



Deanna E. Jurius
Executive Director

Heather A. Kelley
Director

STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
OFFICE OF THE EXECUTIVE DIRECTOR

7 EAGLE SQUARE, CONCORD, NH 03301-4980
Telephone: 603-271-2152
TDD Access: Relay NH 1-800-735-2964
www.oplc.nh.gov

May 22, 2025

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

REQUESTED ACTION

Authorize the Office of Professional Licensure and Certification (OPLC) to amend an existing contract with Officemotive, Inc. DBA Capitol Typing (VC#444041), Willison, SC, for the provision of Transcription Services, by extending the completion date from June 30, 2025, to June 30, 2026, with no change to the price limitation. The original contract was approved by the Governor and Executive Council on April 12, 2023 (item #55), and subsequently amended by the Governor and Executive Council on June 12, 2024 (item #5T). 100% Agency Funds.

EXPLANATION

As previously stated, the original contract was approved by the Governor and Executive Council on April 12, 2023 (item #55), and subsequently amended by the Governor and Executive Council on June 12, 2024 (item #5T).

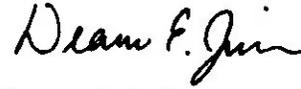
The purpose of this request is to provide continued technical support to the fifty-eight (58) occupational licensing boards under the administrative supervision of the OPLC. As part of their statutory duties the boards, through the OPLC Division of Enforcement, may receive complaints and allegations citing professional misconduct or malpractice by a licensee. Many of these complaints and allegations must be investigated by the Division of Enforcement to determine if a complaint is legally viable. These investigations may require verbal meetings with the complainant, eyewitnesses, and other parties to the matter, and at times may involve a hearing.

In those instances where verbal meetings and hearings occur, OPLC must have the meetings and hearings transcribed for the official written record of the event. The contractor will transcribe audio recording of the events described above, conforming to all timeline and formatting requirements expressed by OPLC. This contractor was selected through a competitive bid process in 2023 by offering the lowest cost for these services and has successfully provided the services required by OPLC for two years. In review of contract expenditures for this program, OPLC has paid \$2,496.15 for transcription services during the past term of this contract, with \$7,503.85 remaining of the original price limitation, which is sufficient to continue the provision of transcription services to the boards and OPLC for another year.

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

Based on the foregoing, I am respectfully recommending approval of the contract amendment with Officemotive, Inc. DBA Capitol Typing.

Respectfully submitted,



Deanna E. Jurius
Executive Director

**State of New Hampshire
Office of Professional Licensure and Certification
Amendment #2**

This Amendment to the Transcription Services contract is by and between the State of New Hampshire, Office of Professional Licensure and Certification ("State" or "OPLC") and Officemotive, Inc. dba Capital Typing ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on April 12, 2023, (Item #55), as amended by the Governor and Executive Council on June 12, 2024 (Item #5T), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Paragraph 1.1, the Contract may be amended upon written agreement of the parties; and

WHEREAS, the parties agree to extend the term of the agreement to support continued delivery of these services; 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:

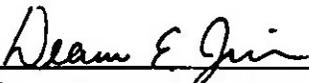
1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
June 30, 2026

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 upon appropriate State approval.

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

**State of New Hampshire
Office of Professional Licensure and Certification**

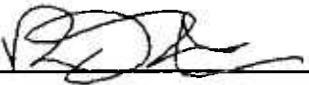
Date



Name: Deanna E. Jurius
Title: Executive Director

Officemotive, Inc. dba Capital Typing

5/21/2025
Date



Name: David Jonas
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

6/5/2025
Date

J.D. Lavallee
Name: J.D. Lavallee
Title: Sr. Asst. Attorney General

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:

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 OFFICEMOTIVE, INC. is a South Carolina Profit Corporation registered to transact business in New Hampshire on January 27, 2023. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 922125

Certificate Number: 0007183976



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 19th day of May A.D. 2025.

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

David M. Scanlan
Secretary of State

CORPORATE RESOLUTION OF OFFICEMOTIVE, INC. DBA CAPITAL TYPING

May 20, 2025

The undersigned, being the Chief Executive Officer and Chief Operating Officer of **Officemotive, Inc. DBA Capital Typing**, a South Carolina corporation, hereby certifies the following:

WHEREAS, Officemotive, Inc. is entering into Amendment #2 to the Transcription Services contract with the State of New Hampshire, Office of Professional Licensure and Certification, as per the agreement made on May 20, 2025; and

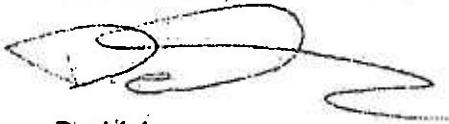
WHEREAS, David Jonas, CEO, has been authorized to execute this Amendment on behalf of Officemotive, Inc.;

NOW, THEREFORE, BE IT RESOLVED, that the following officers of the corporation, being the sole officers of Officemotive, Inc., do hereby authorize David Jonas, CEO, to sign and execute Amendment #2 to the contract with the State of New Hampshire, Office of Professional Licensure and Certification, and to perform any additional necessary actions to fulfill the terms and obligations of the amendment.

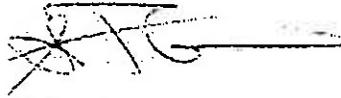
II. Attestation

I, Shion Jonas, COO, hereby certify that the foregoing resolution was adopted and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of Officemotive, Inc. DBA Capital Typing this 20th of May 2025.



David Jonas
CEO
Officemotive, Inc. DBA Capital Typing
Corporate Seal (or Notary Public Seal if notarized)



Shion Jonas
COO
Officemotive, Inc. DBA Capital Typing
Corporate Seal (or Notary Public Seal if notarized)

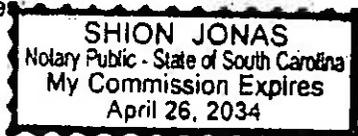
NOTARY CERTIFICATE

State of South Carolina
County of Barnwell

Subscribed and sworn to before me on this 20th day of May, 2025, by David Jonas, CEO, and Shion Jonas, COO.

Notary Public

My commission expires





STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
OFFICE OF THE EXECUTIVE DIRECTOR

Lindsey B. Courtney, J.D.
 Executive Director

Heather A. Kelley
 Director

7 EAGLE SQUARE, CONCORD, NH 03301-4980
 Telephone: 603-271-2152
 TDD Access: Relay NH 1-800-735-2964
 www.oplc.nh.gov

May 15, 2024

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

REQUESTED ACTION

Authorize the Office of Professional Licensure and Certification (OPLC) to exercise a renewal option to an existing contract with Officemotive, Inc. dba Capital Typing (Vendor Code 444041), Williston, SC, which includes the option to extend services up to four (4) additional years, by extending the completion date from June 30, 2024, to June 30, 2025, upon Governor and Executive Council Approval. 100% Agency Funds.

The original contract was approved by Governor and Executive Council on April 12, 2023 (Item #55)

Funds are available in the following account for FY 2024 and FY 2025 as follows, with ability to adjust encumbrances between fiscal years, within the price limitation, through the Budget Office, if needed and justified.

| 01-21-21-21010-240400000 Division of Administration | <u>FY 2024</u> | <u>FY 2025</u> |
|--|-----------------------|-----------------------|
| 235-500784 Transcription Services | \$7,000 | \$3,000 |

EXPLANATION

The purpose of this request is to ensure transcription services are available to the OPLC for hearings and/or witness interviews.

The OPLC oversees the administration of fifty-eight (58) occupational licensing boards. The OPLC provides administrative, clerical, business processing and recordkeeping support to the Boards, Councils, and Commissions. Additionally, the OPLC is responsible for the enforcement of regulatory requirements for qualifying NH-licensed professionals and businesses to ensure public safety and efficacy of practicing likened professions and businesses.

Any individual who believes or has evidence that a qualifying licensee or licensed business is in violation of their profession's rules and regulations, or has demonstrated unethical practices, may file a complaint with the OPLC, which begins an investigation into the matter.

Investigations may include interviews with the complainant, eyewitnesses, or other parties to the matter. At times, an investigation may involve a hearing. In those instances where verbal meetings and/or hearings take place, the OPLC needs to have the meetings and/or hearings transcribed for the official written record of the event.

Officemotive, Inc. dba Capital Typing will transcribe audio recordings of the events identified above within the timeframes in in the formats required by OPLC.

The OPLC selected the Contractor through a competitive bid process using a Request for Bid (RFB) that was posted on the agency's website from January 19, 2023, through February 1, 2023. The OPLC received eleven (11) bids in response to the published RFB. Officemotive, Inc. dba Capital Typing offered the lowest bid. In accordance with Bid Evaluation Process published in the RFB, the lowest bidding vendor has been awarded a contract. The Bid Sheet is attached.

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

Should the Governor and Executive Council not authorize this request, the OPLC and the State of NH could be at risk if no written records of interviews and/or hearings are kept on file. In the event that Agency Funds become no longer available, General Funds will not be requested to support these services.

Based on the foregoing, I am respectfully recommending approval of the contract with Officemotive, Inc d/b/a Capital Typing.

Respectfully submitted,



Lindsey B. Courtney
Executive Director

**State of New Hampshire
Office of Professional Licensure and Certification
Amendment #1**

This Amendment to the Examination Services contract is by and between the State of New Hampshire, Office of Professional Licensure and Certification ("State" or "OPLC") and Officemotive, Inc. dba Capital Typing ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on April 12, 2023, (Item 55), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Paragraph 1.1, the Contract may be amended upon written agreement of the parties; and

WHEREAS, the parties agree to extend the term of the agreement to support continued delivery of these services; 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

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 upon appropriate State approval.

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

State of New Hampshire
Office of Professional Licensure and Certification

12/7/23
Date


Name: Lindsey B. Courtney
Title: Executive Director

Officemotive, Inc., dba Capital Typing

12/5/2023
Date


Name: David Jonas
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

20 MARCH 2024
Date

J.D. Lavallee
Name: J.D. LAVALLEE
Title: Senior Assistant Attorney General

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:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2023

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

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

| | |
|---|---|
| PRODUCER CYBERPOLICY INSURANCE SOLUTIONS 1001 MARK AVE STE 201 CARPINTERIA 93013 | CONTACT NAME: Chubb Customer Service Center |
| | PHONE (AFC, No, Ext): 866-972-2727 FAX (AFC, No): E-MAIL ADDRESS: Chubbesc@chubb.com |
| INSURED OFFICEMOTIVE INC DBA CAPITAL TYPING Williston SC 29853 | INSURER(S) AFFORDING COVERAGE |
| | INSURER A: Westchester Fire Insurance Company |
| | INSURER B: |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| TRSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|---------------|-------------------------|-------------------------|--|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | 7180-9873 | 10/30/2023 | 10/30/2024 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

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

This certificate does not amend, extend or alter the coverage afforded by the policies above. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies

| | |
|--|--|
| CERTIFICATE HOLDER State of New Hampshire, Office of Professional Licensure and Certification | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE <i>Jane Fogel</i> |

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/02/2023

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

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

| PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328 | CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com | | | | | | | | | | | | | |
|---|---|-------------------------------|--------|---|-------|------------|--|------------|--|------------|--|------------|--|------------|
| | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hiscox Insurance Company Inc</td> <td>10200</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Hiscox Insurance Company Inc | 10200 | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | |
| INSURER A: Hiscox Insurance Company Inc | 10200 | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | |
| INSURED Officemotive, Inc. DBA Capital Typing DBA Capital Typing Williston, SC 29653 | | | | | | | | | | | | | | |

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

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

| INSUR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WYO | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------|---|--------------------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | P100 354 345.6 | 06/26/2023 | 06/26/2024 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ S/T Gen. Agg. \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

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

| | |
|---|--|
| CERTIFICATE HOLDER State of New Hampshire, Office of Professional Licensure and Certification | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

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 OFFICEMOTIVE, INC. is a South Carolina Profit Corporation registered to transact business in New Hampshire on January 27, 2023. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 922125

Certificate Number: 0006572125



IN TESTIMONY WHEREOF,

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

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Shion Jonas, hereby certify that:

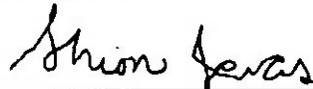
1. I am a duly elected officer of Officemotive, Inc. (DBA Capital Typing).
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on February 26, 2024, at which a quorum of the Directors were present and voting.

VOTED: That David Jonas is duly authorized on behalf of Officemotive, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 2/26/2024

Signature of Elected Officer: _____



Name: Shion Jonas

Title: COO

MAR 20 23 PM 12:45 RCUT

55

107

State of New Hampshire
 OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
 7 Eagle Square, Suite 200
 Concord, New Hampshire 03301
 Telephone (603) 271-2152

Lindsey B. Courtney
 Executive Director



March 14, 2023

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

REQUESTED ACTION

Authorize the Office of Professional Licensure and Certification (OPLC) to enter into an Agreement with Officemotive, Inc. dba Capital Typing (Vendor Code 444041), Williston, SC, in the amount of \$10,000, for the provision of transcription services, with the option to renew for up to four (4) additional years, effective upon Governor and Executive Council approval through June 30, 2024. 100% Agency Funds.

Funds are available in the following account for Fiscal Year 2023 and are anticipated to be available in the following account for Fiscal Year 2024 contingent upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

| | | |
|--|-----------------------|-----------------------|
| 01-21-21-21010-240400000 Division of Administration | <u>FY 2023</u> | <u>FY 2024</u> |
| 235-500784 Transcription Services | \$3,000 | \$7,000 |

EXPLANATION

The purpose of this request is to ensure transcription services are available to the OPLC for hearings and/or witness interviews.

The OPLC oversees the administration of fifty-four (54) occupational licensing boards. The OPLC provides administrative, clerical, business processing and recordkeeping support to the Boards, Councils, and Commissions. Additionally, the OPLC is responsible for the enforcement of regulatory requirements for qualifying NH-licensed professionals and businesses to ensure public safety and efficacy of practicing likened professions and businesses.

Any individual who believes or has evidence that a qualifying licensee or licensed business is in violation of their profession's rules and regulations, or has demonstrated unethical practices, may file a complaint with the OPLC, which begins an investigation into the matter.

Investigations may include interviews with the complainant, eyewitnesses, or other parties to the matter. At times, an investigation may involve a hearing. In those instances where verbal meetings and/or hearings take place, the OPLC needs to have the meetings and/or hearings transcribed for the official written record of the event.

Officemotive, Inc. dba Capital Typing will transcribe audio recordings of the events identified above within the timeframes in in the formats required by OPLC.

The OPLC selected the Contractor through a competitive bid process using a Request for Bid (RFB) that was posted on the agency's website from January 19, 2023 through February 1, 2023. The OPLC received eleven (11) bids in response to the published RFB. Officemotive, Inc. dba Capital Typing offered the lowest bid. In accordance with Bid Evaluation Process published in the RFB, the lowest bidding vendor has been awarded a contract. The Bid Sheet is attached.

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

Should the Governor and Executive Council not authorize this request, the OPLC and the State of NH could be at risk if no written records of interviews and/or hearings are kept on file. In the event that Agency Funds become no longer available, General Funds will not be requested to support these services.

Based on the foregoing, I am respectfully recommending approval of the contract with Officemotive, Inc d/b/a Capital Typing.

Respectfully submitted,



Lindsey B. Courtney
Executive Director

State of New Hampshire
Office of Professional Licensure and Certification
RFB-2023-ADMIN-01-TRANS
February 1, 2023
1:00 PM (EST)
Transcription Services

| Vendor Name | Per Page Cost, (Normal Delivery) | *Per Page Cost (Expedited Delivery) <i>*Information Not Used for Award Evaluation</i> |
|---|-------------------------------------|---|
| ANP Reporting DBA ANP Transcriptions | \$ 2.50 | \$ 4.00 |
| Brittany Berry | \$ 4.00 | \$ 6.00 |
| captionex | \$ 3.90 | \$ 7.00 |
| DocuScript, LLC | \$ 2.80 | \$ 5.50 |
| Multilingual Connections | \$ 3.50 | \$ 4.25 |
| Officemotive, Inc. dba Capital Typing | \$ 1.65 | \$ 2.15 |
| Secure Transcription Solutions | \$ 3.25 | \$ 4.00 |
| Stuart B Consultants dba Birnbaum Interpreting Services | \$ 3.60 | \$ 6.00 |
| Transcription Plus, LLC | \$ 3.97 | \$ 4.97 |
| VIQ Solutions, Inc. | \$ 2.25 | \$ 3.53 |
| ZyDoc Medical Transcription, LLC | \$ 2.98 | \$ 5.96 |

Subject: Transcription Services (RFB-2023-ADMIN-01-TRANS-01)

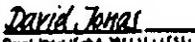
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

| | | | |
|--|---|---|---|
| 1.1 State Agency Name Office of Professional Licensure and Certification | | 1.2 State Agency Address 7 Eagle Square Concord, NH 03301 | |
| 1.3 Contractor Name Officemotive, Inc. DBA Capital Typing | | 1.4 Contractor Address [REDACTED] Williston, SC 29853 | |
| 1.5 Contractor Telephone Number [REDACTED] | 1.6 Account Number 235-500784 | 1.7 Completion Date June 30, 2024 | 1.8 Price Limitation \$10,000 |
| 1.9 Contracting Officer for State Agency Heather A. Kelley, Director of Operations | | 1.10 State Agency Telephone Number (603) 271-0142 | |
| 1.11 Contractor Signature  <small>David Jonas (706, 2011) (11/15/11)</small> | | 1.12 Name and Title of Contractor Signatory David Jonas | |
| 1.13 State Agency Signature  Date: 2/10/23 | | 1.14 Name and Title of State Agency Signatory Lindsey B. Courtney, Executive 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: <i>Shari Phillips</i> On: 3/17/2023 | | | |
| 1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____ | | | |

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

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

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.

EXHIBIT A

Revisions to General Provisions

1. Revisions to Form P-37, General Provisions

- 1.1. Paragraph 3, Effective Date: Completion of Project, 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 8, Event of Default: Remedies, subparagraph 8.2.3, is amended as follows:
 - 8.2.3 Give the Contractor a written notice specifying the Event of Default and suspending payments, in whole or in part, to be made under this Agreement, until the Event of Default is cured.



Scope of Services

1. PROVISIONS APPLICABLE TO ALL SERVICES

- 1.1. The Contractor shall transcribe audio files of various events in which the Office of Professional Licensure and Certification (OPLC) are involved, which may include but are not limited to:
 - 1.1.1. Hearings.
 - 1.1.2. Interviews.
- 1.2. For the purposes of this agreement, any references to days shall mean calendar days.
- 1.3. For the purposes of this agreement, normal service delivery shall mean fourteen (14) days from the date of receiving a request from OPLC to delivering the finished product to OPLC.
- 1.4. For the purposes of this agreement, expedited delivery shall mean forty-eight (48) hours from the time of receiving a request from OPLC to delivering the finished product to OPLC.

2. STATEMENT OF WORK

- 2.1. The Contractor shall ensure its ability to receive audio files from recorded interviews of witnesses to complaints received by the OPLC. The Contractor shall:
 - 2.1.1. Receive audio files from recorded interviews.
 - 2.1.2. Transcribe the audio files to typewritten .pdf files, which must be e-mailed or produced as a hardcopy and sent to the OPLC and, if applicable, the designated recipient identified by the OPLC.
 - 2.1.3. Provide an accurate transcript that is verbatim being typographically and grammatically free of error.
 - 2.1.4. Ensure the word "unintelligible" is used for portions of a recording that is incomprehensible.
 - 2.1.5. Utilize the following format when an interpreter is utilized:

Hearings Examiner Smith: Which day of the week did the injury occur?
Respondent: Monday.
Hearings Examiner Smith: How did you fall?
Respondent: I was walking and tripped over a box.
 - 2.1.6. Ensure each transcript begins with a cover page that includes:



**Office of Professional Licensure and Certification
Transcription Services**

Exhibit B

- 2.1.6.1. The title and number(s) of the proceeding;
- 2.1.6.2. The date and place of the proceeding; and
- 2.1.6.3. The name of the transcription service.
- 2.1.7. Transcribe meetings that may involve three (3) or more individuals, including but not limited to:
 - 2.1.7.1. The OPLC investigators.
 - 2.1.7.2. The witness.
 - 2.1.7.3. The interpreter if an interpreter is necessary.
- 2.1.8. Provide a completely transcribed audio file in an OPLC-approved format fourteen (14) calendar days following the order from OPLC.
- 2.1.9. Provide a completely transcribed audio file in an OPLC-approved format within forty-eight (48) hours after receiving an expedited request from the OPLC.
- 2.2. The Contractor shall transcribe Hearing Proceedings, which could include testimony from several parties. The Contractor shall:
 - 2.2.1. Receive audio files from recorded hearings in forms that may include:
 - 2.2.1.1. Audio/video files from recorded Microsoft Teams Meetings;
 - 2.2.1.2. Audio/video files from recorded Zoom Meetings; and/or
 - 2.2.1.3. Recorded digital audio files.
 - 2.2.2. Transcribe the audio files to typewritten .pdf files, which must be e-mailed or produced as a hardcopy and sent to the OPLC and, if applicable, the designated recipient identified by the OPLC.
 - 2.2.3. Transcribe hearings that may involve nine (9) to thirty (30) participants, including but not limited to:
 - 2.2.3.1. The OPLC investigators;
 - 2.2.3.2. Board attorneys;
 - 2.2.3.3. Defense attorneys;
 - 2.2.3.4. Board Administrators;
 - 2.2.3.5. Board members;
 - 2.2.3.6. Various witnesses.
 - 2.2.4. Provide a completely transcribed audio file in an OPLC-approved format fourteen (14) calendar days following the order from OPLC.



**Office of Professional Licensure and Certification
Transcription Services**

Exhibit B

- 2.2.5. Provide a completely transcribed audio file in an OPLC-approved format within forty-eight (48) hours after receiving an expedited request from the OPLC.
- 2.3. The Contractor shall transcribe witness interviews that may include two (2) to six (6) participants with an average duration of one (1) to two (2) hours.
- 2.4. The Contractor shall transcribe Hearings that may include nine (9) to fifteen (15) participants with an average duration of three (3) hours.
- 2.5. The Contractor shall transcribe lengthy and complex Hearings that may include ten (10) to thirty (30) participants with a duration of up to eight (8) hours.
- 2.6. The Contractor shall provide transcripts that are legibly typed with black laser printing, or of equal quality, on letter size (8 1/2" x 11") 20 lb. white unglazed paper of good quality paper, as requested.
- 2.7. The Contractor shall ensure each page is ruled with one (1) marginal line 1 3/4" from the left edge and with one marginal line 3/8" from the right edge of the paper.
- 2.8. The Contractor shall ensure the transcript is numbered consecutively when a hearing is continued due to time, as in the case of one (1) hearing lasting multiple days, in which case the Contractor must ensure the transcript is bound as one (1) transcript.
- 2.9. The Contractor shall ensure that if a hearing results in the need for an additional hearing that is not a continuance, and the additional hearing is on the same matter, has transcripts that are:
- 2.9.1. Separated and numbered separately; and
- 2.9.2. Bound separately.
- 2.10. The Contractor shall make all necessary corrections, as requested by the OPLC, to ensure a complete and correct verbatim transcript.
- 2.11. The Contractor shall provide corrected copies to the OPLC within seven (7) calendar days from notification of deficiency, at no additional charge.
- 2.12. The Contract may be assessed a penalty in an amount not to exceed the full cost of the transcription services if the OPLC determines a transcript is grossly deficient, in instances that include, but are not limited to:
- 2.12.1. Garbled, omitted or illegible text.
- 2.12.2. Speaker misidentification.
- 2.12.3. Incorrect pagination.



Office of Professional Licensure and Certification
Transcription Services

Exhibit B

- 2.13. The Contractor shall append a certification of the transcriber at the end of each transcript.
- 2.14. The Contractor shall maintain the files in confidence in accordance with NH RSA 359-C:19-21 and must protect it with the same security measures and degree of care that the Contractor applies to its own confidential information and which the Contractor warrants will provide adequate protection against unauthorized disclosure, copying access, or use.



Exhibit C
Payment Terms

1. The State shall pay the Contractor an amount not to exceed the Form P-37, Block 1.8, Price Limitation for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. This Agreement is funded with Agency Funds.
3. The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements. Failure to meet the scope of services may jeopardize the Contractor's current and/or future funding.
4. Payment for services shall be made as follows:
 - 4.1. For normal delivery of transcripts, payment shall be on per page rate of \$1.65 per page for each page yielding no less than thirteen (13) type-written lines and no more than twenty-five (25) type-written lines, in accordance with the specifications identified in Exhibit A, Scope of Services.
 - 4.2. For expedited delivery of transcripts, payment shall be on per page rate of \$2.15 per page for each page yielding no less than thirteen (13) type-written lines and no more than twenty-five (25) type-written lines, in accordance with the specifications identified in Exhibit A, Scope of Services.
 - 4.3. The Contractor shall submit an invoice in a form satisfactory to the State by the twentieth (20th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall:
 - 4.3.1. Ensure each invoice is completed, signed, dated and returned to the Department in order to initiate payment.
 - 4.3.2. Keep detailed records of activities related to contract services.
 - 4.4. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
 - 4.5. The final invoice shall be due to the State no later than forty (40) days after the contract Form P-37, Block 1.7 Completion Date.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to oplc.accountspayable@oplc.nh.gov, or invoices may be mailed to:

Financial Director
Office of Professional Licensure and Certification
7 Eagle Square
Concord, NH 03301
6. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services and in this Exhibit B.

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 OFFICEMOTIVE, INC. is a South Carolina Profit Corporation registered to transact business in New Hampshire on January 27, 2023. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 922125

Certificate Number: 0006111522



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire.

this 8th day of February A.D. 2023.

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

David M. Scanlan
Secretary of State

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 CAPITAL TYPING is a New Hampshire Trade Name registered to transact business in New Hampshire on February 10, 2023. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 923365

Certificate Number: 0006134161



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of March A.D. 2023.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Shion Jonas, hereby certify that:

1. I am a duly elected officer of Officemotive, Inc. (DBA Capital Typing).
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on February 9, 2023, at which a quorum of the Directors were present and voting.

VOTED: That David Jonas is duly authorized on behalf of Officemotive, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: February 10, 2023 Signature of Elected Officer: _____

Name: Shion Jonas

Title: COO



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2023

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

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

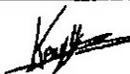
| | | |
|--|---|----------------|
| PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022 | CONTACT NAME: | |
| | PHONE (AC, HA, Ext): (888) 202-3007 | FAX (AC, Ext): |
| | E-MAIL ADDRESS: conlact@hiscox.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A: Hiscox Insurance Company Inc | 10200 |
| INSURED Officemotive, Inc. DBA Capital Typing DBA Capital Typing Williston, SC 29853 | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |
| | | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| WEB ATR | TYPE OF INSURANCE | ADDITIONAL INFO | POLICY NUMBER | POLICY EFF DATE (MM/DD/YYYY) | POLICY EXP DATE (MM/DD/YYYY) | LIMITS |
|---------|---|-----------------|----------------|------------------------------|------------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | P100.354.345.5 | 06/26/2022 | 06/26/2023 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRE AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OED <input type="checkbox"/> RETENTIONS | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | | | | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$ |

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

| | |
|--|---|
| CERTIFICATE HOLDER Office of Professional Licensure and Certification 7 Eagle Square Concord, NH 03301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/13/2023

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

| | | | |
|---|--|---|--|
| PRODUCER Liberty Mutual Insurance PO Box 188085 Fairfield OH 45018 | | CONTACT NAME: PHONE: 800-982-7132 FAX: 800-845-3666 E-MAIL: BusinessService@LibertyMutual.com ADDRESS: | |
| INSURED Officemotive Inc Oba Capital Typing [REDACTED] Williston SC 29853 | | INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Insurance Company NAIC # 24082 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |

COVERAGES CERTIFICATE NUMBER: 0219353322 REVISION NUMBER: 2016-03

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

| INSTR LTR | TYPE OF INSURANCE | ADD'L SUBR INSD | WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------|---|-----------------|-----|---------------|-------------------------|-------------------------|--|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | XWS65200083 | 08/26/2022 | 08/26/2023 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00 |

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

| | |
|---|--|
| CERTIFICATE HOLDER Office of Professional Licensure and Certification 7 Eagle Square Concord, Nh NH 03301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Curtis Luken |
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