



MARGARET WOOD HASSAN  
GOVERNOR

**STATE OF NEW HAMPSHIRE**  
**OFFICE OF ENERGY AND PLANNING**  
107 Pleasant Street, Johnson Hall  
Concord, NH 03301-3834  
Telephone: (603) 271-2155  
Fax: (603) 271-2615



www.nh.gov/oep

47

May 3, 2016

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

**REQUESTED ACTION**

Authorize the Office of Energy and Planning (OEP) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of \$37,000.00 to support energy efficiency in state buildings, effective June 1, 2016 upon Governor & Council approval, through June 30, 2017. 100% Federal Funds (State Energy Program).

Funding is available in the following account, State Energy Programs, contingent upon the availability and continued appropriation of funds in the FY 2017 operating budget as follows:

	<u>FY 2016</u>	<u>FY 2017</u>
01-02-02-024010-65100000		
102-500731 Contracts for Program Services	\$2,000.00	\$35,000.00

**EXPLANATION**

The intent of this Agreement is to provide support for programs to reduce energy consumption and reduce costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office.

Contingent upon the approval of New Hampshire's 2016 State Energy Program (for State FY 2017) by the U.S. Department of Energy, OEP requests an MOA in an amount not to exceed \$37,000.00 to support: DAS's highly productive retro-commissioning work, which identifies specific energy-reduction strategies for State buildings; improvements to the state energy database, a tool that helps managers track energy use in hundreds of State owned buildings and identify priorities for cost-saving conservation, and training the DAS Energy Management leaders to support their Energy Management Program.

These projects will be administered by DAS. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

  
\_\_\_\_\_  
Meredith A. Hatfield  
Director  
Officer of Energy and Planning

  
\_\_\_\_\_  
Vicki V. Quiram  
Commissioner  
Department of Administrative Services

**MEMORANDUM OF AGREEMENT  
BETWEEN  
OFFICE OF ENERGY AND PLANNING  
AND  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Energy and Planning (OEP) and Department of Administrative Services (DAS) to utilize funding provided by OEP to reduce energy consumption and costs in state buildings. This agreement will become effective June 1, 2016, upon approval by Governor and Council. The project completion date is June 30, 2017.

For the purposes of this Agreement, OEP and DAS agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds may be used to:
  - a. Expand the State's use of retro-commissioning analyses to identify energy- and cost-saving measures in State buildings;
  - b. Streamline the State's Energy Saving Performance Contracting (ESPC) process. This may include developing tools such as standardized RFP's, contracts and State project management guidelines;
  - c. Education for State Energy Manager or other appropriate DAS Staff;
  - d. State Energy Database improvements. This may provide support for implementation of an updated online interface designed to make the state energy database more useful for studying and planning for energy use in State buildings, or to convert the current State Database to a standardized program that requires less internal support, in order to increase analytical functions and facilitate comparison of energy use in like buildings; and
3. Up to \$1,200.00 of funds provided may be used for educational purposes as approved by OEP.
4. DAS shall submit a detailed Program Plan for approval by OEP within 30 days of G&C approval of this agreement. The Program Plan may include:
  - a. Definition of goals, milestones, deliverables, and outcomes for expanding the use of retro-commissioning analyses in State buildings;
  - b. Definition of goals, milestones, deliverables, and outcomes for streamlining and improving the efficiency of ESPC for State buildings;
  - c. Proposal for education for State Energy Manager and staff;
  - d. Definition of goals, milestones, deliverables, and outcomes for upgrades to the state energy database; and

- e. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
5. OEP shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
6. DAS shall administer the program(s).
7. DAS shall submit quarterly reports to OEP that include the following, if applicable:
  - a. Improvements to the State Energy Database: number of accounts reporting reliably
  - b. Improvements to the State Energy Database: percentage of accounts reporting reliably
  - c. Improvements to the State Energy Database: number of accounts cleaned and made useful
  - d. Measured reduction in energy use per square foot of occupied State Office space normalized for weather conditions
  - e. A description of any education workshops, training and education sessions offered for performance contracting and the State Energy Database; including number of participants in each
  - f. A description of any relevant education sessions attended by DAS;
  - g. A description of actions advancing work supported by prior SEP-funded contracts including retro-commissioning and ESPCs.
8. PROJECT COST: OEP shall provide funding in an amount up to \$2,000.00 in FY 2016 and up to \$35,000.00 for FY 2017. FY 2016 funding must be spent prior to June 30, 2016. FY 2017 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2017.
9. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines.
10. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.
11. DURATION: The project duration extends from, June 1, 2016, the date of approval by Governor and Council, through June 30, 2017 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

M.A.H.  
Meredith A. Hatfield, Director  
NH Office of Energy and Planning

5/3/16  
Date

Vicki V. Quiram  
Vicki V. Quiram, Commissioner  
NH Department of Administrative Services

5/5/16  
Date

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: [Signature]  
Assistant Attorney General

Date: May 5, 2016

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on \_\_\_\_\_, \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Initials: GH Date 5/5/16  
M.A.H. 5/3/16