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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC STABILITY

Lori A. Weaver  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 21, 2023

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, Division of Economic Stability, to enter into a **Sole Source** amendment to an existing contract with SEED Collective, LLC (VC#447715), Kansas City, MO, to administer the Opportunities to Succeed grants to licensed and licensed-exempt child care providers in New Hampshire to complete recommended facility improvements and operational enhancements, by increasing the price limitation by \$5,250,000, from \$3,543,670 to \$8,793,670 with no change to the contract completion date of September 30, 2024, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 28, 2023, item #17.

Funds are available in the following account for State Fiscal Years 2024 and 2025, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-095-042-421110-24290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE CCDF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	102-500731	Contracts for Prog Svc	TBD	\$2,840,835	\$4,824,200	\$7,665,035
2025	102-500731	Contracts for Prog Svc	TBD	\$702,835	\$425,800	\$1,128,635
			<b>Total</b>	<b>\$3,543,670</b>	<b>\$5,250,000</b>	<b>\$8,793,670</b>

**EXPLANATION**

This amendment is to provide funding to licensed and licensed-exempt child care and family child care providers in New Hampshire to complete recommended facility improvements and operational enhancements in accordance with Child Care Provider Business Health Assessments conducted by the Contractor. This request is **Sole Source** because the Department is amending the scope of services and adding funding and increasing the price limitation by more than 10% of the original contract, which was originally competitively bid. The current contract requires the Contractor to conduct the Business Health Assessments for child care providers and

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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to support the Opportunities to Succeed grant administration. The Contractor is therefore uniquely able to execute these additional grant administration functions and provide these funding opportunities to child care providers in a timely and efficient manner.

This contract was developed as part of the State's Child Care Strengthening Plan (2022) and plans for the use of federal Child Care ARPA-D funding to support long-term sustainable solutions to strengthen the child care industry. These funds will support providers that need facility updates to meet child care needs such as space expansion, repairs or renovations, or to meet zoning and covenants in their communities. Funds will also assist providers to improve business practices in human resources; legal and tax affairs; insurance; marketing; outreach; and budgeting and financial management in their current and evolving business models.

Approximately 724 existing and 50 potential new child care providers may be served during State Fiscal Years 2024 and 2025.

The Department will monitor services by:

- Ensuring Department approval of all Opportunities to Succeed grants to providers.
- Ensuring providers complete their Business Health Assessment.
- Documenting clear and sustainable business improvements.
- Documenting increases in child care provider slots.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, Section 1, Subsection 1.2., of the original agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

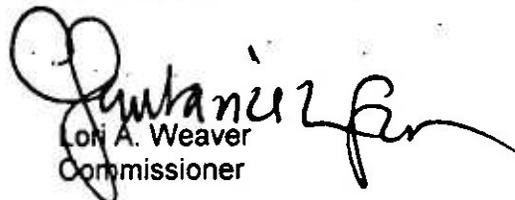
Should the Governor and Council not authorize this request, there will be no funds to support the facility improvements and operational enhancements as recommended by the Business Health Assessments. As a result, the child care industry will miss the opportunity to strengthen services for families in need of child care, which may adversely impact the state's economy.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number # 93.575; FAIN # 2101NHCDC6.

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

Respectfully submitted,

  
Lon A. Weaver  
Commissioner

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

This Amendment to the Child Care Business Improvement Project contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and SEED Collective, LLC ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 28, 2023 (Item 17), 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, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; 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 1.8, Price Limitation, to read:

\$8,793,670.

2. Modify Exhibit B, Scope of Services, by replacing Subsection 1.18., in its entirety, to read:

1.18. The Contractor must administer the Opportunities to Succeed (OTS) grant program to disburse funds to address deficiencies identified in the Child Care Provider Business Health Assessment conducted by the Contractor as specified in Subsection 1.10., and the Family Child Care Provider Business Health Assessment results, as approved and provided by the Department. Responsibilities include but are not limited to:

1.18.1. Developing, in collaboration with the Department, a Department-approved OTS grant application, award letter, grant agreement and OTS child care provider (CCP) invoice.

1.18.2. Developing and utilizing a Department-approved process and tools to track, manage, monitor and reconcile OTS grant applications, awards, agreements, funds distribution, CCP invoices and remittances.

1.18.3. Developing and utilizing a Department-approved process and tools to track application documentation for proposed expenses, documenting post-award verification on the utilization of OTS grant awarded funds, and ensuring expenses are allowable and utilized for authorized business improvement activities, including but not limited to:

1.18.3.1. Materials.

1.18.3.2. Equipment.

1.18.3.3. Supplies.

1.18.3.4. Services.

1.18.3.5. Drinking water testing and remediation.

1.18.3.6. Program startup(s), expansion, merger and consolidation.

1.18.4. Ensuring that all OTS grant applicants submit a completed application, required application documentation and, if awarded an OTS grant, CCP invoices and post award documentation.

1.18.5. Administering the OTS grant review, award and payment process, including but

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not limited to the following process:

- 1.18.5.1. Step One (1): The Contractor shall review applications to ensure requests align with approved expenses and the applications include substantiating documentation; making the application complete and accurate.
- 1.18.5.2. Step Two (2): The Contractor must pre-approve the OTS grant applications and supporting documentation, including invoices and estimates, and will forward approved applications to the Department. This process includes but is not limited to:
  - 1.18.5.2.1. The Contractor must review applications and documentation for accuracy, thoroughness authenticity and completeness; and ensure applications are in accordance with federal funding and contract guidelines. All OTS grant applications are subject to audit. The Contractor reserves the right to determine accuracy, thoroughness, authenticity and completeness of documentation and may request subsequent documentation as it deems appropriate.
  - 1.18.5.2.2. The Contractor must ensure OTS grant application funding requests are reasonable and appropriate. The Contractor reserves the right to reject an application when funding request are deemed not reasonable or not appropriate or suspected or substantiated misuse of funds. The Contractor reserves the right to determine what is considered a reasonable and appropriate funding request.
  - 1.18.5.2.3. Applications that meet the aforementioned criteria will be deemed approved by the Contractor and will move to Department review step Three (3).
- 1.18.5.3. Step Three (3): Upon receiving a Contractor approved OTS grant application, the Department shall utilize an internal review process to review OTS grant applications and notify the Contractor of approved or rejected grant applications in writing. This process includes:
  - 1.18.5.3.1. The Department's review of the Contractor's pre-approval and review notes, the grant application, verification of the child care provider met the requirements of previously awarded grants and is in good standing with licensing/scholarship program status. The Department; at its sole discretion, reserves the right to determine accuracy, thoroughness, authenticity and completeness of documentation and may request subsequent documentation as it deems appropriate.
  - 1.18.5.3.2. The Department's final determination to approve or reject an application based on findings unfavorable to

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the CCP described in section 1.18.5.3.1.

- 1.18.5.3.3 The Department shall notify the Contractor of its final determination on each application.
- 1.18.5.3.4 The Department, at its sole discretion, reserves the right to reject an application when funding requests are deemed not reasonable or not appropriate or if there is suspected or substantiated misuse of funds. The Department, at its sole discretion, reserves the right to determine what is considered a reasonable and appropriate funding request.
- 1.18.5.4. Step Four (4): Upon approval by the Department, the Contractor will be notified and must issue the award letter and OTS grant agreement to the CCP.
- 1.18.5.5. Step Five (5): Once the CCP signs and returns the grant agreement to the Contractor along with the CCP invoice, the Contractor shall disburse the OTS award funds to the CCP.
- 1.18.5.6. Step Six (6): The Contractor must submit an invoice for reimbursement of OTS grant funds to the Department as specified in Exhibit C, Payment Terms.
- 1.18.5.7. Step Seven (7): Following the completion of the CCP grant-funded activity(ies), the CCP must submit a project completion report, provided by the Department, to the Contractor with appropriate supporting documentation.
- 1.18.5.8. Step Eight (8) The Contractor shall reconcile the OTS grant applications with CCP invoice(s) with actual expenditures and take action to secure return of unused funds or return of funds utilized for non-approved and non-allowable expenses.
- 1.18.6. Advising OTS grant applicants of all Department-approved OTS grant fund requirements and provisions, including but not limited to:
  - 1.18.6.1. Requirements for accurate and complete application for funds.
  - 1.18.6.2. Parameters related to allowable and non-allowable uses of funds.
  - 1.18.6.3. Process for return of unused funds or funds utilized for non-approved and non-allowable expenses.
  - 1.18.6.4. Required documentation needed when applying for funds including required supporting documentation necessary to substantiate requested funding amounts, including but not limited to cost estimates and invoices.
  - 1.18.6.5. Required documentation to verify all grant funds are utilized for approved and allowable uses, including but not limited to receipts of purchase and invoices with proof of payment. A proof of payment alone without an invoice is not sufficient documentation to substantiate an approved or allowable expense, and is not subject to reimbursement.
  - 1.18.6.6. All CCP reporting requirements as identified in the Department-

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approved award agreement.

- 1.18.6.7. The OTS grant application, Frequently Asked Questions, instructions for application completion, details of the process and grant provisions and terms and conditions.
  - 1.18.7. Submitting monthly reports to the Department on all OTS grant activity to ensure agreement compliance, which includes but is not limited to:
    - 1.18.7.1. OTS grant funds requested by CCPs.
    - 1.18.7.2. OTS grant funds disbursed by the Contractor to CCPs.
    - 1.18.7.3. OTS grant funds reimbursed to the Contractor by the Department.
    - 1.18.7.4. OTS grant funds returned to the Contractor by CCPs.
    - 1.18.7.5. Notification of suspected or substantiated misuse of funds.
    - 1.18.7.6. Other reports as needed to ensure proper contract management, as requested by the Department.
  - 1.18.8. Reconciling OTS grant applications and CCP invoices with actual expenditures and returning to the Department unused funds or funds utilized for non-approved and non-allowable expenses within thirty (30) days of CCP project completion report.
  - 1.18.9. Disbursing all OTS grant funds and returning unspent, remaining and/or unused OTS grant funds to the Department forty (40) days prior to contract completion date.
  - 1.18.10. Responding to auditing requests related to OTS grant program as identified by the Department.
  - 1.18.11. Submitting a Department-approved Work Plan related to OTS grant program within thirty (30) business days of contract effective date.
3. Modify Exhibit C, Payment Terms, Section 3. through 5. to read:
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibit C-1, Budget Sheet, Amendment #1, through Exhibit C-2, Budget Sheet, Amendment #1.
  4. The Contractor shall submit an invoice with supporting documentation for expenses related to the Opportunitites to Succeed (OTS) grant funds on a weekly basis to the Department, and, for all other expenses, an invoice no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each OTS invoice is submitted in accordance with the documentation required in Subparagraph 1.18., and all other invoices:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.

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- 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
- 4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to DHHS-Contracts@dhhs.nh.gov or mailed to :  

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) days of receipt of each invoice and supporting documentation for authorized, allowable and approved expenses, subsequent to approval of the submitted invoices and within ten (10) business days of receipt of invoices for OTS grant funds with supporting documentation for authorized, allowable and approved expenses, subsequent to approval of the submitted invoices.
4. Modify Exhibit C-1, Budget Sheet, by replacing it in its entirety with Exhibit C-1, Budget Sheet, Amendment #1, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit C-2, Budget Sheet, by replacing it in its entirety with Exhibit C-2, Budget Sheet, Amendment #1, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and 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

8/22/2023

Date

DocuSigned by:

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

SEED Collective, LLC

8/22/2023

Date

DocuSigned by:

*Adrienne B. Haynes*

Name: Adrienne B. Haynes

Title: Owner

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

OFFICE OF THE ATTORNEY GENERAL

8/22/2023

Date

DocuSigned by:  
*Robyn Guarino*  
748734844941480  
Name: Robyn Guarino  
Title: Attorney

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		
Contractor Name: SEED Collective, LLC		
Budget Request for: Child Care Business Improvement Project		
Budget Period: September 6, 2023 through June 30, 2024		
Indirect Cost Rate (if applicable): 0.00%		
RFP-2023-DES-06-CCBIP-01		
Line Item	Program Cost - Funded by DHHS	
	\$1,899,200	
1. Salary & Wages		
	\$420,000	
2. Fringe Benefits		
	\$368,000	
3. Consultants		
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$40,000	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$200,000	
6. Travel	\$75,000	
7. Software	\$20,000	
8. (a) Other - Marketing/ Communications	\$170,000	
	\$16,000	
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Professional Memberships	\$1,835	
Resource Guide	\$30,000	
Opportunities to Succeed Grant Funds	\$4,625,000	
Other (please specify)	\$0	
	\$0	
9. Subrecipient Contracts		
<b>Total Direct Costs</b>	<b>\$7,665,035</b>	
<b>Total Indirect Costs</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$7,665,035</b>	

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Contractor Initials

8/22/2023

Date

New Hampshire Department of Health and Human Services		
Contractor Name: SEED Collective, LLC		
Budget Request for: Child Care Business Improvement Project		
Budget Period: July 1, 2024 through September 30, 2024		
Indirect Cost Rate (if applicable): 0.00%		
RFP-2023-DES-06-CCBIP-01		
Line Item	Program Cost - Funded by DHHS	
	\$425,800	
1. Salary & Wages		
	\$105,000	
2. Fringe Benefits		
	\$92,000	
3. Consultants		
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$50,000	
6. Travel	\$25,000	
7. Software	\$20,000	
8. (a) Other - Marketing/ Communications	\$30,000	
8. (b) Other - Education and Training	\$4,000	
8. (c) Other - Other (specify below)		
Professional Memberships	\$1,835	
Opportunities to Succeed Grant Funds	\$375,000	
Other (please specify)		
Other (please specify)		
	\$0	
9. Subrecipient Contracts		
<b>Total Direct Costs</b>	<b>\$1,128,635</b>	
<b>Total Indirect Costs</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$1,128,635</b>	

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Contractor Initials

8/22/2023

Date

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that SEED COLLECTIVE, LLC is a Missouri Limited Liability Company registered to transact business in New Hampshire on May 08, 2023. 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: 931444

Certificate Number : 0006228737



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 8th day of May A.D. 2023.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Jeremiah I. Haynes, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC: cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of SEED Collective, LLC  
(Corporation/LLC Name)

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 August 22, 2023, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

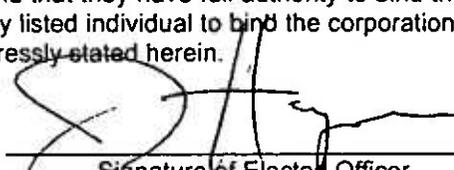
**VOTED:** That Dr. Adrienne B. Haynes, Esq., Owner (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of SEED Collective, LLC to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

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 was **valid thirty (30) days prior to and 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: August 22, 2023

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Jeremiah I. Haynes  
Title: Officer





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Jeremiah Haynes (14633CE) 16020 Swingley Ridge Rd Ste 360  Chesterfield MO 63017	<b>CONTACT</b> NAME: Jeremiah Haynes PHONE (A/C, NO, EXT): 636-492-1117      FAX (A/C, NO): 636-204-6295 E-MAIL ADDRESS: jhaynes1@farmersagent.com														
<b>INSURED</b>  SEED COLLECTIVE, LLC. 5225 NW 82ND TER  KANSAS CITY MO 64151	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Truck Insurance Exchange</td> <td>21709</td> </tr> <tr> <td>INSURER B: Farmers Insurance Exchange</td> <td>21652</td> </tr> <tr> <td>INSURER C: Mid Century Insurance Company</td> <td>21687</td> </tr> <tr> <td>INSURER D: Fire Insurance Exchange</td> <td>21660</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D: Fire Insurance Exchange	21660	INSURER E:		INSURER F:	
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INSURER D: Fire Insurance Exchange	21660														
INSURER E:															
INSURER F:															

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	A02187075	05/09/2023	05/09/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is listed as Additional insured on the named Insured's general liability policy.  
 Waiver of Subrogation applies in favor of the certificate holder on the workers compensation policy.

<b>CERTIFICATE HOLDER</b>  STATE OF NEW HAMPSHIRE, DEPT. OF HEALTH AND HUMAN SERVICES 129 PLEASANT ST 1115 VALLEY DR      NH 03301-3857	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Jeremiah Haynes (May 16, 2023 10:10 CDT)
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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC STABILITY

Lori A. Weaver  
Interim Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 12, 2023

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, Division of Economic Stability, to enter into a contract with SEED Collective, LLC (VC#447715), Kansas City, MO, in the amount of \$3,543,670 to serve as a facilitating organization for the Child Care Business Improvement Project. The Contractor will supervise and manage all aspects of the project, including working with the business community and community partners to deliver child care-related business services structured to support, stabilize, improve and expand the supply of child care programs statewide, with the option to renew for up to two (2) additional years, effective July 1, 2023 or upon Governor and Council approval, whichever is later, through September 30, 2024. 100% Federal Funds.

Funds are anticipated to be available in State Fiscal Years 2024 and 2025, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-095-042-421110-24290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE CCDF

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2024	102-500731	Contracts for Prog Svc	TBD	\$2,840,835
2025	102-500731	Contracts for Prog Svc	TBD	\$702,835
			Total	\$3,543,670

EXPLANATION

The purpose of this request is to develop a stronger statewide foundation and support system on which child care providers can build a solid and sustainable business, better meet the

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

demand in their community, and maximize income while balancing that with competitive wages and affordable cost for families.

As research shows (Bi-Partisan Policy Center 2021), "high-quality child care programs provide children with safe, developmentally appropriate environments that support their positive growth. Access to quality child care also allows parents and guardians to remain in the workforce, achieve economic stability, and contribute to the economy— making child care providers an important component of our state's infrastructure." Many of our New Hampshire child care providers are facing facility and business challenges that impact their daily operations. Families in New Hampshire are served through a mixed-delivery child care system, seeking care from licensed programs, licensed-except programs, home child care providers, employer-sponsored child care, and informal care from friends and neighbors. Within the many models of care, there are private and non-profit providers with staff sizes that range from one to hundreds; there are varying business models, with different operating hours, facility expenses, program services, and compensation; there are also varying levels of business acumen.

This contract was developed to meet the current needs of child care providers while encouraging their long-term sustainability as a business. Some providers are at a disadvantage because of facilities that are outdated and do not meet the child care needs of today. Other providers are hampered by space and cost limitations; in need of repairs, renovations and expansion; have a lack of real estate options in their area; carry high lease or mortgage terms; and face restrictive zoning and covenants in their community. Numerous providers expressed the need for assistance in blending business best practices in the areas of human resources; legal and tax affairs; insurance needs; marketing; outreach; and budgeting and financial management into their current and evolving business model.

Accordingly, this contract will serve licensed and license-exempt New Hampshire-based child care providers, as defined by He-C 4002 - NH Child Care Program Licensing Rules He-C 6914 – Child Care Provider Enrollment Requirements, and Head Start/Early Head Start center-based programs. The same service for family child care and part-time early childhood programs will be delivered through a separate Memorandum of Understanding, also on the agenda for the June 28, 2023 Governor and Council meeting. Services in this contract include:

- A program designed to help child care providers assess, organize and grow their business operations.
- Support building business capacity through a financial and facility health assessment, access to grants and introductions to services, professionals and prospective lenders.
- Access to a mentor network for one-on-one customized support.
- Free business guidance from professional service providers in critical areas, including but not limited to: human resources, legal and tax business affairs, business insurance needs, marketing, outreach, business budgeting and financial management targeted to build capacity.
- Free facility business guidance from professional service providers targeted to improve facility conditions and/or expansion.
- Strategic networking with peers and experts in child care operations.
- Practical education and ongoing training opportunities.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Approximately 606 child care providers will be served during State Fiscal Years 2024 and 2025.

The Department will monitor services by:

- Ensuring an effective and targeted Child Care Business Improvement Project statewide marketing campaign.
- Ensuring qualifying child care providers apply for and use the full extent of the Child Care Business Improvement Project services available in this contract, including a Business Health Assessment, a Development, Improvement and Sustainability Plan; business mentoring services; and direction and advice from business and facility experts.
- Documented clear and sustainable business improvements.

The Department selected the Contractor through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from March 14, 2023 through April 21, 2023. The Department received four (4) responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, Section 1, Subsection 1.2., of the attached agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

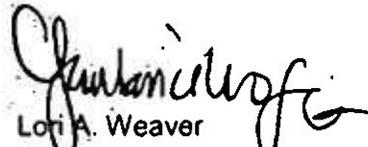
Should the Governor and Council not authorize this request, the child care provider industry will continue to experience challenges that will impact families in need of child care as well as the state's workforce and economy.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number # 93.575; FAIN # 2101NHCDC6.

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

Respectfully submitted,

  
Lori A. Weaver  
Interim Commissioner

New Hampshire Department of Health and Human Services  
 Division of Finance and Procurement  
 Bureau of Contracts and Procurement  
 Scoring Sheet

Project ID # RFP-2023-DES-06-CCBP  
 Project Title Child Care Business Improvement Project

	Maximum Points Available	Wonderschool, INC	Early Learning New Hampshire	All Our Kids	SEED Collective, LLC
<b>Technical</b>					
Strategy and Plan (O1)	40	15	35	10	40
Development, Implementation and Management (O2)	60	20	42	5	50
Capacity (O3)	30	15	20	5	30
Expertise and Ability (O4)	30	12	25	5	28
Subtotal - Technical	158	62	122	25	148
<b>Cost</b>					
Budget Sheet (Appendix E)	30	15	13	7	25
Program Staff List (Appendix F)	15	10	10	7	13
Subtotal - Cost	45	25	23	14	38
<b>TOTAL POINTS</b>	<b>195</b>	<b>87</b>	<b>145</b>	<b>39</b>	<b>186</b>
<b>TOTAL PROPOSED VENDOR COST</b>		<b>\$4,187,551</b>	<b>\$3,600,030</b>	<b>\$3,383,000</b>	<b>\$3,843,610</b>

Reviewer Name	Title
1 <u>Gianne Chase</u>	<u>Assistant Bureau Chief - Child Development</u>
3 <u>Theresa Peck</u>	<u>Program Specialist IV</u>
4 <u>Mika Bradley</u>	<u>Financial Manager</u>
6 <u>Benjamin Hochman</u>	<u>Business Systems Analyst</u>

Subject: Child Care Business Improvement Project (RFP-2023-DES-06-CCBIP-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**

**1. 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 SEED Collective, LLC		1.4 Contractor Address 5225 NW 82nd Ter., Kansas City, MO 64151	
1.5 Contractor Phone Number 816-256-7374	1.6 Account Number 05-095-042-421110-2-4290000	1.7 Completion Date 9/30/2024	1.8 Price Limitation \$3,543,670
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Adrienne B. Haynes 34F563138ECAA7		1.12 Name and Title of Contractor Signatory Adrienne B. Haynes Owner	
1.13 State Agency Signature DocuSigned by: Karen Hebert 825880E01B1A116		1.14 Name and Title of State Agency Signatory Karen Hebert Division 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: Robyn Guarino DocuSigned by: Robyn Guarino 748734844941460 On: 6/8/2023			
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.

Contractor Initials DS  
ABH  
Date 6/8/2023

**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

Contractor Initials

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Date 6/8/2023

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  
Child Care Business Improvement Project  
EXHIBIT A**

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**Revisions to Standard Agreement 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 the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective upon Governor and Executive Council approval or July 1, 2023, whichever is later.

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 two (2) additional years 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 if applicable, a Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act. Written agreements shall specify how corrective action shall be managed. 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.

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6/8/2023

**New Hampshire Department of Health and Human Services  
Child Care Business Improvement Project  
EXHIBIT B**

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**Scope of Services**

**1. Statement of Work**

- 1.1. The Contractor must develop, deploy and administer a statewide Child Care Business Improvement Project (CCBIP) to serve licensed and license-exempt providers as identified in subsection 1.2.1.
- 1.2. For the purpose of this Agreement, licensed and license-exempt child care providers mean:
  - 1.2.1. Licensed and license-exempt New Hampshire-based child care providers, as defined by He-C 4002 - NH Child Care Program Licensing Rules He-C 6914 - Child Care Provider Enrollment Requirements, and Head Start/Early Head Start center-based programs; excluding family child care and part-time early childhood programs.
- 1.3. The Contractor must ensure services are available statewide.
- 1.4. For the purposes of this Agreement, all references to days mean business days, excluding state and federal holidays.
- 1.5. For the purposes of this Agreement, all references to business hours mean Monday through Friday from 8:00 AM to 5 PM.

**Child Care Business Improvement Project**

- 1.6. The Contractor must serve as a facilitating organization (FO) for the CCBIP; supervising and managing all aspects of the project, including but not limited to working with the business community and community partners to deliver child care-related business services structured to support, stabilize, improve and expand the supply of affordable and quality child care providers (CCPs), including but not limited to:
  - 1.6.1. A curated support program designed to help CCPs assess, organize and grow their business operations.
  - 1.6.2. Support building business capacity through a financial and facility health assessment, access to grants and introductions to services, professionals and prospective lenders.
  - 1.6.3. Access to a mentor network for one-on-one customized support.
  - 1.6.4. Up to ten (10) hours of free business guidance from professional service providers in critical areas, including but not limited to: human resources, legal and tax business affairs, business insurance needs,

**New Hampshire Department of Health and Human Services  
Child Care Business Improvement Project  
EXHIBIT B**

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- marketing, outreach, business budgeting and financial management targeted to build capacity.
- 1.6.5. Five hours (5) of free facility business guidance from professional service providers targeted to improve facility conditions and/or expansion.
  - 1.6.6. Strategic networking with peers and experts in child care operations.
  - 1.6.7. Practical education and ongoing training opportunities.
- 1.7. The Contractor must develop and deliver the following activities in collaboration with Department, as part of the CCBIP:
- 1.7.1. Activity 1: Business Health Assessment Intake; Access to web-based trainings and technical assistance.
  - 1.7.2. Activity 2: Site Visit; Facility Review.
  - 1.7.3. Activity 3: Development, Improvement and Sustainability Plan (DISP) Report & Recommendations; Mentor Matching & Professional Service Provider Pairing.
  - 1.7.4. Activity 4: Financial Health & Grant Opportunities for operational and facility improvements; CCP Business Networking Opportunities.
  - 1.7.5. Activity 5: Facilitated Group Mentoring Session; Exit Survey; BHA Retake.

**Statewide Marketing and Outreach Program**

- 1.8. The Contractor must develop a statewide marketing and outreach plan, program and campaign collaboratively and in conjunction with the Department and the Department's marketing contractor to reach all qualifying CCPs. A statewide marketing and outreach plan, program and campaign must include, but is not limited to:
- 1.8.1. Outreach to CCP through direct mail and email.
  - 1.8.2. Marketing through child care-related businesses, entities and organizations.
  - 1.8.3. Presentations to local, state and national groups, and other stakeholders to promote the CCBIP.
  - 1.8.4. NH Connections website: [www.nh-connections.org](http://www.nh-connections.org)
  - 1.8.5. Social media.
  - 1.8.6. In state, local, and industry specific trade publications.

**New Hampshire Department of Health and Human Services  
Child Care Business Improvement Project  
EXHIBIT B**

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- 1.8.7. Presentations for key partner organizations, child care associations, and educational seminars hosted by third parties.
- 1.8.8. Referrals from Business Expert and Facility Expert, mentors and professional service providers.
- 1.9. The Contractor must create resources and instructional pages for integration with the New Hampshire Connections Information System website: [www.nh-connections.org](http://www.nh-connections.org).

**Child Care Provider Business Health Assessment**

- 1.10. The Contractor must develop a comprehensive Child Care Provider Business Health Assessment (BHA), which is a self-assessment conducted by the CCP, to identify areas of deficiency and strength in the CCP's current business and facility operations (BFO). The BHA must include, but is not limited to:
  - 1.10.1. Strengths and weaknesses in business operations.
  - 1.10.2. Deficiencies and associated risks for ongoing business stability.
  - 1.10.3. Tangible and intangible assets.
  - 1.10.4. Current service model and target audience.
  - 1.10.5. Current business and facility model.
  - 1.10.6. Existing strategic model.
  - 1.10.7. Current priorities, goals and objectives.
  - 1.10.8. Condition of physical child care facility and/or proposed renovations.
- 1.11. The Contractor must provide Department approved, web-based trainings and technical assistance, accessed through New Hampshire Connections Information System as identified above (NHCIS). This online educational series must be shared as videos, articles, and resource pages and will be tailored to the needs of child care providers. The focus of these resources will be on child care business management, operations, and planning, and other priorities that are elevated through the CCBIP and approved by the Department. In addition, the Contractor must develop a supporting resource guide. The training, technical assistance and guide must include but not be limited to:
  - 1.11.1. Developing a Business Plan.
  - 1.11.2. Professional Development.
  - 1.11.3. Legal Considerations for Child Care Providers.

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- 1.11.4. Developing Financial Statements.
- 1.11.5. Best Practices on Recordkeeping and Documentation.
- 1.11.6. Facility Improvements.
- 1.11.7. Recruiting and Hiring Considerations for CCP.
- 1.11.8. Marketing Strategies.
- 1.12. The Contractor must form a BHA review team comprised of business and facility experts who hold applicable licenses.
- 1.13. The Contractor must ensure the BHA review team utilizes an objective evaluation and scoring methodology to assess, evaluate and score each BHA.
- 1.14. The Contractor must ensure BHA review team issues a report complete with detailed recommendations to CCPs for each BHA completed. Detailed recommendations include, but are not limited to:
  - 1.14.1. Utilization of the business expert and facilities expert teams.
  - 1.14.2. Professional development.
  - 1.14.3. Business expert and facilities expert evaluation, consulting and mentoring services.
- 1.15. The Contractor must provide CCPs with specific and targeted professional Business experts and facilities experts evaluation, consulting, and mentoring services following completion of the BHA.
  - 1.15.1. Professional business expert evaluation, consulting and mentoring services include but are not limited to:
    - 1.15.2. Referrals to professional development and staff training.
    - 1.15.3. Models for best business practices.
    - 1.15.4. Cost effective and durable supplies, materials, and equipment.
    - 1.15.5. Technological systems and improvements.
    - 1.15.6. Understanding generally accepted accounting principles and financial systems.
    - 1.15.7. Development of ongoing proactive business plans.
    - 1.15.8. Utilization of ongoing needs assessments and operational evaluations.
    - 1.15.9. Knowledge of occupancy arrangements, including leasing and ownership of CCP facilities.

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- 1.15.10. Application of human resources policies and resources.
- 1.15.11. Development and implementation of a marketing plan.
- 1.15.12. Expertise in legal and tax practices
- 1.15.13. Other operational areas of concerns as identified by the CCP.
- 1.15.14. Professional facility expert evaluation, consulting and mentoring services includes:
- 1.15.15. Recommendations for facility improvements, code zoning, permit requirements, and construction management as they relate to:
  - 1.15.15.1. Indoor facilities, such as classroom design, restroom configurations, storage areas, and technology workstations.
  - 1.15.15.2. Outdoor facilities, such as entrance and exit locations, playground area, and pickup and drop off locations.
  - 1.15.15.3. Inspections.
  - 1.15.15.4. Special Education considerations.
  - 1.15.15.5. Remediation services, such as mold, lead paint, and asbestos.
  - 1.15.15.6. Expansion or relocation.
  - 1.15.15.7. Facility current condition and common use assessment of the CCP facility.
  - 1.15.15.8. Other areas of concerns as identified by the CCP.

**Development, Improvement and Sustainability Plan**

- 1.16. The Contractor must develop, in collaboration with the Department, the Development, Improvement and Sustainability Plan (DISP) template, with input from the Business experts and facilities experts, with identified referral services as applicable for each participating CCP. The DISP includes, but is not limited to:
  - 1.16.1. Business and operation DISP.
  - 1.16.2. Process DISP.
  - 1.16.3. Facility DISP.
  - 1.16.4. General contracting needs, including construction project management.

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- 1.16.5. Business experts and facilities experts consulting services.
- 1.16.6. Prospective lenders and fundraising opportunities.
- 1.16.7. Referrals to potential resources including lending institutions, non-profit and philanthropic organizations, suppliers, services, and consultants.

**Mentor Services**

- 1.17. The Contractor must facilitate mentor services to CCPs. Mentoring services include, but are not limited to:
  - 1.17.1. Meeting with a CCBIP program team member to facilitate relationships and resources with mentors and professional service providers.
  - 1.17.2. Offering each CCP a minimum of two (2) group mentoring sessions.
  - 1.17.3. Working with CCPs to develop a timeline and plan for implementing the DISP.
  - 1.17.4. Supporting the CCPs to access resources and meet identified DISP goals.
  - 1.17.5. CCP Reassess the Child Care Provider Business Health Assessment to identify successes and areas for future improvements.
  - 1.17.6. Additional Scope of work provided by the Contractor
- 1.18. The Contractor must designate one (1) staff person to provide administrative support in administering the Department's CCP OTS grants designed to provide funding for business improvement activities, including but not limited to:
  - 1.18.1. Materials.
  - 1.18.2. Equipment.
  - 1.18.3. Supplies.
  - 1.18.4. Services.
  - 1.18.5. Drinking water testing and remediation.
  - 1.18.6. Program startup(s), expansion, merger and consolidation.
- 1.19. The Contractor must provide an online educational series focused on child care business management, operations and planning, as approved by the Department.

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- 1.20. The Contractor must develop, in collaboration with the Department, a grassroots pilot program of shared services, with a maximum of fifteen (15) CCPs. Shared services include but are not limited to: payroll services, incoming payments for child care services (tuition receivables); and/or bulk order and purchasing of supplies a provider would use while providing child care (i.e., toilet paper, school supplies, hand sanitizer, crayons).
- 1.21. The Contractor must adhere to the following Work Plan and in collaboration with the Department, provide an updated and modified Work Plan if required, within thirty (30) days from contract effective date.

Time Frame	Key Tasks	Key Milestones
July 2023- September 2023	<ul style="list-style-type: none"> <li>• Program Plan &amp; Launch</li> <li>• Marketing campaign media activities and outreach efforts to qualifying CCPs</li> <li>• Outreach and notice to business community</li> <li>• Develop initial database of Mentor and Professional Service Providers; host intake calls</li> <li>• Form BHA Review Team</li> <li>• Host CCP intake calls</li> </ul>	<ul style="list-style-type: none"> <li>• Project Forms and key documents finalized</li> <li>• Confirm List of Partners and Subcontractors by Region</li> <li>• Statewide Marketing &amp; Outreach plan, program, and campaign approved</li> <li>• CCBIP Website published</li> <li>• CCP OST Grant Program and funding details confirmed</li> </ul>
October 2023- December 2023	<ul style="list-style-type: none"> <li>• CCP outreach and recruitment; onboarding CCPs through intake form and BHA</li> <li>• Initial Mentor matching &amp; professional service provider pairing</li> <li>• Presentations to local, state, and national groups and other stakeholders to promote the CCBIP</li> <li>• Continued recruitment of mentors and back office professional service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Web-based trainings and technical assistance available for CCPs</li> <li>• CCP site visits begin</li> <li>• First DISP is completed and shared with CCP</li> <li>• Contracts with Business experts and facilities experts in place</li> </ul>
January 2024- March 2024	<ul style="list-style-type: none"> <li>• Presentations to local, state, and national groups and other stakeholders to promote the CCBIP</li> <li>• Provide OST Grant Program support to qualifying CCPs</li> <li>• Facilitate pilot program for back office support for up to 10 hours for qualifying CCPs</li> </ul>	<ul style="list-style-type: none"> <li>• CCPs start pilot program for back office support</li> <li>• First CCP OST grant is administered</li> <li>• BHA Retakes begin</li> </ul>

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<p align="center"><b>April 2024- June 2024</b></p>	<ul style="list-style-type: none"> <li>• Engage with business community to deliver child care related business services</li> <li>• Host final group mentoring sessions</li> </ul>	<ul style="list-style-type: none"> <li>• BHA Retakes Completed</li> <li>• CCPs consume back office service provider support hours</li> </ul>
<p align="center"><b>July 2024- September 2024</b></p>	<ul style="list-style-type: none"> <li>• Publish resource guide to CCP for ongoing operational and improvement services</li> <li>• Final Reports to Department</li> <li>• Marketing CCP success stories</li> </ul>	<ul style="list-style-type: none"> <li>• Resource and instructional pages prepared for integration with the New Hampshire Connections Information System Website</li> </ul>

- 1.22. The Contractor must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department.
- 1.23. The Contractor may be required to participate in on-site reviews conducted by the Department on an annual basis, or as otherwise requested by the Department.
- 1.24. The Contractor may be required to facilitate reviews of files conducted by the Department on an annual basis, or as otherwise requested by the Department.
- 1.25. Reporting
  - 1.25.1. The Contractor must submit monthly reports to ensure the Contractor is on target to meet targeted performance measures.
  - 1.25.2. The Contractor must submit monthly reports to ensure progress and effectiveness of the activities as described in the Scope of Services which include, but are not limited to:
  - 1.25.3. All marketing campaigns, including but not limited to:
    - 1.25.3.1. Goal for each specific marketing effort.
    - 1.25.3.2. Marketing method utilized.
    - 1.25.3.3. Target audience.
    - 1.25.3.4. Number of target recipients for each marketing effort.
    - 1.25.3.5. Response to the question, "How did you hear about this project?" for each marketing effort.
  - 1.25.4. Marketing campaign media activities including, but not limited to:
    - 1.25.4.1. Marketing in state, local and industry-specific trade publications (i.e., magazines and newspapers).
    - 1.25.4.2. On-line and email marketing.

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- 1.25.4.3. Marketing through child care-related business entities and organizations.
- 1.25.4.4. Presentations to local, state and national groups and other stakeholders to promote the CCBIP.
- 1.25.5. Incomplete and completed BHAs with CCP demographics and BHA scores.
- 1.25.6. Additional aggregate data as requested by the Department.
- 1.25.7. Master list of business expert and facilities expert consultants and mentors and list of referrals.
- 1.25.8. Master list of training participants.
- 1.25.9. Utilization numbers for training and consulting services.
- 1.25.10. DISP improvement components and benchmarks for participating providers.
- 1.25.11. Mentoring relationships established and utilized.
- 1.25.12. Resources provided to CCP.
- 1.25.13. Results of program improvement measures through retake of BHA and CCP feedback.
- 1.25.14. Detailed activity related to Department's grants.
- 1.26. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.
- 1.27. Performance Measures
  - 1.27.1. The Contractor must meet the following performance measures:
    - 1.27.1.1. Forty (40%) of qualifying CCP enroll in the BHA.
    - 1.27.1.2. Sixty-five (65%) of qualifying CCP successfully complete the BHA.
    - 1.27.1.3. Forty (40%) of CCP utilize Business experts and facilities experts.
    - 1.27.1.4. Forty (40%) of CCP participate in referred trainings.
    - 1.27.1.5. Sixty-five (65%) of CCP have a DISP plan.
    - 1.27.1.6. Forty (40%) of CCP engage with mentors.
    - 1.27.1.7. Thirty-five (35%) of CCP have improved report scores at the BHA retake.

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**1.28. Background Checks**

1.28.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:

1.28.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;

1.28.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and

1.28.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.29. Privacy Impact Assessment**

1.29.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

1.29.1.1. How PII is gathered and stored;

1.29.1.2. Who will have access to PII;

1.29.1.3. How PII will be used in the system;

1.29.1.4. How individual consent will be achieved and revoked; and

1.29.1.5. Privacy practices.

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1.29.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.30. Department Owned Devices, Systems and Network Usage**

1.30.1. Contractor End Users, as defined in Exhibit K-DHHS Information Security Requirements, authorized by the Department's Information Security Office to use a Department issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement must:

1.30.2. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;

1.30.3. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;

1.30.4. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to system entry/access;

1.30.5. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;

1.30.6. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;

1.30.7. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;

1.30.8. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."

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- 1.30.9. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.30.10. Agree when utilizing the Department's email system:
  - 1.30.10.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov."
  - 1.30.10.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.30.10.3. Ensure the following confidentiality notice is embedded underneath the signature line:
    - 1.30.10.3.1. CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.30.11. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
- 1.30.12. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing, viewing, handling, hearing, or transmitting Department Data or Confidential Data.
- 1.30.13. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Contract and annually throughout the Contract term.
- 1.30.14. Agree End User's will only access the Department' intranet to view the Department's Policies and Procedures and Information Security webpages.
- 1.30.15. Agree, if any End User is found to be in violation of any of the above-Department terms and conditions of the Contract, said End User may face removal from the Contract, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

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1.30.16. Agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

1.31. Contract End-of-Life Transition Services

1.31.1. General Requirements

1.31.1.1. If applicable, upon termination or expiration of the Contract the Parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

1.31.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.

1.31.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in

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relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.

- 1.31.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Contract.
- 1.31.1.5. Should the data Transition extend beyond the end of the Contract, the Contractor agrees that the Contract Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.31.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of Exhibit K: DHHS Information Security Requirements.

**1.31.2. Completion of Transition Services**

- 1.31.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.
- 1.31.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of Exhibit K: DHHS Information Security Requirements.

**1.31.3. Disagreement over Transition Services Results**

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1.31.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, by email, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Contract.

**1.31.4. State of New Hampshire's Website Copyright**

1.31.4.1. All right, title and interest in the State WWW site, including copyright to all Data and information, shall remain with the State of New Hampshire. The State of New Hampshire shall also retain all right, title and interest in any user interfaces and computer instructions embedded within the WWW pages. All WWW pages and any other Data or information shall, where applicable, display the State of New Hampshire's copyright.

**2. Exhibits Incorporated**

- 2.1. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.2. The Contractor must comply with all Exhibits D through H, J and K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

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

3.1.1. 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.

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

3.2.1. The Contractor must submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure

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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.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement must include the following statement, "The preparation of this (report, document etc.) was financed under an 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."

3.3.2. All materials produced or purchased under the Agreement must have prior approval from the Department before printing, production, distribution or use.

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

- 3.3.3.1. Brochures.
- 3.3.3.2. Resource directories.
- 3.3.3.3. Protocols or guidelines.
- 3.3.3.4. Posters.
- 3.3.3.5. Reports.

3.3.4. The Contractor must not reproduce any materials produced under the Agreement without prior written approval from the Department.

**4. Records**

4.1. The Contractor must keep records that include, but are not limited to:

4.1.1. 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.

4.1.2. 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

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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.

- 4.1.3. Records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts.
- 4.3. If, upon review of the Final Expenditure Report the Department must disallow any expenses claimed by the Contractor as costs hereunder, the Department retains the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

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**Payment Terms**

1. This Agreement is funded by:
  - 1.1. 100% Federal funds, ARP Child Care Supplemental Discretionary Funds, as awarded on April 14, 2021, by the U.S. Department of Health and Human Services, Child Care and Development Block Grant; Assistance Listing Number 93.575, FAIN #2101NHCDC6.
2. For the purposes of this Agreement the Department has identified:
  - 2.1. The Contractor as a Contractor, in accordance with 2 CFR §200.331.
  - 2.2. The Agreement as NON-R&D, in accordance with 2 CFR §200.332.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibits C-1, Budget Sheet through Exhibits C-2, Budget Sheet.
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
  - 4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to [dhhs.bfcsinvoices@dhhs.nh.gov](mailto:dhhs.bfcsinvoices@dhhs.nh.gov) or mailed to:  
  
Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.

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6. The final invoice and supporting documentation for authorized expenses shall be due to the Department no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
7. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
8. Audits
  - 8.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
    - 8.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 8.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
    - 8.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
  - 8.2. If Condition A exists, the Contractor shall submit an annual Single Audit performed by an independent Certified Public Accountant (CPA) to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
    - 8.2.1. The Contractor shall submit a copy of any Single Audit findings and any associated corrective action plans. The Contractor shall submit quarterly progress reports on the status of implementation of the corrective action plan.
  - 8.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
  - 8.4. In addition to, and not in any way in limitation of obligations of the Agreement, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the

**New Hampshire Department of Health and Human Services  
Child Care Business Improvement Project  
EXHIBIT C**

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Agreement to which exception has been taken, or which have been disallowed because of such an exception.

<sup>DS</sup>  
ABH



Exhibit C-2, Budget Sheet

RFP-2023-DES-06-CCBIP-01

New Hampshire Department of Health and Human Services		
Contractor Name: SEED Collective, LLC		
Budget Request for: Child Care Business Improvement Project		
Budget Period: July 1, 2024 through September 30, 2024 (SFY 2026)		
Indirect Cost Rate (if applicable): 0.00%		
RFP-2023-DES-06-CCBIP-01		
Line Item	Program Cost - Funded by DHS	
		\$375,000
1. Salary & Wages		
		\$100,000
2. Fringe Benefits		
		\$82,000
3. Consultants		
4. Equipment		\$0
Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.		
5. (a) Supplies - Educational		\$0
5. (b) Supplies - Lab		\$0
5. (c) Supplies - Pharmacy		\$0
5. (d) Supplies - Medical		\$0
5. (e) Supplies Office		\$50,000
		\$25,000
6. Travel		
		\$20,000
7. Software		
		\$30,000
8. (a) Other - Marketing/ Communications		
		\$4,000
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other (please specify)		\$1,835
Other (please specify)		\$0
		\$0
9. Subcontract Contracts		
Total Direct Costs		\$702,835
Total Indirect Costs		\$0
TOTAL		\$702,835

Contractor Initials EDR  
 Date 6/17/2023



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

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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.

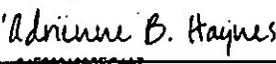
Place of Performance (street address, city, county, state, zip code) (list each location)

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

Vendor Name: SEED Collective, LLC

6/8/2023

Date

DocuSigned by:  
  
 Name: Adrienne B. Haynes  
 Title: Owner



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:

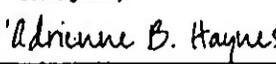
1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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: SEED Collective, LLC

6/8/2023

Date:

DocuSigned by:  
  
 Name: Adrienne B. Haynes  
 Title: Owner

Vendor Initials:   
 Date: 6/8/2023

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

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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 (I)(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: SEED Collective, LLC

6/8/2023

Date

DocuSigned by:

Adrienne B. Haynes

Name: Adrienne B. Haynes

Title: Owner

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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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ABH

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: SEED Collective, LLC

6/8/2023

Date

DocuSigned by:  
*Adrienne B. Haynes*  
Name: Adrienne B. Haynes  
Title: Owner

Exhibit G

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

Contractor Initials

DS  
ABH



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: SEED Collective, LLC

6/8/2023

Date

DocuSigned by:

*Adrienne B. Haynes*

Name: Adrienne B. Haynes

Title: Owner

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY  
ACT (HIPAA) BUSINESS ASSOCIATE AGREEMENT**

Exhibit I is not applicable to this Agreement.

Remainder of page intentionally left blank.

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RBA

Contractor Initials  
Date 6/8/2023

New Hampshire Department of Health and Human Services  
Exhibit J



**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 (UEI #)
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: SEED Collective, LLC

6/8/2023

Date

DocuSigned by:

*Adrienne B. Haynes*

Name: Adrienne B. Haynes

Title: Owner

Contractor Initials

OS  
ABH

Date 6/8/2023



# 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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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

## New Hampshire Department of Health and Human Services

## Exhibit K

## DHHS Information Security Requirements



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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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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- 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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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