



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

January 10, 2025

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Her Excellency, Governor Kelly A. Ayotte
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the New Hampshire Association of Conservation Districts (Vendor # 217956-B001), Concord, NH in the amount of \$7,500 to support the New Hampshire Envirothon Professional Development and Competition Days, effective upon Governor and Council approval through June 30, 2025. 100% Publication Revolving Fund.

Funding is available in the account as follows:

03-44-44-440010-1009-102-500731	<u>FY 2025</u>
	\$7,500
Department of Environmental Services' Publications Revolving Fund, Contract for Program Service	

EXPLANATION

NHDES requests approval of a **SOLE SOURCE** agreement with the New Hampshire Association of Conservation Districts to support the NH Envirothon Professional Development & Competition. This agreement is **SOLE SOURCE** because the NH Envirothon provides youth development, through competition, to bring awareness of the variety of environmental challenges and work available as well as provided valuable future resources for environmental agencies. This grant award, while less than the \$10,000 threshold, requires Governor and Council approval as the grantee will have received funds in excess, of the threshold for this fiscal year.

NH Envirothon has been held annually in New Hampshire since 1991 and will be celebrating its 33rd year of providing middle school and high school students with challenging environmental competition in 2025. The Envirothon presents student teams with the opportunity to compete with other schools to demonstrate their skill and understanding of the environment, its natural processes, and the means to mitigate contemporary environmental problems. This program, in many cases, represents a curriculum option for students or supplements their class work and provides a forum within which to educate and prepare the next generation of environmental stewards. Dozens of NHDES staff members and volunteers, as well as hundreds of students, have participated in the Envirothon over the years, including its specialized teams (e.g., aquatics, forestry, soils and land use, wildlife and the special topic) and its judging panel to evaluate the skills and knowledge of the teams' presentations of the "special topic" for the year's theme, which is "Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change." This program will help to prepare the state's next generation to address the natural resource challenges facing society. Students will work to maintain a balance between quality of life and the quality of the environment. The NH Envirothon program inspires youth to pursue natural resource careers. This has been approved by the Attorney General's Office as to form, execution and substance.

We respectfully request your approval.


For Robert R. Scott, Commissioner

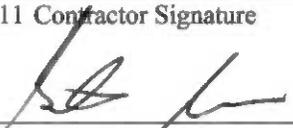
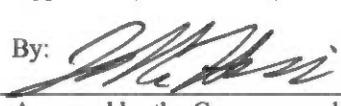
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive, PO Box 95 Concord, NH 03302-0095	
1.3 Contractor Name New Hampshire Association of Conservation Districts		1.4 Contractor Address 75 South Main St Unit 7 PMB 293 Concord, NH 03301	
1.5 Contractor Phone Number 414-837-8976	1.6 Account Unit and Class 440010-1009-102	1.7 Completion Date 6/30/2025	1.8 Price Limitation \$7,500
1.9 Contracting Officer for State Agency Angela DeKraai, Business Administrator III		1.10 State Agency Telephone Number 603-271-1360	
1.11 Contractor Signature  Date: 13/3/2024		1.12 Name and Title of Contractor Signatory Stephen Scapicchio, President	
1.13 State Agency Signature  Date: 12/23/24 ^{FOR}		1.14 Name and Title of State Agency Signatory Robert R. Scott, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 2/5/2025			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, 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.

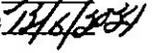
12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

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.

Contractor Initials 
Date 

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 *AS*
Date *12/1/2014*

EXHIBIT A
Special Provisions

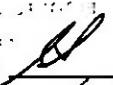
1. The State reserves the right to audit the contractor's expenditures for the project and to retract and/or seek reimbursement for grant funds paid to the contractor's whenever, subsequent to payment of grant funds, if it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
2. Paragraph 14 of the General Provisions is waived for all insurance requirements.
3. Contractor has deemed itself exempt from worker's comp coverage.

EXHIBIT B
SCOPE OF SERVICES

1. The New Hampshire Association of Conservation Districts is the "**CONTRACTOR.**" The New Hampshire Department of Environmental Services (NHDES) is the "**STATE.**" Angela DeKraai, Business Administrator for the NHDES Administrative Services Unit, is the Contracting Officer for NHDES.
2. NHDES participates in the New Hampshire Envirothon and its several specialized teams (aquatics, forestry, soils and land use, wildlife, and the special topic). The special topic for 2025 that each team presents to a special presentation team of judges is **Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change**. Each of these five teams prepares for the May competition, centering their test questions around both their content area and the special topic. The special topic is also a stand-alone category that requires pre-competition research and a presentation to a panel of judges on Competition Day.
3. The Envirothon has been held annually in New Hampshire since 1991 and will be celebrating its 33rd year of providing middle school and high school students with challenging environmental competition in 2025. This program in many cases represents a curriculum option for students or supplements their class work and provides a forum in which to educate and prepare the next generation of environmental stewards.
4. The **CONTRACTOR** shall perform the following tasks:

Task 1: Administration

- 1.1 The **CONTRACTOR** will oversee the New Hampshire Envirothon's year-long program.
- 1.2. The **CONTRACTOR** will set up and run the NH Envirothon Competition Day event to be held on a specific day chosen for the week of May 19-23, 2025.
- 1.3. The **CONTRACTOR** will provide all logistical arrangements for students, advisors and judges for all NH teams to participate in the NH Envirothon Competition Day event that provides opportunities for middle school and high school students to understand the range of natural resource management challenges and careers available.

Contractors Initials 

Date 12/16/2024

Task 2: Publicity

- 2.1 The **CONTRACTOR** will advertise and promote the NH Envirothon program to middle- and high-schools, 4-H Clubs, Future Farmers of America, homeschoolers, scout troops and other potential teams.
- 2.2 The **CONTRACTOR** will handle all outreach and marketing to businesses, organizations and other potential participants as judges, mentors, and resources for the Competition events.

Task 3: Administrative Support

- 3.1 The **CONTRACTOR** will handle all logistical and administrative details for the program throughout the year, including distribution of all training materials to teams, organizing the judges and other volunteers for the Competition events and organizing all travel logistics for teams.
- 3.2 The **CONTRACTOR** will be responsible for procuring all necessary supplies for events including trophies, tee shirts, pendants, ribbons, as well as refreshments.

The **STATE** shall perform the following tasks:

Task 1. Reimbursement

- 1.1. NHDES will provide \$7,500 to help offset the costs associated with the 2025 NH Envirothon, as outlined above.

Contractors Initials 
Date 12/16/2024

EXHIBIT C
CONTRACTOR PRICE

The contract price and financial arrangement for the aforementioned services shall be as follows:

Deliverables shall be to Angela DeKraai; NHDES Administrative Services Unit as follows:

1. **CONTRACTOR** shall invoice DES for administrative costs associated with the event within 30 days of the Environthon event for the contract amount of \$7,500.

2. Documentation detailing incurred costs for administration of the 2025 NH Envirothon will be submitted by the **CONTRACTOR** no later than 30 days after the Envirothon event.

The billing address shall be as follows:

NH Department of Environmental Services
ATTN: Angela DeKraai
PO Box 95, 29 Hazen Drive
Concord, NH 03302-0095
Email: angela.k.dekraai@des.nh.gov

Contractors Initials AM
Date 12/5/2024

Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

Corporate Resolution

I, Jamie Irving, hereby certify that I am duly elected ~~Clerk/Secretary~~/Officer of
(Name)

New Hampshire Association. I hereby certify the following is a true copy of a vote taken at
of Conservation Districts

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

VOTED: That Stephen Scapicchio (may list more than one person) is
President

duly authorized to enter into contracts or agreements on behalf of

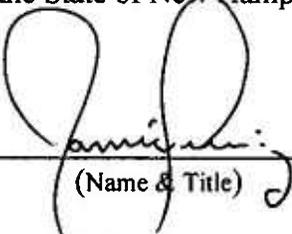
New Hampshire Association of with the State of New Hampshire and any of
Conservation Districts

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: 11-14-24

ATTEST:



(Name & Title)

NHACD, Vice president

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 NEW HAMPSHIRE ASSOCIATION OF CONSERVATION DISTRICTS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 10, 1975. 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: 65000

Certificate Number: 0006805923



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of November A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a faint circular outline.

David M. Scanlan
Secretary of State

