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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Weaver
 Commissioner

Iain N. Watt
 Director

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March 17, 2025

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing contract with On-site Medical Services LLC (VC #348965), Claremont, NH, for a licensed medical director to provide medical direction and training programs to the Regional Public Health Networks, by exercising a contract renewal option by increasing the price limitation by \$858,000 from \$1,400,000 to \$2,258,000 and extending the completion date from June 30, 2025 to June 30, 2026, effective July 1, 2025, upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on September 21, 2022, item #14, and most recently amended on May 29, 2024, item #25.

Funds 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.

05-95-90-902510-24950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, ARP-IMMUNIZATION

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	102-500731	Contracts for Prog Svs	90023800	\$500,000	\$0	\$500,000
2024	102-500731	Contracts for Prog Svs	90023800	\$500,000	\$0	\$500,000
2025	102-500731	Contracts for Prog Svs	90023800	\$128,568.13	\$0	\$128,568.13
			Subtotal	\$1,128,568.13	\$0	\$1,128,568.13

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05-95-90-902510-51780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Prog Svs	90023350	\$173,713	\$0	\$173,713
			Subtotal	\$173,713	\$0	\$173,713

05-95-90-900510-16280000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, STRENGTHEN PH INFRASTRUCTURE

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Prog Svs	90162801	\$97,718.87	\$0	\$97,718.87
2026	102-500731	Contracts for Prog Svs	90162801	\$0	\$858,000	\$858,000
			Subtotal	\$97,718.87	\$858,000	\$955,718.87

			TOTAL	\$1,400,000	\$858,000	\$2,258,000
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EXPLANATION

The purpose of this request is for the Contractor to continue to provide a licensed medical director to implement medical direction and training programs for the Regional Public Health Networks (RPHN) who conduct voluntary vaccinations at school and community-based clinics. The Contractor will also administer three (3) new clinics in RPHNs service areas that are not currently conducting clinics to increase state vaccination rates against preventable diseases, including influenza. The RPHNs offer voluntary influenza vaccine to school aged children and create access for children who do not have access through traditional healthcare locations. These services are voluntary for schools and students and require parental consent for participation.

The Contractor's medical direction services also support other medical response needs to ensure community access to immunizations, medications, and testing in the event of disease outbreaks, as requested by the Department. The Contractor is also able to issue standing orders for vaccines and emergency medications for adults and children who require time-sensitive access to them, if needed. This allows individuals who may not have access to these important interventions through traditional access points. Examples include creating emergency access to medications or vaccine following an exposure to Hepatitis, Mpox, Anthrax, or nerve agents, and testing for Tuberculosis or Hepatitis following an exposure. The Contractor provides a sustainable medical direction program that promotes consistency across RPHNs and ensures access to vaccination for individuals who choose to participate.

The Department will continue to monitor services by reviewing required deliverables and providing feedback as needed; conducting monthly meetings with the Contractor to review progress on work; and conducting site visits to monitor contractor performance.

As referenced in Exhibit A, of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) of the three (3) remaining years available.

Should the Governor and Council not authorize this request, the Regional Public Health Networks will not have mechanisms in place to issue standing orders for vaccines and emergency medications or medical direction that supports routine vaccination and outbreak response efforts.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.967 FAIN # NI11OE000077.

Respectfully submitted,



for Lori A. Weaver
Commissioner

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

This Amendment to the Medical Direction Program for RPHN contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and On-Site Medical Services, LLC ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 21, 2022 (Item #14), as amended on May 29, 2024 (Item #25) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$2,258,000
3. Modify Exhibit B Amendment #1, Scope of Services, by replacing it in its entirety with Exhibit B – Amendment #2; Scope of Services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms; Section 1.1 through 1.3, to read:
 - 1.1. 100% Federal funds, Strengthening NH PH Infrastructure, Workforce and Data Systems, as awarded on November 29, 2022, by the Centers for Disease Control and Prevention, ALN # 93.967, FAIN # NI11OE000077.
 - 1.2. 100% Federal funds. NH Immunization and Vaccines Program as awarded on August 11, 2021, by the Centers for Disease Control and Prevention, CFDA 93.268, FAIN # NH23IP922595.
 - 1.3. 100% Federal funds, NH Immunization and Vaccines for Children, as awarded on March 31, 2021, by the Centers for Disease Control and Prevention, ALN # 93.268, FAIN # 23IP922595.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line items, as specified in Exhibit C-1, Budget through C-2, through Exhibit C-4 Budget, Amendment 2.
6. Add Exhibit C-4, Budget Sheet, SFY26, Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit L, Non-Allowable Expenses with Federal Immunization Funds – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2025, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/11/2025

Date

DocuSigned by:
Iain Watt

Name: Iain Watt
Title: Director - DPHS

4/11/2025

Date

On-Site Medical Services, LLC
DocuSigned by:
James Keedy

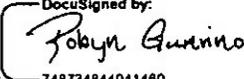
Name: James Keedy
Title: Member

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

OFFICE OF THE ATTORNEY GENERAL

4/29/2025

Date

DocuSigned by:

748734844941460
Name: Robyn Guinnio
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN

EXHIBIT B, Amendment 2

Scope of Services

1. Statement of Work

- 1.1. The Contractor must provide participating Regional Public Health Networks (RPHN) with medical direction to safely administer vaccines and other medical countermeasures (i.e. medications) to protect against diseases including, but not limited to, influenza and others approved by the Department.
- 1.2. The Contractor must ensure the medical director and medical staff assigned to this Agreement must hold a current license in the State of New Hampshire as a:
 - 1.2.1. Doctor of Medicine (MD); or a
 - 1.2.2. Doctor of Osteopathic Medicine (DO); or a
 - 1.2.3. Advanced Practice Registered Nurse (APRN); or a
 - 1.2.4. Physician Assistant (PA) under the supervision of a MD or DO.
- 1.3. The Contractor must update existing medical Standing Order(s) to vaccinate that are in alignment with national medical guidelines issued by the Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) or other national medical organizations, as directed and approved by the Department.
- 1.4. The Contractor must update existing medical Standing Order(s) to administer prescription medications during public health emergencies as part of community-based points of dispensing (POD) initiatives that are in alignment with national medical guidelines issued by the Centers for Disease Control or any other national medical organizations, as directed and approved by the Department.
- 1.5. The Contractor must ensure Standing Order(s) include a process for recommended medical screenings to identify vaccine contraindications or medication administration, precautions, or other health conditions requiring additional follow-up. If national guidance does not exist to base a Standing Order on, then the Standing Order must be developed in collaboration with the Department. The Contractor must:
 - 1.5.1. Provide updated Standing Order(s), upon Department approval, and a training plan for education and training clinical staff on guidance changes within one (1) week of any updates made to national clinical guidance.
 - 1.5.2. Adhere to the developed consent processes for minors under the age of 18 years, and for vaccine or medication recipients who lack decision-making capacity, in accordance with the Department's requirements, including required documentation. The Contractor must:

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- 1.5.2.1. Utilize or update the developed medical screening questions, which can be incorporated into the Department-sponsored electronic documentation system and/or paper documentation systems to be utilized during clinic operations.
- 1.5.3. Issue emergency protocols and Standing Order(s) for medical management of vaccine or medication reactions, including Basic Life Support (BLS) interventions and management of anaphylactic reactions.
- 1.5.4. Incorporate any other critical aspects to administer a vaccine clinic or POD in Standing Order(s), as specified by national guidelines or the Department.
- 1.6. The Contractor must develop guidance for clinic processes and procedures for efficient clinic flow and safe operation. The Contractor must:
 - 1.6.1. Follow CDC or manufacturer guidance for storage and handling of vaccine product or medications unless otherwise directed by the Department.
 - 1.6.2. Monitor RPHN storage and handling of vaccine and medications, including but not limited to daily review of temperature monitoring logs by clinic and reporting as directed by the Department.
 - 1.6.3. Include implementation of State sponsored/managed IT systems into clinic processes, including but not limited to the New Hampshire Immunization Information System (NHIS) as directed by the Department.
 - 1.6.4. Offer an opt-in/opt-out process that allows for documenting doses administered to individuals who opt-out of the NHIS in accordance with RSA 141-C Communicable Disease: <https://www.gencourt.state.nh.us/rsa/html/x/141-c/141-c-mrg.htm>.
 - 1.6.5. Maintain NHIS data collection and integrity by ensuring data entry occurs within forty-eight (48) hours of vaccine administration and data corrections occur within seventy-two (72) hours of identification.
 - 1.6.6. Conduct RPHN site visits as directed by the Department.
- 1.7. The Contractor must provide virtual or in-person training and education for RPHNs and clinical staff, including all volunteers, as applicable, including but not limited to the following areas:
 - 1.7.1. Medical documentation of vaccination or medication encounters, including documentation of any additional medical assessment performed and any adverse reactions that occurred.
 - 1.7.2. Data entry training, as approved by the Department.

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- 1.7.3. Standing Order(s) and clinic guidance process training.
 - 1.7.4. Emergency medication administration (anaphylaxis protocol).
 - 1.7.5. Vaccine Adverse Event Reporting System (VAERS).
 - 1.7.6. Consent processes for both receipt of vaccination or medication and NHHS transmission of information.
- 1.8. The Contractor must ensure vaccinators and other licensed clinical staff approved by each RPHN have appropriate credentials, as well as experience and/or training to deliver vaccinations or administer medications. The Contractor must:
- 1.8.1. Develop, update and perform a train-the-trainer series for RPHNs to ensure clinic staff complete competency training requirements.
 - 1.8.2. Issue on-demand training for updated guidance – training of staff on changes to guidance or Standing Order(s) must be completed prior to the vaccinator's next shift.
 - 1.8.3. Ensure clinic staff are trained in vaccine data entry platform, communication access, equity practices, VAERS reporting, Health Insurance Portability and Accountability Act (HIPAA) and confidentiality processes.
 - 1.8.4. Maintain training documentation to:
 - 1.8.4.1. Ensure that all staff training curricula, records, and certificates are readily available for review at the request of the Department.
 - 1.8.4.2. Incorporate training materials in CDC's TRAIN, as directed by the Department.
 - 1.8.5. Ensure training materials and sessions have interpretation services and translated materials available in multiple languages, as directed by the Department.
 - 1.8.6. Ensure that Department training/education protocols and policies are followed and that required training documentation for individuals staffing each RPHNs' SBC's are uploaded to SharePoint or as directed by the Department at least 24 hours prior to clinic.
- 1.9. The Contractor must provide real-time medical direction access to vaccine and POD clinic medical staff. Real-time medical direction must occur when critical staff require guidance on clinical decisions, including but not limited to situations involving questions about the safety of vaccine administration for a specific vaccine recipient (VR); assessing medication interactions; determining appropriate timing for vaccine doses; questions about vaccine product selection and does; and management of vaccine reactions or adverse side effects.

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- 1.10. Real-time medical direction services must be provided by one (1) of the following individuals:
 - 1.10.1. Doctor of Medicine (MD); or
 - 1.10.2. Doctor of Osteopathic Medicine (DO);
 - 1.10.3. Advanced Practice Registered Nurse (APRN); or
 - 1.10.4. Physician's Assistant (PA) under the supervision of a MD or DO.
- 1.11. Real-time medical direction for vaccine clinic medical staff must be available as specified below to answer clinical questions and engage in shared clinical decision-making practices. The Contractor shall not operate on Sundays, or State and Federal Holidays, unless directed by the Department. Medical direction services include, but are not limited to:
 - 1.11.1. Telephone and/or video conference, available 8 AM to 8 PM, six (6) days per week Monday through Saturday:
 - 1.11.1.1. Answer clinical questions.
 - 1.11.1.2. Assist with consent and medical decision-making.
- 1.12. The Contractor must notify the Department and implement corrective actions immediately for any serious adverse events or medication administration errors that occur (e.g., "never events," such as vaccinating a minor who does not have the necessary consent for vaccination) including, but not limited to, follow-up with a vaccine recipient about any vaccination adverse events or medication administration error that may have occurred requiring further action on the part of the vaccine recipient.
- 1.13. The Contractor must provide an Occupational Health Plan and healthcare access for needle sticks and other staff injuries obtained at a clinic. The Contractor must:
 - 1.13.1. Develop, update and adhere to established processes to investigate the cause of the needle stick and manage needle sticks that connects both the person experiencing the needle stick event and the source patient (i.e. the person whose blood contaminated the needle involved in needle stick event) with recommended blood-borne pathogen testing, and the person who experienced the needle stick with appropriate medical follow-up and testing.
- 1.14. The Contractor must provide the Department with a copy of a one-page overview of the services to be provided under the awarded Agreement for approval. The Contractor must provide the approved one-page overview to the RPHNs, within three (3) business days of receipt of the approved overview. The Contractor must ensure that the overview provides RPHNs and clinic staff with access to information that includes, but is not limited to:

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- 1.14.1. Real-time medical direction hours as outlined in Subsection 1.9.1., and how to access this service.
- 1.14.2. Schedule of educational opportunities and a method to request additional training sessions.
- 1.14.3. The Contractor's website.
- 1.14.4. The Contractor's email or online contact form.
- 1.14.5. The Contractor's address and phone number.
- 1.15. The Contractor must participate in routinely scheduled and ad hoc calls with the RPHNs and the Department as directed by the Department, to ensure clinic practices are satisfactory and to determine if improvements are required.
- 1.16. Consent for New Hampshire Immunization Information System (NHIS) participation.
 - 1.16.1. The Contractor must ensure that RPHNs provide each patient, or the patient's parent or legal guardian if the patient is a minor, the opportunity to opt-in or opt-out to the immunization registry in accordance with RSA 141-C:20-f <https://www.gencourt.state.nh.us/rsa/html/x/141-c/141-c-mrg.htm>.
 - 1.16.2. The Contractor must ensure that RPHNs obtain explicit consent prior to sending any personal information to the NHIS.
 - 1.16.3. The Contractor must ensure the RPHNs only enter vaccine administration records for individuals who have elected to opt in to the NHIS and have provided consent to share their personal information with the NHIS.
 - 1.16.4. The Contractor must ensure the RPHNs maintain all completed opt-in consent forms (paper or electronic).
 - 1.16.5. The Contractor must ensure the RPHNs maintain vaccine administration records for all individuals vaccinated in compliance with HIPAA and other state and federal regulations.
 - 1.16.6. The Contractor must assess and report capacity, gaps and opportunities for the delivery of School Based Clinics (SBC), by each RPHN region.
 - 1.16.7. The Contractor must work in collaboration with RPHN's to expand regional capacity to operationalize SBCs.
 - 1.16.7.1. In RPHN regions where RPHN currently performs SBCs, the Contractor shall collaborate with the RPHN's and supplement clinic staffing as needed.

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- 1.16.7.2. When this Contractor has provided clinical staffing, the Contractor must coordinate with the RPHN to designate one staff member to serve as clinical supervisor/leader.
- 1.16.7.3. In RPHN regions where RPHNs do not perform SBC's, the Contractor must provide organizational structure to administer three new SBCs to increase vaccination against preventable diseases such as influenza.
- 1.16.7.4. The Contractor must:
 - 1.16.7.4.1. Conduct outreach to schools located within non-participating RPHN regions to enroll in the SBC initiative.
 - 1.16.7.4.2. Ensure that SBC services are offered with priority to schools identified by the New Hampshire Immunization Program (NHIP) as having the highest percentage of students eligible for free/reduced school lunch program.
 - 1.16.7.4.3. Distribute state-supplied promotional vaccination materials.
 - 1.16.7.4.4. Distribute, obtain, verify, and store written consent forms from legal guardians of vaccine recipient prior to administration of vaccines, in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other state and federal regulations.
 - 1.16.7.4.5. Document, verify, and store written or electronic record of vaccine administration in compliance with HIPAA and other state and federal regulations.
 - 1.16.7.4.6. Provide written communication of vaccination status, indicating either completed or not completed, to the parent and/or legal guardian upon the day of vaccination.
 - 1.16.7.4.7. Provide vaccination information to the patient's primary care provider following HIPAA, federal and state guidelines, unless the parent and/or legal guardian requests that the information not be shared, in which case the information may be given to the parent and/or legal guardian to distribute to the primary care providers. The Contractor must ensure information includes:

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- 1.16.7.4.7.1. Patient full name and one other unique patient identifier;
 - 1.16.7.4.7.2. Vaccine name;
 - 1.16.7.4.7.3. Vaccine manufacturer;
 - 1.16.7.4.7.4. Lot number;
 - 1.16.7.4.7.5. Date of vaccine expiration;
 - 1.16.7.4.7.6. Date, route, and site of vaccine administration;
 - 1.16.7.4.7.7. Date Vaccine Information Sheet (VIS) was given;
 - 1.16.7.4.7.8. Edition date of the VIS given;
 - 1.16.7.4.7.9. Name and address of entity that administered the vaccine (Contractor's name); and
 - 1.16.7.4.7.10. Full name and title of the individual who administered the vaccine.
 - 1.16.7.4.7.11. Adhere to current federal guidelines for vaccine administration, including but not limited to disseminating a VIS, in order that the legal authority, legal guardian, and/or parent is provided access to the information on the day of vaccination.
- 1.16.7.4.8. Encourage schools participating in the SBC program to digitally submit the weekly NH School Absenteeism Report Form, available at: <https://new-hampshire.my.site.com/aggregatereporting/s/school-absenteeism-report>, to report total number of students and staff absent and total number of students and staff absent with influenza-like illness for in-session school days, for the previous week (due Tuesdays at 4 pm for the previous week).

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- 1.16.7.4.9. Submit a list of SBCs planned for the upcoming season to NHIP, providing updates as applicable.
- 1.16.7.5. The Contractor must safely administer vaccine supplied by NHIP.
- 1.16.7.6. The Contractor must:
 - 1.16.7.6.1. Ensure copies of standing orders, emergency interventions, and/or protocols are available at all clinics.
 - 1.16.7.6.2. Recruit, train, and retain qualified medical and non-medical volunteers to assist with operating the clinics, in accordance with DHHS protocols and policies.
 - 1.16.7.6.3. Procure necessary supplies to conduct SBCs including but not limited to emergency management medications and equipment, needles, personal protective equipment, antiseptic wipes, and non-latex bandages.
 - 1.16.7.6.4. The Contractor must ensure proper vaccine storage, handling and management, and must:
 - 1.16.7.6.4.1. Submit a signed Vaccine/Immuno globulin/Pharmaceutical Management Agreement to NHIP, annually, ensuring all listed requirements are met by providers administering vaccination, immunoglobulin or other pharmaceuticals supplied by the NHIP.
 - 1.16.7.6.4.2. Ensure the SBC coordinator completes the NHIP vaccination training annually.
 - 1.16.7.6.4.3. Retain a copy of SBC coordinator training certificates on file and ensure SBC training certificate(s) is on file (SharePoint) or as directed by the Department prior to start of SBC clinic season.
 - 1.16.7.6.4.4. Utilize NHIP training materials or other educational materials, as approved by

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the Department prior to use, for annual training of SBC staff on vaccine administration, ordering, storage and handling.

- 1.16.7.6.4.5. Ensure that proof of required training, as appropriate for role, is on file (SharePoint) prior to the start of the SBC the individual will be participating in.
- 1.16.7.6.4.6. Retain a copy of all training materials on site, so they are available for reference during SBCs.
- 1.16.7.6.4.7. Ensure vaccine is stored at the manufacturer's recommended temperatures the entire time the vaccine is in the Contractor's custody.
- 1.16.7.6.4.8. Record temperatures twice daily, AM and PM, during normal business hours, for the primary refrigerator and hourly when the vaccine is stored outside of the primary refrigerator.
- 1.16.7.6.4.9. Ensure that an emergency backup plan is in place in case of primary refrigerator failure.
- 1.16.7.6.4.10. Utilize temperature data logger for all vaccine monitoring including primary refrigerator storage as well as the entire duration vaccine is outside of the primary refrigeration unit.
- 1.16.7.6.4.11. Account for every dose of vaccine.
- 1.16.7.6.4.12. Submit a monthly temperature log for the vaccine storage refrigerator.
- 1.16.7.6.4.13. Notify NHIP and fax or securely email incident forms of any adverse event within 24 hours of the event occurring.

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- 1.16.7.6.4.14. In the event of a vaccine temperature excursion where the stored vaccine experiences temperatures outside of the manufacturer's recommended temperatures, the Contractor must immediately quarantine the vaccine in an appropriate temperature setting, separating it from other vaccine, and label it "DO NOT USE."
- 1.16.7.6.4.15. Contact the manufacturer immediately to explain the event duration and temperature information to determine if the vaccine is still viable after any temperature excursion.
- 1.16.7.6.4.16. Notify NHIP immediately after contacting the manufacturer regarding any temperature excursion.
- 1.16.7.6.4.17. Submit a Cold Chain Incident Report with a Data Logger Report to NHIP within 24 hours of the temperature excursion occurrence.
- 1.16.7.6.5. The Contractor must perform tasks within 24 hours of the completion of every clinic, which include, but are not limited to:
 - 1.16.7.6.5.1. Updating State Vaccination System with the total number of vaccines administered and wasted during each mobile clinic.
 - 1.16.7.6.5.2. Ensuring doses administered and entered in the inventory system match the clinical documentation of doses administered.
 - 1.16.7.6.5.3. Submitting the hourly vaccine temperature log for the duration the vaccine is kept outside of the

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Contractor's established primary vaccine refrigerator.

1.16.7.6.5.4. Submitting totals to the NHIP outside of the vaccine ordering system that include the total number of:

1.16.7.6.5.4.1. Individuals vaccinated by age group and vaccine formulation/lot number ;

1.16.7.6.5.4.2. Vaccines wasted by vaccine formulation/lot number;

1.16.7.6.5.5. Completing an annual year-end self-evaluation and improvement plan for areas which include, but are not limited to:

1.16.7.6.5.5.1. Strategies that worked well in the areas of communication, logistics, or planning.

1.16.7.6.5.5.2. Areas for improvement at both the state and regional levels, emphasizing strategies for implementing improvements.

1.16.7.6.5.5.3. Discussions relative to strategies that worked well for increasing both the number of clinics conducted at schools and the number of students vaccinated.

1.16.7.6.5.5.4. Discussions relative to future strategies and plans for increasing individuals vaccinated, including suggestions on how state-level

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resources may aid in the effort.

1.17. Consent to Vaccinate

- 1.17.1. The Contractor must ensure that the signed vaccine consent form is obtained for all vaccine recipients (VR) prior to any vaccine being administered. Consent from a parent/legal guardian must be obtained for individuals under the age of 18 and/or individuals who lack capacity to provide consent.
- 1.17.2. The Contractor must develop and use the consent processes approved by the Department to obtain consent from parents/legal guardians of individuals under age eighteen (18) and for individuals over the age of eighteen (18) who have a legal guardian to participate in vaccinations. If the Contractor wants to amend any portion of the consent forms, such amendments must be approved by the Department prior to the distribution to the RPHNs.
- 1.17.3. The Contractor must ensure individuals are notified that they may elect not to participate in vaccinations at any time.
- 1.17.4. The Contractor must maintain written or electronic record of vaccination consent and vaccination administration via the Contractor's online portal, or as directed by the Department.

1.18. Background Checks

- 1.18.1. The Contractor must ensure that all employees and subcontractors providing services under this Agreement have undergone a criminal background check and have no convictions for crimes that represent evidence of behavior that could endanger clients served under this Agreement.

1.19. Grievance Process

- 1.19.1. The Contractor must ensure all complaints received from RPHNs, public, and vaccine recipients are processed in the order they are received by severity of the complaint. The Contractor must categorize each complaint as one (1) of four (4) Risk Levels, which include:
 - 1.19.1.1. **Risk Level 1:** Services result in students or staff health, or well-being is in jeopardy. For example, one or more sentinel events, such as bodily injury, a medication administration error, and/or an adverse reaction have occurred. The Contractor must handle and report complaints within twelve (12) hours of the event to the Department and to the RPHNs following relevant

**New Hampshire Department of Health and Human Services
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- response coordination with public safety entities, if required.
- 1.19.1.2. **Risk Level 2:** Any issue brought to the Contractor's attention by the RPHNs that involves allegations of discriminatory or egregious actions.
 - 1.19.1.3. **Risk Level 3:** Any issue brought to the Department's attention by the RPHNs. For example, an issue that involves lack of communication or issues with Contractor's staff.
 - 1.19.1.4. **Risk Level 4:** The Contractor must report any other complaints from the RPHNs within twenty-four (24) hours of receiving the reported concern to the Department.
- 1.19.2. The Contractor must ensure all complaints received are processed in accordance with the assigned Risk Level specified in Subsection 1.19.1., above. The Contractor must:
- 1.19.2.1. Send an email directly to the RPHNs and the Department confirming the receipt of the concern, stating that the concern has been documented and is being researched.
 - 1.19.2.2. Conduct research and review details by reaching out to the RPHNs.
 - 1.19.2.3. Keep the Department apprised of the progress of the review.
 - 1.19.2.4. Send the research and review completed to the Department for review and approval.
 - 1.19.2.4.1. If there is dissatisfaction with the initial attempts made by the Contractor to resolve the complaint, the Contractor must ensure the complaint is escalated within the organization.
 - 1.19.2.5. Resolve all grievances within a month after the appeal is filed. The Department must be apprised of all progress.
 - 1.19.2.6. Continue research and documentation of the complaint throughout the process.
 - 1.19.2.7. Share all details and findings with the Department.

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- 1.19.2.8. Notify the RPHNs and the Department of the resolution and/or action takes place as a result of the escalation.
- 1.19.2.9. Review all complaints on a monthly basis to ensure complaints have been handled in accordance with processes specified in Subsection 1.19.2., above.

1.20. Reporting Requirements

- 1.20.1. The Contractor must report any serious or sentinel event, including, but not limited to, needle stick/bodily injury, medication administration error and/or adverse reaction to the Department within twelve (12) hours.
- 1.20.2. The Contractor must report any incident that impacts operations to the Department within twenty-four (24) hours.
- 1.20.3. The Contractor must submit monthly reports, as directed by the Department, which shall include, but is not limited to:
 - 1.20.3.1. The number and type(s) of trainings provided, number of staff trained by training type, along with any newly developed or updated training materials.
 - 1.20.3.2. The number of persons vaccinated per clinic site.
 - 1.20.3.3. Daily temperature logs per clinic site.
 - 1.20.3.4. The number of times interpretation services were utilized by each language requested.
 - 1.20.3.5. The number and type of medical direction consultations, including but not limited to, clinical staff question, vaccine recipient question and nature of question, with outcomes, and average time of medical direction consultation.
 - 1.20.3.6. The number and type of serious or sentinel event, such as needle stick/bodily injury, medication administration error and/or an adverse reaction, action(s) taken and outcome by clinic location and date.
 - 1.20.3.7. The total number of VAERS reportable events, number of epinephrine administrations, number of events reported to VAERS within twenty-four (24) hours of event and reason(s) for VAERS reporting occurring outside of twenty-four (24) hours if applicable.
 - 1.20.3.8. The number and type of incidents that impacted operations and outcome along with actions taken.

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- 1.20.3.9. The number and percentage of data corrections that have occurred within seventy-two (72) hours of identification.
- 1.20.3.10. The number and status of complaints received.
- 1.20.3.11. Monthly Quality Assurance Plan: Descriptive summary efforts to evaluate, identify and address system deficiencies or safety issues including, but not limited to performing quality controls for vaccine storage and handling, addressing identified areas for improvement, monitoring for emerging trends, reporting site visit findings, taking corrective action(s), and providing recommended remediation and training opportunities.
- 1.20.4. The Contractor must submit semi-annual report, as directed by the Department, which shall include, but is not limited to a descriptive summary of activities performed, efforts, successes, and challenges experienced in delivering this scope of service and identified needs for the upcoming reporting period.
- 1.20.5. The Contractor must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department.
- 1.20.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.20.7. The Contractor must complete and submit a School Based Clinics: RPHN Assessment Report to the Department by August 31, 2025. The Report must include a description of the following, by each RPHN Region:
 - 1.20.7.1. Current Capacity: Availability of RPHN SBCs or community-based clinics serving children attending schools with greatest % of children receiving free/reduced lunch.
 - 1.20.7.2. Gaps: Barriers to providing SBCs within schools with greatest % of children receiving free/reduced lunch.
 - 1.20.7.3. Strategic Plan: How gaps will be filled and activities that support expansion or improve quality of SBC services.
- 1.21. Background Checks
 - 1.21.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:

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- 1.21.1.1. 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;
 - 1.21.1.2. A name search of the Department's Bureau of Adult and Aging Services (BAAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
 - 1.21.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.
- 1.22. Confidential Data
- 1.22.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
 - 1.22.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.
- 1.23. Privacy Impact Assessment
- 1.23.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA, the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:
 - 1.23.1.1. How PII is gathered and stored;
 - 1.23.1.2. Who will have access to PII;
 - 1.23.1.3. How PII will be used in the system;

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- 1.23.1.4. How individual consent will be achieved and revoked; and
- 1.23.1.5. Privacy practices.
- 1.23.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing, or storage of PII.
- 1.24. Department Owned Devices, Systems and Network Usage
 - 1.24.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:
 - 1.24.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
 - 1.24.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited to, personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
 - 1.24.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to system entry/access;
 - 1.24.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
 - 1.24.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
 - 1.24.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;

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1.24.1.7. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

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

1.25. Contract End-of-Life Transition Services

1.25.1. General Requirements

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

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

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third-party consultants engaged by Recipient in connection with the Transition Services.

1.25.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.

1.25.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.

1.25.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.

1.25.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.25.2. Completion of Transition Services

1.25.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

1.25.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

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Medical Direction Program for RPHN**

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1.25.3. Disagreement over Transition Services Results

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

2. Exhibits Incorporated

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

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

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

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

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

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3.3. Credits and Copyright Ownership

- 3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 3.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
 - 3.3.3.1. Brochures.
 - 3.3.3.2. Resource directories.
 - 3.3.3.3. Protocols or guidelines.
 - 3.3.3.4. Posters.
 - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the Agreement without prior written approval from the Department.

4. Records

- 4.1. The Contractor must keep records that include, but are not limited to:
 - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
 - 4.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
 - 4.1.3. Medical records on each patient/recipient of services.

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

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

Exhibit C-4 Budget Sheet, SFY26, Amendment 2

New Hampshire Department of Health and Human Services	
Contractor Name:	On-Site Medical Services LLC
Budget Request for:	RFA-2023-DPHS-04-MEDIC-01-A02
Budget Period	SFY 26
Indirect Cost Rate (if applicable)	6%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$515,231
2. Fringe Benefits	\$90,295
3. Consultants	\$7,500
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$5,490
5.(a) Supplies - Educational	\$500
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$3,700
5.(d) Supplies - Medical	\$500
5.(e) Supplies Office	\$500
6. Travel	\$3,800
7. Software	\$96,000
8. (a) Other - Marketing/ Communications	\$500
8. (b) Other - Education and Training	\$500
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$27,750
Other (please specify)	\$500
Other (please specify)	\$18,000
Other (please specify)	\$38,979
9. Subrecipient Contracts	\$0
Total Direct Costs	\$809,745
Total Indirect Costs	\$48,255
TOTAL	\$858,000

Contractor Initials: DS
JK

**New Hampshire Department of Health and Human Services
Exhibit L – Non-Allowable Expenses with Federal Immunization Funds –
Amendment #2**

This list of non-allowable expenses is based on ISD-identified program priorities and has been developed from information contained in 2 CFR Part 200, 45 CFR Part 75, and HHS Grants Policy Statement.

Expense	NOT allowable with federal immunization funds
Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)	√
Alcoholic beverages	√
Building purchases, construction, capital improvements	√
Entertainment Cost	√
Fundraising Cost	√
Goods and services for personal use	√
Honoraria	√
Independent Research	√
Land acquisition	√
Legislative/lobbying activities	√
Interest on loans for the acquisition and/or modernization of an existing building	√
Payment of bad debt, collection of improper payments	√
Promotional and/or Incentive Materials (e.g., plaques, clothing, and commemorative items such as pens, mugs/cups, folders/folios, lanyards, magnets, conference bags)	√
Purchase of food/meals (unless part of required travel per diem costs)	√
Vehicle Purchase	√

Allowable expenses under this agreement include only the costs for activities and personnel directly related to the Immunization and Vaccines for Children Cooperative Agreement. Funding requests not directly related to immunization activities are outside the scope of this cooperative agreement and will not be funded.

Adapted From: 2024 IPOM, Essentials Chapter I-B Non-Allowable Expense

DS
JK

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 ON-SITE MEDICAL SERVICES LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on May 04, 2020. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 841420

Certificate Number: 0007166505



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 23rd day of April A.D. 2025.

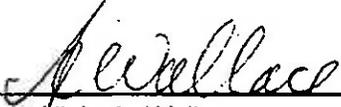
A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

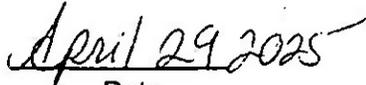
CERTIFICATE OF VOTE/AUTHORITY

I, Alicia A. Wallace of On-site Medical Services, LLC, do hereby certify that:

1. I am the Director of Administration of On-site Medical Services, LLC.
2. That the President & Chief Executive Officer is hereby authorized on behalf of this company to enter into said contracts with the State, and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate, and James P. Keady is the duly elected President & Chief Executive Officer of this company.
3. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the company. This authorization was valid thirty (30) days prior to and remains valid for thirty (30) days from the date of this certificate.



Name: Alicia A. Wallace
Title: Director of Administration
Company Name: On-site Medical Services, LLC


Date



CERTIFICATE OF INSURANCE

Your professional liability insurance is written on a claims made basis and provides coverage for those claims which are the result of medical incidents occurring subsequent to the prior acts date stated and which are first made against you while this insurance is in force. Please discuss with your program administrator.

Prior Acts Date: 08/16/2023

Purchasing Group		Certificate Number	Policy Period
Professional Services Purchasing Group 11807 Westheimer Road, Suite 550 PMB 990, Houston, TX 77077		UIA-289439-081624	from: 12:01 AM Standard Time on: 08/16/2024 to: 12:01 AM Standard Time on: 08/16/2025
Named Insured and Address		Business Address	Program Administrator
Cecilia Keady-dba On-site Medical Services LLC 276 Newport Rd Suite 211 NEW LONDON, New Hampshire 03257 Email: jim@kfpmed.com		265 S River Rd Bedford, New Hampshire 03110	NOW Insurance Services, Inc. 11807 Westheimer Road Suite 550 PMB 990 Houston, Texas 77077
Medical Specialty: Nurse Practitioner (NP) - All Other (no OB)			Insurance Provided by: United Indemnity Inc
COVERAGE PARTS		LIMITS OF LIABILITY	
A.	PROFESSIONAL LIABILITY		<i>Deductible - \$2,500</i>
	Professional Liability (PL)	\$1,000,000 each claim	\$3,000,000 aggregate
	Good Samaritan Liability	included above	
	Personal Injury Liability	included above	
	Malplacement Liability	included above	
B.	Coverage Extensions:		
	License Protection	\$5,000 per proceeding	\$10,000 aggregate
	Deposition Representation	\$5,000 per proceeding	\$10,000 aggregate
	First Aid	\$2,500 per incident	\$2,500 aggregate
	Medical Payments	\$2,500 per incident	\$2,500 aggregate
	Damage to Property of Others	\$500 per incident	\$2,500 aggregate
C.	GENERAL LIABILITY		<i>Deductible - \$2,500</i>
	General Liability (GL)	N/A	N/A
	Fire & Water Legal Liability	included in the GL limit above subject to	\$10,000 sub-limit
	Personal Liability	included in the GL limit	included in the GL limit
Policy forms and endorsements attached at inception:			
RENEWAL OF: UIA-200933-081623			
Additional Insured(s):			
(1) PEACHYMED, LLC (2) ROCKFISH AM LLC (3) 265 SRR LLC (4) WILLIAM & REEVES LLC (5) DION MANAGEMENT GROUP LLC (6) STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES - 129 PLEASANT ST, CONCORD, NH 03301-3857			

Keep this document in a safe place. It is evidence of your insurance coverage.

Master Policy #UIA-09122023-01


Authorized Representative

Philip G. Cabaud

Please Note: All inquiries regarding this Certificate of Insurance should be addressed to the following Correspondent:

NOW Insurance Services, Inc.
Email: info@nowinsurance.com

ARC

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Leri A. Weaver
Commissioner

Iain N. Watt
Interim Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 6, 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, Division of Public Health Services, to amend an existing contract with On-Site Medical Services, LLC (VC#348965), Claremont, NH, for a licensed medical director to provide medical direction and training programs to the Regional Public Health Networks, by exercising a contract renewal option by increasing the price limitation by \$400,000 from \$1,000,000 to \$1,400,000 and extending the completion date from June 30, 2024 to June 30, 2025, effective July 1, 2024 upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on September 21, 2022, item #14.

Funds are available in the following accounts for State Fiscal Year 2025, with the authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

05-95-90-902510-24950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, ARP-IMMUNIZATION

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	102-500731	Contracts for Prog Svs	90023800	\$500,000	\$0	\$500,000
2024	102-500731	Contracts for Prog Svs	90023800	\$500,000	\$0	\$500,000
2025	102-500731	Contracts for Prog Svs	90023800	\$0	\$226,287	\$226,287
			Subtotal	\$1,000,000	\$226,287	\$1,226,287

05-95-90-902510-51780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Prog Svs	TBD	\$0	\$173,713	\$173,713
			Subtotal	\$0	\$173,713	\$173,713
			TOTAL	\$1,000,000	\$400,000	\$1,400,000

EXPLANATION

The purpose of this request is for the Contractor to continue to provide a licensed medical director to implement medical direction and training programs for the Regional Public Health Networks (RPHN) who conduct vaccinations at school- and community-based clinics. The RPHN offer influenza vaccine to school-aged children and create access for children who do not have access through traditional healthcare locations. These services are voluntary for schools and students and require parental consent for participation.

The Contractor's medical direction services will also continue to support other medical response needs to ensure community access to immunization in the event of disease outbreaks, as requested by the Department. The contractor is also able to issue standing orders for vaccines and emergency medications, if needed. A sustainable medical direction program promotes consistency across RPHNs and ensures access to vaccination for individuals who choose to participate.

The Department will monitor services by:

- Reviewing a Quality Assurance plan, whereas the Contractor will detail efforts to evaluate, identify and address system deficiencies or safety issues.
- Reviewing the number and type of medical consultations and average time of medical direction consultation.

As referenced in Exhibit A, of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) of the four (4) years available.

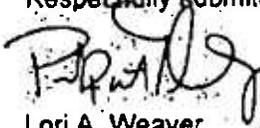
Should the Governor and Council not authorize this request, the Public Health Networks may not have mechanisms in place to issue standing orders for vaccines and emergency medications or medical direction that supports routine vaccination and outbreak response efforts.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.268, FAIN #NH23IP922595.

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

Respectfully submitted,


Lori A. Weaver
Commissioner

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

This Amendment to the Medical Direction Program for RPHN contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and On-Site Medical Services, LLC. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 21, 2022 (Item #14), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
June 30, 2025
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,400,000
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B Amendment #1, Scope of Services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1.1, to read:
 - 1.1. 100% Federal funds, NH Immunization and Vaccines for Children, as awarded on March 31, 2021, by the Centers for Disease Control and Prevention, ALN # 93.268, FAIN # 23IP922595.
5. Modify Exhibit C, Payment Terms, Section 3 to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line items, as specified in Exhibit C-1, Budget through C-2 Budget and Exhibit C-3 Budget, Amendment 1.
6. Add Exhibit C-3, Budget Sheet, SFY 25, Amendment #1, which is attached hereto and incorporated by reference herein.

DS


All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/6/2024

Date

DocuSigned by:

Iain Watt

Name: Iain Watt

Title: Interim Director - DPHS

On-Site Medical Services, LLC.

5/3/2024

Date

DocuSigned by:

Jim Keady

Name: Jim Keady

Title: Member

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

OFFICE OF THE ATTORNEY GENERAL

5/6/2024

Date

DocuSigned by:
Robyn Guarino

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B, Amendment 1

Scope of Services

1. Statement of Work

- 1.1. The Contractor must provide participating Regional Public Health Networks (RPHN) with medical direction to safely administer vaccines to protect against diseases such as, but not limited to, influenza and COVID-19.
- 1.2. The Contractor shall ensure the medical director and medical staff assigned to this Agreement must hold a current license in the State of New Hampshire as a:
 - 1.2.1. Doctor of Medicine (MD); or a
 - 1.2.2. Doctor of Osteopathic Medicine (DO); or a
 - 1.2.3. Advanced Practice Registered Nurse (APRN).
- 1.3. The Contractor must update existing medical Standing Order(s) to vaccinate, that are in alignment with national medical guidelines issued by the Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) or other national medical organizations, as directed and approved by the Department.
- 1.4. The Contractor must ensure Standing Order(s) include a process for recommended medical screenings to identify vaccine contraindications, precautions, or other health conditions requiring additional follow-up. If national guidance does not exist to base a Standing Order on, then the Standing Order must be developed in collaboration with the Department. The Contractor must:
 - 1.4.1. Provide updated Standing Order(s), upon Department approval, and a training plan for education and training clinical staff on guidance changes within one (1) week of any updates made to national clinical guidance.
 - 1.4.2. Adhere to the developed consent processes for minors under the age of 18 years, and for vaccine recipients who lack decision-making capacity, in accordance with the Department's requirements, including required documentation. The Contractor must:
 - 1.4.2.1. Utilize or update the developed medical screening questions, which can be incorporated into the Department-sponsored electronic documentation system and/or paper documentation systems to be utilized during clinic operations.
 - 1.4.3. Issue emergency protocols and Standing Order(s) for medical management of vaccine reactions, including Basic Life Support (BLS) interventions and management of anaphylactic reactions.
 - 1.4.4. Incorporate any other critical aspects to administer a vaccine ^{clinic} in

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B, Amendment 1

Standing Order(s), as specified by national guidelines or the Department.

- 1.5. The Contractor must develop guidance for clinic processes and procedures for efficient clinic flow and safe operation. The Contractor must:
 - 1.5.1. Follow CDC or manufacturer guidance for storage and handling of vaccine product unless otherwise directed by the Department.
 - 1.5.2. Monitor RPHN storage and handling of vaccine, including but not limited to daily review of temperature monitoring logs by clinic and reporting as directed by the Department.
 - 1.5.3. Include implementation of State sponsored/managed IT systems into clinic processes, including but not limited to the New Hampshire Immunization Information System (NHIS) as directed by the Department.
 - 1.5.4. Offer an opt-in/opt-out process that allows for documenting doses administered to individuals who opt-out of the NHIS in accordance with RSA 141-C Communicable Disease: <https://www.gencourt.state.nh.us/rsa/html/x/141-c/141-c-mrg.htm>.
 - 1.5.5. Maintain NHIS data collection and integrity by ensuring data entry occurs within forty-eight (48) hours of vaccine administration and data corrections occur within seventy-two (72) hours of identification.
 - 1.5.6. Conduct RPHN site visits as directed by the Department.
- 1.6. The Contractor must provide virtual or in-person training and education for RPHNs and clinical staff, including all volunteers, as applicable, including but not limited to the following areas:
 - 1.6.1. Medical documentation of vaccination encounters, including documentation of any additional medical assessment performed and any adverse reactions that occurred.
 - 1.6.2. Data entry training, as approved by the Department.
 - 1.6.3. Standing Order(s) and clinic guidance process training.
 - 1.6.4. Emergency medication administration (anaphylaxis protocol).
 - 1.6.5. Vaccine Adverse Event Reporting System (VAERS).
 - 1.6.6. Consent processes for both receipt of vaccination and NHIS transmission of information.
- 1.7. The Contractor must ensure vaccinators approved by each RPHN have appropriate credentials, as well as experience and/or training to deliver vaccinations. The Contractor must:

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**New Hampshire Department of Health and Human Services
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EXHIBIT B, Amendment 1

- 1.7.1. Develop, update and perform a train-the-trainer series for RPHNs to ensure clinic staff complete competency training requirements.
- 1.7.2. Issue on-demand training for updated guidance – training of staff on changes to guidance or Standing Order(s) must be completed prior to the vaccinator's next shift.
- 1.7.3. Ensure clinic staff are trained in vaccine data entry platform, communication access, equity practices, VAERS reporting, Health Insurance Portability and Accountability Act (HIPPA) and confidentiality processes.
- 1.7.4. Maintain training documentation to:
 - 1.7.4.1. Ensure that all staff training curricula, records, and certificates are readily available for review at the request of the Department.
 - 1.7.4.2. Incorporate training materials in CDC's TRAIN, as directed by the Department.
- 1.7.5. Ensure training materials and sessions have interpretation services and translated materials available in multiple languages, as directed by the Department.
- 1.8. The Contractor must provide real-time medical direction access to vaccine clinic medical staff. Real-time medical direction must occur when critical staff require guidance on clinical decisions, including but not limited to situations involving questions about the safety of vaccine administration for a specific vaccine recipient (VR); assessing medication interactions; determining appropriate timing for vaccine doses; questions about vaccine product selection and does; and management of vaccine reactions or adverse side effects.
- 1.9. Real-time medical direction services must be provided by one (1) of the following individuals:
 - 1.9.1. Doctor of Medicine (MD); or
 - 1.9.2. Doctor of Osteopathic Medicine (DO);
 - 1.9.3. Advanced Practice Registered Nurse (APRN); or
 - 1.9.4. Physician's Assistant (PA) under the supervision of a MD or DO.
- 1.10. Real-time medical direction for vaccine clinic medical staff must be available as specified below to answer clinical questions and engage in shared clinical decision-making practices. The Contractor shall not operate on Sundays, or State and Federal Holidays, unless directed by the Department. Medical direction services include, but are not limited to:

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- 1.10.1. Telephone and/or video conference, available 8 AM to 8 PM, six (6) days per week Monday through Saturday:
 - 1.10.1.1. Answer clinical questions.
 - 1.10.1.2. Assist with consent and medical decision-making.
- 1.11. The Contractor must notify the Department and implement corrective actions immediately for any serious adverse events or medication administration errors that occur (e.g., "never events," such as vaccinating a minor who does not have the necessary consent for vaccination) including, but not limited to, follow-up with a vaccine recipient about any vaccination adverse events or medication administration error that may have occurred requiring further action on the part of the vaccine recipient.
- 1.12. The Contractor must provide an Occupational Health Plan and healthcare access for needle sticks and other staff injuries obtained at a clinic. The Contractor must:
 - 1.12.1. Develop, update and adhere to established processes to investigate the cause of the needle stick and manage needle sticks that connects both the person experiencing the needle stick event and the source patient (i.e. the person whose blood contaminated the needle involved in needle stick event) with recommended blood-borne pathogen testing, and the person who experienced the needle stick with appropriate medical follow-up and testing.
- 1.13. The Contractor must provide the Department with a copy of a one-page overview of the services to be provided under the awarded Agreement for approval. The Contractor must provide the approved one-page overview to the RPHNs, within three (3) business days of receipt of the approved overview. The Contractor must ensure that the overview provides RPHNs and clinic staff with access to information that includes, but is not limited to:
 - 1.13.1. Real-time medical direction hours as outlined in Subsection 1.9.1., and how to access this service.
 - 1.13.2. Schedule of educational opportunities and a method to request additional training sessions.
 - 1.13.3. The Contractor's website.
 - 1.13.4. The Contractor's email or online contact form.
 - 1.13.5. The Contractor's address and phone number.
- 1.14. The Contractor must participate in routinely scheduled and ad hoc calls with the RPHNs and the Department as directed by the Department, to ensure clinic practices are satisfactory and to determine if improvements are required.
- 1.15. Consent for New Hampshire Immunization Information System (NHIIIS)

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participation.

- 1.15.1. The Contractor must ensure that RPHNs provide each patient, or the patient's parent or guardian if the patient is a minor, the opportunity to opt-in or opt-out to the immunization registry in accordance with RSA 141-C:20-f <https://www.gencourt.state.nh.us/rsa/html/x/141-c/141-c-mrg.htm>.
- 1.15.2. The Contractor must ensure that RPHNs obtain explicit consent prior to sending any personal information to the NHHS.
- 1.15.3. The Contractor must ensure the RPHNs only enter vaccine administration records for individuals who have elected to opt in to the NHHS and have provided consent to share their personal information with the NHHS.
- 1.15.4. The Contractor must ensure the RPHNs maintain all completed opt-in consent forms (paper or electronic).
- 1.15.5. The Contractor must ensure the RPHNs maintain vaccine administration records for all individuals vaccinated in compliance with HIPAA and other state and federal regulations.

1.16. Consent to Vaccinate

- 1.16.1. The Contractor must ensure that the signed vaccine consent form is obtained for all vaccine recipients (VR) prior to any vaccine being administered. Consent from a legal guardian/parent must be obtained for individuals under the age of 18 and/or individuals who lack capacity to provide consent.
- 1.16.2. The Contractor must develop and use the consent processes approved by the Department to obtain consent from parents/guardians of individuals under age eighteen (18) and for individuals over the age of eighteen (18) who have a legal guardian to participate in vaccinations. If the Contractor wants to amend any portion of the consent forms, such amendments must be approved by the Department prior to the distribution to the RPHNs.
- 1.16.3. The Contractor must ensure individuals are notified that they may elect not to participate in vaccinations at any time.
- 1.16.4. The Contractor must maintain written or electronic record of vaccination consent and vaccination administration via the Contractor's online portal, or as directed by the Department.

1.17. Background Checks

- 1.17.1. The Contractor must ensure that all employees and subcontractors providing services under this Agreement have undergone a criminal

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background check and have no convictions for crimes that represent evidence of behavior that could endanger clients served under this Agreement.

1.18. Grievance Process

1.18.1. The Contractor must ensure all complaints received from RPHNs, public, and vaccine recipients are processed in the order they are received by severity of the complaint. The Contractor must categorize each complaint as one (1) of four (4) Risk Levels, which include:

1.18.1.1. **Risk Level 1:** Services result in students or staff, health, or well-being is in jeopardy. For example, one or more sentinel events, such as bodily injury, a medication administration error, and/or an adverse reaction have occurred. The Contractor must handle and report complaints within twelve (12) hours of the event to the Department and to the RPHNs following relevant response coordination with public safety entities, if required.

1.18.1.2. **Risk Level 2:** Any issue brought to the Contractor's attention by the RPHNs that involves allegations of discriminatory or egregious actions.

1.18.1.3. **Risk Level 3:** Any issue brought to the Department's attention by the RPHNs. For example, an issue that involves lack of communication or issues with Contractor's staff.

1.18.1.4. **Risk Level 4:** The Contractor must report any other complaints from the RPHNs within twenty-four (24) hours of receiving the reported concern to the Department.

1.18.2. The Contractor must ensure all complaints received are processed in accordance with the assigned Risk Level specified in Subsection 1.18.1., above. The Contractor must:

1.18.2.1. Send an email directly to the RPHNs and the Department confirming the receipt of the concern, stating that the concern has been documented and is being researched.

1.18.2.2. Conduct research and review details by reaching out to the RPHNs.

1.18.2.3. Keep the Department apprised of the progress of the review.

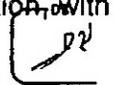
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- 1.18.2.4. Send the research and review completed to the Department for review and approval.
 - 1.18.2.4.1. If there is dissatisfaction with the initial attempts made by the Contractor to resolve the complaint, the Contractor must ensure the complaint is escalated within the organization.
- 1.18.2.5. Resolve all grievances within a month after the appeal is filed. The Department must be apprised of all progress.
- 1.18.2.6. Continue research and documentation of the complaint throughout the process.
- 1.18.2.7. Share all details and findings with the Department.
- 1.18.2.8. Notify the RPHNs and the Department of the resolution and/or action takes place as a result of the escalation.
- 1.18.2.9. Review all complaints on a monthly basis to ensure complaints have been handled in accordance with processes specified in Subsection 1.5., above.

1.19. Reporting Requirements

- 1.19.1. The Contractor shall report any serious or sentinel event, including, but not limited to, needle stick/bodily injury, medication administration error and/or adverse reaction to the Department within twelve (12) hours.
- 1.19.2. The Contractor shall report any incident that impacts operations to the Department within twenty-four (24) hours.
- 1.19.3. The Contractor shall submit monthly reports, as directed by the Department, which shall include, but is not limited to:
 - 1.19.3.1. The number and type(s) of trainings provided, number of staff trained by training type, along with any newly developed or updated training materials,
 - 1.19.3.2. The number of persons vaccinated per clinic site.
 - 1.19.3.3. Daily temperature logs per clinic site.
 - 1.19.3.4. The number of times interpretation services were utilized by each language requested.
 - 1.19.3.5. The number and type of medical direction consultations, including but not limited to, clinical staff question, vaccine recipient question and nature of question, with



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outcomes, and average time of medical direction consultation,

1.19.3.6. The number and type of serious or sentinel event, such as needle stick/bodily injury, medication administration error and/or an adverse reaction, action(s) taken and outcome by clinic location and date.

1.19.3.7. The total number of VAERS reportable events, number of epinephrine administrations, number of number of events reported to VAERS within twenty-four (24) hours of event and reason(s) for VAERS reporting occurring outside of twenty-four (24) hours if applicable.

1.19.3.8. The number and type of incidents that impacted operations and outcome along with actions taken.

1.19.3.9. The number and percentage of data corrections that have occurred within seventy-two (72) hours of identification,

1.19.3.10. The number and status of complaints received,

1.19.3.11. Monthly Quality Assurance Plan: Descriptive summary efforts to evaluate, identify and address system deficiencies or safety issues including, but not limited to performing quality controls for vaccine storage and handling, addressing identified areas for improvement, monitoring for emerging trends, reporting site visit findings, taking corrective action(s), and providing recommended remediation and training opportunities.

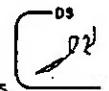
1.19.4. The Contractor shall submit semi-annual report, as directed by the Department, which shall include, but is not limited to a descriptive summary of activities performed, efforts, successes, and challenges experienced in delivering this scope of service and identified needs for the upcoming reporting period.

1.19.5. The Contractor must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department.

1.19.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

1.20. Background Checks

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



**New Hampshire Department of Health and Human Services
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- 1.20.1.1. 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;
- 1.20.1.2. 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
- 1.20.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

1.21. Confidential Data

- 1.21.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.21.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

1.22. Privacy Impact Assessment

- 1.22.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:
 - 1.22.1.1. How PII is gathered and stored;
 - 1.22.1.2. Who will have access to PII;
 - 1.22.1.3. How PII will be used in the system;
 - 1.22.1.4. How individual consent will be achieved and revoked; and



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1.22.1.5. Privacy practices.

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

1.23. Department Owned Devices, Systems and Network Usage

1.23.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

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

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

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

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

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

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

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- 1.23.1.7. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.
- 1.23.1.8. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

1.24. Contract End-of-Life Transition Services

1.24.1. General Requirements

- 1.24.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.
- 1.24.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any

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third-party consultants engaged by Recipient in connection with the Transition Services.

- 1.24.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.24.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.24.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.24.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.24.2. Completion of Transition Services

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



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1.24.3. Disagreement over Transition Services Results

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

2. Exhibits Incorporated

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

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

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

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

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

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

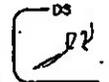
EXHIBIT B, Amendment 1

3.3. Credits and Copyright Ownership

- 3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 3.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
 - 3.3.3.1. Brochures.
 - 3.3.3.2. Resource directories.
 - 3.3.3.3. Protocols or guidelines.
 - 3.3.3.4. Posters.
 - 3.3.3.5. Reports.
- 3.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

4. Records

- 4.1. The Contractor shall keep records that include, but are not limited to:
 - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
 - 4.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
 - 4.1.3. Medical records on each patient/recipient of services.



**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B, Amendment 1

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

DS
[Handwritten initials]

Exhibit C-3 Budget Sheet, SFY25, Amendment 1

New Hampshire Department of Health and Human Services	
Contractor Name:	On-Site Medical Services, LLC.
Budget Request for:	RFA-2023-DPHS-04-MEDIC-01-A01
Budget Period	SFY 25
Indirect Cost Rate (if applicable)	6%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$247,515.
2. Fringe Benefits	\$16,397
3. Consultants	\$15,000
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$9,000
5.(a) Supplies - Educational	\$5,500
5.(b) Supplies - Lab	\$1,400
5.(c) Supplies - Pharmacy	\$8,000
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$3,780
6. Travel	\$5,500
7. Software	\$30,000
8. (a) Other - Marketing/ Communications	\$0
8. (b) Other - Education and Training	\$2,000
8. (c) Other - Other (specify below)	\$0
Supervising Phycsian	\$22,200
ACLS & BLS Certification	\$400
Email, celphones, wifi for remote school districts	\$10,400
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$377,092
Total Indirect Costs	\$22,908
TOTAL	\$400,000

Contractor Initials: 

Date: 5/3/2024

MAC

14



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Stibbette
Commissioner

Patricia M. Tulley
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

September 7, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a contract with On-Site Medical Services, LLC., (VC# 348965), Newport, NH, in the amount of \$1,000,000 for a licensed medical director to develop and implement medical direction and training programs for Regional Public Health Networks, with the option to renew for up to four (4) additional years, effective upon Governor and Council approval through June 30, 2024: 100% Federal Funds.

Funds are available in the following account for State Fiscal Years 2023 and 2024, 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.

05-95-80-902510-2495 HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, ARP-IMMUNIZATION

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2023	102-500731	Contracts for Opr Svc	90023800	\$500,000
2024	102-500731	Contracts for Opr Svc	90023800	\$500,000
			Total	\$1,000,000

EXPLANATION

The purpose of this request is for a licensed medical director to develop and implement medical direction and training programs for the Regional Public Health Networks. The medical director assigned to this Agreement must hold a current license in the State of New Hampshire as a Doctor of Medicine; or Doctor of Osteopathic Medicine; or Advanced Practice Registered Nurse.

The Regional Public Health Networks provide vaccinations at school and community-based clinics at the request of the Department. These clinics offer vaccine services to all school-aged children and create vaccine access for children without access through traditional healthcare locations. The Department provided medical direction for COVID-19 vaccination clinics under the State of Emergency and Public Health Incident declarations during the COVID-19 pandemic; however influenza medical direction was obtained by each Regional Public Health Network. A sustainable medical direction program is needed to promote consistency and increase influenza and COVID-19 vaccination access across New Hampshire. The medical direction program must also support other vaccination emergency response needs as requested by the Department.

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

The Contractor will support the Regional Public Health Network's school-based and community-based clinics by:

- Issuing vaccine and emergency medication Standing Orders.
- Training the Regional Public Health Network's clinic staff.
- Providing an occupational health needle stick program.
- Managing a quality assurance (QA) program which is responsible for:
 - Training and certification compliance.
 - Implementing process improvement initiatives to maximize clinic and vaccine administration safety.
- Provide real-time medical direction for vaccine clinic medical staff to answer clinical questions and engage in shared clinical decision-making practices.

The Department will monitor services by:

- Review daily, weekly, and monthly reports on medical direction utilization, vaccine administration rates, and Quality Assurance updates.
- Require monthly contract monitoring calls

The Department selected the Contractor through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from July 15, 2022 through August 5, 2022. The Department received one (1) response that was reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, of the attached agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the Regional Public Health Networks will be unable to host school-based clinics, issue influenza vaccine standing orders, or provide real-time medical direction during clinic operations, on behalf of the Department, thereby, risking the continued spread of influenza or COVID-19. Influenza and COVID-19 continue to strain the healthcare system, prevents children from attending school, and creates financial hardships for children and their caretakers.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #93.268, FAIN # NH23IP922595

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

Respectfully submitted,

Lori A. Shabinette

Lori A. Shabinette
Commissioner

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

Project ID # :RFA-2023-DPHS-04-MEDIC

Project Title :Medical Direction Program for Regional Public Health Network (RPHN)

	Maximum Points Available	On-site Medical Services, LLC
Technical		
Ability Q1-Q3	50	40
Knowledge Q4	50	35
Experience Q5-Q6	100	85
TOTAL POINTS	200	160
TOTAL PROPOSED VENDOR COST	<i>Not Applicable - No Cost Proposal for RFA</i>	

Reviewer Name	Title
1. Stephanie Locke	Bureau Chief
2. Ryan Tannlan	Prep. Section Chief
3. Audra Cobb	Administrator I
4. Paula Holigan	Immú. Strategic Plan. Prog. Man.

FORM NUMBER P-37 (version 12/11/2019)

Subject: RFA-2023-DPHS-04-MEDIC / Medical Direction Program for RPHN

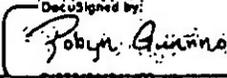
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name On-site Medical Services, LLC		1.4 Contractor Address 214 Washington Street Claremont, NH 03743	
1.5 Contractor Phone Number 603-504-4372	1.6 Account Number 095-90-902510-2495	1.7 Completion Date 6/30/2024	1.8 Price Limitation \$1,000,000
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Andrew J. Keady Date: 9/7/2022		1.12 Name and Title of Contractor Signatory Andrew J. Keady Chief Operating Officer	
1.13 State Agency Signature DocuSigned by: Patricia M. Tilley Date: 9/7/2022		1.14 Name and Title of State Agency Signatory Patricia M. Tilley Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 9/7/2022			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials: 
Date: 9/7/2022

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

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

Contractor Initials: ajk
Date: 9/7/2022

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

9. TERMINATION.

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

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

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

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies, and warrants that the Contractor is in compliance with or exempt from the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire; and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

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

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to four (4) 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.

1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed, and if applicable, a Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act. Written agreements shall specify how corrective action shall be managed. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

Scope of Services

1. Statement of Work

- 1.1. The Contractor must provide all thirteen (13) Regional Public Health Networks (RPHN) with medical direction to safely administer vaccines to protect against diseases such as, but not limited to, influenza and COVID-19.
- 1.2. The Contractor shall ensure the medical director and medical staff assigned to this Agreement must hold a current license in the State of New Hampshire as a:
 - 1.2.1. Doctor of Medicine (MD); or a
 - 1.2.2. Doctor of Osteopathic Medicine (DO); or a
 - 1.2.3. Advanced Practice Registered Nurse (APRN).
- 1.3. The Contractor must write the medical Standing Order(s) to vaccinate, or utilize an existing Standing Order(s), that are in alignment with national medical guidelines issued by the Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) or other national medical organizations, as directed and approved by the Department.
- 1.4. The Contractor must ensure Standing Order(s) include a process for recommended medical screenings to identify vaccine contraindications, precautions, or other health conditions requiring additional follow-up. If national guidance does not exist to base a Standing Order on, then the Standing Order must be developed in collaboration with the Department. The Contractor must:
 - 1.4.1. Provide updated Standing Order(s), upon Department approval, and a training plan for education and training clinical staff on guidance changes within one (1) week of any updates made to national clinical guidance.
 - 1.4.2. Develop consent processes for minors under the age of 18 years, and for vaccine recipients who lack decision-making capacity, in accordance with the Department's requirements, including required documentation. The Contractor must:
 - 1.4.2.1. Develop medical screening questions, which can be incorporated into the Department-sponsored electronic documentation system and/or paper documentation systems to be utilized during clinic operations.
 - 1.4.3. Issue emergency protocols and Standing Order(s) for medical management of vaccine reactions, including Basic Life Support (BLS) interventions and management of anaphylactic reactions.
 - 1.4.4. Incorporate any other critical aspects to administer a vaccine clinic in Standing Order(s), as specified by national guidelines or the

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

Department:

- 1.5. The Contractor must develop guidance for clinic processes and procedures for efficient clinic flow and safe operation. The Contractor must:
 - 1.5.1. Follow CDC or manufacturer guidance for storage and handling of vaccine product unless otherwise directed by the Department.
 - 1.5.2. Include implementation of State sponsored/managed IT systems into clinic processes, including but not limited to Vaccine & Immunization Network Interfaces (VINI) and the New Hampshire Immunization Information System (NHIS) as directed by the Department.
 - 1.5.3. Offer an opt-out process that allows for documenting doses administered to individuals who opt-out of the NHIS in accordance with RSA 141-C: Communicable Disease: <http://www.cencourt.state.nh.us/rsa/html/x/141-x/141-x-mrq.htm>.
- 1.6. The Contractor must provide virtual or in-person training and education for RPHNs and clinical staff, including all volunteers, as applicable, including but not limited to the following areas:
 - 1.6.1. Medical documentation of vaccination encounters, including documentation of any additional medical assessment performed and any adverse reactions that occurred.
 - 1.6.2. Data entry training, as approved by the Department.
 - 1.6.3. Standing Order(s) and clinic guidance process training.
 - 1.6.4. Emergency medication administration (anaphylaxis protocol).
 - 1.6.5. Vaccine Adverse Event Reporting System (VAERS).
 - 1.6.6. Consent process.
- 1.7. The Contractor must ensure vaccinators approved by each RPHN have appropriate credentials, as well as experience and/or training to deliver vaccinations. The Contractor must:
 - 1.7.1. Develop and perform a train-the-trainer series for RPHNs to ensure clinic staff complete competency training requirements.
 - 1.7.2. Issue on-demand training for updated guidance – training of staff on changes to guidance or Standing Order(s) must be completed prior to the vaccinator's next shift.
 - 1.7.3. Ensure clinic staff are trained in vaccine data entry platform, communication access, equity practices, VAERS reporting, Health Insurance Portability and Accountability Act (HIPAA) and confidentiality processes.

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

- 1.7.4. Retrain training documentation to:
- 1.7.4.1. Ensure that all staff training curricula, records, and certificates are readily available for review at the request of the Department.
 - 1.7.4.2. Incorporate training materials in CDC's TRAIN, as directed by the Department.
- 1.7.5. Ensure training materials and sessions have interpretation services and translated materials available in multiple languages, as directed by the Department.
- 1.8. The Contractor must provide real-time medical direction access to vaccine clinic medical staff. Real-time medical direction must occur when critical staff require guidance on clinical decisions, including but not limited to situations involving questions about the safety of vaccine administration for a specific vaccine recipient (VR); assessing medication interactions; determining appropriate timing for vaccine doses; questions about vaccine product selection and doses; and management of vaccine reactions or adverse side effects.
- 1.9. Real-time medical direction services must be provided by one (1) of the following individuals:
- 1.9.1. Doctor of Medicine (MD); or
 - 1.9.2. Doctor of Osteopathic Medicine (DO);
 - 1.9.3. Advanced Practice Registered Nurse (APRN); or
 - 1.9.4. Physician's Assistant (PA) under the supervision of a MD or DO.
- 1.10. Real-time medical direction for vaccine clinic medical staff must be available as specified below to answer clinical questions and engage in shared clinical decision-making practices. The Contractor must operate on State and Federal Holidays, with the exception of Christmas Eve and Christmas day, or at the direction of the Department. Medical direction services include, but are not limited to:
- 1.10.1. Telephone and/or video conference, available 8 AM to 8 PM, seven (7) days a week to:
 - 1.10.1.1. Answer clinical questions.
 - 1.10.1.2. Assist with consent and medical decision-making.
 - 1.11. The Contractor must provide an Occupational Health Plan and healthcare access for needle sticks and other staff injuries obtained at a clinic. The Contractor must:
 - 1.11.1. Develop a process to investigate the cause of the needle stick and

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

manage needle sticks that connects both the person experiencing the needle stick event and the source patient (i.e. the person whose blood contaminated the needle involved in needle stick event) with recommended blood-borne pathogen testing, and the person who experienced the needle stick with appropriate medical follow-up and testing.

- 1.11.2. Develop a process to follow-up with a vaccine recipient about any vaccination adverse events that may have occurred requiring further action on the part of the vaccine recipient.
- 1.12. The Contractor must provide the Department with a copy of a one-page overview of the services to be provided under the awarded Agreement for approval. The Contractor must provide the approved one-page overview to the RPHNs within three (3) business days of receipt of the approved overview. The Contractor must ensure that the overview provides RPHNs and clinic staff with access to information that includes, but is not limited to:
 - 1.12.1. Real-time medical direction hours as outlined in Subsection 1.9.1, and how to access this service.
 - 1.12.2. Schedule of educational opportunities and a method to request additional training sessions.
 - 1.12.3. The Contractor's website.
 - 1.12.4. The Contractor's email or online contact form.
 - 1.12.5. The Contractor's address and phone number.
- 1.13. The Contractor must participate in routinely scheduled and ad hoc calls with the RPHNs and the Department as directed by the Department, to ensure clinic practices are satisfactory and to determine if improvements are required.
- 1.14. New Hampshire Immunization Information System (NHIS)
 - 1.14.1. The Contractor must ensure that signed opt-out forms are received for any vaccine recipient who does not want to be documented in the NHIS.
 - 1.14.2. The Contractor must ensure the RPHNs do not enter vaccine administration records for individuals who have elected to opt out of the NHIS.
 - 1.14.3. The Contractor must ensure the RPHNs maintain all completed opt-out forms.
 - 1.14.4. The Contractor must ensure the RPHNs maintain vaccine administration records for all individuals who opt out of the NHIS.

1.15. Consent

New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN

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- 1.15.1. The Contractor must ensure that the signed consent form is obtained for all vaccine recipients (VR) prior to any vaccine being administered. Consent from a legal guardian/parent must be obtained for individuals under the age of 18 and/or individuals who lack capacity to provide consent.
- 1.15.2. The Contractor must maintain all documentation related to the vaccination and electronic consent forms signed via the Contractor's online portal, in addition to paper or PDF consents.
- 1.15.3. The Contractor must develop and use the consent processes approved by the Department to obtain consent from parents/guardians of individuals under age eighteen (18) and for individuals over the age of eighteen (18) who have a legal guardian to participate in vaccinations. If the Contractor wants to amend any portion of the consent forms, such amendments must be approved by the Department prior to the distribution to the RPHNs.
- 1.15.4. The Contractor must ensure individuals are notified that they may elect not to participate in vaccinations at any time.
- 1.16. Background Checks
 - 1.16.1. The Contractor must ensure that all employees and subcontractors providing services under this Agreement have undergone a criminal background check and have no convictions for crimes that represent evidence of behavior that could endanger clients served under this Agreement.
- 1.17. Grievance Process
 - 1.17.1. The Contractor must ensure all complaints received from RPHNs, public, and vaccine recipients are processed in the order they are received by severity of the complaint. The Contractor must categorize each complaint as one (1) of four (4) Risk Levels, which include:
 - 1.17.1.1. **Risk Level 1:** Services result in students or Staff, health, or well-being is in jeopardy. For example, one or more sentinel events, such as bodily injury, a medication administration error, and/or an adverse reaction have occurred. The Contractor must handle and report complaints within twelve (12) hours of the event to the Department and to the RPHNs following relevant response coordination with public safety entities, if required.
 - 1.17.1.2. **Risk Level 2:** Any issue brought to the Contractor's attention by the RPHNs that involves allegations of discriminatory or egregious actions.

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- 1.17.1.3. **Risk Level 3:** Any issue brought to the Department's attention by the RPHNs. For example, an issue that involves lack of communication or issues with Contractor's staff.
- 1.17.1.4. **Risk Level 4:** The Contractor must report any other complaints from the RPHNs within twenty-four (24) hours of receiving the reported concern to the Department.
- 1.17.2. The Contractor must ensure all complaints received are processed in accordance with the assigned Risk Level specified in Subsection 1.15.1, above. The Contractor must:
- 1.17.2.1. Send an email directly to the RPHNs and the Department, confirming the receipt of the concern, stating that the concern has been documented and is being researched.
- 1.17.2.2. Conduct research and review details by reaching out to the RPHNs.
- 1.17.2.3. Keep the Department apprised of the progress of the review.
- 1.17.2.4. Send the research and review completed to the Department for review and approval.
- 1.17.2.4.1. If there is dissatisfaction with the initial attempts made by the Contractor to resolve the complaint, the Contractor must ensure the complaint is escalated within the organization.
- 1.17.2.5. Resolve all grievances within a month after the appeal is filed. The Department must be apprised of all progress.
- 1.17.2.6. Continue research and documentation of the complaint throughout the process.
- 1.17.2.7. Share all details and findings with the Department.
- 1.17.2.8. Notify the RPHNs and the Department of the resolution and/or action takes place as a result of the escalation.
- 1.17.2.9. Review all complaints on a monthly basis to ensure complaints have been handled in accordance with processes specified in Subsection 1.5, above.

1.18. Reporting

- 1.18.1. The Contractor must provide reports and Quality Assurance Plans at intervals outlined by the Department.
- 1.18.2. The Contractor must provide the Quality Assurance Plan for the Department's review quarterly.
- 1.18.3. The Contractor must ensure collection and integrity (equity included)

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

by ensuring data entry occurs within forty-eight (48) hours of vaccine administration and data corrections occur within seventy-two (72) hours of identification.

1.18.4. The Contractor must provide the number of persons vaccinated per clinic site, on a daily basis for the first six (6) weeks and then transition to weekly thereafter.

1.18.5. The Contractor must provide a list of clinic locations to the Department at least one (1) week in advance of planned clinics.

1.18.5.1. The Contractor must notify the Department within twenty-four (24) hours of clinic cancellations.

1.18.5.2. The Contractor must notify the Department within twenty-four (24) hours of any clinics scheduled with less than a week's notice.

1.18.6. The Contractor must provide the number and type of medical direction consultations with outcomes and provide a weekly report to the Department which provides this data, emerging trends, remediation offered, and recommended training opportunities, if applicable.

1.18.7. The Contractor must provide the number and types of medication administration errors that occur by vaccine clinic on a daily basis, and report the numbers daily to the Department.

1.18.8. The Contractor must provide the number and types of adverse vaccine reactions that occur by vaccine clinic on a daily basis, and report the numbers daily to both VAERS and the Department.

1.18.9. The Contractor must provide the number of medical direction consultations by type: clinical staff question, vaccine recipient question, including average time of medical direction consultation.

1.18.10. The Contractor must provide the number of times interpretation services utilized by each language requested.

1.18.11. The Contractor must provide the number of needle sticks that occur by vaccine clinic on a daily basis, and report the numbers daily to the Department.

1.18.12. The Contractor must notify the Department and implement corrective actions immediately for any serious adverse events or medication administration errors that occur (e.g., "never events," such as vaccinating a minor who does not have the necessary consent for vaccination).

1.18.13. The Contractor must evaluate and identify system deficiencies, including either efficiency or safety issues, by:

**New Hampshire Department of Health and Human Services
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- 1.18.13.1. Collaborating with the Department to issue system improvement recommendations.
- 1.18.13.2. Ensuring clinic staff are trained and proficient in new system processes.
- 1.18.13.3. Developing a process to investigate the cause and implement measure to prevent needle stick events.
- 1.18.13.4. Documenting staff or vaccine recipient injuries.
- 1.18.14. The Contractor must conduct quality control as outlined in CDC vaccine storage and handling toolkit <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>.
- 1.18.15. The Contractor must provide weekly and monthly summary reports on the following:
 - 1.18.15.1. Adverse events – daily notification and weekly summary report.
 - 1.18.15.2. Number of epinephrine administrations, including with daily adverse event notification and weekly summary report.
 - 1.18.15.3. VAERS, which must be completed within twenty-four (24) hours of event and weekly summary report to the Department.
 - 1.18.15.4. Other incidents (power outages, deviation from normal clinic hours, etc.) at clinics.
 - 1.18.15.5. Number and type of training – including the number of staff members trained.
 - 1.18.15.6. Number of real-time medical direction provided.
- 1.18.16. The Contractor must notify the Department immediately for any incident that impacts operations.
- 1.18.17. The Contractor must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department.
- 1.18.18. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

2. Exhibits Incorporated

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health

**New Hampshire Department of Health and Human Services
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EXHIBIT B

Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

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

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

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

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

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

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

3.3. Credits and Copyright Ownership

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

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

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

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT B

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

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

4. Records

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

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

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

4.1.3. Medical records on each patient/recipient of services.

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

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT C

Payment Terms

1. This Agreement is funded by:
 - 1.1. 100% Federal funds, NH Immunization and Vaccines Program, as awarded on August 11, 2021, by the Centers for Disease Control and Prevention, CFDA 93.268, FAIN # NH23IP922595.
2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor as a Subrecipient, in accordance with 2 CFR 200.331.
 - 2.2. The Agreement as NON-R&D, in accordance with 2 CFR §200.332.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibits C-1, Budget through C-2 Budget.
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
 - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
 - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
 - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
 - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
 - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
 - 4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to DPHSCContractBilling@dhhs.nh.gov or mailed to:

Financial Manager
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.

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9/7/2022

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT C

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

**New Hampshire Department of Health and Human Services
Medical Direction Program for RPHN**

EXHIBIT C

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		
Contractor Name:	On-site Medical Services, LLC	
Budget Request for:	RFA-2023-DPHS-04-MEDIC-01	
Budget Period:	SFY 2023	
Indirect Cost Rate (if applicable):	0.00%	
Line Item	Program Cost - Funded by DHHS	Budget Narrative Explain specific line item costs included and their direct
1. Salary & Wages	\$275,400	
2. Fringe Benefits	\$41,310	
3. Consultants	\$0	
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	
5.(a) Supplies - Educational	\$2,500	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$3,250	
6. Travel	\$92,000	
7. Software	\$2,575	
8.(a) Other - Marketing/ Communications	\$5,200	
8.(b) Other - Education and Training	\$3,500	
8.(c) Other - Other (specify below)		
Website updates	\$43,500	
Other (please specify)	\$0	
Other (please specify)	\$0	
Other (please specify)	\$0	
9. Management Fees	\$30,765	
Total Direct Costs	\$500,000	
Total Indirect Costs	\$0	
TOTAL	\$500,000	

Contractor Initials: ASH

Date: 9/7/2022

New Hampshire Department of Health and Human Services		
Contractor Name:		On-site Medical Services, LLC.
Budget Request for:		RFA-2023-DPHS-04-MEDIC-01
Budget Period:		SFY 2024
Indirect Cost Rate (if applicable):		0.00%
Line Item	Program Cost - Funded by DHHS	Budget Narrative <i>Explain specific line item costs included and their direct</i>
1. Salary & Wages	\$275,400	
2. Fringe Benefits:	\$41,310	
3. Consultants	\$0	
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	
5.(a) Supplies - Educational	\$2,000	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$3,250	
6. Travel	\$92,000	
7. Software	\$2,575	
8. (a) Other - Marketing/ Communications	\$1,500	
8. (b) Other - Education and Training	\$3,500	
8. (c) Other - Other (specify below)		
Website updates	\$15,000	
Other (please specify)	\$0	
Other (please specify)	\$0	
Other (please specify)	\$0	
9. Management Fees	\$63,465	
Total Direct Costs	\$500,000	
Total Indirect Costs	\$0	
TOTAL	\$500,000	

Contractor Initials: AJE

Date: 9/7/2022

New Hampshire Department of Health and Human Services
Exhibit D



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

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

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

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

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

[Signature]

New Hampshire Department of Health and Human Services
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Vendor Name: On-Site Medical Services, LLC

9/7/2022

Date:

DocuSigned by:

Andrew J. Keady

Name: Andrew J. Keady

Title: Chief Operating Officer

New Hampshire Department of Health and Human Services
Exhibit E



CERTIFICATION REGARDING LOBBYING

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

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

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

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: On-Site Medical Services, LLC

9/7/2022

Date

DocuSigned by:

Andrew J. Keady

Name: Andrew J. Keady

Title: Chief Operating Officer

DS
ajk

Vendor Initials

Date 9/7/2022

New Hampshire Department of Health and Human Services
Exhibit F



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

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

INSTRUCTIONS FOR CERTIFICATION

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

New Hampshire Department of Health and Human Services
Exhibit F



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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name: On-Site Medical Services, LLC

9/7/2022

Date:

DocuSigned by:

Andrew J. Ready

Name: Andrew J. Ready

Title: Chief Operating Officer

New Hampshire Department of Health and Human Services
Exhibit G



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

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

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

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

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

Exhibit G

Contractor Initials

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

New Hampshire Department of Health and Human Services
Exhibit G



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

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

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

Contractor Name: On-Site Medical Services, LLC

9/7/2022

Date:

DocuSigned by:

Andrew J. Keady

Name: Andrew J. Keady

Title: Chief operating officer

Exhibit G

Certification of Compliance with requirements pertaining to Federal Non-discrimination, Equal Treatment of Faith-Based Organizations, and Whistleblower Protections

Contractor Initials

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New Hampshire Department of Health and Human Services
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Contractor Name: On-Site Medical Services, LLC

9/7/2022

Date

DocuSigned by:

Andrew J. Keady

Name: Andrew J. Keady

Title: Chief Operating Officer

New Hampshire Department of Health and Human Services



Exhibit I

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

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Date 9/7/2022

New Hampshire Department of Health and Human Services



Exhibit I

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

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

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

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New Hampshire Department of Health and Human Services



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.

- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:

- o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- o The unauthorized person used the protected health information or to whom the disclosure was made;
- o Whether the protected health information was actually acquired or viewed
- o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.

- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.

- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

New Hampshire Department of Health and Human Services



Exhibit I

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

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

3/2014

Contractor Initials

Date 9/7/2022

New Hampshire Department of Health and Human Services



Exhibit I

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

(4) Obligations of Covered Entity

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

(5) Termination for Cause

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

(6) Miscellaneous

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

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Contractor Initials

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Date 9/7/2022

New Hampshire Department of Health and Human Services



Exhibit I

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

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

Department of Health and Human Services

The State:

Patricia M. Tilley

Signature of Authorized Representative

Patricia M. Tilley

Name of Authorized Representative
Director

Title of Authorized Representative

9/7/2022

Date

On-Site Medical Services, LLC

Name of the Contractor

Andrew J. Keady

Signature of Authorized Representative

Andrew J. Keady

Name of Authorized Representative

Chief operating officer

Title of Authorized Representative

9/7/2022

Date

New Hampshire Department of Health and Human Services
Exhibit J



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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award. In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

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

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

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

Contractor Name: On-Site Medical Services, LLC

9/7/2022

Date:

Digitized by:

Andrew J. Keady

Name: ANDREW J. Keady

Title: Chief Operating Officer

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Contractor Initials

Date 9/7/2022

New Hampshire Department of Health and Human Services
Exhibit J



FORM A

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

1. The UEI (SAM.gov) number for your entity is: REY4CFQJE6K4
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

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

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

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

NO YES

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

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

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

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

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

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

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.
4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data; unwanted disruption or denial of service; the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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

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

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information

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

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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

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

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

B. Disposition

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

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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

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

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

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

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

V. LOSS REPORTING

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

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

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

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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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