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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
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December 14, 2018

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

**REQUESTED ACTION**

Pursuant to RSA 4:8, Gifts to the State, the Department of Administrative Services respectfully requests authorization to accept direct reimbursement for professional development, green purchasing technical assistance, and cooperative purchasing education from the National Association of State Procurement Officials (NASPO) for an amount not to exceed \$49,200.00. Effective upon Governor and Council approval through December 31, 2019.

**EXPLANATION**

The State of New Hampshire maintains a membership in the National Association of State Procurement Officials (NASPO) a non-profit association made up of the directors and staff of the central purchasing offices in each of the 50 states, the District of Columbia and the territories of the United States. NASPO is an organization that helps its members achieve success as public procurement leaders through promotion of best practices, education, professional development, research, and innovative procurement strategies. The State does not accept the funds, invoices are paid directly by NASPO through a pre-approval process.

With NASPO's status as a non-profit the revenues are allocated evenly to each member-state. Each year, NASPO offers a subsidy to each state to further that state's professional development. DAS Division of Procurement & Support Services would like to accept and utilize \$10,000 for green purchasing initiatives, \$24,200 for professional development, and \$15,000 for cooperative purchasing education (see attached break down of requested expenditures).

**Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:**

1. How long has this organization been in existence and how long has this agency been a member of this organization?

NASPO was established in 1947. The State of New Hampshire Bureau of Purchase & Property has been a member since 1947.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

NASPO is the only association solely dedicated to state procurement officials. NASPO has strategic partnerships with other like-minded government associations, for example, the National Association of State Chief Administrators (NASCA) and the Institute for Supply Management (ISM).

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

NASPO currently has 50 state members, as well as the District of Columbia and the territories of the United States. The membership is issued to the Division of Procurement and Support Services as the primary member.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

Annual dues structure is standard for all states.

5. What benefit does the state receive from participating in this membership?

Membership in NASPO provides five (5) key benefits to the State of NH such as:

- 1) NASPO's subsidiary, NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) provides more than 50 competitively bid contracts which are developed and administered by multi-state sourcing teams, for use by all state members;
  - 2) Offering annual professional development, green purchasing technical assistance, and cooperative purchasing education funding to each state to use to fund procurement training and related activities;
  - 3) Gathering and compiling current research of state procurement practices and initiatives to assist other states' procurement offices with best practices and similar projects;
  - 4) Providing a number of educational resource publications, including State and Local Government Procurement: A Practical Guide, which is a textbook for government procurement professionals;
  - 5) Includes attendance at the Eastern regional conference, Exchange Conference, and the Annual NASPO Conference, which includes the travel, hotel accommodations, and registration for up two representatives of each state.
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

Yes, educational and research materials are included as benefits to members at no or minimal cost. These benefits include publications and webinars as well as subscription services such as IBISWorld and GovWin IQ, both of which are free to members. In addition, there is Procurement U, a multi-faceted, professional development and educational platform for individuals who work in state government procurement.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No federal funds or grants occur as a result of this membership.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

Travel reimbursement, hotel accommodations, and registration are provided for procurement staff members for NASPO's regional conference, the Exchange Conference and the Annual Conference. All travel must be authorized in advance by NASPO headquarters and must comply with State of NH travel policies.

*NASPO Annual Conference* - Official NASPO business is conducted against a backdrop of peer-to-peer networking, educational sessions and keynote presentations at the Annual Conference. Participation by two representatives from each state is covered by your NASPO dues and includes travel, lodging, and incidental expenses. The 2019 NASPO Conference will be held Sept. 8-11 in Grand Rapids, MI.

*NASPO Exchange* - In addition to state members, those in the vendor community are invited to attend this meeting where one-on-one appointments and educational sessions promote best practices on how to do business with the states. NASPO covers travel, lodging and incidental expenses for two procurement staff members from each state to attend this meeting. The 2019 NASPO Exchange will be held April 9-11 in Denver, CO.

*NASPO Regional Conferences* - Another opportunity afforded to NASPO members is attendance at the applicable regional conference. These conferences provide a more relaxed atmosphere to network in a workshop-type setting. Each of the regions - Eastern, Southern, Midwestern and Western - holds one regional conference. There are no registration fees for the regional meetings and NASPO covers travel and lodging expenses for six representatives from each state (for example, the director and 5 staff). The 2019 Regional conference location and date is still pending final confirmation through NASPO.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

Primary member: Director of Procurement & Support Services (voting)

Other members: All staff of the Bureau of Purchase & Property (non-voting)

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

The Bureau of Purchase & Property would not have access to the following without this affiliation:

- Opportunity to compare, and utilize if appropriate, NASPO ValuePoint Cooperative Purchasing's 50+ competitively bid contracts which are developed and administered by multi-state sourcing teams
- Develop procurement skills by participation in conferences, webinars, networking and learning forums, including the annual and regional meetings
- Obtain research, sample RFP and contract documents, and learn from other States' experiences regarding their procurement processes
- Eligibility to serve and lead on NASPO's committees
- Ability to participate in or lead national bidding processes
- Access to online resources, including publications, research reports, newsletters, webinars and issue-focused reports
- Opportunities for reimbursement for procurement specific professional development activities
- Opportunity to host future NASPO regional meetings

If we were not a member of this national organization, these benefits and services would not be available to the State of New Hampshire. The Department of Administrative Services respectfully requests Governor and Council approval of this request.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner

2019		
Personnel	\$ 10,000.00	Description
Amy Farnum	\$ 10,000.00	Green Initiative & Intern
<b>TOTAL</b>	<b>\$ 10,000.00</b>	<b>Green Fund</b>

Personnel	\$ 24,200.00	Description
General	\$ 1,200.00	NASPO Annual Fee
Tara Merifield	\$ 700.00	NASPO Membership18/19
Tara Merifield	\$ 2,000.00	NCSFA Conference
Amy Farnam	\$ 2,500.00	Green Purchasing Conference
Colin Capelle	\$ 2,500.00	NAPCP Conf & Membership
Paul Rhodes	\$ 900.00	Lean
Loretta Razin	\$ 900.00	Lean
Mathew Stanton	\$ 1,350.00	CPS
Erica Brisson	\$ 1,350.00	CPS
Don Daley	\$ 1,350.00	CPS
Chris Lewis	\$ 1,350.00	CPS
Ryan Aubert	\$ 1,350.00	CPS
Amy Farnam	\$ 1,350.00	CPS
Brittany Dampier	\$ 1,350.00	CPM
Jeff Haley	\$ 1,350.00	CPM
Heather Kelley	\$ 1,350.00	CPM
Paul Rhodes	\$ 1,350.00	CPM
<b>TOTAL</b>	<b>\$ 24,200.00</b>	<b>Professional Development</b>

Personnel	\$ 15,000.00	Description
General	\$ 1,000.00	Equipment (Projector/Presentation equipment)
Leo Sorel	\$ 500.00	ERP Training Roll-Out Material
Gary Lunetta	\$ 12,500.00	NIGP License Agreement
Gary Lunetta	\$ 1,000.00	ERP/Procurement Consulting
<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>Cooperative Purchasing</b>

\$ 49,200.00