



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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Deputy Commissioner  
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May 14, 2019

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

## REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding (MOU) with the Department of Information Technology (DoIT), in the amount of \$81,083.20. This agreement will facilitate the design and development of custom Contract Management process flows using Infor Process Automation (IPA), as well as Strategic Sourcing workflows for "Sourcing Event Approval" (SS flow). The delivered product shall include training for configuration and administration of Process Automation and Configuration Console contained within the Infor US Inc. Vendor # 227989 Enterprise Resource Planning (ERP) system, referred to as NH FIRST. This request is for the period effective upon Governor and Executive Council approval through December 31, 2020. 100% Transfer Funds (35.7% General Funds, and 64.3% Other Funds)

Funding for this MOU is available in the Department of Information Technology accounting unit entitled Central IT Services and OPS, FY 2019, with the authority to adjust encumbrances across State Fiscal Years through the Budget Office if needed and justified, as follows:

#01-03-03-030010-7703 Central IT Services and OPS	<u>FY2019</u>
#046-500465-IT Consultants	\$81,083.20

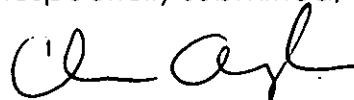
## EXPLANATION

This Memorandum of Understanding (MOU) between The Department of Information Technology and the Department of Administrative Services provides for financial payment in support of implementation costs associated with the addition of the Infor Strategic Sourcing and Contracts Management module within NH FIRST. The new modules will allow State agencies to better leverage Infor Process Automation (IPA) allowing agencies to systemize the competitive bidding process, optimize vendor selection, standardize legal language, use electronic contract approval processes, efficiently route pending contracts to appropriate parties, control how contracts are created, managed, and monitored, and improve visibility for pricing and compliance. Having this information at the agencies disposal will allow them to make informed business decisions related to product and service costs.

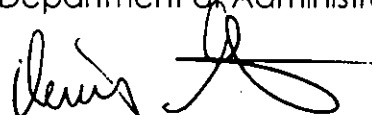
Because DAS facilitates and manages the NH FIRST ERP, and DoIT has a vested interest in the technology; wishing to ensure that the module will enhance Statewide contract processes, they are sharing in the total cost of the implementation. DAS feels that this is an effective measure to address total costs of this project.

Based on the foregoing, we are respectfully recommending approval of the MOU between the Department of Administrative Services and the Department of Information Technology.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner  
Department of Administrative Services



Denis Goulet  
Commissioner  
Department of Information  
Technology

**STATE OF NEW HAMPSHIRE  
INTERAGENCY MEMORANDUM OF UNDERSTANDING**

**A. AGREEMENT**

This Memorandum of Understanding between the Department of Information Technology (DoIT) and the Department of Administrative Services (DAS) sets forth the terms and conditions whereby DoIT will make payment of funds from account #01-03-03-030010-7703, Central IT Services and OPS, class 046-500465 IT Consultants, DOIT Activity Code #03030000, to Infor US Inc., Vendor #227989 (Infor), for the total dollar amount of \$81,083.20, incurred as a result of the need for design and development of custom Contract Management process flows using Infor Process Automation (IPA), as well as a Strategic Sourcing workflows for "Sourcing Event Approval" (SS flow), training for configuration and administration of Process Automation, and Configuration Console all within the NH FIRST (ERP).

**B. REASON FOR CHANGE**

Infor, our Enterprise Resource Planning system vendor is consulting with DAS, DoIT and HHS to implement the Strategic Sourcing and Contracts Management module as an addition to the NH FIRST (ERP). This new module will enhance the State's capabilities of facilitating vendor management and contracts across agencies through the use of our Statewide system, enabling standardization, pervasive tracking, systemic workflow for automatic routing, and utilization of the ERP to approve contracts. Because DAS facilitates and manages the NH FIRST (ERP) and DoIT has a vested interest in ensuring that the module can enhance Statewide contract processes, they are sharing in the total cost of the implementation: DAS feels that this is a cost effective measure to address total costs of this project.

**C. SCOPE OF WORK**

Infor will design and develop a custom Contract Management process flow using Infor Process Automation (IPA) flow, as well as a Strategic Sourcing workflow for "Sourcing Event Approval" (SS flow). Also there will be custom security built to work with the Contract management flow. The deliverables of this custom IPA work will be a functional design specification and technical design specification for the security flow, contract approval flow, and SS flow, as well as the delivery of each flow from aforementioned specifications for user testing.

Infor will provide a 5-day training class for Configuration and Administering Process Automation. This course provides hands-on experience using Infor Process Server, Infor Process Designer, and Infor Rich Client to monitor and maintain IPA, create and modify business processes, and access routed work in the Inbasket.

Infor will also provide a 1-day customized training for administering Configuration Console. This will include a custom overview of skills and knowledge around the Infor Configuration Console application, including how to recognize the differences between modifications, configurations, and personalizations, as well as defining ways to configure application components, create and manage security classes, and create custom security classes using security templates.

**D. PAYMENT FOR SERVICES**

DoIT shall set aside funds in the amount of \$81,083.20. These funds are expected to reasonably cover all expected expenses for work performed by Infor personnel for the duration of the MOU.

**E. EVALUATION**

Services under this contact must be provided in a manner satisfactory to DoIT and DAS. In the event that DoIT determines that the services are not provided in a satisfactory manner, DoIT shall report its concern to DAS, and DAS shall take appropriate action to address DoIT's concerns.

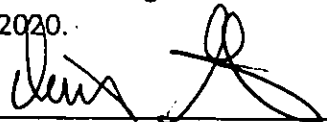
**F. MISCELLANEOUS**

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this Agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party hereto without the prior written consent of the other party. This Agreement shall be construed under the laws of the state of New Hampshire.


**G. DURATION**

The Agreement is effective upon approval by the Governor and Council, and shall continue through the duration of the Change Order completion, no later than December 31, 2020.

  
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Denis Goulet  
DoIT Commissioner

Date

5/20/2019

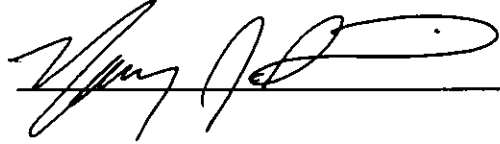
  
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Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

Date

5/15/19

Approved by the Attorney General this 23rd day of May, 2019, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

A handwritten signature in black ink, appearing to be "V. Gray", is written over a horizontal line. The signature is stylized and cursive.