



CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE

OFFICE OF STRATEGIC INITIATIVES

107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615

DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

July 24, 2018

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

REQUESTED ACTION

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of \$146,500.00 to support energy consumption reduction and costs in state buildings, effective August 8, 2018, upon Governor & Council approval, through June 30, 2019.
100% Federal Funds (State Energy Program).

<u>Office of Strategic Initiatives, State Energy Programs</u>	<u>FY 2019</u>
01-02-02-024010-65100000	
102-500731 Contracts for Program Services	\$146,500.00

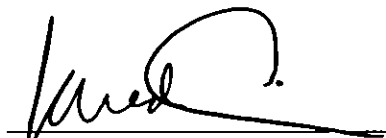
EXPLANATION

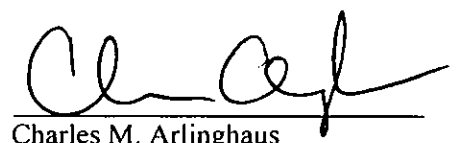
The intent of this Agreement is to provide support for programs to reduce energy consumption and costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office.

OSI requests an MOA in an amount not to exceed \$146,500.00 to support: DAS's objective to promote the reduction of energy use, responsible energy behavior, and energy efficiency strategies in state facilities to state employees through education and outreach programs; making building improvements and using building controls; utility tracking and benchmarking; energy efficiency projects; the Annual State Energy Conference; and other initiatives approved by OSI.

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,


Jared Chicoine
Director
Officer of Strategic Initiatives


Charles M. Arlinghaus
Commissioner
Department of Administrative Services

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Administrative Services (DAS) to utilize funding provided by OSI to reduce energy consumption and costs in state buildings. This agreement will become effective August 8, 2018, upon approval by Governor and Council. The project completion date is June 30, 2019.

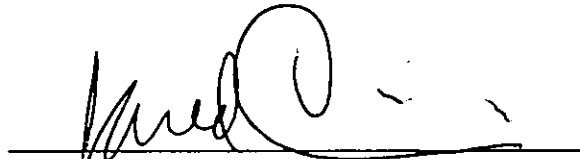
For the purposes of this Agreement, OSI and DAS agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. Up to \$50,000.00 of funds provided may be used for building improvements/building controls. Activities supporting this initiative may include:
 - a. Contracting with a firm that provides building automation services and support;
 - b. Purchase of materials and/or equipment related to building automation;
 - c. Contracting with a firm that provides a building analytics software;
 - d. Contract with a firm to perform a controls study for buildings;
 - e. Contract with a firm that provides commissioning or technical assistance for energy savings performance contracts;
 - f. Employment of a temporary position and all costs associated with this employment including salary, benefits, supplies, travel, equipment, etc.; and
 - g. Any other related expense approved by OSI.
3. Up to \$1,500.00 of funds provided may be used to support the Annual State Energy Conference or similar event. Activities supporting this initiative may include:
 - a. Rental costs associated with conference venue;
 - b. Refreshments for conference attendees, speakers, and vendors;
 - c. Materials necessary for conducting educational sessions or to support the administration of the conference; and
 - d. Any other related expense approved by OSI.
4. Up to \$15,000.00 of funds provided may be used for utility tracking and benchmarking. Activities supporting this initiative may include:
 - a. Sub-metering of energy or water consumption at building, the building level or within buildings to provide more detailed usage and cost data;
 - b. Conducting studies of state facilities to identify areas of excess energy or water use and develop strategies for reduction;
 - c. Implementing more automated processes through the utility companies or through building meters to provide electronic utility data; and

- d. Any other related expense approved by OSI.
5. Up to \$35,000.00 of funds provided may be used for energy education & outreach. Activities supporting this initiative may include:
 - a. Salary and benefits for a part-time employee who supports the reduction of energy use in state facilities through establishing and promoting education & outreach programs. Activities of this employee may include, but are not limited to: blog posts, website updates, seminars, conference planning, online trainings, appreciation programs/events, newsletters, and social media;
 - b. In-state travel for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives; and
 - c. Any other related expense approved by OSI.
 6. Up to \$45,000.00 of funds provided may be used for energy efficiency projects. Activities supporting this initiative may include:
 - a. Products or services that aid in the fossil fuel reduction goals as part of Executive Order 2016-3, provided they meet a return on investment of 10 years or less; and
 - b. Any other related expense approved by OSI.
 7. DAS shall submit a detailed Program Plan for approval by OSI within 30 days of G&C approval of this agreement. The Program Plan may include:
 - a. Definition of goals, milestones, deliverables, and outcomes for conducting building improvement and building controls strategies;
 - b. Definition of goals, milestones, deliverables, and outcomes for conducting the Annual State Energy Conference;
 - c. Definition of goals, milestones, deliverable, and outcomes for conducting utility tracking and benchmarking strategies;
 - d. Definition of goals, milestones, deliverables, and outcomes for establishing and filling a new part-time Education & Outreach Specialist position;
 - e. Definition of goals, milestones, deliverables, and outcomes for developing an education and outreach plan for state employees;
 - f. Definition of goals, milestones, deliverables, and outcomes for completing energy efficiency projects in state buildings; and
 - g. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
 8. OSI 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.
 9. DAS shall administer the program(s).

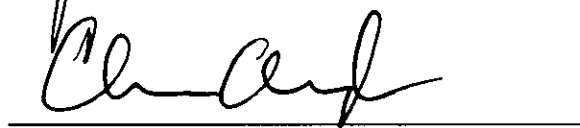
10. DAS shall submit quarterly reports to OSI that include the following, if applicable:
- a. Notification of any building automation contracts (# of contracts and names of firms);
 - b. Notification of any commission agent contracts (# of contracts and names of firms); A list of buildings monitored through building improvement and building control initiatives (# of buildings);
 - c. A final agenda and any supporting documentation for the Annual State Energy Conference;
 - d. Attendance list for the Annual State Energy Conference (# of attendees);
 - e. A list of any sub-meters installed for energy or water (# of meters);
 - f. A list of any energy-related studies performed on buildings (# of studies); and
 - g. A list of buildings receiving automated utility data either through the utilities or through building metering (# of accounts).
 - h. A job description/advertisement for a new part time education and outreach specialist and notification on when that position is filled (date of hire).
 - i. The number of education & outreach visits with, or presentations to, state agencies (# agencies).
 - j. The number of articles, outreach documents, and social media posts drafted and distributed to support the State's energy saving initiatives (# articles/posts/documents).
11. PROJECT COST: OSI shall provide funding in an amount up to \$146,500.00 for FY 2019. FY 2019 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2019.
12. 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.
13. 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.
14. DURATION: The project duration extends from, August 8, 2018, the date of approval by Governor and Council, through June 30, 2019 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.



Jared Chicoine, Director
NH Office of Strategic Initiatives

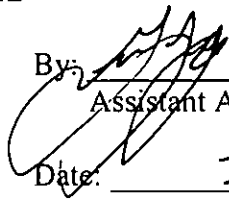
7/12/2018
Date



Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

7/12/18
Date

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General, Gordon Landrigan
Date: July 13, 2018

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: _____