



State of New Hampshire
 DEPARTMENT OF NATURAL & CULTURAL RESOURCES
 DIVISION OF PARKS & RECREATION

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May 1, 2024

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

REQUESTED ACTION

1. Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation (Department) to enter into a contract with General Revenue Corporation (VC #168018), Mason, OH, for debt collections services for unpaid parking citations, with an option to renew for an additional three-year period, effective upon Governor and Council approval through June 30, 2027. Fees for services will be based on the revenue collected, and deducted directly from funds prior to electronic transfer to State account.
2. Further, authorize the Department to accept the revenue collected, estimated at \$15,083 annually, in accordance with the terms of the contract to be deposited into accounting unit 03-035-035-351510-73000000-402258 "Hampton Meters."

EXPLANATION

The Division of Parks and Recreation (Division) manages the parking meters located along Route 1A from Hampton Beach in Hampton, NH to Rye Harbor State Park in Rye, NH. The meters are operational from April 1 through October 31 from 8 am to midnight and enforcement is conducted by the Seacoast Park Patrol. The Seacoast Park Patrol follows standard enforcement practices including collection of registration information and notification via a printed ticket left on the vehicle.

Tickets are issued for parking violations with a minimum charge of \$25 if the ticket is paid within 20 days. If payment is not received within 20 days, late fees begin to be assessed and notices are sent out to remind the vehicle owner of their delinquent account. Late fees are assessed every 21 days from the date the citation was issued until either the account is paid in full or the maximum of three \$25 late instances have been assessed. If the account remains delinquent after 80 days, the accounts are referred to the collection agency for further collection action.

On February 5, 2024, a Request for Proposal (RFP) for "NH State Parks Debt Collection Services" was advertised on the Department of Administrative Services' website. The RFP was also sent to a list of vendors provided by the Department of Administrative Services. Two firms submitted proposals by the closing date of February 21, 2024. After review of the proposals, it was determined that General Revenue Corporation, with the highest scored proposal, was the best fit for the Division's needs. A copy of the Scoring Summary, which includes the criteria the proposals were scored on as well as a list of the evaluation team members, is included for your information.

On average, the Division has 1,500 delinquent accounts annually that can be sent for additional collection action with a collective average outstanding balance of \$153,524. Over the course of the last contract, the contractor was successful in collecting from an average of 280 accounts a year totaling \$20,623.00 in citations for which the Division was otherwise unable to collect.

This contract, upon approval, will allow General Revenue Corporation to collect delinquent accounts on behalf of NH State Parks. General Revenue Corporation will transfer 100% of the initial parking violation fine to the Division and 87%

of any late fees collected. General Revenue Corporation will withhold 13% of the late fees as payment for their services. With an average of \$153,524 being referred annually, the average potential amount withheld by General Revenue Corporation will be \$15,083 with the amount being transferred to the State totaling \$138,441.

As an operationally self-funded agency, the Division must manage its funds very closely and must focus on a positive financial performance to maintain the NH State Park System into the future. This contract allows the Division to continue to maximize its use of available funds in support of its mission.

The Attorney General's Office has reviewed and approved this contract as to form, substance, and execution.

Respectfully Submitted,



Brian J. Wilson
Director

Concurred,



Sarah L. Stewart
Commissioner

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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
Division of Parks and Recreation**

RFP DNCR 2024-01 "NH State Parks Debt Collection Services" Scoring Summary

Company	Company Address	Technical Proposal (70 points)			Solution Cost	TOTAL
		Relevant Experience and overall qualifications	Completeness and quality of the proposed solution	References		
		30 Pts Max	30 Pts Max	10 Pts Max	30 Pts Max	100 Pts Max
Delta Management Associates, Inc.	PO Box 9191 Chelsea MA 02150-9191	27.00	25.67	10.00	14.44	77.11
General Revenue Corporation	4660 Duke Drive, Suite 200 Mason, OH 45040-8466	29.67	29.00	10.00	30.00	98.67

EVALUATION COMMITTEE MEMBERS		
Name	Title	Relevant Experience
Diane Hanson	Program Specialist	Diane (Dee Dee) administers the Parking Enterprise Program. She is responsible for ensuring the Division has exhausted all options for collecting delinquent accounts including referring account to the collection agency.
Paul Danielson	Internal Auditor	Paul analyzes and examines accounting operations and fiscal controls and performs audits of accounting. He serves as the auditor for the Division of Parks and Recreation and assists other Divisions as requested. He develops written recommendations based on objective analysis and advises agency administration in the resolution of auditing and accountin problems. Paul also acts as the Agency Payment Card Industry (PCI) Manager to verify the agency is compliant with PCI regulations.
Colin Capelle	Chief of Staff	Colin oversees administrative and operational functions for the Division and supports the efforts of the Parking Enterprise Program.

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, 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.

3.3 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. 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 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, 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 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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 and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. 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 age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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.

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) calendar 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) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure 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 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, 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.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 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. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. 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 State's sovereign immunity, 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. 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 any 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. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. 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.

18. 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.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. 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.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. 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.

26. 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.

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Exhibit A: Special Provisions

There are no special provisions of this contract.

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DEBT COLLECTION SERVICES

Exhibit B: Scope of Services

1. INTRODUCTION:

General Revenue Corporation (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Natural and Cultural Resources, Division of Parks and Recreation, with General Revenue Corporation Services in accordance with the proposal submission in response to State RFP # DNCR2024-01 and as described herein.

2. CONTRACT DOCUMENTS:

This Contract consists of the following documents ("Contract Documents"):

- State of New Hampshire Terms and Conditions, General Provisions Form P-37
- EXHIBIT A Special Provisions
- EXHIBIT B Scope of Services
- EXHIBIT C Method of Payment
- EXHIBIT D RFP DNCR 2024-01
- EXHIBIT E Contractor's Proposal Response

In the event of any conflict among the terms or provisions of the documents listed above, the following order of priority shall indicate which documents control: (1), Form Number P-37 as modified by EXHIBIT A "Special Provisions," (2) EXHIBIT B "Scope of Services," (3) EXHIBIT C "Method of Payment," (4) EXHIBIT D "RFP DNCR 2024-01," and (5) EXHIBIT E "Contractor's Bid/Proposal Response."

3. TERM OF CONTRACT:

The term of the contract shall commence May 15, 2024, or upon execution by the Commissioner of the Department of Natural and Cultural Services, and the Governor and Executive Council, whichever is later (the "effective date") and through June 30, 2027, a period of approximately three (3) years.

The Contract may be extended for up to an additional three (3) years thereafter upon the same terms, conditions, and pricing structure with the approval of the Commissioner of the Department of Natural and Cultural Resources and the Governor and Executive Council.

The maximum term of the Contract (including all extensions) cannot exceed six (6) years.

4. SCOPE OF WORK:

The Contractor agrees to accept the assignment of all debts and provide debt collections services for delinquent parking citation accounts regardless of the state of residency. The Contractor shall collect outstanding balances on unpaid parking citations, administrative fees, dishonored checks, subsequent fees, and other miscellaneous claims. Services include:

- Contractor agrees to provide collection plan and timetable for steps taken in pursuit of collection including phone calls and mailing services.
- The Contractor must operate in accordance with ethical collection practices and obey all laws, including the Federal Trade Commission's Fair Debt Collection Practices Act. Further, the Contractor shall be subject to all applicable federal, state, and local laws, rules, and regulations.
- Contractor shall remain in good standing and follow the code of ethics of the ACA International.
- The Contractor shall perform collection activities including but not limited to, formally demanding payment of each collection item and/or seeking an arrangement satisfactory to the Agency.

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- The Contractor shall have the ability to accept and update daily adjustments to amounts and/or due dates.
- The Contractor shall have the ability to accept a previously recalled record back as an active account.
- The Contractor shall provide skip-tracing services to the Agency when a Debtor's current address is unknown. The Contractor agrees that any information provided by the Agency to the Contractor for the purpose of performing a skip-trace will be held by the Contractor in strict confidence and will be used solely for locating the Debtor and no other reason. The Contractor shall submit the Collections Address Update Report on a weekly basis detailing Debtor address information obtained in its collection efforts. In addition, the Contractor should provide the Agency with an electronic updated address file that can be uploaded into the citation database.
- The Agency must review all and have final editorial approval on all correspondence, including but not limited to all notices issued and any telephone script used when contacting a Debtor.
- A notice shall be sent to the customer within one (1) week after the original debt placement with the Contractor.
- If a response is not received after initial contact via mailed notice, telephone contact shall be attempted with the Debtor. Telephone contact shall only occur after a mutually agreed on period of time after issuing the notice.
- The Contractor shall transfer all funds, minus commission, to the predetermined State account on the same day the funds are received.
- The Contractor shall return the initial fine collection at no charge, with a contingency fee of 13% on the remaining amount collected per account.
- The Contractor shall be responsible for any insufficient funds accepted by the Contractor.
- The Contractor shall maintain appropriate records, including financial records that can be audited.
- The Contractor shall provide to the Agency easily accessible web access to real-time account status.
- If during the placement of debt, the Contractor becomes aware that the Debtor has filed for bankruptcy or that the debt has been discharged by a bankruptcy court, the Contractor shall immediately cease all further collection activities on that debt. Any debt incurred by the Debtor after the bankruptcy filing shall be collected by the Contractor. The Contractor shall obtain and provide the Agency, via USPS, with copies of all relevant bankruptcy filings. The Contractor shall return to the Agency the debt or portion of the debt discharged by a bankruptcy. All accounts returned due to bankruptcy shall be identified as being returned due to bankruptcy. The Contractor shall submit a report to the Agency on a weekly basis regarding any bankruptcy action it becomes aware of for any assigned debts.
- If the Contractor is informed that the Debtor is deceased, the Contractor shall obtain a copy of the death certificate or some other reliable documentation evidencing his/her death. The Contractor shall pursue the debt against the deceased Debtor's estate; however, if the executor notifies the Contractor that there are insufficient assets, the Contractor shall return the debt to the Agency with appropriate documentation.
- If the Debtor is a business entity and the Contractor is informed that the business is no longer operating, prior to returning the debt to the Agency, the Contractor must obtain a copy of the "Out of Existence" affidavit or some other reliable documentation evidencing that the Debtor has ceased doing business and divested itself of assets. The Contractor shall forward the foregoing documentation to the Agency and the Contractor shall return the associated debt to the Agency identified as being returned due to Out of Business status.
- Contractor shall have no authority to file suit on any accounts referred by the Agency without prior written authorization from the Agency's representative. The Contractor shall make every effort and use due diligence to collect accounts prior to making suit recommendations.
- Contractor agrees to suspend action either temporarily or permanently on any account referred to it for collection upon written or oral communication by the State.
- The Contractor shall submit any disputed amount to the Agency for review and research before continuing with the collection process.
- Contractor shall perform ongoing technical and consulting services as may be requested by the Agency from time to time.

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- Accounts with no activity within one year of placement will be automatically closed and returned to the Agency; however, the Contractor may return accounts sooner if all efforts to collect have been exhausted.
- Annually provide State with SOC-2 reporting.
- Confidential Information:

The Contractor shall agree that Confidential Information can only be used for the purpose of providing the ongoing Services and shall protect such Confidential Information from disclosure to third parties, using the same degree of care used to protect its own proprietary information of like importance, but in any case using no less than a reasonable degree of care. The Contractor may disclose Confidential Information to its Affiliates, employees and consultants (“Representatives”), in each case if such Representatives have a need to know, and providing such Representatives:

- i. use the Confidential Information for the purposes of the provision of the Services only, and
- ii. are bound to protect the Confidential Information as required hereunder.

The Contractor shall be responsible for any breach of the terms of this Agreement by them or their Representatives and agree, at their sole expense, to take all reasonable measures (including but not limited to court proceedings) to restrain their respective Representatives from prohibited or unauthorized disclosure or use of the Confidential Information. The Contractor shall establish and maintain appropriate controls and measures designed to ensure the security and confidentiality of Confidential Information, to protect against any anticipated threats or hazards to the security and integrity of such information, and to protect against unauthorized access to or use of such information. The restrictions of this Agreement on use and disclosure of Confidential Information shall not apply to information that:

- i. the receiving party can demonstrate is in its possession or control at the time of its disclosure hereunder;
- ii. is or becomes publicly known, through no wrongful act of the receiving party;
- iii. the receiving party can demonstrate was received by such party from a third party free to disclose it without obligation (whether contractual, legal, fiduciary or otherwise) to the disclosing party;
- iv. the receiving party can demonstrate was developed independently by such party without reference to the Confidential Information; or
- v. is lawfully required to be disclosed to any governmental agency or is otherwise required to be disclosed by law; provided, however that before making such disclosure, the receiving party shall give the disclosing party an adequate opportunity to interpose an objection and/or take action to assure confidential handling of such information.

- PCI DSS Compliance:

The Contractor shall ensure that, PCI DSS compliance certification responsibilities include the following:

Whereas Department of Natural and Cultural Resources, Division of Parks and Recreation (“Agency”) secures services from General Revenue Corporation (“Contractor”) under a Contract dated 5/15/24 (date), which services involve the processing of merchant card transactions, specifically Seacoast Parking Citation payments; and

Whereas Agency is required to adhere to the Payment Card Industry Data Security Standard (PCI DSS) promulgated by the PCI Security Standards Council; and

Whereas Contractor processes, transmits, and/or stores cardholder data in the performance of services provided to Agency, and is therefore considered a “service provider” under Requirement 12.8 of the PCI DSS; and

Whereas Requirement 12.8.2 of the PCI DSS requires the Agency to maintain a written agreement that includes an acknowledgement that the service provider is responsible for the security of cardholder data that the service provider possesses; and

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Whereas Requirement 12.8.4 of the PCI DSS requires the Agency to maintain a program to monitor the service provider's PCI DSS compliance status at least annually;

It is hereby agreed that:

- i. The Contractor agrees that it is responsible for the security of all cardholder data that it obtains or possesses, including but not limited to the functions relating to storing, processing, and transmitting the cardholder data.
- ii. The Contractor attests that, as of the effective date of this Contract, it has complied with all applicable requirements to be considered PCI DSS compliant, and has performed the necessary steps to validate its compliance with the PCI DSS.
- iii. The Contractor agrees to supply the current status of Contractor's PCI DSS compliance, and evidence of its most recent validation of compliance upon execution of this addendum to Agency. Contractor must supply to Agency an attestation of compliance at least annually.
- iv. The Contractor will immediately notify Agency if it learns that it is no longer PCI DSS compliant and will immediately provide Agency the steps being taken to remediate the non-compliance status. In no event shall Contractor's notification to Agency be later than seven (7) calendar days after Contractor learns it is no longer PCI DSS compliant.
- v. Contractor acknowledges that any indemnification provided for under the Contract referenced above applies to the failure of the Contractor to be and to remain PCI DSS compliant.

Except as otherwise provided in this Scope of Services, all services performed under this Contract shall be performed between the hours of 8:00 A.M. and 9:00 P.M. Monday through Thursday and 8:00 A.M. through 7:00 P.M. on Friday, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer.

The Contractor shall not commence work until a conference is held with the State, at which representatives of the Contractor and the State are present. The conference will be arranged by the State agency.

The work staff shall consist of qualified persons completely familiar with the products and equipment that they will use. The Contracting Officer may require the Contractor to dismiss from the work such employees as the Contracting Officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

Neither the Contractor nor its employees or subcontractors shall represent themselves as employees or agents of the State.

If sub-contractors are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

**State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks & Recreation**

DEBT COLLECTION SERVICES

5. REPORTING:

- The Contractor shall provide the following weekly electronic reports to the Agency for each account assigned to the Contractor:
 - i. Acknowledgement Report including number of files and value received from the Agency; due upon receipt.
 - ii. Electronic file of payments received with all required data fields, including but not limited to customer name, payment date, payment amount, citation number, and amount retained by Contractor as payment.
 - iii. Electronic file including all required fields to be used for uploading purposes to the Agency's citation control management system.
 - iv. Wire transfer report indicating the total amount collected, the collection fees, and the amount being transferred to the Department of Natural and Cultural Resources, State of New Hampshire, Department of Treasury.
 - v. Cancel and Return Report Inventory Listing.
 - vi. Open Inventory Listing.
 - vii. Miscellaneous reports that may directly relate to the scope of services or other such reports mutually agreed upon.
- The Contractor shall provide a monthly collection performance report that shall include the total number of accounts referred to the Contractor, the total dollar value of the accounts referred, and the average amount for each account referred, as well as the total number of accounts that the Contractor received collections on, the dollar amount of the collections, the average amount for each account and the total fees retained by the Contractor.
- The State prefers all reports to be in Excel format.

6. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:

The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFP DNCR 2024-01, as described herein, and under the terms of this Contract.

It is the responsibility of the Contractor to maintain this contract and New Hampshire Vendor Registration with up-to-date contact information.

Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.

Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at:
[https://das.nh.gov/purchasing/vendorregistration/\(S\(q0fzcv55qhaeqs45jpyq5i45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpyq5i45))/welcome.aspx).

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work.

7. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS:

The Contractor certifies, by signature of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

**State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks & Recreation**

DEBT COLLECTION SERVICES

8. CONFIDENTIALITY & CRIMINAL RECORD:

If requested by the using agency, the Contractor and its employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the State prior to the start of any work.

Confidential Information – Confidential Information can only be used for the purpose of evaluating each party and for the purposes of providing the ongoing Services, and each party shall protect such Confidential Information from disclosure to third parties, using the same degree of care used to protect its own proprietary information of like importance, but in any case using no less than a reasonable degree of care. Each party may disclose Confidential Information to its Affiliates, employees and consultants (“Representatives”), in each case if such Representatives have a need to know, and providing such Representatives: (i) use the Confidential Information for the purposes of the provision of the Services only, and (ii) are bound to protect the Confidential Information as required hereunder. The parties shall each be responsible for any breach of the terms of this Agreement by them or their Representatives and agree, at their sole expense, to take all reasonable measures (including but not limited to court proceedings) to restrain their respective Representatives from prohibited or unauthorized disclosure or use of the Confidential Information. Each party shall establish and maintain appropriate controls and measures designed to ensure the security and confidentiality of Confidential Information, to protect against any anticipated threats or hazards to the security and integrity of such information, and to protect against unauthorized access to or use of such information. The restrictions of this Agreement on use and disclosure of Confidential Information shall not apply to information that:

- i. the receiving party can demonstrate is in its possession or control at the time of its disclosure hereunder;
- ii. is or becomes publicly known, through no wrongful act of the receiving party;
- iii. the receiving party can demonstrate was received by such party from a third party free to disclose it without obligation (whether contractual, legal, fiduciary or otherwise) to the disclosing party;
- iv. the receiving party can demonstrate was developed independently by such party without reference to the Confidential Information; or
- v. is lawfully required to be disclosed to any governmental agency or is otherwise required to be disclosed by law; provided, however that before making such disclosure, the receiving party shall give the disclosing party an adequate opportunity to interpose an objection and/or take action to assure confidential handling of such information.

**State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks & Recreation**

DEBT COLLECTION SERVICES

Exhibit C: Method of Payment

9. **CONTRACT PRICE:**

This is a commission-based contract at no cost to the State.

10. **PRICING STRUCTURE:**

The Contractor shall return the initial fine collection at no charge, with a contingency fee of 13% on the remaining amount collected per account. All funds shall be transferred to the State the same day they are received.

11. **INVOICE:**

The Contractor shall provide a detailed electronic report on a weekly basis that includes information on all collections including but not limited to customer name, payment date, payment amount, citation number, and amount retained by Contractor as payment.

12. **PAYMENT TO THE STATE:**

The Contractor shall transfer to the State via ACH transfer into a bank account of the New Hampshire's Department of Treasury's choosing, all funds collected, minus the commission amount as agreed to in the contract, on the same day the funds are received. The Contractor shall forward an ACH enrollment form to the State to collect the account information.

**State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks & Recreation**

DEBT COLLECTION SERVICES

Exhibit D – RFP DNCR 2024-01

RFP DNCR 2024-01 is incorporated here within.

**State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks & Recreation**

DEBT COLLECTION SERVICES

Exhibit E – Contractor’s Proposal

The Contractor’s proposal is incorporated here within.

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 GENERAL REVENUE CORPORATION is a Ohio Profit Corporation registered to transact business in New Hampshire on June 26, 1995. 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: 233123

Certificate Number: 0006608426



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of March A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

Business Information

Business Details

Business Name:	GENERAL REVENUE CORPORATION	Business ID:	233123
Business Type:	Foreign Profit Corporation	Business Status:	Good Standing
Business Creation Date:	06/26/1995	Name in State of Incorporation:	GENERAL REVENUE CORPORATION
Date of Formation in Jurisdiction:	06/26/1995		
Principal Office Address:	4660 DUKE DRIVE SUITE 200, MASON, OH, 45040, USA	Mailing Address:	3838 N. Causeway Blvd., Ste 2800, c/o Sessions, Israel & Shartle, Metairie, LA, 70002, USA
Citizenship / State of Incorporation:	Foreign/Ohio		
		Last Annual Report Year:	2024
		Next Report Year:	2025
Duration:	Perpetual		
Business Email:	NONE	Phone #:	NONE
Notification Email:	Licensing@sessions.legal	Fiscal Year End Date:	NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / COLLECTION OF DELINQUENT DEBT	

Page 1 of 1, records 1 to 1 of 1

Principals Information

Name/Title	Business Address
Jonathan Finley / Chief Executive Officer	4660 Duke Drive, Suite 200, Mason, OH, 45040, USA
Jonathan Finley / Secretary	4660 Duke Drive, Suite 200, Mason, OH, 45040, USA
Jonathan Finley / Treasurer	4660 Duke Drive, Suite 200, Mason, OH, 45040, USA
Jonathan Finley / Director	4660 Duke Drive, Suite 200, Mason, OH, 45040, USA
Zenon Butts / President	4660 DUKE DRIVE, STE 200, Mason, OH, 45040, USA

Page 1 of 1, records 1 to 5 of 5

Registered Agent Information

Name: C T Corporation System

Registered Office Address: 2 1/2 Beacon Street, Concord, NH, 03301 - 4447, USA

Registered Mailing Address: 2 1/2 Beacon Street, Concord, NH, 03301 - 4447, USA

Trade Name Information

No Trade Name(s) associated to this business.

Trade Name Owned By

No Records to View.

Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
------------------	----------------	------------------	-----------------

No records to view.

[Filing History](#) [Address History](#) [View All Other Addresses](#) [Name History](#) [Shares](#)

[Businesses Linked to Registered Agent](#) [Return to Search](#) [Back](#)

NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us](#)

[\(/online/Home/ContactUS\)](#)

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Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

Corporate Resolution

I, Jonathan Finley, hereby certify that I am duly elected Clerk/Secretary/Officer of
(Name)
General Revenue Corporation. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on May 14, 2024,
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Zenon Butts, President (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

General Revenue Corporation with the State of New Hampshire and any of
(Name of Corporation)

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

I hereby certify that said vote has not been amended or repealed and remains in full force
and effect as of the date of the contract to which this certificate is attached. This authority
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify
that it is understood that the State of New Hampshire will rely on this certificate as evidence that
the person(s) listed above currently occupy the position(s) indicated and that they have full
authority to bind the corporation. To the extent that there are any limits on the authority of any
listed individual to bind the corporation in contracts with the State of New Hampshire, all such
limitations are expressly stated herein.

DATED: May 14th, 2024

ATTEST: 
Jonathan Finley, CEO



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/2023

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).

PRODUCER RSC Insurance Brokerage, Inc. One Belmont Avenue Suite 500 Bala Cynwyd PA 19004	CONTACT NAME: Mara Majeeda PHONE (A/C No, Ext): (610) 667-2244 FAX (A/C, No): (610) 667-8057 E-MAIL ADDRESS: mmajeeda@risk-strategies.com																				
	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Travelers Property Casualty Company of America</td> <td>25874</td> </tr> <tr> <td>INSURER B:</td> <td>Travelers Indemnity Co</td> <td>25858</td> </tr> <tr> <td>INSURER C:</td> <td>Evanston Insurance Co</td> <td>35378</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Travelers Property Casualty Company of America	25874	INSURER B:	Travelers Indemnity Co	25858	INSURER C:	Evanston Insurance Co	35378	INSURER D:			INSURER E:			INSURER F:	
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INSURED General Revenue Corp. 4660 Duke Dr., Ste 200 Mason OH 45040-8466																					

COVERAGES **CERTIFICATE NUMBER:** CL238169726 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P-660-7N361178-TIL-23	07/31/2023	07/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA-7N332109-23-43-G	07/31/2023	07/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-7N783577-23-43	07/31/2023	07/31/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-0X746240-23-43	07/31/2023	07/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			MKLV1PEO002933	07/31/2023	07/31/2024	Each Occurrence \$5,000,000 Aggregate \$5,000,000

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

Certificate Holder is included as Additional Insured where indicated if required by written contract, on a primary basis. Waiver of Subrogation applies, where indicated, if required by written contract. Joint Loss Payee applies to Fidelity/Employee Dishonesty, if required by written contract.

CERTIFICATE HOLDER State of New Hampshire Division of Parks and Recreation 172 Pembroke Road, Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY RSC Insurance Brokerage, Inc.		NAMED INSURED General Revenue Corp	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Cyber Liability
Carrier: Berkley Assurance Co.
Policy Dates: 07/31/23 - 07/31/24
Policy #BCRS1300014203
Per Occurrence/Aggregate Limit: \$5,000,000
Additional Insured and Waiver of Subrogation: When required by written contract

Fidelity/Crime
Carrier: Liberty Mutual Insurance Co.
Policy Dates: 07/31/23 - 07/31/24
Policy #F14NABT8HL005
Employee Theft - \$5,000,000 (including ERISA)
Forgery or Alteration - \$5,000,000
Money & Securities (inside/outside premises) - \$5,000,000
Computer & Funds Transfer Fraud - \$5,000,000
Money Orders & Counterfeit Paper Currency - \$5,000,000
Credit, Debit or Charge Card Forgery - \$5,000,000
Clients Property - \$5,000,000
Joint Loss Payee: When required by written contract

Carrier: Travelers Property Casualty Co of America
Policy Dates: 07/31/23 - 07/31/24
Policy #6607N361178
Business Personal Property - \$1,962,753
Business Income w/Extra Expense - \$2,778,300