

ARC



Lori A. Weaver
Commissioner

Justin Looser
Chief Executive Officer

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
HAMPSTEAD HOSPITAL & RESIDENTIAL TREATMENT FACILITY

218 EAST ROAD, HAMPSTEAD, NH 03841
603-329-5311 Fax: 603-329-5529
www.dhhs.nh.gov

12

July 1, 2024

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, Hampstead Hospital and Residential Treatment Facility (Hampstead Hospital), to enter into a **Retroactive, Sole Source** contract with Healthcare Services Group, Inc. (VC# 496468), Bensalem, PA, in the amount of \$887,000 for the provision of housekeeping and laundry services at Hampstead Hospital, with the option to renew for up to three (3) additional years, effective retroactively to July 1, 2024, upon Governor and Council approval through June 30, 2026. 33.33% General Funds, 66.67% Other Funds (Agency Income).

Funds are available in the following account for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Year 2026, 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.

05-95-98-980010-2648 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: Hampstead Hospital, Hampstead Hospital Operations

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2025	102-500731	Contracts for Prog Svc	98000001	\$443,500
2026	102-500731	Contracts for Prog Svc	98000001	\$443,500
			Subtotal	\$887,000

EXPLANATION

The Department presented a request to the Executive Council on May 15, 2024 (item #18A) to transition behavioral health service providers at Hampstead Hospital and Residential Treatment Facility (HHRTF). During this transition, the Department must also enter into contracts for non-clinical and operational services that have been subcontracted to date by the prior behavioral health service provider at HHRTF. This request is **Sole Source** because the Contractor is the current provider at HHRTF and therefore the only known vendor able to continue services without interruption. The Department will competitively procure for these services in the future.

This request is **Retroactive** because the Department must avoid any gap in these services. The Department had limited time to enter into contracts previously subcontracted by the prior behavioral health service provider during this transition at HHRTF, and additional negotiations were needed to finalize this scope of the work and reach mutually acceptable terms with the Contractor.

The purpose of this request is to provide daily housekeeping and laundry services to Hampstead Hospital. The Contractor will provide the labor, supervision, and materials necessary for housekeeping and laundry services. The Contractor will maintain a clean, safe and sanitary environment throughout the facility.

The Department will monitor services by reviewing the Contractor's activities on-site at Hampstead Hospital.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of the attached agreement, the parties have the option to extend the agreement for up three (3) 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, Hampstead Hospital will not be in compliance with The Joint Commission and the Commission on Accreditation of Rehabilitation Facilities accreditation standards.

Area served: Hampstead Hospital and Residential Treatment Facility

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

Respectfully submitted,



Lori A. Weaver
Commissioner

Subject: Housekeeping and Laundry Services (SS-2025-HH-01-HOUSE-01)

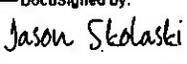
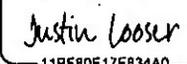
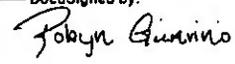
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 Healthcare Services Group, Inc.		1.4 Contractor Address 3220 Tillman Dr # 300, Bensalem, PA 19020	
1.5 Contractor Phone Number 800) 363-4274	1.6 Account Unit and Class TBD	1.7 Completion Date June 30, 2026	1.8 Price Limitation \$887,000
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature <small>DocuSigned by:</small>  Date: 6/27/2024		1.12 Name and Title of Contractor Signatory Jason Skolaski vpo	
1.13 State Agency Signature <small>DocuSigned by:</small>  Date: 6/28/2024		1.14 Name and Title of State Agency Signatory Justin Looser CEO	
1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i> By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i> <small>DocuSigned by:</small> By:  On: 6/28/2024			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i> 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, 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.

Contractor Initials ^{DS}
JS
Date 8/27/2024

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.

Contractor Initials JS
Date 6/27/2024

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.

Contractor Initials DS
JS
Date 5/27/2024

New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services

EXHIBIT A

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, this Agreement, and all obligations of the parties hereunder, shall retroactively become effective on July 1, 2024 ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by deleting subparagraph 3.3 in its entirety and replacing it as follows:

3.3. Contractor must complete all Services by the Completion Date specified in block 1.7. The parties may extend the Agreement for up to three (3) 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 8, Event of Default, is amended by deleting subparagraph 8.2.1 in its entirety and replacing it as follows:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within thirty (30) calendar days from the date of the notice, unless a greater time is specified/requested; 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;

1.4. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.5 as follows:

12.5. 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. 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.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

Scope of Services

1. Statement of Work

1.1. The Contractor must provide housekeeping and laundry services, in accordance with the accreditation standards of The Joint Commission accreditation standards (TJC) and The Centers for Medicaid and Medicare Services (CMS) Conditions of Participation for Hampstead Hospital & Residential Treatment Facility (HHRTF).

1.2. **Housekeeping Services**

1.2.1. The Contractor must maintain a clean, safe and sanitary environment throughout the facility by ensuring all floors, ceilings, walls, and fixtures are clean and sanitary.

1.2.2. The Contractor must provide general cleaning services in all accessible rooms and hallways including, but not limited to:

1.2.2.1. Dusting.

1.2.2.2. Vacuuming.

1.2.2.3. Mopping.

1.2.2.4. Sanitizing.

1.2.2.5. Window cleaning.

1.2.2.6. Cleaning the following items, including, but not limited to:

1.2.2.6.1. Countertops.

1.2.2.6.2. Appliances.

1.2.2.6.3. Sinks.

1.2.2.6.4. Toilets.

1.2.2.6.5. Showers and bathtubs.

1.2.3. The Contractor must ensure all bathing and toileting facilities are cleaned and disinfected as often as necessary to prevent illness or contamination, or as otherwise directed by HHRTF.

1.2.4. The Contractor must ensure cleaning solutions, compounds and substances considered hazardous or toxic materials, as defined in RSA 147-A:2, VII, are:

1.2.4.1. Distinctly labeled and legibly marked in order to identify the contents;

1.2.4.2. Stored in a locked box or other secured area that is separate from food, medications and client supplies; and

1.2.4.3. Utilized in full compliance with the manufacturer's labeling.

JS

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

- 1.2.5. The Contractor must ensure:
 - 1.2.5.1. Solid waste, garbage and trash are stored in a manner inaccessible to insects and rodents, outdoor animals, and facility pets; and
 - 1.2.5.2. In-house trash and garbage receptacles are:
 - 1.2.5.2.1. Emptied in a timely manner; and
 - 1.2.5.2.2. Lined, cleaned and disinfected after being emptied or when visibly soiled.
- 1.2.6. The Contractor must ensure personnel provided are familiar with all health care cleaning requirements and precautions per CDC and OSHA regulations, including, but not limited to Person Protection Equipment (PPE).

1.3. Laundry Services

- 1.3.1. The Contractor must provide laundry services at HHRTF by laundering the following items as needed, including, but not limited to:
 - 1.3.1.1. Bed linens on at least a weekly basis.
 - 1.3.1.2. Towels.
 - 1.3.1.3. Patient clothing (i.e. personal clothing, hospital gowns).
 - 1.3.1.4. Microfiber mops and cleaning cloths.
 - 1.3.1.5. Curtains and drapes.
- 1.3.2. The Contractor must ensure that:
 - 1.3.2.1. Clean linen is stored in a clean area and is kept separate from soiled linens at all times;
 - 1.3.2.2. Soiled materials, linens and clothing are transported in a laundry bag, sack or container and washed in a sanitizing solution used in accordance with the manufacturer's recommendations; and
 - 1.3.2.3. Soiled linens and clothing contaminated with infectious waste, as defined in NH Administrative Rule Env-Sw 103.28, are handled as infectious waste.
- 1.3.3. The Contractor must ensure individuals have the opportunity to wash their personal laundry, as determined appropriate and safe.
- 1.3.4. The Contractor must procure, supply and periodically replace all linens and cleaning supplies necessary to perform all laundry functions at the HHRTF.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

- 1.3.5. The Contractor shall not be responsible for the personal linen of any individual receiving services at HHRTF.
- 1.4. The Contractor must ensure that all housekeeping and laundry products used while performing the tasks outlined in this Agreement are approved by HHRTF and meet all guidelines set by the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA).
- 1.5. The Contractor, upon the contract effective date, must acquire all housekeeping and laundry equipment listed in Table 1 below and be responsible for utilization, maintenance, replenishment, and replacement as necessary.

1.5.1. Table 1

Disinfectant Cleaning Solution	Furniture Polish	TB Disinfectant Cleaner	Scrub Brushes
Germicidal Cleaning Solution	Bleach and Bleach Wipes	Floor Stripper	Dust Mops, Handles and Cloths.
All-Purpose Degreaser	Standard Degreaser	Neutral Floor Cleaner	Wet Mops, Buckets and Mop Handles
Bathroom Cleanser/Disinfectant	Metal Polish	Carpet Cleaner and Shampoo	Buff, Burnish and Stripping Pads
Glass Cleaning Solution	Neutral Quat Disinfectant	Floor Finishes	Carpet Bonnets
General Purpose Cleaner	Enzymatic Odor Eliminator	Floor Sealer	Wet Floor and Caution Signs
Cream Cleanser	Laundry Detergents: Laundry-grade Bleach, Softener, Stain Remover, Detergent	Chemical Dispensing System	Floor Enhancer Spray
Paper Towels	Hand Sanitizer	Toilet Paper	Hand Soap
All Plastic Liners	Miscellaneous Paper Products	Gloves Specific for Cleaning	Safety Wear Specific for Cleaning

- 1.6. The Contractor shall be permitted to use equipment owned and maintained by the Department, which includes:

1.6.1. Carpet cleaner;

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

- 1.6.2. Floor buffer;
- 1.6.3. Wet/Dry Shop Vacuum;
- 1.6.4. All clothes washing machines;
- 1.6.5. All clothes dryers.
- 1.7. The Contractor may be required to ensure the personnel provided participate in training on cleaning best-practices as required by the Department.
- 1.8. The Contractor must provide proof of immunizations required in accordance with the Centers for Disease Control and Prevention Recommendations for Immunization of Health-Care Workers, Recommendations of the Advisory Committee on Immunization Practices and the Hospital Infection Control Practices Advisory Committee for drivers and other personnel that will be on the premises at HHRTF or in vehicles with patients, at the request of the Department. This includes, but is not limited to, proof of:
 - 1.8.1. Tuberculosis screening results dated within the last year prior to the effective date of this agreement;
 - 1.8.2. Hepatitis B vaccination or immunity initiation;
 - 1.8.3. Immunity to measles, mumps, rubella and chickenpox;
 - 1.8.4. Influenza vaccination during influenza season if not contraindicated; and
 - 1.8.5. Tetanus, Diphtheria, & Pertussis (Tdap) vaccination within the past ten (10) years.
- 1.9. Background Checks
 - 1.9.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:
 - 1.9.1.1. 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;
 - 1.9.1.2. 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
 - 1.9.1.3. 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.

^{bs}
JS

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

1.9.1.3.1. Notwithstanding the foregoing, Contractor shall commence the aforementioned DCYF search not later than thirty (30) days after the effective date of this Agreement. Thereafter, Contractor shall continue such DCYF search as provided in Section 1.9 herein.

1.10. Confidentiality

1.10.1. The Contractor must ensure all Contractor staff assigned to work onsite on HHTRF premises complete:

1.10.1.1. Appendix A, HHTRF's Confidentiality Agreement, prior to starting work onsite.

1.10.1.2. A 30-minute orientation regarding workplace safety, patient confidentiality, and boundaries.

2. Additional Terms

2.1. Impacts Resulting from Court Orders or Legislative Changes

2.1.1. 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. Records

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

3.1.1. 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.

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

3.2. 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.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT B

- 3.3. 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.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services
EXHIBIT C**

Payment Terms

1. This Agreement is funded by:
 - 1.1. 33.33% General Funds.
 - 1.2. 66.67% Other funds (Agency Income).
2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor as a Contractor, based on criteria in 2 CFR 200.331.
3. Payment shall be for services provided in the fulfillment of this Agreement, as specified in Exhibit B Scope of Work, and in accordance with the all-inclusive rate specified in Table 1 below, not to exceed the Price Limitation on Form P-37, Block 1.8:

Table 1

Service	Frequency	Rate, inclusive of all costs including salary/wages, travel and supplies
Housekeeping and Laundry	Monthly	\$36,958

4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of 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 month.
 - 4.4. Upon reasonable request of the Department, the Contractor shall provide supporting documentation of allowable costs for any such invoice. Such documentation may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT C

- 4.5. Is assigned an electronic signature, includes supporting documentation, and is emailed to Shaun.E.Qualter@dhhs.nh.gov or mailed to:
- Financial Manager
Department of Health and Human Services
218 East Road
Hampstead Hospital
Hampstead, NH 03841
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.
6. The final invoice and any requested 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 18 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 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.
- 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 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.

**New Hampshire Department of Health and Human Services
Housekeeping and Laundry Services**

EXHIBIT C

- 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. Any Contractor that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA upon request.
- 8.5. 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 Agreement to which exception has been taken, or which have been disallowed because of such an exception.

**New Hampshire Department of Health and Human Services
Hampstead Hospital & Residential Treatment Facility
Confidentiality Agreement**



Appendix A

I understand that each patient/resident at Hampstead Hospital & Residential Treatment Facility has a right to confidentiality and to the privacy about their clinical information including the fact that the patient is living at Hampstead Hospital & Residential Treatment Facility.

I understand that any information, spoken or in writing, that identifies or potentially identifies, or is about a patient/resident may be shared among individuals who need to know the information as it is necessary for the patient/resident's treatment or course of professional education.

I understand that patient information must be kept secure at all times and may not be placed in or recorded by a personal electronic hardware or software, and shall be protected from any potential breach or exposure to a person or device that not authorized to see, read, or have the information.

I understand that while I am at Hampstead Hospital & Residential Treatment Facility, these duties to protect the confidentiality of patient information apply to me.

I understand that I must complete an annual privacy, security and confidentiality training as required by my employer.

I understand that under no circumstance may patient information be shared unless an authorization is given by the patient/resident or the patient/resident's legal representative, or when there is a clear medical emergency.

I understand that when I am working at Hampstead Hospital & Residential Treatment Facility, I might:

- Unintentionally see or overhear confidential health information, or personal information about a patient/resident, or
- Recognize a patient/resident when I am at Hampstead Hospital & Residential Treatment Facility working.

I understand that any violation of patient confidentiality is a serious offense, may violate the federal Health Insurance Portability and Accountability act of 1996 (Public Law 104-191)(HIPAA), and may be grounds for legal action, breach of contract, or termination of the business relationship.

I agree that I will keep confidential and patient/resident information that I see or overhear. I agree I will not talk about any patient/resident I might recognize, including the fact that patient resides at Hampstead Hospital & Residential Treatment Facility.

I agree I will keep any confidential information accidentally, or unintentionally learned to myself even after I complete my work at Hampstead Hospital & Residential Treatment Facility.

I, DocuSigned by:
Jason Skolaski
51B92EAC788C4C2... Jason Skolaski
Signed name Printed Name

have read, understand and agree to follow the statements above, and have had an opportunity to ask and receive further information about any questions I have asked.

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 HEALTHCARE SERVICES GROUP, INC. is a Pennsylvania Profit Corporation registered to do business in New Hampshire as HSG PENNSYLVANIA on June 30, 1999. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 316892

Certificate Number: 0006690294



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of May A.D. 2024.

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

David M. Scanlan
Secretary of State



CERTIFICATE OF AUTHORITY

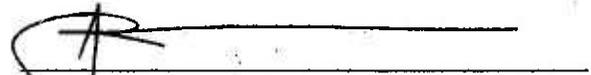
I, Jason Bundick, hereby certify that:

1. I am a duly elected Secretary of Healthcare Services Group, Inc.
2. The attached is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on March 4, 1998, at which a quorum of the Directors were present and voting, and that the following is authorized pursuant to such vote:

That Jason Skolaski, Vice President of Operations, is duly authorized on behalf of Healthcare Services Group, Inc., to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority 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: May 31, 2024


Name: Jason Bundick
Title: Secretary



**HEALTHCARE
SERVICES
GROUP, INC.**

SECRETARY'S CERTIFICATE

Richard W. Hudson, Secretary of Healthcare Services Group, Inc., a Pennsylvania corporation, hereby certifies that the following resolutions were duly adopted by an Action by the Board of Directors of the Corporation and remain in full force and effect:

RESOLVED, that the Corporation is authorized and empowered to enter into those agreements which the Chief Executive Officer or President of the Corporation deem advisable, provided that no single such agreement shall obligate the Corporation to liabilities of more than Two Million Dollars (\$2,000,000);

FURTHER RESOLVED, that the officers of this Corporation are authorized and empowered to execute on behalf of the Corporation, and in its name, and to deliver, those documents and other instruments as may be appropriate or necessary to implement the foregoing resolution.

FURTHER RESOLVED, that this Action by Unanimous Consent in Writing of the Directors may be executed in one or more counterparts and when at least one counterpart has been executed by each director the foregoing resolutions shall be deemed adopted and in full force and effect as of March 4, 1998.

IN WITNESS WHEREOF, I have executed this Certificate and impressed the Seal of the Corporation this 4th day of March, 1998.

(CORPORATE SEAL)

A handwritten signature in black ink, appearing to read 'Richard W. Hudson', is written over a horizontal line.

Richard W. Hudson
Secretary





Addendum to Secretary's Certificate Dated March 4, 1998:

The officers authorized and empowered to act pursuant to the Corporate Secretary's Certificate dated March 4, 1998 shall represent and be restricted to the following corporate offices:

1. Chairman of the Board
2. Chief Executive Officer
3. President
4. Chief Operating Officer
5. Chief Financial Officer
6. Treasurer
7. Vice President- Finance
8. Secretary
9. Vice President- Operations



