



**State of New Hampshire
Department of Revenue Administration**

109 Pleasant Street
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www.nh.gov/revenue



John T. Beardmore
Commissioner

May 7, 2014

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

SOLE SOURCE

25% Highway fund
75% General funds

REQUESTED ACTION

Authorize the Department of Revenue Administration (DRA) to enter into a **sole source** Cooperative Agreement with University of New Hampshire of the University System of New Hampshire (USNH), Durham, New Hampshire, in an amount not to exceed \$21,380.00. Funding is requested to provide a two-fold public engagement process to inform the work of the Governor's Commission on State Government Innovation, Efficiency and Transparency, effective upon Governor and Council approval through December 31, 2014.

Funding is available in the following accounts:

FY 2014

04-96-960015-3038, 046-500464	\$2,380.00
Department of Transportation, Executive Office (100% Highway Funds)	
04-96-96-960315-3027, 046-500464	\$3,000.00
Department of Transportation, Employee Training (100% Highway Funds)	
03-44-44-444010-2589-102-500731	\$6,000.00
Department of Environmental Services, Contracts for Program Services (100% General Funds)	
01-84-84-840510-1501-103-500731	\$10,000.00
Department of Revenue Administration, Contracts for OP Services (100% General Funds)	

EXPLANATION

This request is **sole source** due to the fact that the NH Listens project is well established and its work has been previously utilized across state government for purposes consistent with the Commission's current objectives. NH Listens will manage the planning and implementation of three interrelated engagement processes to gather input from the general public, government partners and public employees.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

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Page 2 of 2

This agreement will fund the outreach to government partners and public employees. A separate agreement with the New Hampshire Charitable Foundation will oversee the general public outreach portion of the project. The project's overarching goal and theme will be, is Granite State Government as Efficient, Transparent, and Innovative as It Can Be?

A full analysis of the findings and results will conclude in September of 2014. NH Listens will compile a report summarizing all themes and key findings. This includes data from participant evaluations as well as small group notes and themes within and across participant groups.

The Department of Revenue Administration (DRA), the Department of Transportation (DOT), the Department of Environmental Services (DES) are joining together to fund this meaningful and important project. DOT Commissioner Clement, DES Commissioner Burack and I serve on the Commission together, collaborating with several other public, private and non-profit leaders.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'JTB', with a long horizontal flourish extending to the right.

John T. Beardmore
Commissioner of Revenue Administration

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Revenue Administration, Department of Environmental Services, Department of Transportation

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Revenue Administration, Department of Environmental Services, Department of Transportation**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **12/31/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: Support of Public Engagement for the Governor's Commission on State Government Innovation, Efficiency, and Transparency

D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Campus Project Administrator

Name:
John T. Beardmore,
Commissioner of Revenue Administration;
Thomas S. Burack,
Commissioner of Environmental Services;
Christopher D. Clement, Sr.,
Commissioner of Transportation

Name: Dianne Hall

Address: c/o Dept of Revenue Administration
109 Pleasant St.
Concord NH 03301

Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824

Phone: 603-230-5016

Phone: 603-862-1942

E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name:
John T. Beardmore,
Commissioner of Revenue Administration;
Thomas S. Burack,
Commissioner of Environmental Services;
Christopher D. Clement, Sr.
Commissioner of Transportation

Address:
c/o Department of Revenue Administration
109 Pleasant St.
Concord, NH 03301

Phone: 603-230-5016

Campus Project Director

Name: Bruce Mallory

Address: Director, The Carsey Institute
Huddleston Hall
University of New Hampshire
Durham, NH 03824

Phone: 603-862-2821

F. Total State funds in the amount of \$21,380 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from _____ under CFDA# _____. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

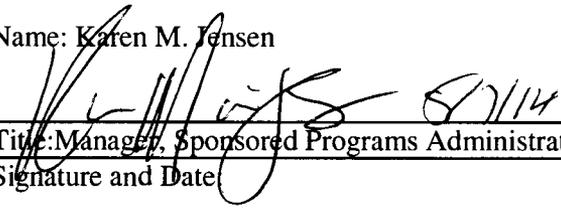
H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, Department of Revenue Administration, Department of Environmental Services, Department of Transportation have executed this Project Agreement.

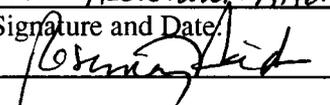
By An Authorized Official of:
University of New Hampshire

Name: Karen M. Jensen


Title: Manager, Sponsored Programs Administration
Signature and Date

By An Authorized Official of: the New
Hampshire Office of the Attorney General

Name: Rosemary Wiant
Title: Assistant Attorney General
Signature and Date:


Date: 5-7-14

By An Authorized Official of:
Department of Revenue Administration;
Department of Environmental Services;
Department of Transportation

Name: John T. Beardmore;
Thomas S. Burack,
Christopher D. Clement, Sr.

Title: Commissioners
Signature and Date:  5/8/14
 3/8/2014
 5/9/2014

By An Authorized Official of: the New
Hampshire Governor & Executive Council

Name:
Title:
Signature and Date:

EXHIBIT A

- A. Project Title:** Support of Public Engagement for the Governor's Commission on State Government Innovation, Efficiency, and Transparency
- B. Project Period:** May 15, 2014 - December 31, 2014
- C. Objectives:** On May 29, 2013, Governor Hassan established by executive order the Commission on State Government Innovation, Efficiency and Transparency. Charged with examining and making recommendations regarding the organization of government, improving government processes, improving contracting relationships, increasing efficiency, and creating performance metrics to improve transparency in government, this proposal outlines a two-fold public engagement process to inform the work of the Commission.

The identified goals include gathering significant input from:

- Public employees with a focus on key opportunities for innovative processes and organizational efficiencies, including identifying barriers to innovation and efficiency.
- Key partners with government including not-for-profits, local municipalities, and businesses with a focus on efficiency and delivery of services.
- General public with a focus on desired levels of transparency and meaningful indicators and metrics for performance, including how government might help convey the future impact of decisions and actions that are (and are not) taken.

New Hampshire Listens is a civic engagement initiative of the Carsey Institute at the University of New Hampshire. NH Listens works to strengthen New Hampshire communities by helping citizens participate directly in discussions about policies that affect their daily lives. Established in 2011, we engage state residents in local, regional, and statewide conversations on a broad range of topics to bring about informed, innovative solutions to complex issues. At the core of our work, we organize fair, nonpartisan discussions throughout the state, help communities establish their own, independent, local Listens organizations, and train facilitators for public engagement.

Anticipated Impacts

There are several benefits expected to result from this effort. First, New Hampshire residents will have the opportunity to learn more about how state government works, to express their views about how it might be improved, hear new ideas and points of view from their peers, and articulate specific ideas for increasing efficiency, transparency, and innovation. Second, the findings and recommendations that emerge from all three sets of deliberations will be incorporated into the Commission's final report to Governor Hassan. The Commission has made a clear commitment to consider the findings and recommendations as it designs its own recommendations, and to forward the complete report from the public conversations to the Governor.

- D. Scope of Work:** Campus will manage the planning and implementation of three interrelated engagement processes to gather input from the general public, government partners, and public employees.

Overview of Work Plan

For all three phases of the project, the framing question that will guide the small-group, facilitated dialogues will be, Is Granite State Government as Efficient, Transparent, and Innovative as It Can Be?

June 2014: The project coordinator, in collaboration with the Commission members, launches outreach for the event for government partners (contractors, vendors, to be identified by DRA staff), to be held in one central location in Concord on June 23. We expect to engage approximately 150 partners in the process. An interim summary report will be shared with the commission and will serve to inform the public employee events.

Simultaneously, the project coordinator launches the events for public employees (through an invitation from the Commission through department heads) to identify key ideas, priorities, and collaborations on increasing government innovation and efficiency. These meetings, in up to three locations, will take place in the last week of June. We expect to engage up to 300 state employees in the process.

- E. **Deliverables Schedule:** By September 1, 2014: Following all events, Campus will compile a report summarizing all themes and key findings. This includes data from participant evaluations as well as small group notes and themes within and across participant groups. A completed report will be delivered to the Commission by September 1st.
- F. **Budget and Invoicing Instructions:** Campus will submit its first invoice on regular Campus invoice forms to Department of Revenue Administration (DRA) for \$5,345 at the time of G&C project approval. Subsequent invoices on regular Campus invoice forms shall be submitted quarterly to DRA for \$5345 until the not-to-exceed amount of \$21,380 is reached. State (DRA) will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.