\$400,000	\$0	\$400,000
			<b>Total</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$400,000</b>

**EXPLANATION**

This item is **Sole Source** because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labeled as sole source.

The purpose of this item is to extend the current agreement for four (4) months to ensure individuals who received their first COVID-19 vaccination have transportation to their second vaccination appointment. The Contractor provides transportation services for individuals.

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

statewide, who are unable to transport themselves to and from COVID-19 vaccination appointments. The transportation services are for individuals who need transportation assistance and who are not otherwise covered under a transportation benefit for this service.

The exact number of citizens who will utilize transportation services provided for in this contract is not readily determinable.

The Contractor is responsible for the statewide network of Transportation Providers that transport beneficiaries in various modes of transportation, which could include taxi, sedan, and wheelchair vans. The Contractor will ensure individuals receive the most efficient mode of transportation based on their physical and/or cognitive impairments.

The Contractor is responsible for credentialing each Transportation Provider and ensuring training is completed, which includes, but is not limited to, cultural and linguistic sensitivity; defensive driving; driver code of conduct; situational behavioral training; Health Insurance Portability and Accountability Act compliance; and fraud, waste, and abuse of program services. In addition to the trainings, the Contractor requires certification in passenger service and safety as well as first aid.

The Department will monitor contracted services using the following performance measures:

- 100% of trips requested will be assigned to a Transportation Provider and completed.
- 100% of incidents and significant events are reported within the prescribed timeframes
- Ensuring Transportation Providers and drivers comply with the Driver Code of Conduct, pre-employment screening, annual employment screening, driver requirements, and all education requirements.

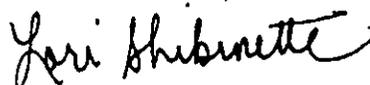
As referenced in Exhibit A of the attached contract, the parties have the option to extend the agreement for up one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and appropriate State approval. The Department is extending the contract for four (4) months of the one (1) year available.

Area served: Statewide.

Source of Funds: CFDA # 97.036; FAIN #4516DRNH00000001

In the event that the Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the COVID-19 Vaccination Transportation Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and One Call Government Solutions, LLC ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor on March 8, 2021, and presented to the Executive Council on May 5, 2021, (Item # D), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and appropriate State approval; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
September 30, 2021

All terms and conditions of the Contract not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the Governor's approval, as issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, and 2021-06, and any subsequent extension, whichever is later.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

6/2/2021

Date

DocuSigned by:

*Henry D. Lipman*

CF5044D4F70D4E4...

Name:

Title:

One Call Government Solutions, LLC

DocuSigned by:

*Will Smith*

700F00E0450405

June 2, 2021

Date

Name: Will Smith

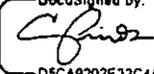
Title: cco- commercial

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6/3/2021

\_\_\_\_\_  
Date

DocuSigned by:  
  
D5CA9202E32C4AE...

\_\_\_\_\_  
Name:  
Title:

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, and 2021-06 and any subsequent extensions.

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

# State of New Hampshire

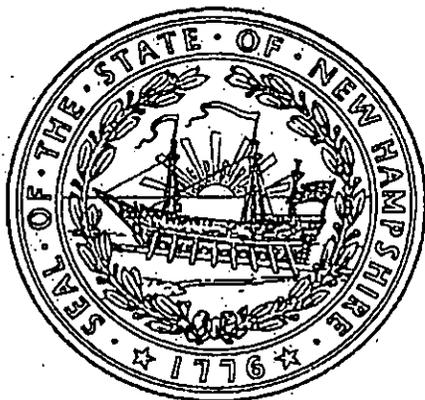
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ONE CALL GOVERNMENT SOLUTIONS, LLC is a Delaware Limited Liability Company registered to transact business in New Hampshire on March 26, 2020. 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: 839179

Certificate Number: 0005366733



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of May A.D. 2021.

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

William M. Gardner  
Secretary of State

### CERTIFICATE OF AUTHORITY

I, Steven Davis, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of One Call Government Solutions, LLC.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 12, 2021, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That William Smith, Chief Product Officer is duly authorized on behalf of One Call Government Solutions, LLC to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. 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/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. 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: May 12, 2021

DocuSigned by:  
Steven Davis  
E2DA1A4020144C4  
Signature of Elected Officer  
Name: Steven Davis  
Title: Chief Legal Officer



### Certificate of Insurance (Con't)

#### OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
D	Excess HNOA			00079953-3	12/01/2020	12/01/2021	\$5,000,000
D	Drivers Policy			CA43600458-05	12/01/2020	12/01/2021	\$100,000 Each BI \$300,000 Each BI \$50,000 Each PD

APR 20 '21 PM 3:42 RCVD

D  
MAC

Lori A. Shibaette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 9, 2021

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, and 2021-04, Governor Sununu has authorized the Department of Health and Human Services, Office of the Commissioner, to enter into a **Retroactive, Sole Source** contract with One Call Government Solutions, LLC d/b/a One Call (VC#299403), Jacksonville, FL, in the amount of \$400,000 for statewide transportation services to COVID-19 vaccination appointments for individuals who do not receive New Hampshire Medicaid, with the option to renew for up to one (1) additional year, effective retroactive to March 1, 2021, through May 31, 2021. 100% Other Funds.

Funds are available in the following account for State Fiscal Year 2021.

05-95-095-950010-1919 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES, HHS: OFFICE OF THE COMMISSIONER, COMMISSIONERS OFFICE, COVID19 FEMA DHHS

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2021	103-502664	Contracts for Oper Svc	95010690	\$400,000
			Total	\$400,000

**EXPLANATION**

This item is **Retroactive** because the Contractor has been providing transportation to non-Medicaid individuals to assist with the State's vaccination efforts that are in the 1B phase, which covers individuals who are among the State's most vulnerable citizens. This item is **Sole Source** because the Department, in the interest of the public's health and safety, identified a vendor with capacity to quickly respond to the COVID-19 pandemic. The Contractor currently works with the Department on Medicaid transportation and has the existing infrastructure to provide transportation to the State's vaccination sites.

The purpose of this item is for the Contractor to provide transportation services for individuals, statewide, who are unable to transport themselves to and from COVID-19 vaccination appointments. The transportation services are for individuals who need transportation assistance and who are not otherwise covered under a transportation benefit for this service.

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

The exact number of citizens who will utilize transportation services provided for in this contract is not readily determinable. However, it is expected that a significant amount of the utilization under this contract will be during the remainder of the 1B phase. It is estimated that approximately 850 individuals in Phase 1B and approximately 500 individuals in Phase 2A will require transportation support in order to receive the COVID-19 vaccine. The contract includes a fixed monthly administrative fee in the amount of \$8,750 as well as local transportation provider costs paid based on a base rate, mileage, and wait time compensated by the broker. The administrative fee and provider transportation costs are on par with a recently competitively bid contract.

The Contractor is responsible for the statewide network of Transportation Providers that transport beneficiaries in various modes of transportation, which could include taxi, sedan, and wheelchair vans. The Contractor will ensure individuals receive the most efficient mode of transportation based on their physical and/or cognitive impairments.

The Contractor is responsible for credentialing each Transportation Provider and ensuring training is completed, which includes, but is not limited to, cultural and linguistic sensitivity; defensive driving; driver code of conduct; situational behavioral training; Health Insurance Portability and Accountability Act compliance; and fraud, waste, and abuse of program services. In addition to the trainings, the Contractor requires certification in passenger service and safety as well as first aid.

The Department will monitor contracted services using the following performance measures:

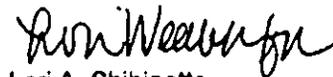
- 100% of trips requested will be assigned to a transportation provider and completed.
- 100% of incidents and significant events are reported within the prescribed timeframes
- Ensuring Transportation Providers and drivers comply with the Driver Code of Conduct, pre-employment screening, annual employment screening, driver requirements, and all education requirements.

As referenced in Exhibit A of the attached contract, the parties have the option to extend the agreement for up one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and appropriate State approval.

Area served: Statewide; individuals with transportation barriers to vaccination, not otherwise covered in another manner.

In the event that the Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

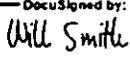
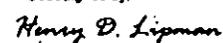
Subject: COVID-19 Vaccination Transportation Services (SS-2021-DMS-01-TRANS 01)

**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****I. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name One Call Government Solutions, LLC		1.4 Contractor Address 841 Prudential Drive, Suite 900 Jacksonville, FL, 32207	
1.5 Contractor Phone Number (800) 848-1989	1.6 Account Number 05-95-095-950010-1919	1.7 Completion Date May 31, 2021	1.8 Price Limitation \$400,000
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by:  Date: 4/14/2021		1.12 Name and Title of Contractor Signatory Will Smith Chief Growth Officer	
1.13 State Agency Signature DocuSigned by:  Date: 4/14/2021		1.14 Name and Title of State Agency Signatory Henry D. Lipman Medicaid Director	
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:  On: 4/16/2021			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

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

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

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

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

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

**8. EVENT OF DEFAULT/REMEDIES.**

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

**9. TERMINATION.**

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

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

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

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

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

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

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

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

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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.

New Hampshire Department of Health and Human Services  
COVID-19 Vaccination Transportation Services  
EXHIBIT A



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

- 1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:
  - 3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to appropriate State approval, this Agreement, and all obligations of the parties hereunder, shall become effective retroactive to March 1, 2021, ("Effective Date") upon appropriate State approval.
- 1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:
  - 3.3. The parties may extend the Agreement for up to one (1) additional year from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
- 1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:
  - 12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

**New Hampshire Department of Health and Human Services  
COVID-19 Vaccination Transportation Services  
EXHIBIT B**

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**Scope of Services**

**1. Statement of Work**

- 1.1. The Contractor shall arrange transportation services to and from COVID-19 vaccination appointments, statewide, for individuals who:
  - 1.1.1. Need transportation to and from COVID-19 vaccination appointments; and
  - 1.1.2. Are not otherwise eligible for transportation assistance to and from COVID-19 vaccination appointments; and
    - 1.1.2.1. Have a disability; or
    - 1.1.2.2. Have a serious medical condition; or
    - 1.1.2.3. Are unable to secure transportation to and from the vaccination location.
- 1.2. For the purposes of this agreement, all references to days shall mean calendar days.
- 1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 am EST to 6:00 pm EST, excluding state and federal holidays or as otherwise specified and agreed upon with the Department during major program transitions or peak events.
- 1.4. The Contractor shall determine the most cost-effective mode of transportation while ensuring individuals from different households and/or cohorts are not combined in one trip.
- 1.5. The Contractor shall ensure various modes of transportation are available for individuals, including individuals who need special assistance and individuals who utilize durable medical equipment. The Contractor shall:
  - 1.5.1. Arrange various modes of transportation that ensure safe and timely arrival to COVID-19 vaccination appointments.
  - 1.5.2. Arrange modes of transportation that include, but are not limited to:
    - 1.5.2.1. Taxi.
    - 1.5.2.2. Van.
    - 1.5.2.3. Wheelchair van.
    - 1.5.2.4. Transportation Network Transportation Company (i.e. LYFT and Uber), as approved by the Department.
    - 1.5.2.5. If the Department approves of the use of Transportation Network Companies, all drivers must meet the same driver standards and criteria as outlined in Section 5 Driver Requirements.

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- 1.5.3. Notify the Department within 24 hours of receiving a call for transportation if an individual requires a transportation method that is not covered in this agreement.
- 1.6. Should trip volume require, the Contractor shall provide standby vehicles at geographic base locations, as agreed upon by both parties, are available for on-demand vaccination requests.
- 1.7. The Contractor shall accommodate special needs, which includes, but is not limited to:
  - 1.7.1. Transporting durable medical equipment, as needed.
  - 1.7.2. Assisting beneficiaries with limited mobility to and from the vehicle, as needed.
  - 1.7.3. Allowing individuals to accompany citizens to and from the vaccination site.
- 1.8. The Contractor shall ensure Transportation Providers wait at the vaccination site premises, or with the member in the vehicle, as required by the procedures of the vaccination site.
- 1.9. The Contractor shall reimburse Transportation Providers through an electronic claims portal. The Contractor shall:
  - 1.9.1. Review the claim submission to ensure all required fields have been properly completed by the provider; and
  - 1.9.2. Make payment to the Transportation Provider within fifteen (15) days from the transportation claim being received if all criteria for submitting a claim are met; or
  - 1.9.3. Manually review all claims that fall into exception status due to not meeting all criteria and, once information is verified, make payment within fifteen (15) days of the manual verification.
- 2. **Scope of Services – Operation of Call Center**
  - 2.1. The Contractor shall operate call center that schedules transportation for individuals who have a COVID-19 vaccination appointment and answers questions from individuals scheduling transportation for vaccinations and State staff.
  - 2.2. The Contractor shall develop and submit telephone scripts to be utilized by Customer Services Representatives for Department approval.
  - 2.3. The Contractor shall ensure the call center has multi-lingual capabilities and operates a telephone device for the deaf and hard of hearing (TTY) during hours of operation. The Contractor shall:



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impacted through breach of contract on established protocols, requiring reeducation or remediation. The Contractor shall report complaints twenty-four (24) hours of receiving the reported concern to the Department and to the beneficiary.

- 3.2. The Contractor shall ensure all complaints received regarding transportation providers are processed in accordance with the assigned Risk Level specified in Subsection 3.1, above. The Contractor shall:
  - 3.2.1. Conduct research and review all trip details by reaching out to the passenger, provider, and others with knowledge of the incident.
  - 3.2.2. Keep the Department apprised of the progress of the review.
  - 3.2.3. Send the research and review completed to the Department for review and approval.
- 3.3. The Contractor shall ensure when a grievance is made against a Transportation Provider, actions include, but are not limited to:
  - 3.3.1. Education, which includes, but is not limited to distribution of appropriate training or education materials and access to available webinars.
  - 3.3.2. Escalation, which includes, but is not limited to, engaging assistance as outlined in Subsection 3.6.
  - 3.3.3. Remediation, which includes, but is not limited to, a corrective action plan, probation, and termination.
- 3.4. The Contractor shall ensure the grievance process includes swift action when the Contractor or the Transportation Provider receives complaints regarding a particular driver that indicates an immediate risk to individuals. The Contractor shall ensure swift action includes, but is not limited to:
  - 3.4.1. Notifying the Department within twelve (12) hours) upon making the determination of immediate risk.
  - 3.4.2. Directing the Transportation Provider to suspend the driver's ability to transport any individuals pending further review.
  - 3.4.3. Investigating the matter in order to determine the level of risk, if any, posed by the driver.
  - 3.4.4. Determining any further steps to be taken, if any, which may include, but are not limited to:
    - 3.4.4.1. Further driver training.
    - 3.4.4.2. Continued suspension.

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- 3.4.4.3. Termination of the driver's employment with the Contractor or Transportation Provider, therefore placing the driver in the "do not use" (DNU) status.
- 3.4.4.4. Referral to the proper law enforcement and/or licensing authorities.
- 3.4.4.5. Notification to the Department of further steps taken.
- 3.5. The Contractor shall inform the Transportation Provider of the right to appeal the Contractor's decision of any DNU action. The Contractor shall ensure:
  - 3.5.1. Notification includes instructions on how to file an appeal.
  - 3.5.2. Notification that the appeal must be filed within 72 hours of being notified of the DNU status.
  - 3.5.3. Appeals are reviewed by the Contractor's credentialing committee on a monthly basis.
  - 3.5.4. The Department is informed of any appeals that result in the DNU status being overturned.
- 3.6. The Contractor shall ensure complaints against their organization are processed in the order they are received by severity of the complaint. The Contractor shall categorize each complaint as one (1) of three(3) Risk Levels, which include:
  - 3.6.1. **Risk Level 1:** Any issue brought to the Contractor's attention by the transportation provider that involves a higher authority or punitive outcome, such as legal involvement.
  - 3.6.2. **Risk Level 2:** Any issue brought to the Contractor's attention by the transportation provider that involves allegations of discriminatory or egregious actions, such as, egregious individual behavior towards a transportation provider.
  - 3.6.3. **Risk Level 3:** Any issue brought to the Contractor's attention by the transportation provider that is adversely affecting the transportation provider or transportation network, such as, payment issues, payment rates, and network adequacy.
- 3.7. The Contractor shall process complaints against themselves in accordance with processes outlined in Subsection 3.4, above.
- 3.8. The Contractor shall review all complaints on a monthly basis to ensure complaints have been handled in accordance processes specified in Subsection 3.4., above.

**4. Incident Reporting**

- 4.1. The Contractor shall ensure all initial notifications of adverse events or incidents, and any follow-up actions taken are documented and provided to the Department using the approved process for incident reporting.

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- 4.2. The Contractor shall notify the Department within twelve (12) hours of the Contractor being notified, or becoming aware, of events involving an individual who is the alleged victim or perpetrator of any of the following events:
  - 4.2.1. A suspected or alleged criminal offense; or
  - 4.2.2. Any injury to an individual or to a contracted or subcontracted staff member that requires any level of medical intervention.
- 4.3. The Contractor and its Transportation Providers shall report to the Department, all accidents, injuries, and incidents that have occurred in conjunction with a scheduled trip when an individual is present in a vehicle. The Contractor shall ensure accidents, injuries, and incidents are reported to the Department as follows:
  - 4.3.1. Events involving an individual who is the alleged victim or perpetrator of a suspected criminal offense requires notification within twelve (12) hours of being notified or otherwise becoming aware.
  - 4.3.2. An Accident/Incident with resulting injury requires notification within twelve (12) hours of the event.
  - 4.3.3. An Accident/Incident without injury resulting requires notification within twenty-four (24) hours of the event.
  - 4.3.4. Notification to the Department within one (1) working day of any incident that was referred to the Medicaid Fraud Control Unit by the Contractor or their Transportation Providers.
- 4.4. The Contractor shall report alleged incidence of individual abuse and neglect pursuant to all state and federal laws.
- 4.5. The Contractor shall provide a corrective action plan that identifies mitigating steps for the prevention of future incidents, as requested by the Department.
- 4.6. The Contractor shall require all Transportation Providers to report fraud, waste, or abuse (FWA) to the Contractor, who is responsible for reporting FWA to the Department and any appropriate authorities. The Contractor shall adhere to the following practices:
  - 4.6.1. Comprehensive provider credentialing and ongoing monitoring to identify providers committing fraud and exclude them from our network;
  - 4.6.2. Use of pre-payment reviews to detect suspicious claims prior to payment;
  - 4.6.3. Use of post-payment audits to identify single claims, and claim trends and provider trends that require further FWA review;
  - 4.6.4. Conduct comprehensive investigations in to suspected FWA;

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- 4.6.5. Appropriate recovery initiatives to recoup Medicaid dollars that were paid for fraudulent claims or to fraudulent providers; and
- 4.6.6. Regular communication with customers and where appropriate, state and federal agencies who oversee the programs to report to effectively target and track providers suspected of FWA activities.
- 4.7. The Contractor shall report incidents not outlined in Subsection 4.6., as required by state and federal laws.
- 4.8. The Contractor shall take appropriate action against Transportation Providers and/or drivers in response to driver misconduct that constitutes an alleged criminal offense or a deviation of policy that is likely to have put an individual at risk.

**5. Scope of Services – Driver Requirements**

- 5.1. The Contractor shall ensure safe travel of passengers to and from points of destination identified by the State of New Hampshire through various modes of transportation, which may include, but are not limited to:
  - 5.1.1. Multi-passenger van.
  - 5.1.2. Wheelchair van.
  - 5.1.3. Taxi.
  - 5.1.4. Transportation Network Company, as approved by the Department.
- 5.2. The Contractor shall ensure transporters operate vehicles that:
  - 5.2.1. Meet state inspection standards.
  - 5.2.2. Have a current state inspection sticker.
  - 5.2.3. Are registered for operation in the State of New Hampshire.
- 5.3. The Contractor shall ensure all drivers:
  - 5.3.1. Have appropriate and valid driver's licenses and insurance for vehicles used in transports.
  - 5.3.2. Have not had more than two (2) accidents within the last 12 months.
  - 5.3.3. Have not been convicted of any felony or misdemeanor crimes related to:
    - 5.3.3.1. Drugs.
    - 5.3.3.2. Alcohol.
    - 5.3.3.3. Abuse of any individual.
    - 5.3.3.4. Sexual misconduct.
  - 5.3.4. Are briefed on the specific population served and safety precautions that must be in place due to the COVID-19 Pandemic.

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- 5.4. The Contractor shall ensure all transporters receive and complete training on the proper donning and doffing of personal protective equipment for COVID-19. The Contractor shall:
  - 5.4.1. Document the name of the transporter and date training is completed.
  - 5.4.2. Ensure documentation of completed trainings is available to the State of New Hampshire upon request.
- 5.5. The Contractor shall follow CDC Interim Guidelines relative to transportation to and from COVID-19 vaccination appointments, which include, but are not limited to:
  - 5.5.1. Ensuring transporters wear personal protective equipment (PPE) during the course of each ride provided.
  - 5.5.2. Ensuring interactions by transporter with individuals are at a distance of at least six (6) feet, if possible.
  - 5.5.3. Ensuring individuals are placed in the vehicle at least six (6) feet from the driver whenever possible.
  - 5.5.4. Ensuring a facemask is worn by the individual being transported, whenever possible.
  - 5.5.5. Ensuring contact with unmasked individuals is minimized.
  - 5.5.6. Ensuring individuals with a nasal cannula in place is donning a facemask over the nasal cannula, or is utilizing an oxygen mask if no facemask is available.
  - 5.5.7. Ensuring every effort is made to have a driver's compartment separated from the passenger compartment, which may include an air-tight vapor barrier that is installed and ensures both compartments have separate ventilation.
  - 5.5.8. Isolating the driver from the patient compartment and keeping pass-through doors and windows tightly shut.
  - 5.5.9. Closing the door and/or window between the driver and passenger compartments prior to allowing an individual to board the vehicle.
  - 5.5.10. Making every effort to ensure vehicle ventilation in both compartments is on a non-recirculated or interior ventilation setting to maximize the ability to bring exterior air into the interior compartments to ensure reduction in potentially infectious particles in the vehicle.
  - 5.5.11. Ensuring transport vehicles can be effectively disinfected by ensuring seats within the vehicle either:
    - 5.5.11.1. Do not have cloth seats; or

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- 5.5.11.2. Have plastic covering over the seats.
- 5.6. The Contractor shall ensure, via policy, transport vehicles are cleaned after every transport completed, in accordance with CDC Interim Guidelines relative to transportation services provided during the COVID-19 Pandemic. The Contractor shall:
- 5.6.1. Leave the doors of the transport vehicle open while the individual is escorted by staff into the facility.
  - 5.6.2. Ensure transporters wear disposable gowns, gloves, facemasks or face shields, and goggles during cleaning.
  - 5.6.3. Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, which includes ensuring doors remain open to provide adequate ventilation when chemicals are in use.
  - 5.6.4. Follow routine cleaning and disinfection procedures, which may include, but is not limited to, using cleaners and water to pre-clean surfaces prior to applying an EPA-registered, hospital-grade disinfectant to frequently touched surfaces or objects for appropriate contact times as indicated on the product's label.
  - 5.6.5. Clean and disinfect each vehicle in accordance with standard operating procedures, ensuring all surfaces that may have come in contact with the patient or materials contaminated during patient care are thoroughly cleaned and disinfected using an EPA-registered hospital grade disinfectant in accordance with the product label.
  - 5.6.6. Follow standard operating procedures for the containment and disposal of used PPE.
  - 5.6.7. Follow standard operating procedures for containing and laundering used linen.
- 5.7. The Contractor shall provide confirmation from the Transportation Provider on the business day prior to each trip with an additional confirmation after each trip to ensure the trip was completed as scheduled.
- 5.8. The Contractor shall provide the digital record of each trip, which includes, but is not limited to:
- 5.8.1. Assigned trips.
  - 5.8.2. Completed trips.
  - 5.8.3. Individual no-shows.
  - 5.8.4. Driver no-shows.
  - 5.8.5. Unfulfilled trips.

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5.8.6. Cancelled trips.

5.8.7. Costs for trips.

5.9. The Contractor shall track and maintain records of preventative and routine vehicle service for a minimum period of seven (7) years, including daily inspection reports.

**6. Exhibits Incorporated**

6.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

6.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

6.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**7. Reporting Requirements**

7.1. The Contractor shall provide reports that include, but are not limited to:

7.1.1. Trip Statistics.

7.1.2. Utilization of Service.

7.1.3. Accident/Incident Report.

7.2. The Contractor shall maintain and provide to the Department upon request, a list of their Transportation Providers including vehicle types and number of each type of vehicle.

7.3. The Department expressly reserves the right to reject, suspend, or terminate the participation of any transportation provider or one of their drivers.

**8. Performance Measures**

8.1. The Department will monitor performance of the Contractor by reviewing data

8.2. The Department seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

8.3. The Department may collect other key data and metrics from the Contractor including trip volume, performance, and service data.

8.4. The Department may identify expectations for active and regular collaboration, including key performance objectives, in the resulting contract. Where applicable, the Contractor shall collect and share data with the Department in a format specified by the Department.

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**9. Additional Terms**

**9.1. Impacts Resulting from Court Orders or Legislative Changes**

9.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**9.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services**

9.2.1. The Contractor shall submit, within ten (10) business days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

**9.3. Credits and Copyright Ownership**

9.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

9.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

9.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 9.3.3.1. Brochures.
- 9.3.3.2. Resource directories.
- 9.3.3.3. Protocols or guidelines.
- 9.3.3.4. Posters.
- 9.3.3.5. Reports.

9.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

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**10. Records**

- 10.1. The Contractor shall keep records that include, but are not limited to:
- 10.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 10.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 10.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**New Hampshire Department of Health and Human Services  
 COVID-19 Vaccination Transportation Services  
 EXHIBIT C**

**Payment Terms**

1. The State shall pay the Contractor an amount not to exceed Form P-37, Block 1.8 Price Limitation for the services provided by the Contractor pursuant to Exhibit B, Scope of Services
2. The Contractor shall submit invoices on a monthly basis that indicate the total number of rides provided per day, specifying:
  - 2.1. Source of transport initiation.
  - 2.2. Name of individual transported.
  - 2.3. Contact phone number for individual being transported.
  - 2.4. Pick up location.
  - 2.5. Drop of location.
  - 2.6. Number of loaded miles traveled.
  - 2.7. Number of units of wait time.
3. The rate of reimbursement for transportation services shall be:
  - 3.1. The Contractor will be paid an administrative fee of \$8,750 per month and fee for services rates for direct transportation costs as outlined below.

<b>Fee-for-Service Transportation Rates Paid to Transportation Providers</b>	
Taxi/Livery Base	\$10.00
Taxi/Livery Mileage	\$1.72 per loaded mile
Taxi/Livery Wait Time: First 30 minutes	\$13.00
Taxi/Livery Additional Wait Time: Paid in 15-minute units	\$7.00 per unit
Wheel Chair Accessible Base	\$27.35
Wheel Chair Mileage (from first mile)	\$6.10/mile
Wheel Chair Wait Time: First 30 minutes	\$25.00
Wheel Chair Additional Wait Time: Paid in 15-minute units	\$13.00 per unit
<b>After-Hours / Weekend / Holiday Business Hours: 5pm – 7am</b>	
<b>Fee-for-Service Transportation Rates Paid to Transportation Providers</b>	
Taxi/Livery Base	\$12.00
Taxi/Livery Mileage	\$2.00 per loaded mile
Taxi/Livery Wait Time: First 30 minutes	\$20.00

**New Hampshire Department of Health and Human Services  
COVID-19 Vaccination Transportation Services  
EXHIBIT C**

Taxi/Livery Additional Wait Time: Paid in 15-minute units	\$10.00 per unit
Wheel Chair Accessible Base	\$30.00
Wheel Chair Mileage (from first mile)	\$7.00 per loaded mile
Wheel Chair Wait Time: First 30 minutes	\$40.00
Wheel Chair Additional Wait Time: Paid in 15-minute units	\$25.00 per unit

4. No minimum amounts of transports are guaranteed and payments will be only for actual transports completed as specified in Exhibit B, Scope of Services.
5. In lieu of hard copies, all Department-provided invoices may be assigned an electronic signature and emailed to [DMSInvoices@dhhs.nh.gov](mailto:DMSInvoices@dhhs.nh.gov) or The State will provide a Documentation Template that must be submitted with the invoices to support payment.
6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.

4/14/2021

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

Vendor Initials WS  
Date 4/14/2021

New Hampshire Department of Health and Human Services  
Exhibit D



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Vendor Name:

4/14/2021

Date

DocuSigned by:

Will Smith

Name: Will Smith

Title: Chief Growth Officer

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

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, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
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 (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.

Vendor Name:

4/14/2021

Date

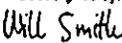
DocuSigned by:  
  
 Name: Will Smith  
 Title: chief Growth officer

Exhibit E - Certification Regarding Lobbying

Vendor Initials

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WS

Date 4/14/2021

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549; 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

WS  
Date 4/14/2021

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (11)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

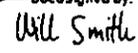
LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

4/14/2021

Date

DocuSigned by:  
  
 Name: Will Smith  
 Title: Chief Growth Officer

DS  


New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Contractor Initials

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Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:

4/14/2021

Date

DocuSigned by:

Will Smith

Name: Will Smith

Title: Chief Growth Officer

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials

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New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name:

4/14/2021

Date

DocuSigned by:

Will Smith

Name: Will Smith

Title: Chief Growth Officer

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Contractor Initials

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Date 4/14/2021

New Hampshire Department of Health and Human Services



Exhibit I

- i. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall not disclose the PHI.

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate

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Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services

The State by:

*Henry D. Lipman*

Signature of Authorized Representative

Henry D. Lipman

Name of Authorized Representative  
medicaid director

Title of Authorized Representative

4/14/2021

Date

One Call Government Solutions, LLC

Name of the Contractor

*Will Smith*

Signature of Authorized Representative

will smith

Name of Authorized Representative

Chief Growth Officer

Title of Authorized Representative

4/14/2021

Date

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Date

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**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

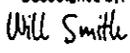
The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

4/14/2021

Date

DocuSigned by:  
  
 Name: Will Smith  
 Title: Chief Growth Officer

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 Date 4/14/2021

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FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 08-1027516
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

## New Hampshire Department of Health and Human Services

### Exhibit K

## DHHS Information Security Requirements



### A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

- 7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

- 1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via certified ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

- 1. Identify Incidents;
- 2. Determine if personally identifiable information is involved in Incidents;
- 3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
- 4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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DHHS Information Security Requirements



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov