



MARGARET WOOD HASSAN  
GOVERNOR

**STATE OF NEW HAMPSHIRE**  
**OFFICE OF ENERGY AND PLANNING**  
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November 26, 2014

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 \$20,000 to support energy efficiency in state buildings, effective December 23, 2014 upon Governor & Council approval, through June 30, 2015. 100% Federal Funds (State Energy Program).

Funding is available in the following account:

<u>Office of Energy &amp; Planning, State Energy Programs</u>	<u>FY 2015</u>
01-02-02-024010-6510	
102-500731 Contracts for Program Services	\$20,000

**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. Planned efforts including improving the functionality of the state energy database, investigating how the State can take better advantage of performance contracting, and providing educational opportunities for the Energy Management office. Targeted improvements to the energy database, which tracks energy use in state buildings, will enhance its quality and its utility as a planning tool for energy efficiency projects. This project will also provide education for the State's energy management leaders involved with energy savings performance contracts, enhancing their capacity to define, contract and manage projects using this important vehicle to implement energy efficiency measures in State buildings.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

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

Sincerely,



\_\_\_\_\_  
Meredith A. Hatfield, Director  
NH Office of Energy and Planning

  
\_\_\_\_\_  
Linda M. Hodgdon, Commissioner  
NH 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 December 23, 2014, upon approval by Governor and Council. The project completion date is June 30, 2015.

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

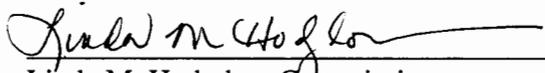
1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds may be used to:
  - a. Streamline the State's Energy Saving Performance Contracting (ESPC) process. This may include developing tools such as standardized RFP's, contracts and State project management guidelines;
  - b. Education for State Energy Manager or other appropriate DAS Staff; and
  - c. State Energy Database upgrade. 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.
3. Up to \$1,500 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 streamlining and improving the efficiency of ESPC for State buildings;
  - b. Proposal for education for State Energy Manager and staff;
  - c. Definition of goals, milestones, deliverables and outcomes for upgrades to the state energy database; and
  - d. 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. The number of technical assistance contacts with state agencies relative to ESPC's (# agencies).
  - b. The number of technical assistance contacts with state agencies relative to the database upgrade (# agencies).
  - c. A description of tools developed for state energy database visualization or conversion to Portfolio Manager (# tools).
  - d. A description of workshops, training and education sessions offered for performance contracting and the state energy database; including number of participants in each.
  - e. A description of any education sessions attended by DAS ; and
8. **PROJECT COST:** OEP shall provide funding in an amount up to \$20,000. Funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2015.
9. **INVOICING:** DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter.
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, December 23, 2014, the date of approval by Governor and Council, through June 30, 2015 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.

  
\_\_\_\_\_  
Meredith A. Hatfield, Director  
NH Office of Energy and Planning

11/25/14  
Date

  
\_\_\_\_\_  
Linda M. Hodgdon, Commissioner  
NH Department of Administrative Services

11/25/14  
Date

OFFICE OF THE ATTORNEY GENERAL

Approved as to form, substance and execution

By:   
\_\_\_\_\_  
~~Assistant Attorney General~~

Date: 12/11/2014

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: \_\_\_\_\_