



370

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

129 PLEASANT STREET, CONCORD, NH 03301

603-271-9410 1-800-852-3345 Ext. 9410

Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate Commissioner

April 25, 2013

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Community Based Care Services to amend an existing Agreement (Purchase Order #1006949) with Easter Seals New Hampshire, Inc., vendor number 177204, to continue to manage the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat, by increasing the current amount by \$535,000 from \$5,817,338 to an amount not to exceed \$6,352,338 and extending the completion date from June 30, 2013 to June 30, 2014, effective May 1, 2013, or date of Governor and Executive Council approval, whichever is later. The original contract was approved by Governor and Executive Council on March 24, 2010 Item #88 and subsequently amended on September 22, 2010 Item #185A, June 20, 2012 Item #74, September 19, 2012 Item #69A, March 6, 2013 Item #15 and April 17, 2013 Late Item B. Funds to support this request are available in the following account in State Fiscal Year 2013 and funds for State Fiscal Year 2014 are anticipated to be available upon the availability and continued appropriation of funds in the future operating budgets.

*100% OTHER (TR FROM ADJUTANT GEN)*

**05-95-95-958010-5192 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, COMMUNITY BASED CARE SERVICES, DIRECTORS OFFICE**

<u>Fiscal Year</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Current Modified Amount</u>	<u>Increase Amount</u>	<u>Revised Modified Amount</u>
2010	102-500731	Contracts for Program Svcs	\$ 888,025		\$ 888,025
2011	102-500731	Contracts for Program Svcs	\$2,409,816		\$2,409,816
2012	102-500731	Contracts for Program Svcs	\$2,000,000		\$2,000,000
2013	102-500731	Contracts for Program Svcs	\$ 519,497	\$97,926	\$ 617,423

**05-95-49-490510-2983 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIV OF COMM BASED CARE SVC, COMMUNITY BASED CARE SERVICES, DIRECTORS OFFICE**

<u>Fiscal Year</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Current Modified Amount</u>	<u>Increase Amount</u>	<u>Revised Modified Amount</u>
2014	102-500731	Contracts for Program Svcs	\$ 0	\$437,074	\$ 437,074
<b>Total</b>			<b>\$5,817,338</b>	<b>\$535,000</b>	<b>\$6,352,338</b>

Her Excellency, Governor Margaret Wood Hassan

and the Honorable Council

April 25, 2013

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## EXPLANATION

The purpose of this request is to amend an existing Agreement with Easter Seals New Hampshire, Inc. to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. These funds represent additional federal funds available from the National Guard that were not known at the time the contract was effective back in July 1, 2012. The Deployment Cycle Support Program builds a community-based support system, which integrates current veteran services with existing service delivery systems and allows local access for a full-spectrum of care. It is a preventive approach supporting families and military members pre, during and post deployments. Crisis prevention for families and military members is addressed through early development of “care plans” by professional care providers. The “care plan” is a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address “care plan” needs and refer or provide further treatment, as necessary.

The original contract was awarded as a result of a competitive bid process. The Department of Health and Human Services and the National Guard released a Request for Proposal to select a vendor to implement and manage the statewide Deployment Cycle Support Program on December 1, 2009. The Request For Proposal was posted on the Department of Health and Human Services’ website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals received, consistent with the following criteria identified in the Request For Proposal: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The Request for Proposal stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire, Inc., did not submit the lowest price bid but they received the overall highest score and committed the highest amount of in-kind support. In addition, they have contracted with the Division of Community Based Care Services to develop and manage the pilot program since its inception in 2008. Approval of this contract amendment will ensure that the needs of New Hampshire National Guard, Reserves and Active Duty service members and their families who are engaged in the deployment cycle will continue to be met as described in the contract.

The contractor’s performance will continue to be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices, program/financial reports and site reviews performed by the Division of Community Based Care Services. The contractor has met or exceeded performance criteria during the prior contract periods.

Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, military men and women and their families will not be provided community-based support services pre, during and post-deployment in active military duty.

Area served: statewide.

Source of funds: 100% Other Funds (federal funds received and transferred from the State of New Hampshire’s Adjutant General’s Department).

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

April 25, 2013

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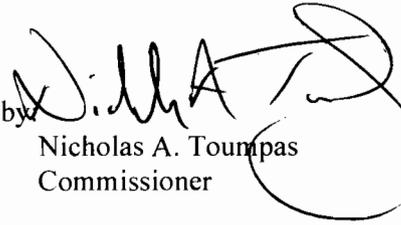
In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by



Nicholas A. Tounpas  
Commissioner

AMENDMENT

This Agreement (hereinafter called the "Amendment") dated April 24, 2013, by and between the State of New Hampshire acting by and through its Division of Community Based Care Services of the Department of Health & Human Services (hereinafter referred to as the "Division") and Easter Seals New Hampshire, Inc., corporation, organized under the laws of the State of New Hampshire, with a place of business at 555 Auburn Street, Manchester, NH (hereinafter referred to as the "Provider").

**WHEREAS**, pursuant to an agreement (hereinafter called the "Agreement"), dated April 17, 2013, the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

**WHEREAS**, pursuant to the provisions of Section 18 of the Agreement, the Agreement may be amended or discharged only by a written instrument executed by the parties thereto and only after approval of such modification by the Governor & Executive Council, or amendment;

**WHEREAS**, the Provider and the Division have agreed to amend the Agreement in certain respects;

**NOW THEREFORE**, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows;

1. Amendment and modification of Agreement:

The Agreement is hereby amended as follows:

1.1. Amend Section 1.8 of the General Provisions by replacing \$5,817,338 with \$6,352,338.

1.2. Replace Exhibit B, Purchase of Services, paragraph 1 with the following:

Service	Rate	SFY 2010	SFY 2011	SFY 2012	SFY 2013	SFY 2014	Total
Deployment Cycle Support Program	Cost Reimbursement	\$888,025	\$2,409,816	\$2,000,000	\$519,497	\$ 0	\$5,817,338
Additional Funds					\$ 97,926	\$437,074	\$ 535,000
Totals		\$888,025	\$2,409,816	\$2,000,000	\$617,423	\$437,074	\$6,352,338

1.3. Replace Exhibit B, Purchase of Services, paragraph 2 with the following:

It is understood that in no event shall the total payments made by the Division of Community Based Care Services under this Agreement exceed the sum of \$6,352,338.

1.4. Replace Exhibit B-1, by adding a Contract Budget Form to identify the additional Deployment Cycle Support Program costs in the amount of \$97,926 in SFY 2013 and \$437,074 in SFY 2014.

1.5. Amend Section 1.7 of the General Provisions by extending the completion to June 30, 2014.

1.6. Amend the end date of all exhibits to June 30, 2014.

2. Effective Date of Amendment:

This Amendment shall be effective May 1, 2013 or the date of Governor and Executive Council approval, whichever is later.

3. Continuance of Agreement:

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligation of the parties thereunder shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE  
Division of Community Based Care Services

By Nancy L. Rollins  
Nancy L. Rollins, Associate Commissioner

Easter Seals New Hampshire, Inc.  
Name of Corporation

By Elin Treanor  
Elin Treanor  
Chief Operating Officer/Chief Financial Officer

State of New Hampshire  
County of Hillsborough

On this the 24<sup>th</sup> day of April 2013, before me, Diane L. Boulay, the undersigned officer personally appeared Elin Treanor who executed the foregoing instrument by signing her name.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Diane L. Boulay  
Notary Public/Justice of the Peace

My Commission expires: **DIANE L. BOULAY, Notary Public**  
**My Commission Expires September 3, 2013**

Approved by the Office of the Attorney General:

By Jeanne P. Herrick  
Jeanne P. Herrick, Attorney

Date 25 April, 2013



**CERTIFICATE OF VOTE/AUTHORITY**

I, Betty Burke, of Easter Seals New Hampshire, Inc., do hereby certify that:

1. I am the duly elected Assistant Secretary of Easter Seals New Hampshire, Inc.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on March 28, 2012;

RESOLVED: That this corporation may enter into any and all contracts, amendments, renewals, revisions or modifications thereto, with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: The president, chief operating officer/chief financial officer and chief human resources officer of the corporation, or any one of them acting alone, is hereby authorized on behalf of this corporation to enter into said contracts with the State, and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Elin Treanor is the duly elected chief operating officer/chief financial officer of the corporation.

3. The foregoing resolution has not been amended or revoked and remains in full force and effect as of APRIL 24, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand as the Assistant Secretary of the corporation this 24<sup>th</sup> day of APRIL, 2013.

Betty Burke  
Betty Burke, Assistant Secretary

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 24<sup>th</sup> day of April 2013 by Betty Burke.

Diane L. Boulay  
Notary Public/Justice of the Peace  
My Commission Expires: DIANE L. BOULAY, Notary Public  
My Commission Expires September 3, 2013

**Exhibit B-1 Contract Budget Form**

**Easter Seals New Hampshire  
Deployment Cycle Support Program**

**SFY 2013 July 1, 2012 - June 30, 2013**

	<b>Easter Seals In- Kind</b>	<b>DHHS Funding SFY13 Amendment</b>	<b>Total Cost</b>
<b>Salaries and Benefits</b>			
Salary & Wages		293,909	293,909
Taxes @ 7.65%		22,485	22,485
Fringes @ 19.35%		56,871	56,871
<b>Direct Costs</b>			
Meetings		0	0
Occupancy		6,600	6,600
Telephone		3,822	3,822
Equipment		2,100	2,100
Travel		4,000	4,000
Advertising	80	0	80
Subcontracts		169,014	169,014
Supplies		2,393	2,393
Postage		100	100
Financial Assistance	288,000		288,000
<b>Subtotal</b>	<b>288,080</b>	<b>561,294</b>	<b>849,374</b>
Indirect Administrative Overhead	28,808	56,129	84,937
<b>Total</b>	<b>316,888</b>	<b>617,423</b>	<b>934,311</b>

*ET  
4/24/2013*

Division of Community Based Care Services  
Deployment Cycle Support Care Coordination Program  
Easter Seals New Hampshire, Inc.

Budget Narrative – SFY13

<u>Line Item</u>	<u>Justification</u>
Salary & Wages	Includes the monthly wages of Easter Seals staff charged to grant for direct service, administrative support and oversight of program.
Taxes	7.65% of salary and wages as budgeted.
Fringe Benefits	19.35% of salary & wages, includes benefit rate reconciliation true up. Benefits include medical, dental, life, workers compensation and long term disability insurance.
Meetings and Conventions	Includes the cost of training clinical staff.
Occupancy	Includes cost of renting remote office space used exclusively by program and allocated share of program's occupancy costs (rent, utilities, grounds keeping, etc.) at central office.
Telephone	Cost of cell phones and land lines used by program staff. Feb phone bill in March rather than Feb because it was received late making Mar expense higher than usual.
Equipment	allows for purchase of replacement laptops for program staff
Travel	Monthly reimbursement to program staff for work related travel at .28 per mile.
Printing	Includes costs of copying program materials, business cards for new staff (provided in-kind).
Subcontracts	Includes monthly fees paid to organizations and individuals for direct service to Service Members and their families.
Supplies	Includes the cost of consumable office supplies (paper, binders, file labels).

ecr  
4/24/2013

Postage	Includes the cost of mailing correspondence, and reports.
Financial Assistance	Emergency Financial Assistance provided to consumers (provided in-kind).
Administrative Overhead	Agency approved rate of 10% of direct expense to cover administrative functions associated with program (Management, IT, Payroll, Accounts Payable, HR, Accounting, etc.)

ET  
4/24/201-

**Exhibit B-1 Contract Budget Form**

**Easter Seals New Hampshire  
Deployment Cycle Support Program**

**SFY 2014 July 1, 2013 - June 30, 2014**

	<b>Easter Seals In- Kind</b>	<b>DHHS Funding SFY14 Amendment</b>	<b>Total Cost</b>
<b>Salaries and Benefits</b>			
Salary & Wages		267,810	267,810
Taxes @ 7.65%		20,487	20,487
Fringes @ 19.35%		53,563	53,563
<b>Direct Costs</b>			
Meetings		178	178
Occupancy		14,953	14,953
Telephone		10,146	10,146
Equipment		1,187	1,187
Travel		14,241	14,241
Advertising	100	0	100
Subcontracts		12,817	12,817
Supplies		1,780	1,780
Postage		178	178
Financial Assistance	180,000		180,000
<b>Subtotal</b>	<b>180,100</b>	<b>397,340</b>	<b>577,440</b>
Indirect Administrative Overhead	18,010	39,734	57,744
<b>Total</b>	<b>198,110</b>	<b>437,074</b>	<b>635,184</b>

*ET  
4/24/13*

Division of Community Based Care Services  
Deployment Cycle Support Care Coordination Program  
Easter Seals New Hampshire, Inc.

Budget Narrative – SFY14

<u>Line Item</u>	<u>Justification</u>
Salary & Wages	Includes the monthly wages of Easter Seals staff charged to grant for direct service, administrative support and oversight of program.
Taxes	7.65% of salary and wages as budgeted.
Fringe Benefits	19.35% of salary & wages, includes benefit rate reconciliation true up. Benefits include medical, dental, life, workers compensation and long term disability insurance.
Meetings and Conventions	Includes the cost of training clinical staff.
Occupancy	Includes cost of renting remote office space used exclusively by program and allocated share of program's occupancy costs (rent, utilities, grounds keeping, etc.) at central office.
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*ew*  
*4/24/2013*

Postage	Includes the cost of mailing correspondence, and reports.
Financial Assistance	Emergency Financial Assistance provided to consumers (provided in-kind).
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201  
4/24/2013



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION OF COMMUNITY BASED CARE SERVICES

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Nicholas A. Toumpas  
 Commissioner

Nancy L. Rollins  
 Associate Commissioner

Approved by G+C

Date 4-17-13

April 11, 2013

Item # Late Item B

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

Contract # 1006949

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Community Based Care Services to amend an existing Agreement (Purchase Order #1006949) with Easter Seals New Hampshire, Inc., vendor number 177204, to continue to manage the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat, by increasing the current amount by \$35,000 from \$5,782,338 to an amount not to exceed \$5,817,338, effective date of Governor and Executive Council approval. The original contract was approved by Governor and Executive Council on March 24, 2010 Item #88 and subsequently amended on September 22, 2010 Item #185A, June 20, 2012 Item #74, September 19, 2012 Item #69A and March 6, 2013 Item #15. Funds to support this request are available in the following account.

**05-95-95-958010-5192 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, COMMUNITY BASED CARE SERVICES, DIRECTORS OFFICE**

<u>Fiscal Year</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Current Modified Amount</u>	<u>Increase Amount</u>	<u>Revised Modified Amount</u>
2010	102-500731	Contracts for Program Svcs	\$ 888,025		\$ 888,025
2011	102-500731	Contracts for Program Svcs	\$2,409,816		\$2,409,816
2012	102-500731	Contracts for Program Svcs	\$2,000,000		\$2,000,000
2013	102-500731	Contracts for Program Svcs	\$ 484,497	\$35,000	\$ 519,497
			\$5,782,338	\$35,000	\$5,817,338

**EXPLANATION**

The purpose of this request is to amend an existing Agreement with Easter Seals New Hampshire, Inc. to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. These funds represent additional federal funds available from the National Guard that were not known at the time the contract was effective back in July 1, 2012. The Deployment Cycle Support Program builds a community-based support system, which integrates current veteran services with existing service delivery systems and allows local access for a full-spectrum of care.. It is a preventive approach supporting families and military members pre, during and post deployments. Crisis prevention for families and military members is addressed through early development of "care plans" by

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

April 11, 2013

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professional care providers. The "care plan" is a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address "care plan" needs and refer or provide further treatment, as necessary.

The original contract was awarded as a result of a competitive bid process. The Department of Health and Human Services and the National Guard released a Request for Proposal to select a vendor to implement and manage the statewide Deployment Cycle Support Program on December 1, 2009. The Request For Proposal was posted on the Department of Health and Human Services' website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals received, consistent with the following criteria identified in the Request For Proposal: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The Request for Proposal stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire, Inc., did not submit the lowest price bid but they received the overall highest score and committed the highest amount of in-kind support. In addition, they have contracted with the Division of Community Based Care Services to develop and manage the pilot program since its inception in 2008. Approval of this contract amendment will ensure that the needs of New Hampshire National Guard, Reserves and Active Duty service members and their families who are engaged in the deployment cycle will continue to be met as described in the contract.

The contractor's performance will continue to be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices, program/financial reports and site reviews performed by the Division of Community Based Care Services. The contractor has met or exceeded performance criteria during the prior contract periods.

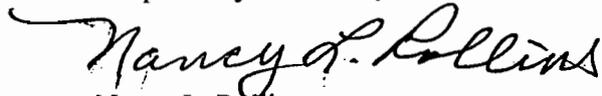
Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, military men and women and their families will not be provided community-based support services pre, during and post-deployment in active military duty.

Area served: statewide.

Source of funds: 100% Other Funds (federal funds received and transferred from the State of New Hampshire's Adjutant General's Department).

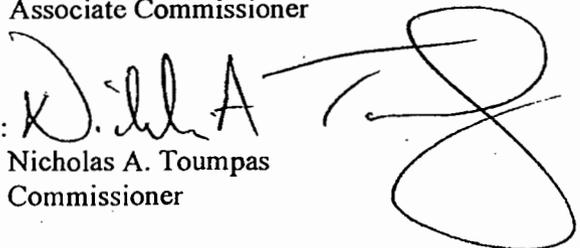
In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF COMMUNITY BASED CARE SERVICES**

Nicholas A. Toumpas  
 Commissioner

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Nancy L. Rollins  
 Associate Commissioner

February 14, 2013

Approved by G+C

Date 3-6-13

Item # 15

Contract # 1006949

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

**REQUESTED ACTION**

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2013	102-500731	Contracts for Program Svcs	<u>\$ 336,000</u>	<u>\$148,497</u>	<u>\$ 484,497</u>
			\$5,633,841	\$148,497	\$5,782,338

**EXPLANATION**

The purpose of this request is to amend an existing Agreement with Easter Seals New Hampshire, Inc. to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. These funds represent additional federal funds available from the National Guard that were not known at the time the contract was effective back in July 1, 2012. The Deployment Cycle Support Program builds a community-based support system, which integrates current veteran services with existing service delivery systems and allows local access for a full-spectrum of care.. It is a preventive approach supporting families and military members pre, during and post deployments. Crisis prevention for families and military members is addressed through early development of "care plans" by

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February 14, 2013  
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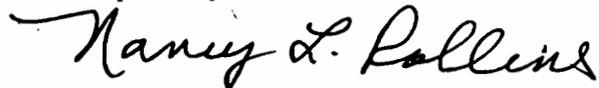
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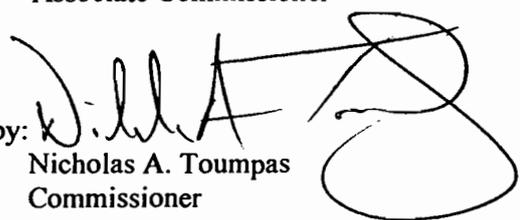
In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

5/5/12

Easter Seals



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9410 1-800-852-3345 Ext. 9410  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Approved by G+C  
Date 9-19-12  
Item # 69A  
Contract # 10006949

August 31, 2012

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

STATE OF NH

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, to amend an ~~existing Agreement~~ (Purchase Order #10006949) with ~~Easter Seals New Hampshire, Inc.~~, 555 Auburn Street, Manchester, NH 03103, (Vendor #177204) to continue to manage the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat, by extending the completion date from September 30, 2012 to June 30, 2013, with no additional cost, effective October 1, 2012 or the date of Governor and Executive Council approval, whichever is later. The original contract was approved by Governor and Executive Council on March 24, 2010 (Item # 88), and subsequently amended on September 22, 2010 (Item # 185A), June 8, 2011 (Item # 115) and June 20, 2012 (Item # 74).

These funds can be adjusted, if needed and justified, between State Fiscal Years. Funds are available in State Fiscal Year 2013 in the following account:

05-95-95-95810-5192 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
HHS:COMMISSIONER, COMMUNITY BASED CARE SERVICES, DIRECTORS OFFICE

State Fiscal Year	Class/Object	Class Title	Current Modified Budget
2010	102-500731	Contracts for program services	\$ 888,025.00
2012	102-500731	Contracts for program services	\$2,409,816.00
2012	102-500731	Contracts for program services	\$2,000,000.00
2013	102-500731	Contracts for program services	\$336,000.00
<b>Total</b>			<b>\$5,633,841.00</b>

## EXPLANATION

The purpose of this request is to amend an existing Agreement with Easter Seals New Hampshire, Inc. to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. The Deployment Cycle Support Program builds a community-based support system, which integrates current veteran services with existing service delivery systems and allows local access for a full-spectrum of care. It is a preventive approach supporting families and military members pre, during, and post deployments. Crisis prevention for families and military members is addressed through early development of "care plans" by professional care providers. The "care plan" is a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address "care plan" needs and refer or provide further treatment, as necessary. The Agreement will be extended from September 30, 2012 to June 30, 2013. This request is not to increase or request additional appropriations, it is to allow Easter Seals to spend down any remaining funds that may exist as of September 30, 2012.

The original contract was awarded as a result of a competitive bid process. The Department of Health and Human Services and the National Guard released a Request For Proposal to select a vendor to implement and manage the statewide Deployment Cycle Support Program on December 1, 2009. The Request For Proposal was posted on the Department of Health and Human Services' website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals received, consistent with the following criteria identified in the Request For Proposal: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The Request For Proposal stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire, Inc., did not submit the lowest price bid but they received the overall highest score and committed the highest amount of in-kind support. In addition, they have contracted with the Division of Community Based Care Services to develop and manage the pilot program since its inception in 2008. Approval of this contract amendment will ensure that the needs of New Hampshire National Guard, Reserves and Active Duty service members and their families who are engaged in the deployment cycle will continue to be met as described in the contract.

The contractor's performance will continue to be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices, program/financial reports, and site reviews. Performed by the Division of Community Based Services. The contractor has met or exceeded performance criteria during the prior contract periods.

Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, military men and women and their families will not be provided community-based support services pre, during and post-deployment in active military duty.

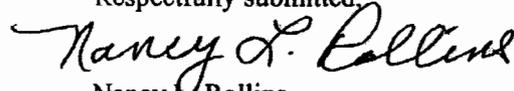
Area Served: Statewide

The source of funds: 100% other funds (i.e. federal funds received and transferred from the State of New Hampshire's Adjutant General's Department).

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
August 31, 2012  
Page 3

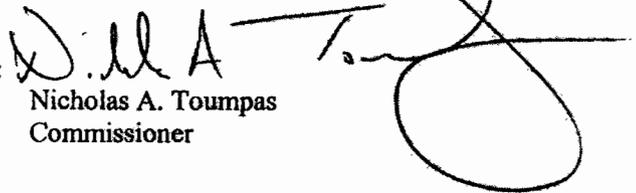
In the event that other funds are no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

MS  
SP  
JP

TCR



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

Nicholas A. Toumpas  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9410 1-800-852-3345 Ext. 9410  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Nancy L. Rollins  
Associate  
Commissioner

May 31, 2012

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

APPROVED BY \_\_\_\_\_  
DATE 6/22/12  
PAGE 9  
ITEM # 74

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, to amend an existing Agreement (Purchase Order #1006949) with Easter Seals New Hampshire, Inc., 555 Auburn Street, Manchester, NH 03103, (Vendor #177204) to continue to manage the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat, by increasing the current amount by \$336,000 from \$5,297,841.00 to an amount not to exceed \$5,633,841.00 and extend the completion date from June 30, 2012 to September 30, 2012, effective July 1, 2012 or the date of Governor and Executive Council approval, whichever is later. The original contract was approved by Governor and Executive Council on March 24, 2010 (Item # 88), amended and approved by Governor and Executive Council on September 22, 2010 (Item # 185A) and June 8, 2011 (Item # 115). These funds can be adjusted, if needed and justified, between State Fiscal Years. Funds are available in State Fiscal Year 2013 in the following account:

05-95-95-95810-5192 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
HHS:COMMISSIONER, COMMUNITY BASED CARE SERVICES, DIRECTORS OFFICE

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2010	102-500731	Contracts for program services	\$ 888,025.00	\$0.00	\$ 888,025.00
2012	102-500731	Contracts for program services	\$2,409,816.00	\$0.00	\$2,409,816.00
2012	102-500731	Contracts for program services	\$2,000,000.00	\$0.00	\$2,000,000.00
2013	102-500731	Contracts for program services	\$ 0.00	\$ 336,000.00	\$ 336,000.00
Total			\$5,297,841.00	\$ 336,000.00	\$5,633,841.00

## EXPLANATION

The purpose of this request is to amend an existing Agreement with Easter Seals New Hampshire, Inc. by increasing the price limitation and extending the completion date to September 30, 2012 from June 30, 2012 in order to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. The Deployment Cycle Support Program builds a community-based support system, which integrates current veteran services with existing service delivery systems and allows local access for a full-spectrum of care. It is a preventive approach supporting families and military members pre, during, and post deployments. Crisis prevention for families and military members is addressed through early development of "care plans" by professional care providers. The "care plan" is a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address "care plan" needs and refer or provide further treatment, as necessary.

The original Agreement and the original Governor and Executive Council letter approved on March 24, 2010 (Item #88) included the provision to renew the contract for up to five (5) one year renewals. This request is to exercise three months of the third renewal option during SFY 2013 based on an additional federal appropriations received by the State of New Hampshire's Adjutant General's Department that will be available through September 30, 2012 and that the contractor has met or exceeded performance criteria during the prior contract periods.

The contractor's performance will continue to be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices, program/financial reports, and site reviews performed by the Division of Community Based Care Services.

Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, military men and women and their families will not be provided community-based support services pre, during and post-deployment in active military duty.

The original contract was awarded as a result of a competitive bid process. The Department of Health and Human Services and the National Guard released a Request For Proposal to select a vendor to implement and manage the statewide Deployment Cycle Support Program on December 1, 2009. The Request For Proposal was posted on the Department of Health and Human Services' website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals received, consistent with the following criteria identified in the Request For Proposal: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The Request For Proposal stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire, Inc., did not submit the lowest price bid but they received the overall highest score and committed the highest amount of in-kind support. In addition, they have contracted with the Division of Community Based Care Services to develop and manage the pilot program since its inception in 2008.

Area Served: Statewide

The source of funds: 100% other funds (i.e. federal funds received and transferred from the State of New Hampshire's Adjutant General's Department).

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
May 31, 2012  
Page 3

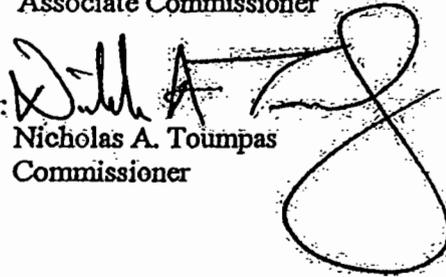
In the event that other funds are no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES**

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-8560 1-800-852-3345 Ext. 8560  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate Commissioner

August 24, 2010

Approved by G+C

Date 9-22-10

Item # 185A

Contract # 1006949

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services (DCBCS), to amend an existing Agreement (Purchase Order #1006949) with Easter Seals New Hampshire, Inc., 555 Auburn Street, Manchester, NH 03103, (Vendor #177204) to continue to manage the statewide Deployment Cycle Support Program (DCSP), in an amount not to exceed \$1,805,000.00, effective October 1, 2010 or date of Governor and Council approval, whichever is later, through June 30, 2011. The original contract was approved by Governor and Council on March 24, 2010 (Item #88). These funds can be adjusted, if needed and justified, between State Fiscal Years. Funds are available in State Fiscal Year 2011 in the following account:

05-95-95-95810-5192 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,  
HHS: COMMISSIONER, COMMUNITY BASES CARE SERVICES, DIRECTORS OFFICE

Fiscal Year	Class/Object	Class Title	Amount	Revised	Adjusted Totals
2010	102-0731	Contracts for Program Services	\$888,025.00	\$0.00	\$888,025.00
2011	102-0731	Contracts for Program Services	\$604,816.00	\$1,805,000.00	\$2,409,816.00
Total			\$1,492,841.00	\$ 1,805,000.00	\$ 3,297,841.00

**EXPLANATION**

The purpose of this Requested Action is to amend an existing Agreement with Easter Seals New Hampshire, Inc. to continue the operation and management of the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. The DCSP builds a community-based support system, which integrates current veteran services with existing service delivery systems, and allows local access

for a full-spectrum of care. It is a preventive approach supporting families and military members pre, during, and post deployments. Crisis prevention for families and military members is addressed through early development of "care plans" by professional care providers. The "care plan" is basically a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address "care plan" needs and refer or provide further treatment, as necessary. The Agreement will be extended through June 30, 2011.

The original contract was awarded as a result of the competitive bid process. The Department of Health and Human Services and the National Guard released a Request-For-Proposal (RFP) to select a vendor to implement and manage the statewide DCSP on December 1, 2009. The RFP was posted on the DHHS Website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals received, consistent with the following criteria identified in the Request for Proposals: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The RFP stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire did not submit the lowest price bid but they received the overall highest score and committed to the highest amount of in-kind support. In addition, they have contracted with DCBCS to develop and manage the pilot program since its inception in 2008 and approval of this contract will ensure that the needs of New Hampshire National Guard, Reserves and Active Duty service members and their families who are the deployment cycle will continue to be met as described in this contract. See attached Bid List for names of bidder, evaluators, criteria, scores and recommendation.

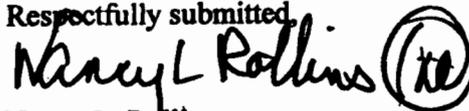
The contractor's performance will continue to be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices and program/financial reports submitted to DCBCS.

Area Served: Statewide

The source of funds is 100% other funds (i.e. federal funds transferred from the Adjutant General's Department to the Department of Health and Human Services).

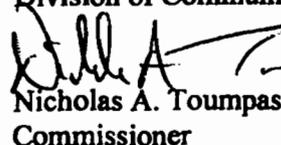
In the event that federal funds are no longer available, general funds will not be requested to support this program.

Respectfully submitted,

 (10)

Nancy L. Rollins  
Associate Commissioner  
Division of Community Based Care Services

Approved by:

  
Nicholas A. Toumpas  
Commissioner

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STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION OF COMMUNITY BASED CARE SERVICES

129 PLEASANT STREET, CONCORD, NH 03301  
 603-271-8560 1-800-852-3345 Ext. 8560  
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Nicholas A. Toumpas  
 Commissioner

Nancy L. Rollins  
 Associate Commissioner

Approved by 6+C  
 Date 3-24-10  
 Item # 88

March 1, 2010

Contract # 1006949

His Excellency, Governor John H. Lynch  
 and the Honorable Executive Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services (DCBCS), to enter into an agreement with Easter Seals New Hampshire, Inc., 555 Auburn Street, Manchester, NH 03103, vendor code 177204 to implement and manage the statewide Deployment Cycle Support Program (DCSP), in an amount not to exceed \$1,492,841.00, effective March 24, 2010 or date of Governor and Council approval, whichever is later, through September 30, 2010. Funds are available in State Fiscal Years 2010 and 2011 in the following account, pending approval of an Inter-Agency Agreement between the Adjutant General's Office and the Department of Health and Human Services, submitted by the Adjutant General's Office to the Governor and Council for the March 24, 2010 meeting. These funds can be adjusted, if needed and justified, between State Fiscal Years.

05-95-48-95810-5192 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: COMMISSIONER, COMMUNITY BASES CARE SERVICES, DIRECTORS OFFICE

Fiscal Year	Class/Object	Class Title	Amount
2010	102-0731	Contracts for Program Services	\$ 888,025.00
2011	102-0731	Contracts for Program Services	\$ 604,816.00
Total			\$ 1,492,841.00

**EXPLANATION**

The purpose of this Requested Action is to contract with Easter Seals New Hampshire, Inc. to operate and manage the statewide Deployment Cycle Support Program that provides support services to New Hampshire National Guard, Reserves and Active Duty service members and their families who are deployed or returning from combat. The DCSP builds a community-based support system, which integrates current veteran services with existing service delivery systems, and allows local access for a full-spectrum of care. It is a preventive approach supporting families and military members pre, during, and post deployments. Crisis prevention for

His Excellency  
and the Honorable Executive Council  
March 1, 2010  
Page 3

Department of Health and Human Services

families and military members is addressed through early development of "care plans" by professional care providers. The "care plan" is basically a risk assessment used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Case managers proactively address "care plan" needs and refer or provide further treatment, as necessary.

The DCSP developed from the federally funded pilot program referred to as the Joint Family Support Assistance Program (JSAP), and is an integral element of the NH Joint Force Headquarters JI Deployment Cycle Support program continuum, which includes a wide range of programs and services. The program was developed by a multidisciplinary team representing military, DHHS, Veterans Administration, and community organizations.

The Department of Defense authorized Federal Fiscal Year 2010 funding for this project in early January 2010. Federal funds for this agreement are provided to the Adjutant General's Department by the National Guard Bureau pursuant to a Federal-State Master Cooperative Agreement for the mutual support of the New Hampshire National Guard. The cost of this agreement shall be reimbursed to the State of New Hampshire by the Federal Government at a rate of 100%, and in turn transferred by the Adjutant General's Department to the Department of Health and Human Services.

The Adjutant General's Department and the Department of Health and Human Services, Division of Community Based Care Services have submitted an Inter-Agency Agreement for the March 24, 2010 Governor and Executive Council meeting to authorize the payment of \$2,600,000 through June 30, 2011, of which \$1,492,841.00 will be contracted with Easter Seals NH, Inc. for provision of services identified as the Deployment Cycle Support Program, upon approval of this contract and the Inter-Agency Agreement by the Governor and Executive Council.

The Department of Health and Human Services and the National Guard released a Request-For-Proposal (RFP) to select a vendor to implement and manage the statewide DCSP on December 1, 2009. The RFP was posted on the DHHS Website and a notice of the release was sent to all known potential vendors. Easter Seals New Hampshire, Inc. was selected following a comprehensive evaluation of three proposals submitted, consistent with the following criteria identified in the Request for Proposals: Format and Adherence to Instructions, Background and Capacity, Plan of Operation and Workplan, and Budget and Budget Justification. The RFP stated that the bid amount was not the main factor in selecting a vendor to manage the program. The selected bidder, Easter Seals New Hampshire did not submit the lowest price bid but they received the overall highest score and committed to the highest amount of in-kind support. In addition, they have contracted with DCBCS to develop and manage the pilot program since its inception in 2008 and approval of this contract will ensure that the needs of New Hampshire National Guard, Reserves and Active Duty service members and their families who are the deployment cycle will continue to be met as described in this contract. See attached Bid List for names of bidder, evaluators, criteria, scores and recommendation.

The contractor's performance will be measured by their ability to meet the performance measures and other terms and conditions of the contract as evidenced by monthly invoices and program/financial reports submitted to DCBCS.

The Department of Health and Human Services shall retain the option to renew the contract for a period to be negotiated with the contractor, but not to exceed five (5) one year renewals, at its discretion, upon satisfactory delivery of services, availability of funds, and upon approval of Governor and Executive Council.

Area Served: Statewide

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ereby

The source of funds is 100% other funds (i.e. federal funds transferred from the Adjutant General's Department to the Department of Health and Human Services).

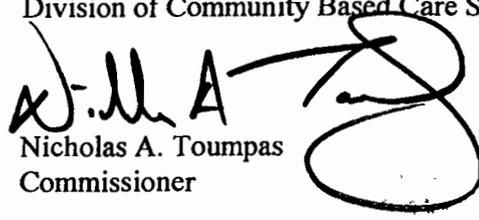
In the event that federal funds are no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner  
Division of Community Based Care Services

Approved by:



Nicholas A. Toumpas  
Commissioner

CERTIFICATE OF LIABILITY INSURANCE

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 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: USI Insurance Svcs of NE, Inc. PO Box 6360 Manchester, NH 03108-6360 603 625-1100. CONTACT NAME: USI Insurance Svcs of NE, Inc. PHONE (A/C, No, Ext): 603 625-1100 FAX (A/C, No):. INSURER(S) AFFORDING COVERAGE: INSURER A: Philadelphia Insurance Company NAIC #: 23850 INSURER B: Liberty Mutual Insurance Co. 23043

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, and Blanket-EDP RC Value.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required) \*\*Supplemental Names\*\* Easter Seals NY, Inc., Easter Seals ME, Inc., STS, Inc., Agency Realty, Inc., Easter Seals Rhode Island, Inc., The Harbor Schools, Inc., Manchester Alcohol Rehabilitation Center, Inc., dba The Farnum Center, Easter Seals VT, Inc., Easter Seals CT, Inc., Webster Place Center, Inc., - The General Liability policy includes a blanket automatic Additional Insured endorsement that provides Additional Insured and a Blanket (See Attached Descriptions)

CERTIFICATE HOLDER: State of New Hampshire Division of Mental Health 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: E. Arnold