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Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4628 1-800-852-3345 Ext. 4628
Fax: 603-271-4160 TDD Access: 1-800-735-2964



February 3, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

SOLE SOURCE

REQUESTED ACTION

100% Federal funds

Authorize the Department of Health and Human Services, Division of Public Health Services to enter into a **sole source** agreement with Keene State College (Vendor # 177865-B002), 229 Main Street, Keene, NH 03435-2903, in an amount not to exceed \$48,000, to provide Child Care Health Consultation and Training to child care centers in New Hampshire to address childhood obesity, effective the date of Governor and Council approval through June 30, 2014. Funds are available in the following accounts for State Fiscal Year 2014.

05-95-90-902010-9062 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, OBESITY PREVENTION

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2014	102-500731	Contracts for Prog Svc	90019020	\$48,000
			Sub-Total	\$48,000

EXPLANATION

Sole Source: Keene State College was selected for this project last year through a competitive bid process. The agreement offered the option to extend, however when the original agreement expired on June 30, 2013, funding to extend the agreement was not available. Federal funds have recently become available to continue the project through June 30, 2014. Because Keene State College had been meeting all programmatic expectations when federal funds were discontinued, and a break in service occurred, this is a **sole source** request.

Funds in this agreement will be used to improve nutrition and physical activity in child care centers. The Nutrition and Physical Activity Self-Assessment for Child Care initiative is Child Care Health Consultation and Training designed specifically for use in child care settings to promote healthy weight development in preschool children by improving the nutritional quality of food and beverages served, and increasing the amount and quality of physical activity. The Nutrition and Physical Activity Self-Assessment for Child Care initiative consists of a 6-step intervention program, to help facilitate gradual change and promote continuous quality improvement in child care settings.

In addition to the 10 qualified registered nurses trained in the first contact period, the contractor will select an additional ten qualified registered nurses and/or child care professionals to complete the online training to become Nutrition and Physical Activity Self-Assessment for Child Care Consultants. The contractor will then work with the ten selected consultants to recruit ten licensed child care programs that will complete the Nutrition and Physical Activity Self-Assessment for Child Care Intervention Program. The ten consultants will work with each of the selected child care programs to help them improve the nutrition and physical activity policies and practices the child care programs feel they can successfully improve and sustain. Additionally, one representative from each of the selected child care programs will also complete the online Nutrition and Physical Activity Self-Assessment for Child Care training. By having a child care representative complete the training, the child care program will then have a staff member that has the content expertise to facilitate nutrition and physical activity quality improvement after the grant period ends.

In New Hampshire, approximately 47,000 children attend licensed child care programs. The potential for addressing childhood obesity in the child care setting is significant. Nationally 41% of preschool-aged children are in child care for 35 or more hours per week¹. The child care setting presents an ideal opportunity to help children develop and practice appropriate nutrition and physical activity behaviors. Compared to a control group, child care centers who have participated in the Nutrition and Physical Activity Self-Assessment for Child Care intervention are more likely to make significant changes in nutrition policies as well as some positive changes in physical activity policies and practices. Preliminary data from a research study indicate that Nutrition and Physical Activity Self-Assessment for Child Care may also have a modest impact on behavior of children while in child care.²

Should the Governor and Executive Council not authorize this Request, ten additional nurses and/or child care professionals will not be trained as Nutrition and Physical Activity Self-Assessment for Child Care consultants and consultation will not take place at a minimum of ten child care programs. Without the support and guidance of a consultant, it is highly unlikely that improvements to nutrition, physical activity and breastfeeding policies, and practices will be made. During the preschool years it is important that young children are exposed to healthy nutritious foods and daily opportunities to be physically active because taste preferences and health habits are formed early in life. Developing these habits in young children reduces their risk of becoming obese later in life.

Keene State College was originally selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from January 29, 2013, through February 28, 2013. In addition, an announcement was sent out to the members of the Obesity Prevention Program's extensive email listing and by their partners throughout the state.

¹ Capizzano J, Adams G. The hours that children under 5 spend in child care: variation across states. Washington (DC): The Urban Institute; 2000. Report No. B-8. <http://www.urban.org/url.cfm?ID=309439>.

² Benjamin SE, Ammerman A, Sommers J, Dodds J, Neelon B, Ward DS. Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) Results from a Pilot Program. *J Nutr Edu Behav* 2007;39:142-149

As a result of the previous agreement with Keene State College, ten registered nurses were trained to become Nutrition and Physical Activity Self-Assessment for Child Care Consultants. Those ten nurses then provided nutrition and physical activity consultation to ten licensed child care programs, helping them set a total of 22 goals for improvement. A total of 780 children were positively affected by these changes, which was 280 more children than was required by the agreement. Keene State also developed online, interactive breastfeeding training and delivered the training to 10 child care programs that care for a total of 147 infants. This training will continue to be offered to New Hampshire child care programs, despite the fact that this agreement was completed on June 30, 2013.

The following performance measures will be used to measure the effectiveness of the agreement.

- 100% of the selected agencies will adopt at least one new nutrition policy or practice that improves the healthy eating environment at their child care program.
- 100% of the selected agencies will adopt at least one new physical activity policy or practice that improves the healthy eating environment at their child care program.
- 85% of child care staff attending the Nutrition and Physical Activity Self-Assessment for Child Care Consultants workshops will either agree or strongly agree that the workshops were useful to them in their work environment.

Area served: statewide.

Source of Funds: 100% Federal Funds from the Centers for Disease Control and Prevention.

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

Respectfully submitted,



José Thier Montero, MD
Director

Approved by: 
 Nicholas A. Toumpas
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**

and the

Keene State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **Keene State College**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **06/30/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC)**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Scot J. Foster
 Address: NH DHHS/DPHS
 29 Hazen Drive
 Concord, NH 03301
 Phone: 603-271-4328

Campus Project Administrator

Name: Dr. Penny Miceli
 Address: Keene State College
 Office of Sponsored Projects/Research
 229 Main St
 Keene, NH 03435
 Phone: 603-358-2427

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Regina Flynn
 Address: NH DHHS/DPHS
 29 Hazen Drive
 Concord, NH 03301
 Phone: 603-271-4623

Campus Project Director

Name: Dr. Karrie Kalich
 Address: Keene State College
 229 Main St
 Keene, NH 03534
 Phone: 603-358-2885

F. Total State funds in the amount of **\$48,000** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **5U58DP001471-05** from **Centers for Disease Control and Prevention (CDC)** under **CFDA#93.548**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

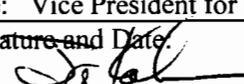
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **Keene State College** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

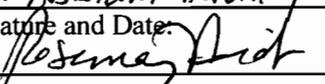
**By An Authorized Official of:
Keene State College**

Name: Jay Kahn
Title: Vice President for Finance and Planning
Signature and Date:  2-13-14

**By An Authorized Official of:
Department of Health and Human
Services**

Name: Brook Dupee
Title: Bureau Chief
Signature and Date:  2/14/14

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Rosemary Wiant
Title: Assistant Attorney General
Signature and Date:  2-20-14

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

A. Project Title: Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC)

B. Project Period: Date of Governor and Council Approval through June 30, 2014.

C. Objectives: The Contractor shall:

Facilitate the Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) project for the Obesity Prevention Program. This NAP SACC initiative is designed specifically for use in child care settings to promote healthy weight development in preschool children by improving the nutritional quality of food and beverages served, and increasing the amount and quality of physical activity. The NAP SACC consists of a 6-step intervention program, to help facilitate gradual change and promote continuous quality improvement in child care settings.

Compared to a control group, child care centers who have participated in the NAP SACC intervention are more likely to make significant changes in nutrition policies as well as some positive changes in physical activity policies and practices. Preliminary data from a research study indicate that NAP SACC may also have a modest impact on behavior of children while in child care. With 41% of preschool-aged children in child care for 35 or more hours per week, and with the increased numbers of children attending child care, this setting presents an ideal opportunity to help children develop healthful nutrition and physical activity attitudes and behaviors early in life.

On behalf of the New Hampshire Department of Health and Human Services (DHHS), Keene State College of the University System of New Hampshire, herein referred to as the Contractor, shall assist the DHHS with providing the following services:

D. Scope of Work:

1. Required Activities/Deliverables
 - 1.1 Facilitate the selection of 10 qualified Nutrition and Physical Activity Self-Assessment (NAP SACC) consultants to direct the NAP SACC intervention program with child care programs;
 - 1.2 Develop subcontract agreements;
 - 1.3 Upon approval by DHHS Project Administrator, subcontract with the 10 consultants within three weeks of notification.
2. Assist NAP SACC consultants to recruit a total of 10 licensed child care programs, with a combined capacity of 450 or more children ages' birth to 5, to take part in the NAP SACC intervention program. Each of the licensed child care centers selected must currently be in good standing with the New Hampshire Child Care Licensing Unit ;
3. Facilitate the training of the director or lead teacher from each of the selected child care programs, referred to as the Child Care Representative, to complete the four-hour online NAP SACC training and provide the Certificate of Completion to the Contractor's Campus Project Manager;
4. Work with the DHHS to create and deliver a one-day training for selected NAP SACC consultants and Child Care Representatives on the essential components of NAP SACC;
5. Provide technical and logistical assistance to the NAP SACC consultants and the Child Care Representatives to ensure the successful completion of the NAP SACC intervention program;

6. Provide subcontracts to the selected consultants, accept the consultants' invoices, provide payment for consulting services and oversee that each consultant is completing the NAP SACC initiative with each assigned child care program in an appropriate and timely fashion

2. Reporting

- 2.1. Weekly calls will be held between the Contractor Campus Project Manager, and the DHHS State Project Manager to track the progress of the consultations.
- 2.2. In-person meetings as needed, as well as monthly conference calls, with the Contractor Campus Project Manager, DHHS State Project Administrator, the NAP SACC consultants, and any other partners deemed appropriate will be held to discuss the progress of the NAP SACC implementation and to assist consultants to overcome any barriers to success.
- 2.3. The NAP SACC Reporting Form, provided by the DHHS, Division of Public Health Services, will be used to document all contact with child care programs. Each child care program must submit a final report, using an agreed upon format, by June 30, 2014.
- 2.4. Final cumulative written report on program activities and accomplishments (child care programs who participated, numbers trained, evaluation results, recommendations for improvements, etc.), and a minimum of five success stories, in a format developed and approved by DHHS/DPHS. Report will be due 30 days following the end of contract term.

E. Deliverables Schedule:

1. Performance Measures

- 1.1. 100% of the selected agencies will adopt at least one new nutrition policy or practice that improves the healthy eating environment at their child care program.
- 1.2. 100% of the selected agencies will adopt at least one new physical activity policy or practice that improves the physical activity at their child care program.
- 1.3. 85% of child care staff attending the NAP SACC workshops will either agree or strongly agree that the workshops were useful to them in their work environment.

- F. Budget and Invoicing Instructions:** See attached Budget Form. Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly, referencing "Project Title: Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC)." Invoices shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of invoice. Campus will submit its final invoice, marked "Final", no later than 60 days after the Project Period end date. Invoices shall be submitted to: Scot J. Foster via e-mail at DPHSContractBilling@dhhs.state.nh.us.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or .

Exhibit B-1 Budget Form

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: Keene State College

Budget Request for: Nutrition and Physical Activity Self-Assessment
for Child Care (NAP SACC)
(Name of RFP)

Budget Period: January 1, 2014 or date of G&C approval through
June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 18,793.00	\$ 11,276.00	\$ 30,069.00	Federally negotiated rate with DHHS is 60% salary and wages
2. Employee Benefits	\$ 1,485.00	\$ -	\$ 1,485.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 800.00	\$ -	\$ 800.00	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 146.00	\$ -	\$ 146.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 11,000.00	\$ -	\$ 11,000.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Child Care Center Mini Grants	\$ 4,500.00	\$ -	\$ 4,500.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 36,724.00	\$ 11,276.00	\$ 48,000.00	

Indirect As A Percent of Direct

30.7%

Cooperative Project Agreement

Contractor Initials: JK
Date: 2-13-14