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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shabinette
Commissioner

Tricia M. Tilley
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June 10, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** amendment to an existing contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute (VC#161611-B001), Bow, NH, to continue providing a broad range of support services across a number of public health programs, by increasing the price limitation by \$457,745 from \$5,932,505 to \$6,390,250 and by extending the completion date from June 30, 2021 to December 31, 2021 effective upon Governor and Council approval. 72% Federal Funds. 5% General Funds. 23% Other Funds (Pharmaceutical Rebates and Public Health Protection).

The original contract was approved by Governor and Council on June 21, 2017, Item #51. It was subsequently amended with Governor and Council approval on February 21, 2018, Item #8; April 17, 2019, Item #19; October 2, 2019, Item #14; and June 24, 2020, Item #43. It was amended with Governor approval on May 29, 2020, as presented to the Executive Council on June 24, 2020, as Informational Item #F; as amended with Governor approval on July 31, 2020, as presented to the Executive Council on August 26, 2020, as Informational Item #N; and as amended with Governor and Council approval on November 18, 2020, Item #34.

The Governor approved \$415,000 of COVID-19 funding included in this amendment request on April 11, 2021 date, which is included as an informational item in this agenda, to support COVID-19 vaccination efforts.

Funds are anticipated to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because the Department is extending contract beyond the completion date and there are no renewal options available. The need for the services provided under this agreement increased substantially to support the State's strategic response to COVID-19 and three sole source amendments were approved by the Governor for these critical services. Because of the uncertainties presented during the past year, the Department did not seek to reprocore services mid-pandemic to ensure consistency through an evolving situation. The Department intends to competitively reprocore services by December 31, 2021. It is in the best

interest of the State to continue to utilize the existing vendor to maintain continuity of support and efficient delivery of services.

The purpose of this request is to extend the current agreement for six (6) months while the Department competitively reprocures the services included in this agreement. The Contractor will continue to provide a broad range of public health professional support services that includes, but is not limited to: developing and implementing risk and needs assessments; training programs; developing educational materials; planning for large statewide conferences as well as smaller meetings and conferences; providing technical assistance to local partners; and providing subject matter expertise.

All NH residents may be reached through these efforts, specifically the education programs related to radon, lead poisoning, and immunization.

The Contractor will continue to provide support to the following programs:

- Public Health Preparedness - This agreement provides the Department with public health nurses as well as other professionals trained in emergency preparedness and response, including disease investigations, contact tracing and training programs for public health responders.
- Radon Program – This agreement supports the development and delivery of stakeholder engagement; public outreach and education; and an inventory of existing municipal policies and ordinances.
- Healthy Homes and Lead Poisoning Prevention Program - This agreement supports the ongoing outreach and education to stakeholders that include medical providers, families living in pre-1978 properties with children 72 months and younger, contractors, and landlords
- Immunization program - This agreement supports an Immunization Coalition with the goal of developing education and outreach tools for medical professionals and the general public.
- Climate Program - This agreement supports interventions undertaken by Regional Public Health Networks and assesses how they are building community resilience to the health impacts from severe weather and climate change. Environmental public tracking was removed because of reduced federal funds.
- Home Visiting program - This agreement supports access to on-line developmental screening for children to support access to appropriate services.
- HIV Prevention program - This agreement supports the procurement, management and self-testing HIV kits and other prevention supplies to individuals and develop and maintain an online ordering system to request these items.
- Food Protection – This agreement supports the Food Service Establishment training for inspections in municipalities that are classified as self-inspecting.
- Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH) - This agreement supports training programs to agencies contracted by the Department to provide Home Visiting service.

The Department will monitor contracted services using the following performance measures:

- 85% of participants rate training programs as not less than 'Very Good' in evaluation surveys.
- 85% of conference planning committee members rate conference logistical support for conferences as not less than 'Very Good' in evaluation surveys.
- 85% of conference participants rate the elements pertaining to conference logistics as not less than 'Very Good' in evaluation surveys.
- 85% of workgroup participants rate elements pertaining to workgroup logistics as not less than 'Very Good' in evaluation surveys.
- 85% of planning group members rate meeting logistics as not less than 'Very Good' in evaluation surveys.
- 90% of all requests for high-priority consultation services are responded to within twenty-four (24) hours.
- 90% of all requests for high-priority technical assistance are responded to within twenty-four (24) hours.

Should the Governor and Executive Council not authorize this request, the Department may lack the ability to strategically direct infectious disease prevention services to communities; offer large conferences, trainings, and consultation services to community-based agencies providing public health services; and conduct a needs assessment and evaluation process to improve services. The Department may not meet the key deliverables of this award if these funds are not made available to complete this project.

Area served: Statewide

Source of Funds: CFDA #66.032, FAIN # K1-00162332; CFDA #93.070, FAIN # NUE1EH001332; CFDA #93.197, FAIN # NUE2EH01408; CFDA #66.605, FAIN # BG-00A00731; CFDA #93.889, FAIN # U3REP190580; CFDA #93.268, FAIN # NH23IP922595; CFDA #93.940, FAIN # NU62PS924538; CFDA #93.069, FAIN # NU90TP922018; CFDA #93.323, FAIN # NU50CK000522; Other Funds (Pharmaceutical Rebates); and General Funds.

In the event that the Federal or Other Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette
Commissioner

Public Health Professional Support Services

Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 68% Federal, 32% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
			Sub Total	\$590,000	\$0	\$590,000

**05-95-90-903510-1114 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF EMERGENCY PREPAREDNESS & RESPONSE, PH
EMERGENCY PREPAREDNESS, 69% Federal, 31% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2022	074-500589	Grants for Pub Asst and Relief	90077410	\$0	\$57,500	\$57,500
			Sub Total	\$0	\$57,500	\$57,500

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
			Sub Total	\$180,000	\$0	\$180,000

**05-95-90-903510-1113 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF EMERGENCY PREPAREDNESS & RESPONSE, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2022	074-500589	Grants for Pub Asst and Relief	90077700	\$0	\$20,000	\$20,000
			Sub Total	\$0	\$20,000	\$20,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000

2021	102-500731	Contracts for Prog Svc	90023320	\$80,000	\$0	\$80,000
2021	102-500731	Contracts for Prog Svc	90023205	\$70,000	\$0	\$70,000
2022	074-500589	Grants for Pub Asst and Relief	90023205	\$0	\$32,500	\$32,500
			Sub Total	\$375,000	\$32,500	\$407,500

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$200,000	\$0	\$200,000
2022	102-500731	Contracts for Prog Svc	90024600	\$0	\$100,000	\$100,000
			Sub Total	\$767,600	\$100,000	\$867,600

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,450	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$0	\$7,500	\$7,500
			Sub Total	\$66,450	\$7,500	\$73,950

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
			Sub Total	\$260,000	\$0	\$260,000

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE
ADAPTATION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$44,670	\$0	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$57,760	\$0	\$57,760
2022	102-500731	Contracts for Prog Svc	90007936	\$0	\$21,007	\$21,007
			Sub Total	\$102,430	\$21,007	\$123,437

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			Sub Total	\$86,000	\$0	\$86,000
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$49,000	\$0	\$49,000
2020	102-500731	Contracts for Prog Svc	90036000	\$155,190	\$0	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$195,190	\$0	\$195,190
2021	102-500731	Contracts for Prog Svc	90036000	\$281,083	(\$136,418)	\$144,665
2021	102-500731	Contracts for Prog Svc	90038010	\$73,400	\$94,106	\$73,400
2022	102-500731	Contracts for Prog Svc	90036000	\$0	\$11,250	\$11,250
2022	102-500731	Contracts for Prog Svc	90038022	\$0	\$23,500	\$23,500
			Sub Total	\$354,483	(\$7,562)	\$346,921
			Sub Total	\$684,673	(\$7,562)	\$677,111

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
2021	102-500731	Contracts for Prog Svc	90083204	\$90,000	\$0	\$90,000
			Sub Total	\$780,559	\$0	\$780,559

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL –
CHILD HEALTH, 48% Federal/52% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
			Sub Total	\$96,000	\$0	\$96,000

**05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND CAPACITY, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
			Sub Total	\$60,000	\$0	\$60,000

**05-95-90-901510-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			Sub Total	\$18,000	\$0	\$18,000

**05-95-90-901510-5391 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL HEALTH
- ASSESSMENT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90035100	\$30,515	\$0	\$30,515
2021	102-500731	Contracts for Prog Svc	90035100	\$0	\$40,000	\$40,000
			Sub Total	\$30,515	\$40,000	\$70,515

**05-95-90-901510-5391 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL HEALTH
- ASSESSMENT, 100% Other - Fees**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90028000	\$20,343	\$0	\$20,343
			Sub Total	\$20,343	\$0	\$20,343

**05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024000	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90024000	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
2021	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
2022	074-500589	Grants for Pub Asst and Relief	90024000	\$0	\$97,000	\$97,000
			Sub Total	\$343,000	\$97,000	\$440,000

**05-95-90-901010-5362 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$15,000	\$0	\$15,000
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0

			Sub Total	\$15,000	\$0	\$15,000
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95-042-421110-2978 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF ECONOMIC AND HOUSING SUPPORTS, ADMINISTRATIONS FOR CHILDREN AND FAMILIES, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	42117708	\$50,000	\$0	\$0
2021	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
			Sub Total	\$50,000	\$0	\$50,000

05-95-092-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIOIRAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS, 100% OTHER FUNDS

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$140,000	\$0	\$140,000
			Sub Total	\$140,000	\$0	\$140,000

05-95-090-903010-1901 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, ELC CARES COVID-19, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90183518	\$725,000	\$0	\$725,000
2021	102-500731	Contracts for Prog Svc	90183538	\$415,000	\$0	\$415,000
			Sub Total	\$1,140,000	\$0	\$1,140,000

05-95-090-903010-1957 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, ELC-3 COMPONENTS-COVID-19, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2022	102-500731	Contracts for Prog Svc	90183537	\$0	\$89,800	\$89,800
			Sub Total	\$0	\$89,800	\$89,800

05-95-90-902510-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS RESPONSE, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90703903	\$56,546	\$0	\$56,546
2020	102-500731	Contracts for Prog Svc	90703903	\$6,839	\$0	\$6,839

2020	102-500731	Contracts for Prog Svc	90027027	\$150,000	\$0	\$150,000
			Sub Total	\$212,935	\$0	\$212,935
			Total	\$5,932,505	\$457,745	\$6,390,250

**State of New Hampshire
Department of Health and Human Services
Amendment #8**

This Amendment to the Public Health Professional Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and JSI Research and Training Institute, Inc. (d/b/a Community Health Institute) ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Item #51); as amended on February 21, 2018 (Item #8), April 17, 2019 (Item #19) and October 2, 2019 (Item #14) with Governor and Executive Council approval; as amended with Governor approval on May 29, 2020, and presented to the Executive Council on June 24, 2020 (Informational Item #F); as amended on June 24, 2020 (Item #43) with Governor and Executive Council approval; as amended with Governor approval on July 31, 2020, and presented to the Executive Council on August 26, 2020 (Informational Item #N); and as amended on November 18, 2020 (Item #34) with Governor and Executive Council, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1 Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
December 31, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$6,390,250.
3. Modify Exhibit A Scope of Services Amendment # 3, by replacing in its entirety with Exhibit A Scope of Services Amendment # 8 which is attached hereto and incorporated by reference herein.
4. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, by adding Subsection 3.16 through 3.17, to read:
 - 3.16 US Centers for Disease Control and Prevention, Radon Program, Catalog of Federal Domestic Assistance (CFDA) #66.032, Federal Award Identification (FAIN) # K1-00162332.
 - 3.17 US Centers for Disease Control and Prevention, NEEPS PPG – Multipurpose Grant –Lead-based Paint, Catalog of Federal Domestic Assistance (CFDA) #66.605, Federal Award Identification (FAIN) # BG-00A00731.
5. Modify Exhibit B-8 Amendment #7, Budget for Lead Protection, SFY 2021, in its entirety with Exhibit B-8 Amendment #8, Budget for Lead Protection, SFY 2021, which is attached hereto and incorporated by reference herein.
6. Add Exhibit B-12 Amendment #8, Budget for Food Protection, which is attached hereto and incorporated by reference herein.
7. Add Exhibit B-13 Amendment #8, Budget for EPA State Indoor Radon Grant, which is attached hereto and incorporated by reference herein.
8. Add Exhibit B-14 Amendment #8, Budget for Climate and Health Adaption Monitoring Program, which is attached hereto and incorporated by reference herein.
9. Add Exhibit B-15 Amendment #8, Budget for Lead Poisoning in Young Children in High Risk Communities and Populations Grant Program, which is attached hereto and incorporated by reference herein.
10. Add Exhibit B-16 Amendment #8, Budget for NEEPS PPG – Multipurpose Grant –Lead-based

Paint (EPA Funds), which is attached hereto and incorporated by reference herein.

10. Add Exhibit B-17 Amendment #8, Budget for MRC Preparedness and Response Program, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-18 Amendment #8, Budget for Lead Program, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-19 Amendment #8, Budget for Immunization, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-20 Amendment #8, Budget for HIV, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-21 Amendment #8, Budget for Public Health Emergency Preparedness, which is attached hereto and incorporated by reference herein.
15. Add Exhibit B-22 Amendment #8, Budget for Preparedness and Response Program SFY 2021, which is attached hereto and incorporated by reference herein.
16. Add Exhibit B-23 Amendment #8, Budget for HIV - Pharmaceutical Rebates, which is attached hereto and incorporated by reference herein.
17. Add Exhibit B-24 Amendment #8, Budget for Epidemiology and Laboratory Capacity (ELC) Travelers Health Grant SFY 2022, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment # 8 remain in full force and effect. This Amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5/18/2021

Date

DocuSigned by:
Patricia M. Tilley
846FB38F58FD4C8...

Name: Patricia M. Tilley

Title:
Interim Director

JSI Research and Training Institute, Inc.

5/18/2021

Date

DocuSigned by:
Katie Robert
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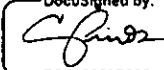
Name: Katie Robert

Title:
Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/19/2021

DocuSigned by:

DSCA9202E32C4AE...

Date

Name: Catherine Pinos

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:



Exhibit A, Amendment #8

Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. The Contractor shall provide a broad range of public health professional support services including, but not limited to:
 - 1.3.1. Conducting needs assessments.
 - 1.3.2. Develop and implement prevention-focused training programs.
 - 1.3.3. Providing logistical support for conferences and meetings.
 - 1.3.4. Providing technical assistance ensuring subject matter experts are available to Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS) contractors.
 - 1.3.5. Developing educational materials.
 - 1.3.6. Developing and implementing evaluation plans.
 - 1.3.7. Assisting the Department with updating strategic plans.
 - 1.3.8. Maximizing the efficient use of resources.
 - 1.3.9. Overseeing programs as directed by the Department.
 - 1.3.10. Conducting HIV and Hepatitis Community Vulnerability Assessments.

2. Scope of Work

2.1. Develop and Implement Needs Assessments

- 2.1.1. **Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH)**
 - 2.1.1.1. In consultation with MIECHV/MCH staff, facilitate a training needs assessment for eleven (11) MIECHV contracted home visiting sites.
- 2.1.2. **Infections Disease Prevention, Investigation & Care**
 - 2.1.2.1. The Contractor shall conduct a needs assessment to determine service needs among affected populations. The Contractor shall:
 - 2.1.2.1.1. Gather information from People Living with HIV/AIDS (PLWHA) as well as from their families and caregivers in order to identify common themes and trends through qualitative data gathering



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processes that will yield:

- 2.1.2.1.1.1. Qualitative feedback for the needs assessment.
- 2.1.2.1.1.2. Survey questions to be utilized in a questionnaire that will be conducted to targeted statewide populations including, but not limited to individuals who:
 - 2.1.2.1.1.2.1. Are in or out of HIV medical care.
 - 2.1.2.1.1.2.2. Have comorbidities that may include but are not limited to Tuberculosis, Sexually Transmitted Diseases, Hepatitis C, Mental Illness, and/or substance use disorders.
- 2.1.2.1.2. Create statistical reports that reflect results of the survey.
- 2.1.2.1.3. Analyze the data to obtain information to generate recommendations.
- 2.1.2.1.4. Share preliminary results with the Bureau of Infectious Disease Prevention, Investigation and Care Services (ID-PICS) Section in order to obtain input for final recommendations that will be submitted to the Department.
- 2.1.2.1.5. Ensure that priority PLWHA populations are included in the Needs Assessment.
- 2.1.2.2. The Contractor shall identify the extent to which services identified in the inventory of resources are accessible, available, appropriate, affordable and acceptable to PLWHA. The Contractor shall:
 - 2.1.2.2.1. Estimate capacity of how much of each service can be provided.
 - 2.1.2.2.2. Assess capability of how well providers provide services, including expertise of agency staff and its accessibility.
 - 2.1.2.2.3. Develop and implement a provider survey, in collaboration with the BIDC ID-PICS Section as approved by the Department, to determine capacity and capability to deliver services identified in the resource inventory.
- 2.1.2.3. The Contractor shall assess service gaps/unmet needs of PLWHA and provide a written report that includes both quantitative and qualitative data on:
 - 2.1.2.3.1. Service needs.
 - 2.1.2.3.2. Resources.
 - 2.1.2.3.3. Barriers.
- 2.1.2.4. The Contractor shall conduct a thorough assessment of unmet needs for PLWHA who know their status but are not enrolled in primary care services.

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2.1.2.5. The Contractor shall make recommendations to the Department based on quantitative and qualitative data on service needs, resources and barriers to assist with setting priorities and allocating resources.

2.1.3. HIV Comprehensive Needs Assessment (HIV-CAN)

2.1.3.1. The Contractor shall conduct an HIV Comprehensive Needs Assessment (HIV-CAN) that is in compliance with the rules, regulations and policies outlined by U.S. Health Resources Services Administration (HRSA, the Centers for Disease Control and Prevention (CDC) and the Department.

2.1.3.2. The Contractor shall comply with all applicable responsibilities outlined in the HRSA National Monitoring Standards, as instructed by the Department.

2.1.3.3. The Contractor shall ensure the HIV-CAN process is compliant with needs assessment principles and strategies outlined in the Ryan White HIV/AIDS Program Part B Manual and by the Department.

2.1.3.4. The Contract shall ensure the HIV-CAN includes all specific components as outlined and detailed by HRSA, CDC and the Department including but not limited to:

- 2.1.3.4.1. Epidemiologic Overview.
- 2.1.3.4.2. HIV Care Continuum.
- 2.1.3.4.3. Financial and Human Resources Inventory.
- 2.1.3.4.4. Assessment of Needs, Gaps and Barriers.
- 2.1.3.4.5. Data Access, Sources and Systems.

2.1.3.5. The Contractor shall produce a document that includes all five (5) components outlined above.

2.1.4. Epidemiological Profile

2.1.4.1. The Contractor shall maintain regular contact with the Department throughout the life of the contract through:

- 2.1.4.1.1. Quarterly in-person meetings with Department staff;
- 2.1.4.1.2. Weekly emails and/or telephone calls.

2.1.4.2. The Contractor shall review HIV surveillance data, as provided by the BIDC, and create an epidemiological profile report for Department review.

2.1.4.3. The Contractor shall ensure the epidemiological profile report:

- 2.1.4.3.1. Summarizes pertinent information including but not limited to prevalence, incidence, and unmet need data by:
 - 2.1.4.3.1.1. Age.
 - 2.1.4.3.1.2. Gender.
 - 2.1.4.3.1.3. Race/ethnicity.
 - 2.1.4.3.1.4. Transmission mode.



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- 2.1.4.3.1.5. Geographic area.
- 2.1.4.3.2. Identifies descriptive trends in HIV and associated comorbidities since case reporting by name began in 2005.
- 2.1.4.4. The Contractor shall create a profile that projects the status of the HIV epidemic, statewide, over the next three (3) to five (5) years, and includes and comorbidities, which may include, but is not limited to:
 - 2.1.4.4.1. Sexually Transmitted Diseases (STDs).
 - 2.1.4.4.2. Tuberculosis (TB).
 - 2.1.4.4.3. Hepatitis associated with the HIV/AIDS epidemic in NH.
- 2.1.4.5. The Contractor shall provide community population estimates, in writing, to the Department that include, but are not limited to:
 - 2.1.4.5.1. The number of individuals diagnosed and living with HIV/AIDS within each Public Health Region.
 - 2.1.4.5.2. A comparison of the rates and percentages for the state.
 - 2.1.4.5.3. A description of individuals at-risk for HIV infection based on rates of sexually transmitted diseases.
- 2.1.4.6. The Contractor shall provide a draft report of an epidemiological profile to the Department in an electronic format acceptable to the Department for review and approval no later than January of 2020.
- 2.1.4.7. The Contractor shall publish the epidemiological profile in compliance with state and federal security and confidentiality guidelines and DPHS Data Release Policy, ensuring clients cannot be identified as a result of the published data.
- 2.1.4.8. The Contractor shall provide an assessment of service needs in an electronic format that is acceptable to the Department for review and approval no later than May 2021.
- 2.1.4.9. The Contractor shall present options for meeting service needs by:
 - 2.1.4.9.1. Maximizing identified resources.
 - 2.1.4.9.2. Identifying barriers to resources.
 - 2.1.4.9.3. Overcoming identified barriers, including coordinating Ryan White and HIV prevention services with other health care delivery systems.
- 2.1.4.10. The Contractor shall present recommendations for improving service delivery, bridging gaps and reducing duplicative services within the Ryan White and HIV Prevention service delivery system, as appropriate. The Contractor shall:
 - 2.1.4.10.1. Provide a written assessment of service gaps and unmet needs in an electronic format acceptable to the Department for Department review and approval no later than October 2020.

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- 2.1.4.11. The Contractor shall make recommendations for future gap analysis with emphasis on perceived and unmet needs statewide. The Contractor shall:
 - 2.1.4.11.1. Develop a strategy for meeting training, education and capacity needs of HIV providers, as identified by the assessment of service gaps/unmet needs.
 - 2.1.4.11.2. Provide a written strategy for meeting the needs of HIV providers, as identified by the assessment of service gaps and unmet needs, in an electronic format acceptable to the Department for review and approval no later than August 2021.
- 2.1.4.12. The Contractor shall make an in-person presentation on the final Epidemiological Profile report to the Department no later than August 2021.

2.2. Develop and Implement Prevention-Focused Training Programs

2.2.1. General Training Requirements

- 2.2.1.1. The Contractor shall consult with Department subject matter experts to develop and/or implement program-specific training programs.
- 2.2.1.2. The Contractor shall ensure training programs are based on adult learning theories utilizing various training modalities in order to maximize reach.
- 2.2.1.3. The Contractor shall ensure training modalities include, but are not limited to:
 - 2.2.1.3.1. In-classroom/virtual sessions.
 - 2.2.1.3.2. Web-based training.
 - 2.2.1.3.3. Train-the-trainer sessions.

2.2.2. Food Protection Section (FPS)

- 2.2.2.1. The Contractor, in consultation with the FPS staff, shall develop training curricula for FPS staff and Food Service Establishment (FSE) inspectors in municipalities that are classified as self-inspecting.
- 2.2.2.2. The Contractor, in consultation with FPS staff, shall develop training curricula for staff from state agencies that conduct food safety inspections as one component of a more comprehensive operational inspection, which includes, but is not limited to:
 - 2.2.2.2.1. The Department of Environmental Services Youth Camp inspection staff.
 - 2.2.2.2.2. The Department of Health and Human Services Health Facilities Licensing staff who inspect child care centers, nursing homes and assisted living facilities.
- 2.2.2.3. The Contractor, in consultation with FPS staff, shall develop training curricula for Food Service Workers including, but not limited to individuals who work in or for:
 - 2.2.2.3.1. Restaurants.
 - 2.2.2.3.2. Retail food stores.
 - 2.2.2.3.3. Schools.



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2.2.2.3.4. Caterers.

2.2.3. Public Health Emergency Preparedness

2.2.3.1. The Contractor shall develop and implement training programs for RPHN emergency preparedness coordinators

2.2.3.2. The Contractor shall develop and implement training programs for individuals who are engaged in regional PHEP planning and response, including but not limited to:

2.2.3.2.1. Local municipal officials.

2.2.3.2.2. Healthcare preparedness personnel.

2.2.3.2.3. Volunteers.

2.2.3.3. The Contractor shall participate in the State Training and Exercise Program (STEP) workgroup that is convened by the Department.

2.2.4. Healthy Homes and Lead Poisoning Prevention Program

2.2.4.1. The Contractor shall support the outreach and education activities of the program's Health Promotion Advisor as they pertain to the medical and early childhood education community.

2.2.5. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH)

2.2.5.1. The Contractor shall develop and implement an annual training plan that includes, but is not limited to"

2.2.5.1.1. Site-specific training plans.

2.2.5.1.2. Pre- and Post-evaluations of trainings.

2.2.5.1.3. A minimum of two (2) training opportunities are offered to MIECHV-funded home visiting sites per year.

2.2.5.1.4. Technical assistance, which may include creating a written manual for using online developmental screening sites, creating standardized letters and providing training.

2.2.6. Climate and Health Adaption

2.2.6.1. The Contractor shall provide consultation services on weather and climate adaptation via a maximum of two (2) one-hour meeting per month for a maximum of two (2) regional public health networks partners, in collaboration with the Department, to review and improve evidence-based interventions that are designed to reduce the health impacts of extreme weather events, which may include:

2.2.6.1.1. Extreme heat.

2.2.6.1.2. Cold temperatures.

2.2.6.1.3. Seasonal storms.

2.2.6.1.4. Other changing climate conditions that may result in individual

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injury, illness or death.

2.2.6.2. The Contractor shall implement a resilience-building process in a defined physical location (e.g. neighborhood, town, city), in collaboration with the Department and local residents that is based on measures of community resilience to natural disasters. The Contractor shall ensure activities are:

2.2.6.2.1. Focused on community resilience, including outcome and process metrics for public health impacts, which may include, but are not limited to, injuries or mental health and are feasible to collect at the town or regional level

2.2.6.2.2. Activities will be based on a prior community resilience white paper created by the Department and Antioch NE University that defines national standards for population vulnerability and resilience.

2.2.6.2.3. Implemented in a phased approach to gather and present findings that will be available in a written report.

2.2.6.3. The Contractor shall implement tick-safe practices training course to teach instructors how to provide education sessions to target audiences in two (2) regions of the State or online, ensuring each session has a duration of at least three (3) hours. The Contractor shall ensure the training courses are:

2.2.6.3.1. Developed via a set of adult learning principles to ensure target audiences understand the materials and are confident in teaching the materials;

2.2.6.3.2. Provide learners with opportunities for feedback on the instructors, content and application;

2.2.6.3.3. Adapt existing educational materials, as approved by the Department, from Tick Free NH, the Centers for Disease Control (CDC), or other sources in order to meet the learning needs of target audiences;

2.2.6.3.4. Evaluate all training programs to measure competencies of participants, such as pre-post surveys of knowledge; and

2.2.6.3.5. Provide participants with teaching materials that include an instructor guide; slide deck; tick spoons; tick ID cards; insect repellants; storage bin; and other materials, as needed.

2.2.7. Radon Program

2.2.8.1. The Contractor shall plan and implement social media campaigns which shall

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include:

- 2.2.7.1.1. Radon awareness training for new home buyers;
- 2.2.7.1.2. Radon awareness training for real estate professionals; and
- 2.2.7.1.3. Radon awareness for real estate development contractors.

2.3. Provide Logistical Support for Conferences, Meetings and Planning Groups

2.3.1. General Logistical Support for Conferences

2.3.1.1. The Contractor shall provide logistical support, as approved by the Department, for conferences that may include, but is not limited to:

- 2.3.1.1.1. Convening, facilitating, and documenting meetings of each conference planning team.
- 2.3.1.1.2. Developing the conference agenda in coordination with planning teams.
- 2.3.1.1.3. Compiling e-mail lists to promote conferences using addresses supplied by members of the planning team.
- 2.3.1.1.4. Designing and electronically publishing conference brochures, "Save the Date" announcements and other marketing materials as funding allows.
- 2.3.1.1.5. Designing the layout and printing materials for conference attendees.
- 2.3.1.1.6. Coordinating logistics with speakers.
- 2.3.1.1.7. Coordinating logistics with vendors and supporting their logistical needs during conferences.
- 2.3.1.1.8. Providing operations support during conferences, including but not limited to:
 - 2.3.1.1.8.1. Registering attendees.
 - 2.3.1.1.8.2. Coordinating IT needs.
 - 2.3.1.1.8.3. Coordinating with the conference site staff.
 - 2.3.1.1.8.4. Conducting other activities typically associated with conference support.
- 2.3.1.1.9. Compiling data from evaluation forms completed by attendees, analyze data and provide written reports to programs.
- 2.3.1.1.10. Receiving payment from vendors, which shall be utilized for supporting conferences with any additional funding to be utilized for activities funded by the program sponsoring the conference.
- 2.3.1.1.11. Facilitating reservations and logistics of each conference site.
- 2.3.1.1.12. Reporting all costs and income generated for each conference to

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the program funding the conference.

2.3.2. General Logistical Support for Committees and Planning Groups

2.3.2.1. The Contractor shall provide logistical support, as approved by the Department, for conferences committees and planning groups that may include, but is not limited to:

- 2.3.2.1.1. Convening, facilitating, and documenting meetings, including those of subcommittees, work groups or similar bodies.
- 2.3.2.1.2. Developing meeting agendas in coordination with Department staff.
- 2.3.2.1.3. Disseminating announcements of meetings to members and posting publicly, as requested by the Department.
- 2.3.2.1.4. Maintaining contact information for all members of committee/planning groups, including subcommittees, workgroups or similar bodies.
- 2.3.2.1.5. Maintaining existing websites to inform members and the public of the purpose, membership and activities of planning groups and committees.
- 2.3.2.1.6. Coordinating logistics with speakers.
- 2.3.2.1.7. Coordinating logistics with vendors and supporting their logistical needs during conferences.
- 2.3.2.1.8. Providing operations support during meetings, including but not limited to:
 - 2.3.2.1.8.1. Registering attendees.
 - 2.3.2.1.8.2. Coordinating IT needs.
 - 2.3.2.1.8.3. Coordinating with site staff.
 - 2.3.2.1.8.4. Publishing minutes.
 - 2.3.2.1.8.5. Conducting other activities typically associated with meeting support.
- 2.3.2.1.9. Compiling data from evaluation forms completed by attendees analyze data and provide written reports to programs.

2.3.3. Healthcare Acquired Infections

- 2.3.3.1. The Contractor shall provide logistical support for up to eleven (11) meeting per year of the Antimicrobial Resistance Advisory Workgroup (ARAW).
- 2.3.3.2. The Contractor shall provide logistical and planning support for the annual Antimicrobial Stewardship Symposium for up to 400 attendees, which includes, but is not limited to providing continuing education credits.

2.3.4. Healthy Homes and Lead Poisoning Prevention Program

2.3.4.1. The Contractor shall provide logistical support to the New England Lead

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Coordinating Committee (NELCC), which includes, but is not limited to:

2.3.4.1.1. No more than (12) regular meetings of the full NELCC.

2.3.4.1.2. No more than two (2) committee/ workgroup meetings per year.

2.3.4.2. The Contractor shall provide logistical and planning support for a minimum of one (1) regional dinner meetings each of which shall have capacity for 120 attendees.

2.3.4.3. The Contractor shall provide logistical support to the Statewide Lead Advisory Committee which includes, but is not limited to:

2.3.4.3.1. No more than two (2) meetings of the full committee.

2.3.5. **Climate and Health Adaption**

2.3.5.1. The Contractor shall provide logistical support for a minimum of one (1) meeting having a minimum duration of four (4) hours, for an estimated thirty (30) state-level partners that are members of the Climate and Health Advisory Council. The meeting may be in-person or virtual.

2.3.5.2. The Contractor shall implement and maintain a web-based collaboration portal accessible to Advisory Council members that includes all materials relevant to council meetings and work products.

2.3.6. **Infectious Disease Prevention, Investigation & Care Services Section**

2.3.6.1. The Contractor shall provide logistical support to the NH HIV Planning Group (HPG), which includes, but is not limited to:

2.3.6.1.1. A maximum of six (6) regular meetings of the full HPG.

2.3.6.1.2. A maximum of (30) committee/workgroup meetings per year.

2.3.6.2. The Contractor shall provide logistical and planning support, which includes providing continuing education credits to attendees, for the bi-annual NH STD, HIV, Hepatitis, TB conference for up to 250 attendees.

2.3.7. **Immunization Program**

2.3.7.1. The Contractor shall provide logistical support for the annual Immunization Conference for approximately 400 attendees.

2.3.8. **Public Health Emergency Preparedness**

2.3.8.1. The Contractor shall provide logistical and planning support for the annual NH Statewide Preparedness conference for up to 800 attendees.

2.3.10. **Radon Program**

2.3.10.1. The Contractor shall provide logistical support to the Radon Program in the development and coordination of a new Radon Stakeholders Group, which includes, a maximum of two (2) virtual meetings.

2.4. **Provide Technical Assistance**

2.4.1. **Public Health Emergency Preparedness**

2.4.1.1. The Contractor, in consultation with Department subject matter experts, shall

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provide technical assistance to three (3) discrete groups directed toward meeting national standards described in the U.S. Centers for Disease Control and Prevention's (CDC) Public Health Preparedness Capabilities (March 2011) and subsequent editions:

- 2.4.1.1.1. DPHS/Emergency Services Unit (ESU) preparedness staff.
- 2.4.1.1.2. Public health preparedness coordinators at the 13 organizations providing Regional Public Health Network services. Teaching assistance will be available to both individuals and as a group.
- 2.4.1.1.3. Medical Reserve Corps units recognized by the registered with the U.S. Surgeon General, Office of the Civilian Volunteer Medical Reserve Corps, to support recruitment, training and deployment of the MRC volunteers.

2.4.1.2. The Contractor shall provide professional staff to support the Department's COVID-19 response based on requests from the Division of Public Health Services (DPHS), including but not limited to:

- 2.4.1.2.1 Ensuring that staff deployed attend all trainings requested by DPHS.
- 2.4.1.2.2 Conducting an After Action Review of the initial DPHS response from December 2019 to March 2020.
- 2.4.1.2.3 Submitting an After Action Report and Improvement Plan based on the After Action Review.
- 2.4.1.2.4 Conducting disease investigation and contact tracing.

2.4.1.3 The Contractor shall ensure that the professional staff:

- 2.4.1.3.1 Have the appropriate licensure, certification, and skills to meet the request made by DPHS.
- 2.4.1.3.2 Work the minimum hours requested by DPHS.
- 2.4.1.3. Submit all documentation regarding hours worked and other documentation requested.

2.4.2. Infectious Disease Prevention, Investigation & Care Services Section

2.4.2.1. The Contractor, in consultation with Department subject matter experts, shall identify and coordinate the availability of technical assistance providers to DPHS contractors and service provider agencies.

2.4.3. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section

2.4.3.1. The Contractor shall provide Continuous Quality Improvement technical assistance through site visits, webinars, and phone consultations to support local implementing agencies funded by DPHS that seek accreditation from the Healthy Families America accreditation board.

2.4.3.2. The Contractor shall provide technical assistance to agencies that provide development screening services by providing support to online screening tools

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accessed by families.

2.4.4. Immunization Program

2.4.4.1. The Contractor shall provide technical assistance to the Department on strategies to establish an Immunization Coalition that includes, but is not limited to:

2.4.4.1.1. Organizing external stakeholders identified by the Department to assist with developing:

2.4.4.1.2. Methods to foster communication; and

2.4.4.1.3. Education and outreach tools and materials.

2.4.4.2. Utilizing communication methods, education and outreach tools that target stakeholders who include, but are not limited to:

2.4.4.1.2.1. Medical Professionals.

2.4.4.1.2.2. Parents.

2.4.4.1.2.3. Seniors.

2.4.4.1.2.4. Other members of the public.

2.4.4.1.2.5. Other entities engaged in promoting immunizations.

2.4.5. Radon Program

2.4.5.1. The Contractor shall provide technical assistance for the collection of radon information and data that includes, but is not limited to:

2.4.5.2. New Hampshire municipalities with existing building codes for radon resistant new construction (RRNC).

2.4.5.3. The estimated number of radon mitigations for existing homes per year.

2.4.5.4. The estimated number of radon tests performed in New Hampshire per year.

2.5. Develop and Produce Educational Materials

2.5.1. General Standards for Educational Materials

2.5.1.1. The Contractor shall, in consultation with Department subject matter experts, develop and/or produce educational materials on topics identified by DPHS staff.

2.5.1.2. The Contractor shall obtain Department approval prior to distribution of any produced materials and ensure all materials produced give credit to the funding source utilized to create the materials.

2.5.1.3. The Contractor shall ensure all materials are developed in accordance with CDC recommendations specified in Simply Put: Guide to Developing Easy-To-Understand Materials, CDC July 2010.

2.5.2. Healthy Homes and Lead Poisoning Prevention Program (HHLPPP)

2.5.2.1. The Contractor shall develop educational materials, in collaboration with the HHLPPP, that:

2.5.2.1.1. Include information that increases knowledge and understanding

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New Hampshire Department of Health and Human Services
Public Health Professional Support Services



Exhibit A, Amendment #8

of:

2.5.2.1.1.1. Lead-safe work practices.

2.5.2.1.1.2. Keeping children safe from lead hazards.

2.5.2.1.2. Target clinicians, contractors, and families.

2.5.3. Infectious Disease Prevention, Investigation & Care Services Section

2.5.3.1. The Contractor shall, in consultation with the Department, maintain and update the NH HIV Planning Group (HPG) website.

2.5.3.2. The contractor shall in consultation with the Department, develop and conduct, a statewide education campaign effort for testing and prevention of COVID-19 among travelers. The Contractor shall:

2.5.3.2.1. Create and disseminate printed, poster and website materials on the availability and access of the following, which shall include but is not limited to:

2.5.3.2.2. COVID-19 testing.

2.5.3.2.3. Quarantine guidance.

2.5.3.2.4. Guide on prevention of COVID-19 during travel.

2.5.3.2.5. Distribute the materials to all travel hubs in New Hampshire, which shall include, but is not limited to:

2.5.3.2.6. Airports.

2.5.3.2.7. Bus stations.

2.5.3.2.8. Highway gas stations.

2.5.3.2.9. Other ports of entry, as directed by the Department.

2.5.3.2.10. Distribute personal protective materials, which includes but is not limited to, facemasks and hand sanitizer, as purchased by the Contractor.

2.5.3.2.11. Ensure all materials have a graphic design label as approved by the Department.

2.6. Develop and Implement Evaluation Plans

2.6.1. In consultation with DPHS subject matter experts, develop evaluation plans that clearly outline goals, objectives, activities, outputs, outcomes, and performance measures.

2.6.2. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH)

2.6.2.1. The Contractor shall monitor implementation of the current MIECHV Continuous Quality Improvement Plan

2.7. Update Strategic Plans

2.7.1. General Assistance with Strategic Plans

2.7.1.1. The Contractor shall, in consultation with Department subject matter experts,

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**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**

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assist the Department with:

2.7.1.1.1. Updating pre-existing strategic plans.

2.7.1.1.2. Outlining goals, objectives, activities, outputs, outcomes, and performance measures for various programs.

2.8. Maximize the Efficient Use of Resources

2.8.1. Infectious Disease Prevention, Investigation & Care Services (IDPICSS)

2.8.1.1. The Contractor shall facilitate reimbursements of costs incurred by approximately five (5) public members of the HPG to attend out-of-state conferences identified by the Department as well as mileage costs to attend in-state meetings.

2.8.1.2. The Contractor shall procure and supply prevention supplies as determined by the IDPICSS to a minimum of six (6) clinics funded by the IDPICSS to provide testing and treatment for sexually transmitted infections and human immunodeficiency virus.

2.8.1.3. The Contractor shall procure, manage and disperse prevention and self-testing supplies for NH residents, as directed by the Department.

2.8.1.4. The Contractor shall develop and maintain an online ordering system that enables NH residents to order prevention and self-testing supplies.

2.8.2. Public Health Preparedness

2.8.2.1. The Contractor shall provide access to E-Studio, a web-based collaboration system to the Regional Public Health Networks and the Department.

2.8.3. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH)

2.8.3.1. The Contractor shall support a minimum of two (2) MIECHV-funded home visiting agency staff selected by the Department to attend a national conference.

2.8.3.2. The Contractor shall research and identify methods to increase utilization of postpartum visits by home visiting families.

2.9. Conduct HIV and Hepatitis Community Vulnerability Assessments

2.9.1. Methodology & Data Assembly

2.9.1.1. The Contractor shall design methodology that includes but is not limited to:

2.9.1.1.1. Working with the Department's Bureau of Infectious Disease Control (BICD) to organize and engage a stakeholder group to provide input on the vulnerability assessment design, methods, expected output and outcomes.

2.9.1.1.2. Reviewing current literature that describes similar Vulnerability Assessments in order to inform the study design.

2.9.1.1.3. Working with the BICD to coordinate technical assistance available from the Center for Disease Control and Prevention for

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New Hampshire Department of Health and Human Services
Public Health Professional Support Services



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study design and interpretation of results.

2.9.1.2. The Contractor shall assemble data, which includes, but is not limited to working with the BICD to develop data use agreements, as applicable, to obtain data for the assessment to include data on:

2.9.1.2.1. Overdose mortality and morbidity.

2.9.1.2.2. Emergency medical service and emergency department utilization.

2.9.1.2.3. Incidence of blood borne infections associated with non-sterile drug injection.

2.9.1.2.4. Demographic data, Medication Assisted Treatment capacity.

2.9.1.2.5. Other substance-use related treatment capacity.

2.9.1.2.6. Controlled drug prescription rates.

2.9.1.2.7. Public safety data;

2.9.1.3. The Contractor shall conduct an analysis to facility resource targeting with geographical context, to the extent such data is available.

2.9.1.4. The Contractor shall ensure any work performed complies with all state rules, and state and federal laws, as required, to safeguard the confidentiality of the information, and to comply with 42 CFR part 2, as applicable.

2.9.2. Conduct and Apply Findings of Vulnerability Assessments

2.9.2.1. The Contractor shall conduct analyses for the Vulnerability Assessment, which includes, but is not limited to:

2.9.2.1.1. Completing statistical analyses following design and modeling procedures as defined in collaboration with the Stakeholder Group;

2.9.2.1.2. Working with the BICD and the Stakeholder Group to review interim findings;

2.9.2.1.3. Refining the analysis, as necessary and possible, with additional data, methodological variations or innovations; and

2.9.2.1.4. Completing the analysis for different sub-geographies of the state as determined in conjunction with BICD and the Stakeholder Group.

2.9.2.2. The Contractor shall disseminate and apply findings of the Vulnerability Assessment by:

2.9.2.2.1. Producing jurisdictional maps identifying high-risk areas identified through the assessment process.

2.9.2.2.2. Distributing findings to key stakeholders in formats that support action.

2.9.2.2.3. Presenting at public health and healthcare provider meetings.

2.9.2.2.4. Creating fact sheets or report cards for geographic sub-regions of

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New Hampshire Department of Health and Human Services
Public Health Professional Support Services



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New Hampshire.

- 2.9.2.2.5. Publishing findings in professional journals.
- 2.9.2.2.6. Using the findings from the assessment to assist the Department in the development of plans that strategically allocate prevention and intervention services.

3. Performance Measures & Deliverables

3.1. Performance Measures

- 3.1.1. The Contractor shall meet or exceed performance measures for Section 2.2, Develop and Implement Prevention-Focused Training Programs, as follows:
 - 3.1.1.1. A minimum of 85% of participants rate training programs as not less than 'Very Good' in evaluation surveys.
- 3.1.2. The Contractor shall meet or exceed performance measures for Section 2.3, Logistical Support for Conferences, Meetings and Planning Groups as follows:
 - 3.1.2.1. A minimum of 85% of conference planning committee members rate conference logistical support for conferences as not less than 'Very Good' in evaluation surveys.
 - 3.1.2.2. A minimum of 85% of conference participants rate the elements pertaining to conference logistics as not less than 'Very Good' in evaluation surveys.
 - 3.1.2.3. A minimum of 85% of workgroup participants rate elements pertaining to workgroup logistics as not less than 'Very Good' in evaluation surveys.
 - 3.1.2.4. A minimum of 85% of planning group members rate meeting logistics as not less than 'Very Good' in evaluation surveys.
- 3.1.3. The Contractor shall meet or exceed performance measures for Section 2.4, Provide Technical Assistance, as follows:
 - 3.1.3.1. A minimum of 90% of all requests for high-priority consultation services are responded to within twenty-four (24) hours.
 - 3.1.3.2. A minimum of 90% of all requests for high-priority technical assistance are responded to within twenty-four (24) hours.
- 3.1.4. The Contractor shall identify barriers to meeting performance measures on a semi-annual basis and provide a corrective action plan that:
 - 3.1.4.1. Identifies barriers to success.
 - 3.1.4.2. Includes a work plan for mitigating barriers.
 - 3.1.4.3. Includes a timeline in which compliance with performance measures will be met.
- 3.1.5. The Contractor shall ensure that following performance outcomes and measures are achieved and monitored throughout the contract period to measure the



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Public Health Professional Support Services

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effectiveness of the agreement:

- 3.1.5.1. 100% of staff deployed have the appropriate licensure, certification, and skills.
- 3.1.5.2. 100% of staff deployed submit all required documentation.

3.2. Deliverables

3.2.1. Needs Assessments

- 3.2.1.1. The Contractor shall conduct training needs assessments for eleven (11) MIECHV home visiting sites.
- 3.2.1.2. The Contractor shall provide a written report to the Department no later than June 1, 2021, of recommendations that result from the needs assessment conducted to determine service needs for PLWHA.
- 3.2.1.3. The Contractor shall provide the HIV-CAN to the Department no later than March 30, 2021.
- 3.2.1.4. The Contractor shall participate in quarterly in-person meetings with Department staff.
- 3.2.1.5. The Contractor shall maintain ongoing communication with the Department by weekly e-mail or telephone contact from the contract effective date through the contract completion date.
- 3.2.1.6. The Contractor shall provide a draft report of the epidemiological profile to the Department for review and approval no later than June 30, 2021.
- 3.2.1.7. The Contractor shall provide a written assessment of service gaps and unmet needs with the Ryan White and HIV Prevention service delivery system to the Department for review and approval no later than November 31, 2021.
- 3.2.1.8. The Contractor shall provide a written strategy for meeting the needs of HIV providers as identified by the assessment of service gaps and unmet needs no later than August 31, 2021.
- 3.2.1.9. The Contractor shall make an in-person presentation of the final Epidemiological Profile report to the Department no later than June 30, 2020.

3.2.2. Prevention-Focused Training Programs

- 3.2.2.1. The Contractor shall facilitate two (2) 1-day Renovation, Repair and Painting Training programs in New Hampshire's high-risk communities.
- 3.2.2.2. The Contractor shall ensure a minimum of two (2) training opportunities are offered to MIECHV-funded home visiting sites per year.
- 3.2.2.3. The Contractor shall conduct a minimum of two (2) training sessions on tick-safe practices that target audiences in different regions of the state, ensuring each session has a maximum duration of three (3) hours.

3.2.3. Logistical Support for Conferences, Meetings and Planning Groups _{DS}

- 3.2.3.1. The Contractor shall provide logistical support for eleven (11) meetings



New Hampshire Department of Health and Human Services
Public Health Professional Support Services

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- per year of the ARAW.
- 3.2.3.2. The Contractor shall provide logistical support for twelve (12) meetings of the NELCC.
 - 3.2.3.3. The Contractor shall provide logistical support for two (2) NELCC committee workgroup meetings.
 - 3.2.3.4. The Contractor shall provide logistical and planning support at the Health Homes annual conference for 300 attendees.
 - 3.2.3.5. The Contractor shall provide logistical and planning support for a minimum of one (1) regional dinner meetings of the Healthy Homes and Lead Poisoning Prevention Program, each of which have capacity for 120 attendees.
 - 3.2.3.6. The Contractor shall provide logistical support for a minimum of one (1) meeting having a minimum duration of four (4) hours for state-level partners that are members of the Climate and Health Advisory Council. The meeting may be in-person or virtual.
 - 3.2.3.7. The Contractor shall provide logistical and planning support for semi-annual conferences – learning exchanges for up to fifty-five (55) staff at MIECHV contracted sites.
 - 3.2.3.8. The Contractor shall provide logistical and planning support for two (2) in-person or virtual statewide or regional trainings of staff at MIECHV contracted sites.
 - 3.2.3.9. The Contractor shall provide logistical support for six (6) regular meetings of the full HPG per year.
 - 3.2.3.10. The Contractor shall provide logistical support for thirty (30) HPG committee workgroup meetings per year.
 - 3.2.3.11. The Contractor shall provide logistical and planning support for the bi-annual NH STD, HIV, Hepatitis, TB conference, each of which has capacity for up to 250 attendees.
 - 3.2.3.12. The Contractor shall provide logistical support for the annual Immunization Conference, which has capacity for 400 attendees.
 - 3.2.3.13. The Contractor shall provide logistical support for the annual NH Statewide Preparedness Conference for up to 800.
- 3.2.4. Conduct and Apply Findings of Vulnerability Assessments

New Hampshire Department of Health and Human Services

JSI Research & Training Institute, Inc. d/b/a
 Bidder/Contractor Name: Community Health Institute

Budget Request for: Food Protection
 (Name of RFP)

Budget Period: July 1, 2021 - December 31, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$3,420.00		\$ 3,420.00	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$1,135.44		\$ 1,135.44	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$164.16		\$ 164.16	
5/13 Sent via DocuSign			\$ -	
7. Occupancy	\$383.04		\$ 383.04	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$307.80		\$ 307.80	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$68.40		\$ 68.40	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
	\$ 1,002.00		\$ 1,002.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL	\$ -	\$ 1,019.16	\$ 1,019.16	
	\$ 6,480.84	\$ 1,019.16	\$ 7,500.00	

Indirect As A Percent of Direct 15.7%

Contractor Initials: DS
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New Hampshire Department of Health and Human Services
 JSI Research & Training Institute, Inc. d/b/a
 Bidder/Contractor Name: Community Health Institute

Budget Request for: Radiological Health
 (Name of RFP)

Budget Period: July 1, 2021 - December 31, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$15,141.57		\$ 15,141.57	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$5,027.00		\$ 5,027.00	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$726.80		\$ 726.80	
6. Travel			\$ -	
7. Occupancy	\$1,695.86		\$ 1,695.86	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$1,362.74		\$ 1,362.74	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$302.83		\$ 302.83	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
	\$ 11,231.02		\$ 11,231.02	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 4,512.19	\$ 4,512.19	
TOTAL	\$ 35,487.82	\$ 4,512.19	\$ 40,000.00	

Indirect As A Percent of Direct 12.7%

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New Hampshire Department of Health and Human Services				
JSI Research & Training Institute, Inc. d/b/a Bidder/Contractor Name: <u>Community Health Institute</u>				
Budget Request for: <u>Climate Health</u> (Name of RFP)				
Budget Period: <u>July 1, 2021 - December 31, 2021</u>				
Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$6,095.79		\$ 6,095.79	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$2,023.80		\$ 2,023.80	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$292.80		\$ 292.80	
6. Travel			\$ -	
7. Occupancy	\$682.73		\$ 682.73	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$548.02		\$ 548.02	
9. Software			\$ -	
10. Marketing/Communications	\$300		\$ 300.00	
11. Staff Education and Training	\$121.02		\$ 121.02	
12. Subcontracts/Agreements	\$ 9,175.00		\$ 9,175.00	
13. Other (specific details mandatory):			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL	\$ 19,190.46	\$ 1,818.55	\$ 21,007.00	
Indirect As A Percent of Direct		9.5%	\$ 21,007.00	

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New Hampshire Department of Health and Human Services				
JSI Research & Training Institute, Inc. d/b/a				
Bidder/Contractor Name: <u>Community Health Institute</u>				
Budget Request for: <u>CDC Lead</u>				
(Name of RFP)				
Budget Period: <u>July 1, 2021 - December 31, 2021</u>				
Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$5,078.95		\$ 5,078.95	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$1,686.21		\$ 1,686.21	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$243.79		\$ 243.79	
6. Travel			\$ -	
7. Occupancy	\$568.84		\$ 568.84	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$457.11		\$ 457.11	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$101.58		\$ 101.58	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Educational Outreach	\$ 1,599.99		\$ 1,599.99	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 1,513.53	\$ 1,513.53	
TOTAL	\$ 9,736.47	\$ 1,513.53	\$ 11,250.00	

Indirect As A Percent of Direct 15.5%

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New Hampshire Department of Health and Human Services				
JSI Research & Training Institute, Inc. d/b/a				
Bidder/Contractor Name: <u>Community Health Institute</u>				
Budget Request for: <u>MRC</u>				
(Name of RFP)				
Budget Period: <u>July 1, 2021 - December 31, 2021</u>				
Line Item	Direct Incremental	Indirect F'bud	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$5,170.00		\$ 5,170.00	The federally approved
2. Employee Benefits	\$1,716.44		\$ 1,716.44	Negotiated Indirect Cost
3. Consultants			\$ -	Rate Agreement (NICRA)
4. Equipment (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	for JSI Research and Training Institute, Inc.
5. Supplies (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$248.16		\$ 248.16	includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses,
6. Travel	\$50.00		\$ 50.00	
7. Occupancy	\$579.04		\$ 579.04	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$465.30		\$ 465.30	
9. Software			\$ -	information systems,
10. Marketing/Communications			\$ -	accounting and payroll,
11. Staff Education and Training	\$103.40		\$ 103.40	human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Meeting & Training Supplies	\$ 127.00		\$ 127.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL	\$ 8,459.34	\$ 1,540.66	\$ 10,000.00	

Indirect As A Percent of Direct 18.2%

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New Hampshire Department of Health and Human Services
 JSI Research & Training Institute, Inc. d/b/a
 Bidder/Contractor Name: Community Health Institute

Budget Request for: Lead - General Funds
 (Name of RFP)

Budget Period: FY21

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$20,195.26		\$ 20,195.26	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.7% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$6,704.83		\$ 6,704.83	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$969.37		\$ 969.37	
6. Travel	\$100.00		\$ 100.00	
7. Occupancy	\$2,261.87		\$ 2,261.87	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$1,817.57		\$ 1,817.57	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$403.91		\$ 403.91	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Educational Outreach	\$ 55,835.01		\$ 55,835.01	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL	\$ 88,087.82	\$ 6,018.19	\$ 94,106.00	

Indirect As A Percent of Direct

6.6%

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New Hampshire Department of Health and Human Services				
JSI Research & Training Institute, Inc. d/b/a				
Bidder/Contractor Name: <u>Community Health Institute</u>				
Budget Request for: <u>Immunization</u>				
(Name of RFP)				
Budget Period: <u>July 1, 2021 - December 31, 2021</u>				
Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$14,473.69		\$ 14,473.69	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$4,805.26		\$ 4,805.26	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$694.74		\$ 694.74	
6. Travel			\$ -	
7. Occupancy	\$1,621.05		\$ 1,621.05	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$1,302.63		\$ 1,302.63	
9. Software			\$ -	
10. Marketing/Communications	\$5,000		\$ 5,000.00	
11. Staff Education and Training	\$289.47		\$ 289.47	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL	\$ 28,186.85	\$ 4,313.16	\$ 32,500.00	

Indirect As A Percent of Direct 15.3%

DS
LR

Exhibit B-20 Amendment #8, Budget for HIV

New Hampshire Department of Health and Human Services

JSI Research & Training Institute, Inc. d/b/a

Bidder/Contractor Name: Community Health Institute

Budget Request for: HIV - CDC

(Name of RFP)

Budget Period: July 1, 2021 - December 31, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$35,263.17		\$ 35,263.17	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$11,707.37		\$ 11,707.37	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$1,692.63		\$ 1,692.63	
6. Travel			\$ -	
7. Occupancy	\$3,949.47		\$ 3,949.47	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$3,173.68		\$ 3,173.68	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$705.26		\$ 705.26	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Prevention Supplies	\$15,000.00		\$ 15,000.00	
Capacity Building	\$15,000.00		\$ 15,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 10,508.42	\$ 10,508.42	
TOTAL	\$ 86,491.58	\$ 10,508.42	\$ 97,000.00	

Indirect As A Percent of Direct

12.1%

Contractor Initials: KR

Exhibit B-22 Amendment #8, Budget for Preparedness and Response Program SFY 2021

New Hampshire Department of Health and Human Services

JSI Research & Training Institute, Inc. d/b/a
Bidder/Contractor Name: Community Health Institute

Budget Request for: COVID
(Name of RFP)

Budget Period: FY21

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$215,500.00		\$ 215,500.00	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$71,546.00		\$ 71,546.00	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$10,344.00		\$ 10,344.00	
6. Travel	\$5,000.00		\$ 5,000.00	
7. Occupancy	\$24,136.00		\$ 24,136.00	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$19,395.00		\$ 19,395.00	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$4,310.00		\$ 4,310.00	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Meeting & Training Supplies	\$ 550.00		\$ 550.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 64,219.00	\$ 64,219.00	
TOTAL	\$ 350,781.00	\$ 64,219.00	\$ 415,000.00	

Indirect As A Percent of Direct 18.3%

Contractor Initials: _____

Exhibit B-23 Amendment #8, Budget for HIV - Pharmaceutical Rebates

New Hampshire Department of Health and Human Services				
Bidder/Contractor Name:		Community Health Institute		
Budget Request for:		HIV Rebates		
		(Name of RFP)		
Budget Period:		July 1, 2021 - December 31, 2021		
Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$46,157.89		\$ 46,157.89	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$15,324.42		\$ 15,324.42	
3. Consultants			\$ -	
4. Equipment: (Includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$2,215.58		\$ 2,215.58	
6. Travel			\$ -	
7. Occupancy	\$5,169.68		\$ 5,169.68	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$4,154.21		\$ 4,154.21	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$923.16		\$ 923.16	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Assessment - incentives / services	\$2,300.00		\$ 2,300.00	
Prevention Supplies	\$5,000.00		\$ 5,000.00	
Capacity Building	\$5,000.01		\$ 5,000.01	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 13,755.05	\$ 13,755.05	
TOTAL	\$ 86,244.95	\$ 13,755.05	\$ 100,000.00	
Indirect As A Percent of Direct		15.9%		
			Contractor Initials: KR	
			Date: 5/13/2021	

Exhibit B-24 Amendment #8, Budget for Epidemiology and Laboratory Capacity (ELC) Travelers Health Grant

New Hampshire Department of Health and Human Services


JSI Research & Training Institute, Inc. d/b/a
Bidder/Contractor Name: Community Health Institute

Budget Request for: COVID (Travelers)
(Name of RFP)

Budget Period: July 1, 2021 - December 31, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$36,736.84		\$ 36,736.84	The federally approved Negotiated Indirect Cost Rate Agreement (NICRA) for JSI Research and Training Institute, Inc. includes fringe benefits (33.2% of salary) and other general operating costs to support project activities including occupancy, equipment, general office supplies, telecommunications and other current expenses, information systems, accounting and payroll, human resources and staff development, and general administrative support costs. The approved basis for application of the NICRA is on salary/wages only including holiday, sick and vacation.
2. Employee Benefits	\$12,196.63		\$ 12,196.63	
3. Consultants			\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)			\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$1,763.37		\$ 1,763.37	
6. Travel			\$ -	
7. Occupancy	\$4,114.53		\$ 4,114.53	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$3,306.32		\$ 3,306.32	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$734.74		\$ 734.74	
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):			\$ -	
Marketing	\$ 20,000.00		\$ 20,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
	\$ -	\$ 10,947.58	\$ 10,947.58	
TOTAL	\$ 78,852.42	\$ 10,947.58	\$ 89,800.00	

Indirect As A Percent of Direct 13.9%

DS


State of New Hampshire

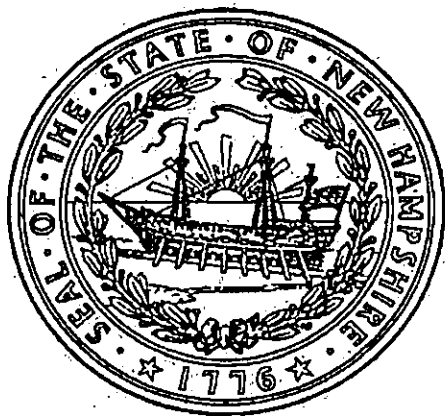
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that JSI RESEARCH & TRAINING INSTITUTE, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on February 17, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 739507

Certificate Number: 0005320658



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of March A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Filing History

 [Back to Home \(/online\)](#)

Business Name	Business ID
JSI Research & Training Institute, Inc.	739507

Filing#	Filing Date	Effective Date	Filing Type	Annual Report Year
0004989959	08/31/2020	08/31/2020	Nonprofit Report	2020
0004772199	01/16/2020	01/16/2020	Annual Report Reminder	N/A
0003239394	02/17/2016	02/17/2016	Business Formation	N/A

Page 1 of 1, records 1 to 3 of 3

[Back](#)

NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us \(/online/Home/ContactUS\)](#)

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CERTIFICATE OF VOTE/AUTHORITY

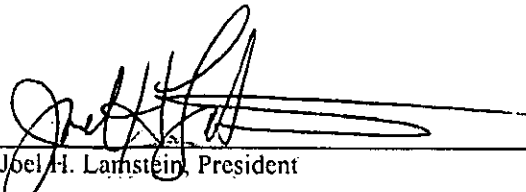
I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;
2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008:

RESOLVED: Appointment of Katherine Robert as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 13, 2021

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 13th day of May 2021.



Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 13th day of May, 2021 by Joel H. Lamstein.

Notary Public/Justice of the Peace
My Commission Expires: _____



JOHNSNO-01

DMEANEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Armfield, Harrison & Thomas, Inc. dba AHT Insurance 458 South Ave. Whitman, MA 02382	CONTACT NAME: Judy Yeary PHONE (A/C, No, Ext): (781) 447-5531 FAX (A/C, No): (781) 447-7230 E-MAIL ADDRESS: jyeary@ahins.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Federal Insurance Company NAIC # 20281	
INSURER B: Executive Risk Indemnity NAIC # 35181	
INSURER C: _____	
INSURER D: _____	
INSURER E: _____	
INSURER F: _____	

INSURED
JSI d/b/a Community Health Institute
JSI Research & Training Institute, Inc.
 501 South Street
 2nd Floor
 Bow, NH 03304

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			35873320	9/9/2020	9/9/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Combined Agg \$10M							
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73546634	9/9/2020	9/9/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			79861066	9/9/2020	9/9/2021	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000
DED RETENTION \$							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71733182	9/9/2020	9/9/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	E&O/CYBER			G46887694	11/30/2019	11/30/2020	GENERAL AGGREGATE \$ 5,000,000
A	Directors & Officers			81595534	11/30/2019	11/30/2020	EACH OCC/GEN AGG \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 It is understood and agreed that NH Department of Health and Human Services is included as an additional insured as respects general liability as required by written contract per the terms and conditions of Chubb form 80-02-2367 (5-07). All forms available for your review upon request.

CERTIFICATE HOLDER NH Department of Health and Human Services 129 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

JSI Research and Training Institute Inc.

Mission Statement

JSI Research and Training Institute was incorporated in 1987 as a 501©3 non-profit organization in the Commonwealth of Massachusetts. Our mission is to alleviate public health problems both in the United States and in developing countries around the world through applied research, technical assistance and training. JSI maintains offices in Boston, Massachusetts; Washington, D.C.; Denver, Colorado and Bow, New Hampshire; as well as seven overseas offices in developing nations. Since its inception, JSI has successfully completed more than 400 contracts in the health and human service fields.

Community Health Institute

Mission Statement

The Community Health Institute's mission is to support and strengthen New Hampshire's health care system by providing coordinated information dissemination and technical assistance resources to health care providers, managers, planners, and policy makers, statewide. Our success translates into improved access to quality health and social services for all New Hampshire residents.

**Consolidated Financial Statements and
Report of Independent Certified Public
Accountants**

**JSI Research and Training Institute, Inc. and
Affiliates**

September 30, 2019

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Consolidated Financial Statements	
Consolidated statement of financial position	5
Consolidated statement of activities	6
Consolidated statement of functional expenses	7
Consolidated statement of cash flows	8
Notes to consolidated financial statements	9



GRANT THORNTON LLP
75 State Street, 13th Floor
Boston, MA 02109

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F +1 617 723 3640

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
JSI Research & Training Institute, Inc.

We have audited the accompanying consolidated financial statements of JSI Research & Training Institute, Inc., (a nonprofit organization), which comprise the consolidated statement of financial position as of September 30, 2019, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management s responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor s responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of JSI Research & Training Institute, Inc. as of September 30, 2019, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Grant Thornton LLP

Boston, Massachusetts
August 5, 2020

JSI Research and Training Institute, Inc.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

September 30, 2019

ASSETS**CURRENT ASSETS:**

Cash and cash equivalents	\$ 98,563,248
Receivables for program work	45,130,388
Field advances - program	25,188
Employee advances	184,277
Prepaid expenses	1,665,471
Total current assets	<u>145,568,572</u>

PROPERTY AND EQUIPMENT, net

Other assets	70,862
Total assets	<u>\$ 145,676,379</u>

LIABILITIES AND NET ASSETS**CURRENT LIABILITIES:**

Accounts payable and payroll withholdings	\$ 59,600,173
Accrued vacation	1,464,584
Advances for program work	29,722,037
Total current liabilities	<u>90,786,794</u>

NET ASSETS:

Without donor restrictions	54,585,599
With donor restrictions	303,986
Total net assets	<u>54,889,585</u>
Total liabilities and net assets	<u>\$ 145,676,379</u>

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc.
CONSOLIDATED STATEMENT OF ACTIVITIES

Year ended September 30, 2019

Net assets without donor restrictions

Public support and revenue	
Public support:	
Global Fund	\$ 570,358,986
Government grants and contracts:	
U.S. Government	196,939,720
Commonwealth of Massachusetts	5,739,415
Other grants and contracts	101,715,710
Program income	280,588
Contributions	265,399
In-kind project contributions	9,678,628
Inherent contribution	778,482
Interest income	852,027
Total support and revenue	<u>886,608,955</u>
Expenses	
Program services:	
International programs	818,431,255
Domestic programs	27,263,690
Total program services	<u>845,694,945</u>
Supporting services	
Management and general	36,428,678
Fundraising	2,806,595
Total supporting services	<u>39,235,273</u>
Other Expenses	
Unallowable	288,094
Total other expenses	<u>288,094</u>
Total expenses	885,218,312
Change in net assets	1,390,643
Change in net assets with donor restrictions	46,777
Net assets at beginning of year	<u>53,452,165</u>
Net assets at end of year	<u><u>\$ 54,889,585</u></u>

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc.

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year ended September 30, 2019

	Program services			Supporting services		Total expenses
	International programs	Domestic programs	Total	Management and general	Fundraising	2019
Commodities	\$ 544,556,844	\$ -	\$ 544,556,844	\$ 1,421	\$ 1,471	\$ 544,559,736
Freight Costs	39,652,513	-	39,652,513	-	-	39,652,513
Salaries	24,532,253	12,172,719	36,704,972	11,085,659	2,353,165	50,143,796
Consultants	14,119,065	5,791,456	19,910,521	2,090,816	379,622	22,380,959
Cooperating national salaries	49,761,390	244,621	50,006,011	658,261	-	50,664,272
Travel	9,468,547	1,256,109	10,724,656	940,323	22,704	11,687,683
Allowance and training	7,052,172	46,360	7,098,532	236,650	250	7,335,432
Subgrants/Subcontracts	83,262,033	5,191,198	88,453,231	-	22,267	88,475,498
Equipment, material and supplies	4,555,167	231,216	4,786,383	300,443	-	5,086,826
Other costs	31,154,814	2,330,011	33,484,825	20,713,133	24,233	54,222,191
Information Technology	146,193	-	146,193	387,941	2,883	537,017
Non-Commodity	277,348	-	277,348	-	-	277,348
Quality Assurance	184,863	-	184,863	(548)	-	184,315
Incidence	29,423	-	29,423	1,382	-	30,805
In-kind project expenses	9,678,630	-	9,678,630	-	-	9,678,630
Depreciation	-	-	-	13,197	-	13,197
Total expense	<u>\$ 818,431,255</u>	<u>\$ 27,263,690</u>	<u>\$ 845,694,945</u>	<u>\$ 36,428,678</u>	<u>\$ 2,806,595</u>	<u>\$ 884,930,218</u>

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc.
CONSOLIDATED STATEMENT OF CASH FLOWS

Year ended September 30, 2019

Cash flows from operating activities:	
Increase in net assets	\$ 1,437,420
Adjustments to reconcile increase in net assets to net cash used in operating activities:	
Depreciation	19,685
(Increase) decrease in receivables for program work	(26,553,124)
(Increase) decrease in field advances - program	500,547
(Increase) decrease in employee advances	(79,414)
(Increase) decrease in prepaid expenses	(766,262)
(Increase) decrease in other assets	(22,609)
Increase (decrease) in accounts payable and payroll withholdings	28,512,414
Increase (decrease) in accrued vacation	(210,088)
Increase (decrease) in advances for program work	(18,507,594)
Net cash used in operating activities	<u>(15,669,025)</u>
Cash flows from investing activities:	
Acquisition of property and equipment	(52,342)
Inherent contribution net of cash acquired	37,427,968
Net cash provided by investing activities	<u>37,375,626</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	21,706,601
Cash and cash equivalents at beginning of year	<u>76,856,647</u>
Cash and cash equivalents at end of year	<u>\$ 98,563,248</u>

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
September 30, 2019

NOTE A - ORGANIZATION AND NATURE OF ACTIVITIES

JSI Research and Training Institute, Inc. (the "Organization") was incorporated in the Commonwealth of Massachusetts on April 11, 1979. JSI Research and Training Institute, Inc. provides education and research primarily to non-profit health and human service agencies both in the United States and abroad. Current funding is principally from the United States Agency for International Development and the United States Department of Health and Human Services.

JSI Research and Training Institute, Inc. is the sole member of World Education, Inc. and The Partnership for Supply Chain Management, Inc. (Affiliates). JSI Research and Training Institute, Inc. is accorded with such powers as are typical for a sole member including the power of appointment and removal of the Affiliates' board of trustees, the right to approve amendments to the bylaws and certificate of incorporation, and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of Affiliates.

World Education, Inc. was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation. World Education, Inc's financial data is consolidated utilizing its fiscal year-end financial position at June 30, 2019.

The Partnership for Supply Chain Management (PfSCM) was incorporated on February 14, 2005 under the laws of Massachusetts. PfSCM began operations on October 1, 2005 as a non-profit organization established by JSI Research & Training Institute, Inc. and Management Sciences for Health, Inc. On October 11, 2018, Management Sciences for Health, Inc. discontinued their relationship with PfSCM and JSI Research & Training Institute, Inc. became the sole member of PfSCM. PfSCM's financial data is consolidated utilizing its fiscal year-end financial position at September 30, 2019.

JSI Research and Training Institute, Inc. and its affiliates are tax exempt organizations under 501(c)(3) of the Internal Revenue Code and file separate unconsolidated tax returns.

NOTE B CHANGE IN CONTROL

As previously referred to in Note A, the Organization achieved a controlling interest in the PfSCM during fiscal year 2019. This transaction was effected without the transfer of consideration, and as such, the net assets of PfSCM as of October 11, 2018, totaling \$2,778,482, were contributed to the Organization and were recognized in the accompanying consolidated statement of activities as an inherent contribution. Details of the transaction are as follows:

Cash and cash equivalents	\$ 38,206,450
Accounts receivable	2,608,518
Other assets	774,153
Liabilities	<u>(40,810,639)</u>
	<u>\$ 778,482</u>

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED
September 30, 2019

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

The consolidated financial statements include the accounts of JSI Research and Training Institute, Inc. as well as World Education, Inc. and PfSCM, its affiliates (collectively referred to as the Organization). Significant intra-entity accounts and transactions have been eliminated in consolidation.

Basis of Accounting

The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliates in conformity with accounting principles generally accepted in the United States of America (US GAAP). Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and the changes thereof are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed restrictions.

Net assets with donor restrictions - Contributions, grants, and income whose use by the Organization has been limited by donors or grantors to a specific time period or purpose.

Use of Estimates

The preparation of consolidated financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Cash and Cash Equivalents

The Organization considers all monies in banks and highly liquid investments with maturity dates of three months or less to be cash equivalents. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments. Total cash held in foreign accounts was \$3,483,206 at September 30, 2019.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities (marketable investments) are measured at fair values based on quoted market prices in the consolidated statement of financial position. Unrealized gains and losses are included in the consolidated statement of activities.

Property and Equipment

Property and equipment owned by the organization are reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of \$5,000 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets. Property and equipment purchased with grant funds where ownership rests with the donor is expensed at the time of purchase and is returned to the donor or disposed of in accordance with the terms of the grant and/or donor permissions at the conclusion of the grant period.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED
September 30, 2019

Revenue Recognition

The majority of the Organization's revenues are derived from contracts, cooperative agreements, and grants with U.S. government agencies, primarily the United States Agency for International Development and the United States Department of Health and Human Services, as well as other private foundations and non-governmental organizations. Revenues are recognized when the Organization incurs qualifying expenditures that are reimbursable under the terms of the contracts, agreements or grants, or in accordance with the grantor's restrictions.

Unrestricted and restricted contributions are recognized as revenue at the date the pledge is made or the gift is received, whichever is earlier.

Contributions received are recorded as revenue without donor restrictions, or with donor restrictions depending on the existence and/or nature of any donor restrictions. Contributions are reported as restricted support and are then released to without donor restrictions upon expiration of the time and/or purpose of the restriction. Restricted support, whose restrictions are met in the same reporting period, is shown as support without restrictions.

Donated Materials and Services

Donated materials and services are recorded as in-kind project contributions at their estimated fair market value as of the date of receipt and as an expense in the accompanying consolidated statement of activities. Donated services are recognized if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as described in Section 509. Accordingly, no provision for income taxes is included in the accompanying consolidated financial statements.

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions. Following administrative practice of the taxing authorities, the tax years 2015, 2016, 2017, 2018, and 2019 remain open years subject to examination and review.

JSI Research and Training Institute, Inc., World Education, Inc. and PfSCM file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. and PfSCM file tax returns are based on a September 30 year end and World Education, Inc. files its tax return based on a June 30 year end.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Each functional classification includes all expenses related to the underlying operations by natural classification. Natural expenses attributable to more than one functional expense category are allocated using a variety of cost allocation techniques.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED
September 30, 2019

Foreign Currency Transactions

Expenses of international operations are measured generally using local currency. Expenses are translated to USD using the first in, first out method of exchange based on the bank rate assigned at transfer. As a result, foreign currency transaction gains and losses are negligible and are included as direct program expenses.

Receivables for Program Work

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2019 was \$0. Included in receivables for program work is \$38,093,960 of amounts billed and \$7,036,428 of amounts unbilled.

Implementation of New Accounting Standards

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*, which revises the not-for-profit financial reporting model. ASU 2016-14 provides for additional disclosure requirements and modifies net asset reporting. The Organization adopted ASU 2016-14 effective in the fiscal year ended September 30, 2019. As a result of the adoption of ASU 2016-14, the Organization was required to reclassify its net assets into two categories: net assets without donor restrictions and net assets with donor restrictions. In addition, the guidance requires enhanced disclosures about liquidity and expenses by both their natural and functional classification, among other changes.

In June 2018, the FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The amendments in this ASU assist entities in: (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of Topic 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other guidance; and (2) determining whether a contribution is conditional. For contributions, an entity should follow the guidance in Subtopic 958-605, whereas for exchange transactions, an entity should follow other guidance (for example, Topic 606, *Revenue from Contracts with Customers*). Management has adopted this ASU in fiscal year 2019 and there was no impact upon adoption.

Recent Accounting Pronouncements

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which is a comprehensive new revenue recognition standard that will supersede existing revenue recognition guidance. The core principle of the guidance is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Management is currently evaluating the effect the provisions of this ASU will have on the consolidated financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities. Management is currently evaluating the impact of the pending adoption of the new standard on the financial statements.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

NOTE D - CONCENTRATION OF CREDIT RISK

The Organization maintains demand deposits and money market funds at financial institutions. At times, certain balances held in these accounts may not be fully guaranteed by the United States government. The uninsured portions of cash and money market accounts are backed solely by the assets of the financial institution. Therefore, the failure of a financial institution could result in a financial loss to the Organization. However, the Organization has not experienced losses on these accounts in the past and management believes the risk of loss, if any, to be minimal.

NOTE E - PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

Property and equipment and accumulated depreciation account balances are as follows:

	<u>Cost</u>	<u>Accumulated depreciation</u>	<u>Net</u>
Furniture and equipment	\$ 709,627	\$ 654,090	\$ 55,537
Leasehold improvements	45,680	30,355	15,325
	<u>\$ 755,307</u>	<u>\$ 684,445</u>	<u>\$ 70,862</u>

Depreciation expense was \$13,197 for the year ended September 30, 2019.

NOTE F - OTHER ASSETS

Other assets consist of the following at September 30, 2019:

Deposits	\$ 132,401
Artwork - donated	36,945
	<u>\$ 169,346</u>

Donated artwork is recorded at a discounted appraised value at the date of gift.

NOTE G - ACCRUED VACATION

In accordance with formal policies, vacation was accrued at September 30, 2019 as follows:

JSI Research and Training Institute, Inc.	\$ 1,464,584
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JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED
September 30, 2019

NOTE H - ADVANCES FOR PROGRAM WORK

Advances for program work consist of the following at September 30, 2019:

Other - non-governmental	
Bill & Melinda Gates Foundation	\$ 13,272,043
Various Donors	10,225,618
Global Fund	4,048,678
Doris Duke Charitable Foundation	2,175,699
	<hr/>
	\$ 29,722,038
	<hr/>

Advances for program work represent refundable advances of cash received from non-governmental organizations. They are reported as advances because there is typically a barrier placed by the granting organization, as well as a right of return if the funds are not used in accordance with the terms of the arrangement with the funding organization. Once the barriers are overcome and there is no longer a right of return, revenue is recognized.

NOTE I - DEBT***Citizens Bank***

World Education, Inc. has a revolving line of credit with a bank with a borrowing limit of up to \$500,000. The revolving line of credit was renewed on September 10, 2018. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until May 31, 2020 and annually thereafter contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during the year and as a result, as of June 30, 2019, the outstanding balance is \$0 and no interest was incurred on this loan during the year ended June 30, 2019.

John Snow, Inc.

World Education, Inc. has an unsecured revolving line of credit with John Snow, Inc. (a related party) with a borrowing limit of up to \$1,000,000. The loan was renewed on July 1, 2019. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2022. The loan is not collateralized. No funds were borrowed during the year and as a result, as of June 30, 2019, the outstanding balance is \$0. No interest was incurred on this loan during the year ended June 30, 2019 (See Note Q).

NOTE J - CONTINGENCIES

In accordance with the terms of its federal and state grants and contracts, the records of the Organization are subject to audit. The Organization is, therefore, contingently liable for any disallowed costs. Management believes that any adjustment which might result from such an audit would be immaterial.

JSI Research and Training Institute, Inc. is a co-borrower (with a related party) of a demand loan with no balance due at September 30, 2019. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due (See Note Q).

Provisional indirect cost rates are negotiated with the United States Agency for International Development (AID) on an annual basis. As of September 30, 2019, actual indirect cost rates have been approved by AID for JSI Research and Training Institute, Inc. through December 31, 2014 and World Education, Inc. through

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED
September 30, 2019

June 30, 2018. Based on favorable past experience, management believes the effects of changes to the overhead rates, if any, would not be material to the consolidated financial statements.

NOTE K NET ASSETS WITH DONOR RESTRICTIONS

During the year ended June 30, 2019, the Organization received \$46,777 of restricted donations. The donations are restricted for use in specific programs and/or projects that are specified by the donor.

NOTE L - RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments.

During the year ended September 30, 2019, John Snow, Inc. billed JSI Research and Training Institute, Inc. \$28,335,233 for consulting services (technical support). This amount is reflected under program services - consulting totaling \$15,311,055 and program services - other costs totaling \$13,024,177 on the consolidated statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling \$7,658,189.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2019, JSI Research and Training Institute, Inc. incurred \$23,073,571 of overhead expenses (supporting services), of which \$9,292,686 was its share of John Snow, Inc. incurred costs.

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of May 31, 2020, which allows for borrowings up to \$6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus 2.00% payable monthly in arrears, which at September 30, 2019 was 3.826%. At September 30, 2019, a balance of \$0 was outstanding on the loan.

During the year, the Company had various accounts payable due from and to John Snow, Inc. At September 30, 2019, the accounts receivable balance is \$0 and the accounts payable balance is \$369,577.

World Education, Inc. has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as requested from time to time by WEI, on arms-length terms as agreed by WEI and JSI. Transactions between World Education, Inc. and John Snow, Inc. for the year ended June 30, 2019 are summarized as follows:

Administrative and technical support	\$ 1,561,799
Other direct charges (including rent of \$871,877)	1,375,414
	<hr/>
	\$ 2,937,213
	<hr/>

The agreement is on a year-to-year basis and can be terminated by either party upon 90 days written notice to the other.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

World Education, Inc. has an unsecured line of credit with John Snow, Inc. with a borrowing limit of up to \$1,000,000 (See Note L).

Other

The Organization has an agreement with a related company to purchase services. Transactions with this company were charged to sub-contracts expense and are as follows for the year ended September 30, 2019:

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	<u>\$ 686,384</u>
	<u>\$ 686,384</u>

NOTE M - RETIREMENT PLANS

JSI Research and Training Institute, Inc. has a defined contribution profit sharing/401(k) plan covering substantially all its employees. Employee contributions are voluntary. The Company contributes an amount equal to 7% of the employee's monthly earnings, funded with each month's payroll. In addition, employees will receive a 100% match on the first 2% of contributions made to their retirement account. Employees who are contributing less than 2% of their pay to their retirement account will automatically be enrolled at 2% either at the time of hire, or annually in July. The Plan was effective April 11, 1979. Pension expense was \$2,458,753 for the year ended September 30, 2019.

World Education, Inc. provides retirement benefits to substantially all employees under a plan. World Education, Inc.'s contributions of 7% of employee salaries are used to purchase individual annuities. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were \$360,907 for the year ended June 30, 2019.

NOTE N - COMMITMENTS

Operating Leases

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2019 through 2026. The leases contain renewal options for periods of up to five years.

During the year ended September 30, 2019, rent expense under long-term lease obligations were \$505,419. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2019 are:

2020	\$ 423,198
2021	434,419
2022	450,718
2023	396,612
2024	155,324
Thereafter	<u>326,716</u>
	<u>\$ 2,186,987</u>

World Education, Inc. leases space for general offices on a year-to-year basis. Rent expense for the year ended June 30, 2019 was \$877,010.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

NOTE O - CONCENTRATION OF FUNDING

The Organization receives a majority of its funding through contracts and grants with various departments and agencies of the federal government.

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2019:

	<u>Income received</u>	<u>% of total income</u>
U.S. Agency for International Development	\$ 165,608,943	55.9%

NOTE P - IN-KIND PROJECT CONTRIBUTIONS

The Organization receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled \$11,154,095 for the year ended September 30, 2019, and are reflected as in-kind project contributions on the consolidated statement of activities and in-kind project expenses on the consolidated statement of functional expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. AID grants. During the year ended September 30, 2019, the following donated materials and services received by the Organization have been used to fulfill matching requirements on active grants:

AIDSFree	\$ 6,334,951
Tanzania CHSS	301,174
Timor Leste RBHS	329,437
Ghana HIV/AIDS	112,512
Madagascar CCH	1,204,366
Ethiopia TRANSFORM	1,396,190
Laos	13,531
Uganda	50,015
Zimbabwe	3,250
OUTCOMES	1,235,558
Mozambique	173,111
	<u>\$ 11,154,095</u>

NOTE QS LIQUIDITY AND AVAILABILITY OF RESOURCES

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. Given the project-based nature of the Organization's work, the annual budget is structured to break even and ensure that there are sufficient inflows to cover budgeted outflows each year. Any use of the Organization's reserve, which is minimal, is subject to management's review and approval.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

The following reflects the Organization's financial assets as of September 30, 2019, reduced by amounts not available for general use within one year due to contractual or donor-imposed restrictions.

Cash and Cash Equivalents	\$ 98,563,248
Receivables for Program Work	45,130,388
Total Financials Assets Available Within One Year	<u>143,693,636</u>
Less Donor Restricted Assets	<u>29,722,037</u>
 Total Financial Assets Available to Management for General Expenditures Within One Year	 <u>\$ 113,971,599</u>

The Organization also has two committed lines of credit totaling \$8 million, which it could draw upon in the event of an unanticipated liquidity need.

NOTE R - SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through August 5, 2020, the date on which the consolidated financial statements were available to be issued. The COVID-19 pandemic, whose effects first became known in March 2020, is having a broad and negative impact on commerce and financial markets around the world. The extent of the impact of COVID-19 on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and its impact on the Organization's funding agencies, employees and vendors, all of which at present cannot be determined. Accordingly, the extent to which COVID-19 may impact the Organization's financial position and changes in net assets and cash flows is uncertain and the accompanying consolidated financial statements include no adjustments relating to the effects of this pandemic.



**JSI Research & Training Institute, Inc.
Board of Trustees**

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Boston, MA

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Harvard School of Public Health
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JSI
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Wharton School at University of Pennsylvania
Philadelphia, PA

KATHERINE ROBERT, MPA

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EDUCATION

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
*Master of Public Administration, 2009
Bachelor of Arts in Political Science, 2006*

EXPERIENCE

JSI Research & Training Institute, Inc., Bow, New Hampshire
Regional Director, August 2019 to present

Responsible for overall functionality and performance of JSI Northern New England team and office operations; ensures alignment of JSI NNE activities with the JSI Health Services Division priorities and vision; provides supervision and support to staff in order to promote morale and work quality.

Consultant, December 2007 to present

Provide technical assistance, training and evaluation to health and human service organizations to support the development of effective public health and health care systems.

HIGHLIGHTS OF RELEVANT PROJECTS

NH Home Visiting Program Supports and Services July 2015 to present Oversee and coordinate seven scopes of work building capacity for the NH Home Visiting Program and its sub-recipient agencies implementing the Healthy Families America model, funded by the federal Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV). Act as statewide training coordinator for the Healthy Families America home visitors. Conduct annual needs assessment, identify subject-matter expert trainers, and engage in continuous dialogue with agencies to most effectively provide training and technical assistance resources. Develop and implement a statewide needs assessment, and provide consultation to the NH Home Visiting Task Force. Oversight of additional scopes of work include implementation of continuous quality improvement plan for local implementing agencies, marketing and multi-media campaign development, and post-partum visit utilization pilot research project.

Behavioral Health for Childhood Trauma Recovery Needs Assessment July 2018 to August 2019 Provide project direction and oversight to a needs assessment aimed at prioritizing areas of need to bolster New Hampshire's capacity to provide behavioral health services to support trauma recovery for children who have experienced abuse. Facilitate Advisory Panel meetings to solicit expert feedback from leaders from relevant statewide and local agencies.

Northern New England Healthy Equity Workgroup February 2018 to present Participate in an internal-workgroup whose purpose is to create a welcoming, inclusive work environment to maximize work and life potential for JSI staff and the clients we serve. The committee aims to empower staff and supervisors to practice equity as a core value, promote equitable recruitment and hiring practices, and strengthens JSI's position as a leader in increasing health equity. Develop and deliver staff trainings relevant to equity issues, including cultural competency.

Environmental Health Integration Team Strategic Facilitation March 2019 to August 2019 Provide expert facilitation and strategic planning support to the newly created Environmental Health Integration Team, an initiative of the Division of Public Health Services. Develop agenda and activities to elicit team input on development of purpose statement, and goals, and facilitation of workgroups in developing strategies aligning with identified goals.

Healthy Start EPIC Center December 2014 to May 2019 Provide technical assistance and training to Healthy Start grantees to ensure program effectiveness in achieving the goals to reduce infant mortality and health disparities, and improve perinatal health outcomes. This project focuses on providing comprehensive and innovative capacity building assistance to community-based grantees, measuring project success by the degree to which grantees achieve core competencies essential for effective implementation of the Healthy Start model and institutionalize a culture of QI and evaluation based on a foundation of documented program effectiveness. Primary responsibilities include coordination of technical assistance.



Trauma Informed Care for Early Childhood Services (TIECS) Training Coordination *July 2014 to June 2017*

Engaged subject matter experts and early childhood service professionals from around the state to complete a Train the Trainer exercise and subsequent 50+ community trainings to train over 600+ professionals serving young children and their families. Worked with technical staff to translate the in-person training curriculum to an e-learning format, and with subject matter experts to develop and facilitate a learning collaborative to train interested professionals in becoming early childhood trauma consultants.

Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) Services *May 2012 to June 2013*

Recruited and hired qualified consultants to implement NAP SACC in targeted NH communities. Provided technical assistance to consultants during the project period through program recruitment support, logistical support, and implementation support. Conducted an evaluation of past NAP SACC interventions from the perspective of trained sites and trainers.

Tobacco and Obesity Policy Project *June 2010 to January 2012* Provided project management support, and worked with NH DHHS Obesity Prevention Program and Tobacco Prevention and Control Program staff and partners to assist in the development of strategies and creation of trainings and materials for licensed childcare settings, schools, and workplaces to develop and adopt evidence-based guidelines around nutrition, physical activity, screen time, and tobacco exposure. Conduct qualitative research to inform process.

Southern New Hampshire University, Manchester, New Hampshire

Member, Public Health Advisory Council, 2018-present

Advise SNHU to support its Council of Education for Public Health Accreditation application process.

NH Health & Equity Partnership, Concord, New Hampshire

Diversity and Cultural Competence trainer, April 2018 – present

Participated in a train the trainer session to qualify in offering diversity and cultural competence trainings for wide range of organizations.

Rivier University, Nashua, New Hampshire

Adjunct Faculty, September 2016-January 2018

Developed the curriculum for and instructs the online capstone for the undergraduate Public Health program.

PROFESSIONAL ASSOCIATIONS

NH Public Health Association, Past President

- Board of Directors / Executive Committee – 2012 – 2018
- Human Resources Committee, 2015 - 2018
- Communications Committee, 2012 – 2018

NH Home Visiting Task Force

- Member, 2015 – 2019

American Public Health Association

- Member, 2013 – Present

NH Public Health Services Improvement Council

- Member, 2016-present

COMPUTER SKILLS

Proficient in Adobe InDesign CS5.5, Adobe Illustrator CS5.5, Microsoft Word, Excel, and Publisher.

Working knowledge of Microsoft Access, QuickBooks, Adobe Photoshop, and SPSS.



LORI J. WALTER, CMP

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EDUCATION

ASHWORTH UNIVERSITY, NORCROSS, GEORGIA
A.S., Business Management

CONVENTION INDUSTRY COUNCIL, WASHINGTON, D.C.
Certified Meeting Professional (CMP) designation 2005

PROFESSIONAL CAREER DEVELOPMENT INSTITUTE, ASHWORTH UNIVERSITY, NORCROSS, GEORGIA
Certified in Bridal Consulting, 2003
Certified in Travel & Tourism, 1998

NEW HAMPSHIRE TECHNICAL INSTITUTE, CONCORD, NEW HAMPSHIRE
Coursework in hospitality sales & management, hotel management, and convention planning, 1999–2001

EXPERIENCE

JSI Research & Training Institute, Inc. d/b/a Community Health Institute, Bow, NH
Training & Event Manager, July 2007 to present

Continuing Nursing Education Coordinator January 2012 to present

Manages JSI's continuing nursing education (CNE) accreditation through the Northeast Multi-State Division of Continuing Education. Works with JSI staff to develop programs that adhere to the strict NEMSD and American Nursing Association guidelines for CNE approval. In addition, works with JSI staff on researching and developing programs that adhere to other accreditation guidelines such as continuing medical education, social worker education, licensed drug and alcohol counselors, prevention specialists, etc.

Partnership for Public Health Virtual Event Logistics July 2020 - Present

Event manager for the Partnership for Public Health's virtual Annual Meeting. Due to COVID-19 the Partnership for Public Health (PPH) has had to reschedule their in-person Annual Meeting and pivot to a virtual event. PPH has contracted the event team in the Bow, NH office to guide them through a creative planning process, develop marketing strategies and create promotional campaigns, and manage the technical aspects of their virtual event.

NH HIV Planning Group (HPG) July 2017 - Present

Project director for the NH HPG through a contract with the NH Department of Health and Human Services, Bureau of Infectious Disease. Project management, budgeting, client relations, and overseeing the project and the project team. Provides logistical support for committee meetings, trainings, and special events including a biennial conference, World Aids Day activities, training to health and community professionals on issues such as HIV, and transgender health.

NH Race & Equity May 2018 to present

Project director for the NH Race and Equity project funded by the Endowment for Health. Works closely with the Endowment's program director to establish processes, and manage logistics for six workgroups. The workgroups bring together community members and professionals from various sectors to help develop action plans to address racial inequities in NH. JSI staff are also managing the logistics of the Endowment's second NH Race & Equity Symposium being held in April 2019.

Public Health Emergency Preparedness Training and Technical Assistance July 2007 to present

Provides conference and training logistics management for the Public Health Emergency Preparedness Technical Assistance and Training projects funded by the NH DHHS and NH Homeland Security and Emergency Managements (HSEM) to provide training and technical assistance to public health emergency planning partners in New Hampshire's Public Health Regions. As part of the Technical Assistance and Training project, provides training logistics for contracted training, workshops and events as well as conference management for the one-day NH Emergency Preparedness Conference held annually for over 900 attendees, speakers and vendors. In addition, manages logistics for the NH Integrated Emergency Volunteer Training Conference held annually for 200 emergency volunteers. Also provided conference logistics for the 2010 Functional Needs Conference for 150 participants.



NH Governor's Summit on Substance Misuse *November 2015 – July 2016*

Provided conference management for the one-day NH Governor's Summit on Substance Misuse held in May 2016 for 800+ attendees, speakers and vendors. Services included promotion, registration, fiscal management, exhibitor solicitation, planning committee management, speaker coordination, CEU management, set-up and day-of onsite management.

Marketing the Immunization Message in NH *July 2010 to present*

Provides project support and conference logistics for the NH DHHS Immunization Program's annual NH Immunization Conference. The conference team provides promotion, registration, fiscal management, exhibitor solicitation, planning committee management, speaker coordination, CEU/CME management, set-up and day-of onsite management. The goal of the conference is to educate healthcare providers on immunization specific topics.

NH Center for Excellence *January 2009 to present*

Provides logistical and administrative support for a statewide technical assistance resource center for evidence-based practice in substance abuse services. The Center establishes a base of evidence-based practices in prevention, developing a learning collaborative of networks and practitioners to engage in systems change to support evidence-based practice, and establishes data dissemination systems to ensure that data is both an input to and output of evidence-based practice. An expert panel endorses evidence-based practice selections, outcome measurement designs, and the process by which promising practices may develop a base of evidence of effectiveness in New Hampshire.

Healthy Homes and Lead Poisoning Prevention Program *July 2014 - present*

Primary responsibilities include working with the New England Lead Coordinating Committee to coordinate the biennial New England Lead Conference, as well working with the HHLPPP to coordinate regional dinners and other events to promote the program initiatives. In 2018, work also included event management for the NH Healthy Homes Conference.

Uniform Data System for the Bureau of Primary Care *September 2008 to 2014*

Serves as a training logistics coordinator for a major initiative to collect 'Uniform Data System' (UDS) information from all BPHC funded sites across the country. Responsibilities include coordinating training logistics with the training coordinator, host primary care associations (PCAs) and trainers, compilation and distribution of training materials to the host PCAs, and compiling and summarizing training evaluations.

Uniform Data System for the Indian Health Services Urban Indian Health Program *September 2008 to 2014*

Serves as a training coordinator for a major initiative to collect 'Uniform Data System' (UDS) information. The UDS is a standardized reporting system that provides consistent information about the administrative, financial and clinical performance of 34 UIHP funded grantees nationwide. Responsibilities includes coordinating several annual one or two day trainings around the United States, informing grantees of training in their area, registering grantees, trainer travel arrangements, facility site selection and logistical management, compilation and distribution of training materials, and compiling and summarizing training evaluations.

Prescription Drug Strategy Summit *August –November 2011*

Provided project management and event logistics management for the October 2011 Prescription Drug Abuse Strategy Summit which brought together 165 stakeholders to address NH's prescription drug abuse epidemic. The goal of the summit was to gather stakeholder input for the Prescription Drug Abuse Plan which goes before the Governor in December 2011.

Child & Family Services Adolescent Substance Abuse Treatment Program *October 2007 to August 2011*

Provided administrative support and data management services for Child and Family Services (CFS) for the CSAT funded Assertive Adolescent and Family Treatment (AAFT-2 and AAFT-3) projects. Data management activities include: Acts as the liaison between Chestnut Health Systems, CSAT and CFS data systems, provides ongoing technical assistance and support in setting up and maintaining the ABS/GAIN data collection systems, compile and report on client satisfaction survey upon discharge from ASAT program, ongoing data monitoring and technical assistance, conduct process and outcome evaluation activities, evaluation tool development, data collection training and support for CFS staff as needed to maintain quality data, SPSS and Access database development, creating client tracking systems, web based GPRA data entry, data cleaning and analysis, and report writing.

JSI Research & Training Institute, Inc. d/b/a Community Health Institute

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Katherine Robert	Director	120,000	25%	30,000
Alyson Cobb	Consultant/Task Lead	89,850	90%	80,865
Lori Walter	Consultant/Task Lead	70,040	30%	21,012



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibley
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

October 7, 2020

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into an amendment to an existing **Sole Source** contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute (VC#161611-B001), Bow, NH to continue providing a broad range of support services across a number of public health programs, by increasing the price limitation by \$323,546 from \$5,193,959 to \$5,517,505 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. 95% Federal Funds. 5% Other Funds (Radiological Health Fees).

The original contract was approved by Governor and Council on June 21, 2017, Item #51. It was subsequently amended with Governor and Council approval on February 21, 2018, Item #8; April 17, 2019, Item #19; October 2, 2019, Item #14; and June 24, 2020, Item #43. It was amended with Governor approval on May 29, 2020, as presented to the Executive Council on June 24, 2020, as Informational Item #F; and amended with Governor approval on July 31, 2020, as presented to the Executive Council on August 26, 2020, as Informational Item #N.

Funds are available in the following accounts for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because Amendment #2 increased the total price limitation by more than ten percent (10%) of the original contract value.

The purpose of this request is to support the Radon Program in the development and delivery of stakeholder engagement; public outreach and education; and an inventory of existing municipal policies and ordinances. The Contractor will help coordinate and support the delivery of two radon prevention trainings sessions that will focus on outreach and education for real estate professionals. In addition, the Contractor will conduct an inventory of existing policies and ordinances at the municipal level for radon in new construction, mitigation and testing of public buildings.

The Healthy Homes and Lead Poisoning Prevention Program (HHLPPP) is requesting the Contractor to provide continued support with:

1) Overseeing the logistics of regular meetings of the New England Lead Coordinating Committee;

2) Ongoing outreach and education to stakeholders that include medical providers, families living in pre-1978 properties with children 72 months and younger, contractors, and landlords; and

3) Overseeing the logistics of New Hampshire's annual Environmental Health Conference.

For the Immunization program, the Contractor will establish an Immunization Coalition with the goal of developing education and outreach tools for medical professionals and the general public.

The Department will have four (4) meetings with the Contractor, two (2) committee meetings and two (2) regional meetings to monitor the development and implementation of the radon program.

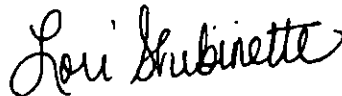
Should the Governor and Council not authorize this request there will be reduced access to outreach and education for stakeholders and at risk families across New Hampshire relative to radon, climate change, and lead's impact on the health of those that live in New Hampshire.

Area served: Statewide

Source of Funds: CFDA #93.197, FAIN # NUE2EH001408; CFDA # 66.605, FAIN# TBD; CFDA #66.032, FAIN # K1-00162330; CFDA #93.268, FAIN # NH23IP922595.

In the event that the Federal or Other Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shabinette
Commissioner

Public Health Professional Support Services
Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 74% Federal, 26% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
			Sub Total	\$590,000	\$0	\$590,000

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
			Sub Total	\$180,000	\$0	\$180,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000
2021	102-500731	Contracts for Prog Svc	90023320	\$80,000	\$0	\$80,000
2021	102-500731	Contracts for Prog Svc	90023205	\$0	\$70,000	\$70,000
			Sub Total	\$305,000	\$70,000	\$375,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$200,000
			Sub Total	\$767,600	\$0	\$767,600

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
 General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current/ Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,450	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
			Sub Total	\$66,450	\$0	\$66,450

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
			Sub Total	\$260,000	\$0	\$260,000

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE ADAPTATION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$44,670	\$0	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$57,760	\$0	\$57,760
			Sub Total	\$102,430	\$0	\$102,430

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			Sub Total	\$86,000	\$0	\$86,000
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$49,000	\$0	\$49,000
2020	102-500731	Contracts for Prog Svc	90036000	\$155,190	\$0	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$195,190	\$0	\$195,190
2021	102-500731	Contracts for Prog Svc	90036000	\$111,795	\$169,288	\$281,083
2021	102-500731	Contracts for Prog Svc	TBD	\$40,000	\$33,400	\$73,400

			Sub Total	\$151,795	\$202,688	\$354,483
			Sub Total	\$481,985	\$202,688	\$684,673

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
2021	102-500731	Contracts for Prog Svc	90083204	\$90,000	\$0	\$90,000
			Sub Total	\$780,559	\$0	\$780,559

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL –
CHILD HEALTH, 48% Federal/52% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
			Sub Total	\$96,000	\$0	\$96,000

**05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND CAPACITY, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
			Sub Total	\$60,000	\$0	\$60,000

**05-95-90-901510-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			Sub Total	\$18,000	\$0	\$18,000

**05-95-90-901510-5391 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL HEALTH
- ASSESSMENT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90035100	\$0	\$30,515	\$30,515
			Sub Total	\$0	\$30,515	\$30,515

**05-95-90-901510-5391 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL HEALTH
- ASSESSMENT, 100% Other - Fees**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90028000	\$0	\$20,343	\$20,343
			Sub Total	\$0	\$20,343	\$20,343

**05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024000	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90024000	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
2021	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
			Sub Total	\$343,000	\$0	\$343,000

**05-95-90-901010-5362 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$15,000	\$0	\$15,000
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
			Sub Total	\$15,000	\$0	\$15,000

**95-042-421110-2978 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF ECONOMIC AND HOUSING SUPPORTS, ADMINISTRATIONS FOR CHILDREN AND
FAMILIES, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	42117708	\$50,000	\$0	\$0
2021	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0

			Sub Total	\$50,000	\$0	\$50,000
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**05-95-092-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION
FUNDS, 100% OTHER FUNDS**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$140,000	\$0	\$140,000
			Sub Total	\$140,000	\$0	\$140,000

**05-95-090-903010-1901 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, ELC CARES COVID-19, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90183518	\$725,000	\$0	\$725,000
			Sub Total	\$725,000	\$0	\$725,000

**05-95-90-902510-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS
RESPONSE, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90703903	\$56,546	\$0	\$56,546
2020	102-500731	Contracts for Prog Svc	90703903	\$6,389	\$0	\$6,839
2020	102-500731	Contracts for Prog Svc	90027027	\$150,000	\$0	\$150,000
			Sub Total	\$212,935	\$0	\$212,935
			TOTAL	\$5,193,959	\$323,546	\$5,517,505



**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**

**State of New Hampshire
Department of Health and Human Services
Amendment #7 to the Public Health Professional
Support Services Contract**

This 7th Amendment to the Public Health Professional Support Services contract (hereinafter referred to as "Amendment #7") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research and Training Institute, Inc. (d/b/a Community Health Institute) (hereinafter referred to as "the Contractor"), a Massachusetts nonprofit corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Item #51), as amended on February 21, 2018 (Item #8), as amended on April 17, 2019 (Item #19) as amended on October 2, 2019 (Item #14), as amended with Governor approval on May 29, 2020, as presented to the Executive Council on June 24, 2020 (Informational Item #F), as amended on June 24, 2020 (Item #43), and as subsequently amended with Governor approval on July 31, 2020, as presented to the Executive Council on August 26, 2020 (Informational Item #N) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$5,517,505.
2. Add Exhibit A, Amendment #3, Scope of Services, Section 2 Scope of Work, Subsection 2.2 Develop and Implement Prevention-Focused Training Programs, Paragraph 2.2.8 Radon Program to read:
 - 2.2.8. **Radon Program**
 - 2.2.8.1. The Contractor shall plan and implement two (2) radon prevention-training programs for real estate professionals, which include:
 - 2.2.8.1.1. Training focused on outreach and education related to radon for real estate professionals; and
 - 2.2.8.1.2. Radon awareness training for real estate professionals.
3. Add Exhibit A, Amendment #3, Scope of Services, Section 2 Scope of Work, Subsection 2.3 Provide Logistical Support for Conferences, Meetings and Planning Groups, Paragraph 2.3.10 Radon Program to read:
 - 2.3.10. **Radon Program**
 - 2.3.10.1. The Contractor shall provide logistical support to the Radon Program, which includes, but is not limited to:
 - 2.3.10.1. A maximum of four (4) meetings.
 - 2.3.10.2. A maximum of two (2) committee meetings.



**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**

2.3.10.3. A minimum of two (2) regional dinner meetings, each having capacity for 25 attendees.

4. Add Exhibit A, Amendment #3 Scope of Services, Section 2 Scope of Work, Subsection 2.4 Provide Technical Assistance, Paragraph 2.4.4. Immunization Program to read:

2.4.4. Immunization Program

2.4.4.1. The Contractor shall provide technical assistance to the Department on strategies to establish an Immunization Coalition that includes, but is not limited to:

2.4.4.1.1. Organizing external stakeholders identified by the Department to assist with developing:

2.4.4.1.2. Methods to foster communication; and

2.4.4.1.3. Education and outreach tools and materials.

2.4.4.2. Utilizing communication methods, education and outreach tools that target stakeholders who include, but are not limited to:

2.4.4.1.2.1. Medical Professionals.

2.4.4.1.2.2. Parents.

2.4.4.1.2.3. Seniors.

2.4.4.1.2.4. Other members of the public.

2.4.4.1.2.5. Other entities engaged in promoting immunizations.

5. Add Exhibit A, Amendment #3 Scope of Services, Section 2 Scope of Work, Subsection 2.4 Provide Technical Assistance, Paragraph 2.4.5. Radon Program to read:

2.4.5. Radon Program

2.4.5.1. The Contractor shall provide technical assistance for the collection of radon information and data that includes, but is not limited to:

2.4.5.2. New Hampshire municipalities with existing building codes for radon resistant new construction (RRNC).

2.4.5.3. The estimated number of radon mitigations for existing homes per year.

2.4.5.4. The estimated number of radon tests performed in New Hampshire per year.

6. Modify Exhibit B-7, Amendment #5 Budget for Immunization Program, SFY 2021 by replacing in its entirety with Exhibit B-7 Amendment #7 Budget for Immunization Program, SFY 2021, which is attached hereto and incorporated by reference herein.

7. Modify Budget for Public Health Professional Support Services – CDC Lead, SFY 2021 Amendment #3. by replacing in its entirety with Exhibit B-8 Amendment #7, Budget for Lead Protection, SFY 2021, which is attached hereto and incorporated by reference herein.

8. Add Exhibit B-9 Amendment #7, Budget for EPA Performance Partnership SFY 2021, which is attached hereto and incorporated by reference herein.

9. Add Exhibit B-10 Amendment #7, Budget for EPA Radon SIRG SFY 2021, which is attached hereto and incorporated by reference herein.

10. Add Exhibit B-11 Amendment #7, Budget for Cost Share for EPA Radon SIRG SFY 2021, which is attached hereto and incorporated by reference herein.

OS
KR



New Hampshire Department of Health and Human Services
Public Health Professional Support Services

All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #7 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

10/8/2020

Date

DocuSigned by:
Lisa M. Morris

Name: Lisa M. Morris

Title: Director, Division of Public Health Svcs.

JSI Research & Training Institute, Inc.

10/8/2020

Date

DocuSigned by:
Katie Robert

Name: Katie Robert

Title: Director



**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

10/9/2020

DocuSigned by:
Catherine Pinos

D5CA9202E32C4AE...

Date

Name: Catherine Pinos
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting).

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-7 Amendment #7 Budget for Immunization Program

New Hampshire Department of Health and Human Services												
Contractor Name: JSI/Community Health Institute												
Budget Request for: NHIP												
Budget Period: SFY21												
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share					
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total			
1. Total Salary/Wages	\$ 21,623.00	\$ -	\$ 21,623.00	\$ -	\$ -	\$ -	\$ 21,623.00	\$ -	\$ 21,623.00			
2. Employee Benefits	\$ 8,216.74	\$ -	\$ 8,216.74	\$ -	\$ -	\$ -	\$ 8,216.74	\$ -	\$ 8,216.74			
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
4. Equipment:	\$ 648.89	\$ -	\$ 648.89	\$ -	\$ -	\$ -	\$ 648.89	\$ -	\$ 648.89			
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
5. Supplies:	\$ 1,513.61	\$ -	\$ 1,513.61	\$ -	\$ -	\$ -	\$ 1,513.61	\$ -	\$ 1,513.61			
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
7. Occupancy	\$ 2,162.30	\$ -	\$ 2,162.30	\$ -	\$ -	\$ -	\$ 2,162.30	\$ -	\$ 2,162.30			
8. Current Expenses	\$ 1,729.84	\$ -	\$ 1,729.84	\$ -	\$ -	\$ -	\$ 1,729.84	\$ -	\$ 1,729.84			
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
10. Marketing/Communications	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00			
11. Staff Education and Training	\$ 432.48	\$ -	\$ 432.48	\$ -	\$ -	\$ -	\$ 432.48	\$ -	\$ 432.48			
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
13. Other (Conference):	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00			
Indirect As A Percent of Direct	\$ -	\$ 3,673.36	\$ 3,673.36	\$ -	\$ -	\$ -	\$ -	\$ 3,675.91	\$ 3,675.91			
TOTAL	\$ 116,326.64	\$ 3,673.36	\$ 120,000.00	\$ -	\$ -	\$ -	\$ 116,326.64	\$ 3,675.91	\$ 120,002.55			
Indirect As A Percent of Direct	3.2%											

Exhibit B-8 Amendment #7, Budget for Lead Protection, SFY 2021

New Hampshire Department of Health and Human Services

Contractor Name: JSI Research & Training Institute, Inc.

Budget Request for: Public Health Professional Support Services

Budget Period: FY21

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 86,945.42	\$ -	\$ 86,945.42	\$ -	\$ -	\$ -	\$ 86,945.42	\$ -	\$ 86,945.42
2. Employee Benefits	\$ 33,039.26	\$ -	\$ 33,039.26	\$ -	\$ -	\$ -	\$ 33,039.26	\$ -	\$ 33,039.26
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ 2,608.36	\$ -	\$ 2,608.36	\$ -	\$ -	\$ -	\$ 2,608.36	\$ -	\$ 2,608.36
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 6,086.18	\$ -	\$ 6,086.18	\$ -	\$ -	\$ -	\$ 6,086.18	\$ -	\$ 6,086.18
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
7. Occupancy	\$ 8,694.54	\$ -	\$ 8,694.54	\$ -	\$ -	\$ -	\$ 8,694.54	\$ -	\$ 8,694.54
8. Current Expenses	\$ 6,636.18	\$ -	\$ 6,636.18	\$ -	\$ -	\$ -	\$ 6,636.18	\$ -	\$ 6,636.18
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,738.91	\$ -	\$ 1,738.91	\$ -	\$ -	\$ -	\$ 1,738.91	\$ -	\$ 1,738.91
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meetings & Conference	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -	\$ -	\$ -	\$ 17,000.00	\$ -	\$ 17,000.00
Educational Outreach	\$ 103,253.43	\$ -	\$ 103,253.43	\$ -	\$ -	\$ -	\$ 103,253.43	\$ -	\$ 103,253.43
Health Promotion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Systems	\$ -	\$ 4,782.00	\$ 4,782.00	\$ -	\$ -	\$ -	\$ -	\$ 4,782.00	\$ 4,782.00
HR	\$ -	\$ 2,608.36	\$ 2,608.36	\$ -	\$ -	\$ -	\$ -	\$ 2,608.36	\$ 2,608.36
Gen Admin	\$ -	\$ 2,608.36	\$ 2,608.36	\$ -	\$ -	\$ -	\$ -	\$ 2,608.36	\$ 2,608.36
Payroll and Accounting	\$ -	\$ 4,782.00	\$ 4,782.00	\$ -	\$ -	\$ -	\$ -	\$ 4,782.00	\$ 4,782.00
TOTAL	\$ 266,302.28	\$ 14,780.72	\$ 281,083.00	\$ -	\$ -	\$ -	\$ 266,302.28	\$ 14,780.72	\$ 281,083.00

Indirect As A Percent of Direct

5.6%

New Hampshire Department of Health and Human Services

Contractor Name: Community Health Institute/JSI

Budget Request for: Public Health Professional Support Services

Budget Period: FY21

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 756.76	\$ -	\$ 756.76	\$ -	\$ -	\$ -	\$ 756.76	\$ -	\$ 756.76
2. Employee Benefits	\$ 287.57	\$ -	\$ 287.57	\$ -	\$ -	\$ -	\$ 287.57	\$ -	\$ 287.57
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ 22.70	\$ -	\$ 22.70	\$ -	\$ -	\$ -	\$ 22.70	\$ -	\$ 22.70
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 52.97	\$ -	\$ 52.97	\$ -	\$ -	\$ -	\$ 52.97	\$ -	\$ 52.97
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 75.88	\$ -	\$ 75.88	\$ -	\$ -	\$ -	\$ 75.88	\$ -	\$ 75.88
8. Current Expenses	\$ 80.54	\$ -	\$ 80.54	\$ -	\$ -	\$ -	\$ 80.54	\$ -	\$ 80.54
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 15.14	\$ -	\$ 15.14	\$ -	\$ -	\$ -	\$ 15.14	\$ -	\$ 15.14
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational Outreach	\$ 32,000.00	\$ -	\$ 32,000.00	\$ -	\$ -	\$ -	\$ 32,000.00	\$ -	\$ 32,000.00
Information Systems	\$ -	\$ 41.62	\$ 41.62	\$ -	\$ -	\$ -	\$ -	\$ 41.62	\$ 41.62
HR	\$ -	\$ 22.70	\$ 22.70	\$ -	\$ -	\$ -	\$ -	\$ 22.70	\$ 22.70
Gen Admin	\$ -	\$ 22.70	\$ 22.70	\$ -	\$ -	\$ -	\$ -	\$ 22.70	\$ 22.70
Payroll and Accounting	\$ -	\$ 41.62	\$ 41.62	\$ -	\$ -	\$ -	\$ -	\$ 41.62	\$ 41.62
TOTAL	\$ 33,271.38	\$ 128.84	\$ 33,400.00	\$ -	\$ -	\$ -	\$ 33,271.38	\$ 128.84	\$ 33,400.00

Indirect As A Percent of Direct

0.4%

AUG11 '20 PM 1:44 DAS

N
MDE



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Sblizette
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

August 7, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, and 2020-15, Governor Sununu authorized the Department of Health and Human Services, Division of Public Health Services to enter into a **Retroactive, Sole Source** amendment to an existing contract with JSI Research and Training Institute, Inc. (d/b/a Community Health Institute) (VC#161611-B001), Bow, NH, for the provision of public health emergency preparedness support services for the COVID-19 pandemic, by increasing the price limitation by \$725,000 from \$4,468,959 to \$5,193,959, effective retroactive to July 1, 2020, with no change to the contract completion date of June 30, 2021. 100% Federal Funds

The original contract was approved by Governor and Council on June 21, 2017, Item #51. It was then subsequently amended with Governor and Council approval on February 21, 2018, Item #8; April 17, 2019, Item #19; October 2, 2019, Item #14; and June 24, 2020, Item #43. It was amended with Governor approval on May 29, 2020, and was presented to the Governor and Council on June 24, 2020, as Informational Item #F.

Funds are available in the following accounts for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

Fiscal Details Attached

EXPLANATION

This amendment is **retroactive** because this Contractor was able to immediately provide professional staff in March to begin work at the Department's Public Health COVID-19 Operations Center. Additional funding for services in July is needed because all budgeted funds have been expended. This amendment is **Sole Source** because MOP 150 requires: (1) any subsequent amendment to a sole source contract be labeled as a sole source item; and (2) any amendment increasing the price limitation by more than 10 percent of the original price limitation be identified as sole source. The purpose of this amendment is to pay for the increased support that was provided to assist with the ongoing public health emergency response to the COVID-19 pandemic. The Contractor has been providing the Department with public health nurses as well as other professionals trained in emergency preparedness and response, including disease investigations and contact tracing.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

The Department has been working closely with the contracted staff to ensure resources are allocated effectively and appropriately. The Department is verifying that all staff deployed have the appropriate licensure, certification, and skills. The Contractor is required to submit an after-action review of the Division of Public Health Services' initial response to the COVID-19 pandemic from December 2019 through March 2020.

Area served: Statewide

Source of Funds: CFDA #93.323, FAIN # NU50CK000522.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette
Commissioner



Public Health Professional Support Services

Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 74% Federal, 26% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
			Sub Total	\$590,000	\$0	\$590,000

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
			Sub Total	\$180,000	\$0	\$180,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000
2021	102-500731	Contracts for Prog Svc	90023320	\$80,000	\$0	\$80,000
			Sub Total	\$305,000	\$0	\$305,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$200,000
			Sub Total	\$767,600	\$0	\$767,600

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current/ Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,450	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
			Sub Total	\$66,450	\$0	\$66,450

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
			Sub Total	\$260,000	\$0	\$260,000

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE
ADAPTATION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$44,670	\$0	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$57,760	\$0	\$57,760
			Sub Total	\$102,430	\$0	\$102,430

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			Sub Total	\$86,000	\$0	\$86,000
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$49,000	\$0	\$49,000
2020	102-500731	Contracts for Prog Svc	90036000	\$155,190	\$0	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$195,190	\$0	\$195,190
2021	102-500731	Contracts for Prog Svc	90036000	\$111,795	\$0	\$111,795
2021	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			Sub Total	\$151,795	\$0	\$151,795
			Sub Total	\$481,985	\$0	\$481,985

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
2021	102-500731	Contracts for Prog Svc	90083204	\$90,000	\$0	\$90,000
			Sub Total	\$780,559	\$0	\$780,559

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL -
CHILD HEALTH, 48% Federal/52% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
			Sub Total	\$96,000	\$0	\$96,000

**05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND CAPACITY, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
			Sub Total	\$60,000	\$0	\$60,000

**05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			Sub Total	\$18,000	\$0	\$18,000

**05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024000	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90024000	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
2021	102-500731	Contracts for Prog Svc	90024000	\$134,000	\$0	\$134,000
			Sub Total	\$343,000	\$0	\$343,000

**05-95-90-901010-5362 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$15,000	\$0	\$15,000
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
			Sub Total	\$15,000	\$0	\$15,000

95-042-421110-29780000-102-500731 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF ECONOMIC AND HOUSING SUPPORTS, ADMINISTRATIONS FOR CHILDREN AND FAMILIES, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	42117708	\$50,000	\$0	\$0
2021	102-500731	Contracts for Prog Svc	42117708	\$0	\$0	\$0
			Sub Total	\$50,000	\$0	\$50,000

05-95-092-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIOIRAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS, 100% OTHER FUNDS

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$140,000	\$0	\$140,000
			Sub Total	\$140,000	\$0	\$140,000

**05-95-090-903010-19010000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, ELC CARES COVID-19,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2021	102-500731	Contracts for Prog Svc	90183518	\$0	\$725,000	\$725,000
			<i>Sub Total</i>	\$0	\$725,000	\$725,000

**05-95-90-902510-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS
RESPONSE, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90703903	\$56,546	\$0	\$56,546
2020	102-500731	Contracts for Prog Svc	90703903	\$6,389	\$0	\$6,839
2020	102-500731	Contracts for Prog Svc	90027027	\$150,000	\$0	\$150,000
			<i>Sub Total</i>	\$212,935	\$0	\$212,935
			TOTAL	\$4,468,959	\$725,000	\$5,193,959



**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**

**State of New Hampshire
Department of Health and Human Services
Amendment #6 to the Public Health Professional
Support Services Contract**

This 6th Amendment to the Public Health Professional Support Services contract (hereinafter referred to as "Amendment #6") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research and Training Institute, Inc. (d/b/a Community Health Institute) (hereinafter referred to as "the Contractor"), a Massachusetts nonprofit corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Item #51), as amended on February 21, 2018 (Item #8), as amended on April 17, 2019 (Item #19) as amended on October 2, 2019 (Item #14), as amended with Governor approval on May 29, 2020 under the authority of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, and 2020-14, and as subsequently amended on June 24, 2020 (Item #43), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$5,193,959.
2. Add Exhibit B-7 Amendment #6 Budget for Public Health Emergency Preparedness (PHEP), SFY 2021, which is attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services
Public Health Professional Support Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #6 remain in full force and effect. This amendment shall be retroactively effective to July 1, 2020 upon the Governor's approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, and 2020-14.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire
Department of Health and Human Services

7/22/2020
Date

[Signature]
Name:
Title: Assistant
7/22 Associate Commission

JSI Research & Training Institute, Inc.

7.22.20
Date

[Signature]
Name:
Title: Katherine Robert
Director

**New Hampshire Department of Health and Human Services
Public Health Professional Support Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

07/22/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, and 2020-14.

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shihbnette
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
FAX: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

June 9, 2020

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a Sole Source amendment to an existing contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute (VC#161611-B001), Bow, NH to continue providing a broad range of support services across a number of public health programs, by increasing the price limitation by \$132,000 from \$4,336,959 to \$4,468,959 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. 49% Federal Funds. 51% Other Funds (Governor Commission Funds).

The original contract was approved by Governor and Council on June 21, 2017, Item #51 and was subsequently amended as approved by Governor and Council approval on February 21, 2018, Item #8, as amended and approved by Governor and Council on April 17, 2019, Item #19, as amended and approved by Governor and Council on October 2, 2019, Item #14 and most recently amended with Governor approval on May 29, 2020.

Funds are available in the following accounts for State Fiscal Years 2020 and 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is Sole Source because Amendment #2 increased the total price limitation by more than ten percent (10%) of the original contract value.

The purpose of this request is for the Contractor to evaluate the interventions undertaken by Regional Public Health Networks and assess how they are building community resilience to the health impacts from severe weather and climate change. Funding for the Home Visiting program has been modified across funding streams, in order to expand access for the program and also expand access to on-line developmental screening for children to support access to appropriate services. For the HIV Prevention program, the Contractor will procure, manage and self-testing HIV kits and other prevention supplies to individuals and develop and maintain an online ordering system to request these items. The Centers for Disease Control and Prevention is encouraging states to pilot in-home, self-testing initiatives in response to COVID-19 and its impact on patient's ability to be seen in person for HIV testing.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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The Contractor will providing increased services for the Maternal and Child Health, Climate and Health Adaptation, and HIV Prevention. For Maternal and Child Health, the Contractor will be providing technical assistance to agencies providing developmental screening to support access to online screening tools for families. In addition, the Contractor will provide logistical and planning support for a semi-annual conference for Department staff that will focus on children and families. For the Climate and Health Adaptation program, the Contract will be providing training for the Department and local partners on tick-safe practices. As a part of the training, materials and guides will be provided to the participants. For HIV Prevention, the Contractor will be developing and maintaining an online ordering system for NH residents to request prevention and self-testing supplies.

The Department will monitor contracted services using the following performance measures:

- A minimum of 85% of conference planning committee member's rate conference logistical support for conferences as not less than 'Very Good' in evaluation surveys.
- A minimum of 85% of conference participants rate the elements pertaining to conference logistics as not less than 'Very Good' in evaluation surveys.

Should the Governor and Council not authorize this request there will be reduced access to online developmental screening for young children. In addition, without access to HIV prevention there is a potential for increased rates of HIV due to a decrease in access prevention and testing.

Area served: Statewide

Source of Funds: CFDA #93.070, 93.870, 93.840, and 93.268FAIN # UE1EH001332, X10MC33595, NU62PS924538 and H231P000757.

In the event that the Federal or Other Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,


Lori A. Shibinette
Commissioner

Public Health Professional Support Services
Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 74% Federal, 26% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
			Sub Total	\$590,000	\$0	\$590,000

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
			Sub Total	\$180,000	\$0	\$180,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000
2021	102-500731	Contracts for Prog Svc	90023320	\$95,000	(\$15,000)	\$80,000
			Sub Total	\$320,000	(\$15,000)	\$305,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$200,000
			Sub Total	\$767,600	\$0	\$767,600

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current/ Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,450	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
			<i>Sub Total</i>	<i>\$66,450</i>	<i>\$0</i>	<i>\$66,450</i>

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
			<i>Sub Total</i>	<i>\$260,000</i>	<i>\$0</i>	<i>\$260,000</i>

**05-95-90-901610-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE
ADAPTATION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$44,670	\$0	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$37,760	\$20,000	\$57,760
			<i>Sub Total</i>	<i>\$82,430</i>	<i>\$20,000</i>	<i>\$102,430</i>

**05-95-90-901510-7984 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			<i>Sub Total</i>	<i>\$86,000</i>	<i>\$0</i>	<i>\$86,000</i>
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$49,000</i>	<i>\$0</i>	<i>\$49,000</i>
2020	102-500731	Contracts for Prog Svc	90036000	\$155,190	\$0	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$195,190</i>	<i>\$0</i>	<i>\$195,190</i>
2021	102-500731	Contracts for Prog Svc	90036000	\$111,795	\$0	\$111,795
2021	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$151,795</i>	<i>\$0</i>	<i>\$151,795</i>
			<i>Sub Total</i>	<i>\$481,985</i>	<i>\$0</i>	<i>\$481,985</i>

**05-95-80-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
2021	102-500731	Contracts for Prog Svc	90083204	\$221,000	(\$131,000)	\$90,000
			<i>Sub Total</i>	<i>\$911,559</i>	<i>(\$131,000)</i>	<i>\$780,559</i>

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL -
CHILD HEALTH, 48% Federal/52% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
			<i>Sub Total</i>	<i>\$96,000</i>	<i>\$0</i>	<i>\$96,000</i>

**05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND CAPACITY, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
			<i>Sub Total</i>	<i>\$60,000</i>	<i>\$0</i>	<i>\$60,000</i>

**05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$18,000</i>	<i>\$0</i>	<i>\$18,000</i>



Lori A. Shibley
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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May 29, 2020

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

INFORMATIONAL ITEM.

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, and 2020-09, Governor Sununu has authorized the Department of Health and Human Services, Division of Public Health Services, to enter into a **Retroactive, Sole Source** amendment to an existing contract with JSI Research and Training Institute, Inc. (d/b/a Community Health Institute) (VC#161611-8001), Bow, NH for the provision of public health emergency preparedness support services for the COVID-19 pandemic, by increasing the price limitation by \$150,000 from \$4,186,959 to \$4,336,959, effective retroactive to March 16, 2020, with no change to the contract completion date of June 30, 2021. 100% Federal Funds

The original contract was approved by Governor and Council on June 21, 2017, Item #51. It was then subsequently amended with Governor and Council approval on February 21, 2018, Item #8; on April 17, 2019, Item #19; and on October 2, 2019, Item #14.

Funds are available in the following accounts for State Fiscal Years 2020 and 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

Fiscal Details Attached

EXPLANATION

This Item is **Retroactive** and **Sole Source** because this Contractor was able to immediately provide professional staff in March to begin work at the Department's Public Health COVID-19 Operations Center. The purpose of this amendment is to pay for the increased support that was provided to assist with the ongoing public health emergency response to the COVID-19 pandemic. The Contractor has been providing the Department with public health nurses as well as other professionals trained in emergency preparedness and response, including disease investigations and contact tracing. The Contractor is also responsible to submit an after-action review of the Division of Public Health Services' initial response to the COVID-19 pandemic from December 2019 through March 2020.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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The Department has been working closely with the contracted staff to ensure resources are allocated effectively and appropriately. Further, the Department is verifying that all staff deployed have the appropriate licensure, certification, and skills.

Area served: Statewide

Source of Funds: CFDA #93.354, FAIN # NU90TP922106

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Leri A. Shibinette
Commissioner

Public Health Professional Support Services

Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 74% Federal, 26% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
			<i>Sub Total</i>	<i>\$590,000</i>	<i>\$0</i>	<i>\$590,000</i>

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$20,000	\$0	\$20,000
			<i>Sub Total</i>	<i>\$180,000</i>	<i>\$0</i>	<i>\$180,000</i>

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000
2021	102-500731	Contracts for Prog Svc	90023320	\$95,000	\$0	\$95,000
			<i>Sub Total</i>	<i>\$320,000</i>	<i>\$0</i>	<i>\$320,000</i>

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$250,000	\$0	\$200,000
			<i>Sub Total</i>	<i>\$767,600</i>	<i>\$0</i>	<i>\$767,600</i>

05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$15,000	\$0	\$15,000
			<i>Sub Total</i>	<i>\$66,000</i>	<i>\$0</i>	<i>\$66,000</i>

05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
			<i>Sub Total</i>	<i>\$260,000</i>	<i>\$0</i>	<i>\$260,000</i>

05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE
ADAPTATION, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$44,670	\$0	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$37,760	\$0	\$37,760
			<i>Sub Total</i>	<i>\$82,430</i>	<i>\$0</i>	<i>\$82,430</i>

05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			<i>Sub Total</i>	<i>\$86,000</i>	<i>\$0</i>	<i>\$86,000</i>
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$49,000</i>	<i>\$0</i>	<i>\$49,000</i>
2020	102-500731	Contracts for Prog Svc	90036000	\$155,190	\$0	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$195,190</i>	<i>\$0</i>	<i>\$195,190</i>
2021	102-500731	Contracts for Prog Svc	90036000	\$111,795	\$0	\$111,795
2021	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$151,795</i>	<i>\$0</i>	<i>\$151,795</i>
			<i>Sub Total</i>	<i>\$481,985</i>	<i>\$0</i>	<i>\$481,985</i>

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
2021	102-500731	Contracts for Prog Svc	90083203	\$221,000	\$0	\$221,000
			<i>Sub Total</i>	<i>\$911,559</i>	<i>\$0</i>	<i>\$911,559</i>

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL -
CHILD HEALTH, 48% Federal/52% General

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
			<i>Sub Total</i>	<i>\$96,000</i>	<i>\$0</i>	<i>\$96,000</i>

05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND CAPACITY, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$30,000	\$0	\$30,000
			<i>Sub Total</i>	<i>\$60,000</i>	<i>\$0</i>	<i>\$60,000</i>

05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$18,000</i>	<i>\$0</i>	<i>\$18,000</i>

**05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024000	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90024000	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Prog Svc	90024000	\$100,000	\$0	\$100,000
2021	102-500731	Contracts for Prog Svc	90024000	\$100,000	\$0	\$100,000
			<i>Sub Total</i>	<i>\$275,000</i>	<i>\$0</i>	<i>\$275,000</i>

**05-95-90-901010-5382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$15,000	\$0	\$15,000
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$15,000</i>	<i>\$0</i>	<i>\$15,000</i>

**05-95-90-902510-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS
RESPONSE, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90703903	\$56,546	\$0	\$56,546
2020	102-500731	Contracts for Prog Svc	90703903	\$6,389	\$0	\$6,839
2020	102-500731	Contracts for Prog Svc	90027027	\$0	\$150,000	\$150,000
2021	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$63,385</i>	<i>\$0</i>	<i>\$213,385</i>
			<i>TOTAL</i>	<i>\$4,186,959</i>	<i>\$150,000</i>	<i>\$4,336,959</i>

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MAY



Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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www.dhhs.nh.gov

August 29, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to retroactively exercise a renewal option to an existing sole source agreement with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, (Vendor #161611-B001) 501 South Street, 2nd Floor, Bow, NH 03304 to continue providing a broad range of support services across a number of public health programs by increasing the price limitation by \$2,266,254 from \$1,920,705 to \$4,186,959 and by extending the contract completion date from June 30, 2019 to June 30, 2021 effective retroactive to June 30, 2019 upon Governor and Executive Council approval. 81.61% Federal Funds, 12.54% General Funds, and 5.85% Other Funds.

The original contract was approved by the Governor and Executive Council on June 21, 2017 (Item #51), as amended (Amendment #1) and approved by the Governor and Executive Council on February 21, 2018 (Item #8) and as amended (Amendment #2) and approved by the Governor and Executive Council on April 17, 2019 (Item #19)

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

FISCAL DETAILS ATTACHED

EXPLANATION

This request is retroactive because the Department experienced delays in sending the amendment to the Contractor for execution due to the extensive updates in the scope of services that were needed to ensure comprehensive delivery of services.

This request is sole source because Amendment #1 increased the total price limitation by more than ten percent (10%) of the original contract value

As referenced in the Request for Proposals and in the Exhibit C-1 of this contract, the Department may extend contract services for up to two (2) years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council. The Department is in agreement with renewing contracted services for two (2) years at this time.

In State Fiscal Year 2019 the vendor received funding to conduct a data-driven vulnerability assessment to identify communities most vulnerable to an infectious disease outbreak due to injection drug use. The findings will be utilized to allocate future resources for the prevention of infectious diseases

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

related to injection drug use. These are one-time funds from the Centers for Disease Control and Prevention, which will end on November 30, 2019. This vulnerability assessment is a requirement of the federal Public Health Crisis Response grant.

The Contractor will implement a broad range of public health professional services to increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens and ensure successful outcomes across nine (9) Division of Public Health programs and the Department's Emergency Services unit. These include transparent and informed community engagement and planning, needs assessments, and evaluation processes; supporting large conferences and training programs; and enhancing the knowledge and skills among community based agencies providing public health services.

The Contractor currently provides a broad range of public health professional support services including, but not limited to developing and implementing risk and needs assessments; training programs; developing educational materials; planning for large statewide conferences as well as smaller meetings and conferences; serving as a fiscal agent for the Department, including entering into subcontracts; providing technical assistance to local partners; and providing subject matter expertise.

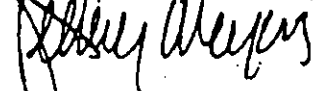
Should the Governor and Executive Council not authorize this request, the Department may lack the ability to strategically direct infectious disease prevention services to communities; offer large conferences, trainings, and consultation services to community-based agencies providing public health services; and conduct a needs assessment and evaluation process to improve services. The Department may not meet the key deliverables of this award if these funds are not made available to complete this project.

Area served: Statewide.

Source of Funds: Funds being added are 81.61% Federal (the Public Health Emergency Preparedness Program, the Hospital Preparedness Program, the Environmental Public Health Tracking Program, the Maternal, Infant and Early Childhood Home Visiting Grant Program, the Preventative Health and Services Block Grant Program, the HIV Integrated Prevention and Surveillance Program, and the Opioid Assessment Program), 12.54% General (the Public Health Emergency Preparedness Program), and 5.85% Other (Pharmaceutical Rebates).

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

Public Health Professional Support Services
Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 74% Federal, 26% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$245,000	\$0	\$245,000
2020	102-500731	Contracts for Prog Svc	90077410	\$0	\$115,000	\$115,000
2021	102-500731	Contracts for Prog Svc	90077410	\$0	\$115,000	\$115,000
			Sub Total	\$360,000	\$230,000	\$590,000

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90077700	\$0	\$20,000	\$20,000
2021	102-500731	Contracts for Prog Svc	90077700	\$0	\$20,000	\$20,000
			Sub Total	\$140,000	\$40,000	\$180,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	\$0	\$65,000
2020	102-500731	Contracts for Prog Svc	90023320	\$0	\$95,000	\$95,000
2021	102-500731	Contracts for Prog Svc	90023320	\$0	\$95,000	\$95,000
			Sub Total	\$130,000	\$190,000	\$320,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	\$0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$133,800	\$0	\$133,800
2020	102-500731	Contracts for Prog Svc	90024600	\$0	\$250,000	\$250,000
2021	102-500731	Contracts for Prog Svc	90024600	\$0	\$200,000	\$200,000
			Sub Total	\$317,600	\$450,000	\$767,600

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	\$0	\$18,000
2020	102-500731	Contracts for Prog Svc	90000022	\$0	\$15,000	\$15,000
2021	102-500731	Contracts for Prog Svc	90000022	\$0	\$15,000	\$15,000
			<i>Sub Total</i>	<i>\$36,000</i>	<i>\$30,000</i>	<i>\$66,000</i>

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$70,000	\$0	\$70,000
2020	102-500731	Contracts for Prog Svc	90041000	\$0	\$70,000	\$70,000
2021	102-500731	Contracts for Prog Svc	90041000	\$0	\$70,000	\$70,000
			<i>Sub Total</i>	<i>\$120,000</i>	<i>\$140,000</i>	<i>\$260,000</i>

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE CHANGE
ADAPTATION, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90007936	\$0	\$44,670	\$44,670
2021	102-500731	Contracts for Prog Svc	90007936	\$0	\$37,760	\$37,760
			<i>Sub Total</i>	<i>\$0</i>	<i>\$82,430</i>	<i>\$82,430</i>

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90036000	\$36,000	\$0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	\$0	\$50,000
			<i>Sub Total</i>	<i>\$86,000</i>	<i>\$0</i>	<i>\$86,000</i>
2019	102-500731	Contracts for Prog Svc	90036000	\$9,000	\$0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	\$0	\$40,000
			<i>Sub Total</i>	<i>\$49,000</i>	<i>\$0</i>	<i>\$49,000</i>
2020	102-500731	Contracts for Prog Svc	90036000	\$0	\$155,190	\$155,190
2020	102-500731	Contracts for Prog Svc	90038000	\$0	\$40,000	\$40,000
			<i>Sub Total</i>	<i>\$0</i>	<i>\$195,190</i>	<i>\$195,190</i>
2021	102-500731	Contracts for Prog Svc	90036000	\$0	\$111,795	\$111,795
2021	102-500731	Contracts for Prog Svc	90038000	\$0	\$40,000	\$40,000
			<i>Sub Total</i>	<i>\$0</i>	<i>\$151,795</i>	<i>\$151,795</i>
			<i>Sub Total</i>	<i>\$135,000</i>	<i>\$346,985</i>	<i>\$481,985</i>

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, HOME VISITING
X10 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083201	\$247,569	\$0	\$247,569
2020	102-500731	Contracts for Prog Svc	90083203	\$0	\$221,000	\$221,000
2021	102-500731	Contracts for Prog Svc	90083203	\$0	\$221,000	\$221,000
			<i>Sub Total</i>	<i>\$469,559</i>	<i>\$442,000</i>	<i>\$911,559</i>

**05-95-90-902010-5180 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL -
CHILD HEALTH, 48% Federal/52% General**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	\$0	\$24,000
2020	102-500731	Contracts for Prog Svc	90080001	\$0	\$24,000	\$24,000
2021	102-500731	Contracts for Prog Svc	90080001	\$0	\$24,000	\$24,000
			<i>Sub Total</i>	<i>\$48,000</i>	<i>\$48,000</i>	<i>\$96,000</i>

**05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EPIDEMIOLOGY LABORATORY
AND-CAPACITY, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2020	102-500731	Contracts for Prog Svc	90183504	\$0	\$30,000	\$30,000
2021	102-500731	Contracts for Prog Svc	90183504	\$0	\$30,000	\$30,000
			<i>Sub Total</i>	<i>\$0</i>	<i>\$60,000</i>	<i>\$60,000</i>

**05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	\$0	\$9,000
2020	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90030000	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$18,000</i>	<i>\$0</i>	<i>\$18,000</i>

**05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024000	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90024000	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Prog Svc	90024000	\$0	\$100,000	\$100,000
2021	102-500731	Contracts for Prog Svc	90024000	\$0	\$100,000	\$100,000
			<i>Sub Total</i>	<i>\$75,000</i>	<i>\$200,000</i>	<i>\$275,000</i>

**05-95-90-901010-5362 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90001022	\$15,000	\$0	\$15,000
2020	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
2021	102-500731	Contracts for Prog Svc	90001022	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$15,000</i>	<i>\$0</i>	<i>\$15,000</i>

**05-95-90-902510-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS
RESPONSE, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
2019	102-500731	Contracts for Prog Svc	90703903	\$56,546	\$0	\$56,546
2020	102-500731	Contracts for Prog Svc	90703903	\$0	\$6,839	\$6,839
2021	102-500731	Contracts for Prog Svc	90703903	\$0	\$0	\$0
			<i>Sub Total</i>	<i>\$56,546</i>	<i>\$6,839</i>	<i>\$63,385</i>
			TOTAL	\$1,920,705	\$2,266,254	\$4,186,959

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Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

March 12, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a sole source amendment to an existing agreement with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, Vendor #161611-B001, 501 South Street, 2nd Floor, Bow, NH 03304 to provide a broad range of support services across a number of public health programs by increasing the price limitation by \$342,125 from \$1,578,580 to \$1,920,705, effective upon date of Governor and Council approval, with no change to the completion date of June 30, 2019. 81.61% Federal Funds, 12.54% General Funds, and 5.85% Other Funds.

The original contract was approved by the Governor and Executive Council on June 21, 2017 (Item #51), as amended (Amendment #1) and approved by the Governor and Executive Council on February 21, 2018 (Item #8).

Funds are available in the following accounts in State Fiscal Year (SFY) 2018 and 2019, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office without approval from Governor and Executive Council, if needed and justified.

FISCAL DETAILS ATTACHED.

EXPLANATION

This request is sole source because the amount of additional funding exceeds ten percent (10%) of the original contract value and because the Department is adding to the current scope of work for the contract period. These additional services are required to effectively implement activities included in the Division's federal funding agreements for the current state fiscal year.

The funding contained in this Contract will pay for implementing a statewide opioid related vulnerability assessment as part of the Department's response to the opioid crisis; facilitate meetings of the Home Visiting Task Force and its workgroups; conduct 10 (ten) jurisdictional risk assessments addressing public health emergencies; procure and distribute additional HIV testing supplies based on an increase in need; distribute funding to support 13 (thirteen) regional

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

Medical Reserve Corps units and 2 (two) Regional Public Health Networks to regional priorities addressing environmental public health issues; and develop outreach materials to support the Regional Public Health Networks.

The Contractor currently provides a broad range of public health professional support services including, but not limited to developing and implementing risk and needs assessments; training programs; developing educational materials; planning for large statewide conferences as well as smaller meetings and conferences; serving as a fiscal agent for the Department, including entering into subcontracts; providing technical assistance to local partners; and providing subject matter expertise.

The funding provided through this amendment will be used to fund and expand the following support services:

- **Opioid Assessment services:** The contractor will conduct a statewide HIV and viral hepatitis community vulnerability assessment in order to identify areas of the state that can be targeted for services to prevent the transmission of these infections in people with substance use disorder. This activity is a requirement of federal opioid crisis funding.
- **Public Health Emergency Preparedness services:** The contractor will conduct Jurisdictional Risk Assessments in collaboration with at least 10 (ten) public health preparedness coordinators from the 13 (thirteen) organizations funded to provide Public Health Network services. These assessments will be used to identify the public health threats of greatest concern in each region and to develop strategies to mitigate them. This activity is a requirement of federal preparedness funding. The contractor will also increase the amount of funding in current subcontracts that support 13 (thirteen) regional Medical Reserve Corps units.
- **HIV Prevention services:** The contractor will purchase and distribute additional HIV testing supplies to community partners to meet an increase in need due to the opioid epidemic. Early diagnosis and treatment of people infected with HIV helps to prevent further transmission of this virus in the community and improves health outcomes for people living with HIV. In addition, funds will be utilized to bring together community stakeholders to address the goals of the NH HIV Integrated Plan to end HIV in NH and to support targeted media and marketing efforts to promote the prevention of HIV among those at highest risk of acquiring the infection.
- **Environmental Public Health Tracking services:** The contractor will increase the amount of funding in current subcontracts with 2 (two) Regional Public Health Networks to develop and distribute training materials related to reducing health risks from the environment and utilize these materials during in-person trainings and workshops with regional partners.
- **Maternal, Infant and Early Childhood Home Visiting Grant Program services:** The contractor will facilitate and provide logistical support to Home Visiting Task Force Meetings and participation in workgroup meetings, such as Data System, Strategic Planning, and Communications workgroups; conduct a strategic planning session

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

of the Parent Advisory Council; and increase the current technical assistance and accreditation support for Home Visiting Programs funded by the Department.

- Preventative Health and Services Block Grant programs: The contractor will develop outreach materials to increase the level of awareness of the Regional Public Health Networks.

As referenced in the Request for Proposals and in Exhibit C-1 of this contract, the Department may amend the current agreement, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

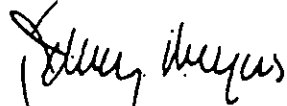
Should the Governor and Executive Council not authorize this request, the Department will lack the ability to collect and analyze data necessary to conduct jurisdictional risk assessments in accordance with CDC requirements, procure and distribute necessary additional HIV testing supplies, conduct a statewide opioid related vulnerability assessments in accordance with CDC requirements; support an increased level of activity in the 13 (thirteen) Medical Reserve Corps units and 3 (three) Regional Public Health Networks addressing environmental health problems; and support the Home Visiting Task Force and Parent Advisory Council.

Area served: Statewide.

Source of Funds: Funds being added are 81.61% Federal (the Public Health Emergency Preparedness Program, the Hospital Preparedness Program, the Environmental Public Health Tracking Program, the Maternal, Infant and Early Childhood Home Visiting Grant Program, the Preventative Health and Services Block Grant Program, the HIV Integrated Prevention and Surveillance Program, and the Opioid Assessment Program), 12.54% General (the Public Health Emergency Preparedness Program), and 5.85% Other (Pharmaceutical Rebates).

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

**Public Health Professional Support Services
Fiscal Details**

05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY
PREPAREDNESS, 67% Federal, 33% General

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077410	\$115,000	0	\$115,000
2019	102-500731	Contracts for Prog Svc	90077410	\$115,000	\$130,000	\$245,000
			<i>Sub Total</i>	<i>\$230,000</i>	<i>\$130,000</i>	<i>\$380,000</i>

05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90077700	\$70,000	0	\$70,000
2019	102-500731	Contracts for Prog Svc	90077700	\$70,000	0	\$70,000
			<i>Sub Total</i>	<i>\$140,000</i>	<i>0</i>	<i>\$140,000</i>

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
PROGRAM, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90023320	\$65,000	0	\$65,000
2019	102-500731	Contracts for Prog Svc	90023320	\$65,000	0	\$65,000
			<i>Sub Total</i>	<i>\$130,000</i>	<i>0</i>	<i>\$130,000</i>

05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES, 100% Other

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	\$183,800	0	\$183,800
2019	102-500731	Contracts for Prog Svc	90024600	\$113,800	\$20,000	\$133,800
			<i>Sub Total</i>	<i>\$297,600</i>	<i>\$20,000</i>	<i>\$317,600</i>

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90000022	\$18,000	0	\$18,000
2019	102-500731	Contracts for Prog Svc	90000022	\$18,000	0	\$18,000
			Sub Total	\$36,000	0	\$36,000

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH
TRACKING, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90041000	\$50,000	0	\$50,000
2019	102-500731	Contracts for Prog Svc	90041000	\$50,000	\$20,000	\$70,000
			Sub Total	\$100,000	\$20,000	\$120,000

**05-95-90-901610-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION, 100%
Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90003600	\$36,000	0	\$36,000
	102-500731	Contracts for Prog Svc	90038000	\$50,000	0	\$50,000
			Sub Total SFY 2018	\$86,000	0	\$86,000
2019	102-500731	Contracts for Prog Svc	90003600	\$9,000	0	\$9,000
	102-500731	Contracts for Prog Svc	90038000	\$40,000	0	\$40,000
			Sub Total SFY 2019	\$49,000	0	\$49,000
			Sub Total	\$135,000	0	\$135,000

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ACA HOME
VISITING X02 FORMULA GRANT, 100% Federal**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90083200	\$221,990	0	\$221,990
2019	102-500731	Contracts for Prog Svc	90083200	\$221,990	\$25,579	\$247,569
			Sub Total	\$443,980	\$25,579	\$469,559

05-95-90-902010-5180 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL -
CHILD HEALTH, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90080001	\$24,000	0	\$24,000
2019	102-500731	Contracts for Prog Svc	90080001	\$24,000	0	\$24,000
			Sub Total	\$48,000	0	\$48,000

05-95-90-9015010-5298 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL
EMERGENCY RESPONSE, 100% Other

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90030000	9,000	0	\$9,000
2019	102-500731	Contracts for Prog Svc	90030000	9,000	0	\$9,000
			Sub Total	\$18,000	\$0	\$18,000

05-95-90-902510-7536 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, STD/HIV PREVENTION,
100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	9002400	0	0	0
2019	102-500731	Contracts for Prog Svc	9002400	0	\$75,000	\$75,000
			Sub Total	0	\$75,000	\$75,000

05-95-90-901010-5362 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY, AND PERFORMANCE,
100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	9001022	0	0	0
2019	102-500731	Contracts for Prog Svc	9001022	0	\$15,000	\$15,000
			Sub Total	0	\$15,000	\$15,000

05-95-90-902610-7039 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PUBLIC HEALTH CRISIS
RESPONSE, 100% Federal

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90703903	0	0	0
2019	102-500731	Contracts for Prog Svc	90703903	0	\$56,546	\$56,546
			Sub Total	0	\$56,546	\$56,546
			TOTAL	\$1,578,680	\$342,125	\$1,920,705



Denis Goulet
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

March 18, 2019

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
29 Hazen Drive
Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend an existing contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, of Bow, NH, as described below and referenced as DoIT No. 2018-029B.

The purpose of this contract amendment is for JSI Research and Training Institute, Inc., to continue to provide a broad range of programmatic support services across a number of public health programs including, but not limited to; developing and implementing a statewide opioid related vulnerability assessment to inform the implementation of prevention and intervention services as part of the Department of Health and Human Services response to the opioid crisis.

The funding amount for this amendment is \$342,125, increasing the current contract from \$1,578,580, to an amount not to exceed \$1,920,705 and is effective upon the date of Governor and Council approval, with no change to the completion date of June 30, 2019.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet", written over a horizontal line.

Denis Goulet

DG/kaf
DoIT #2018-029B
cc: Bruce Smith, IT Manager, DoIT

J
mac



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

January 22, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Division of Public Health Services, to enter into an amendment with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, Vendor #161611-B001, 501 South Street, 2nd Floor, Bow, NH 03304 to provide a broad range of programmatic support services across a number of public health programs by increasing the price limitation by \$13,000 from \$1,565,580 to \$1,578,580 effective upon date of Governor and Council approval, with no change to the completion date of June 30, 2019. The original contract was approved by the Governor and Executive Council on June 21, 2017 (Item #51). Funds being added are 100% Other Funds (Pharmaceutical Rebates).

Funds are available in the following accounts in SFY 2018 and 2019, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

FISCAL DETAILS ATTACHED.

EXPLANATION

The purpose of this request is to increase the budget for the Human Immunodeficiency Virus (HIV) Program by adjusting several program-area budgets in order to enable the vendor to purchase additional prevention supplies, specifically Human Immunodeficiency Virus (HIV) test kits. The budget for the Childhood Lead Poisoning Prevention Program is decreased due to a reduction in our federal awards for the program from the Environmental Protection Agency (EPA) and the Centers for Disease Control and Prevention (CDC). The adjustments result in an overall price limitation increase of \$13,000.

The vendor provides a broad range of public health professional support services including, but not limited to; developing and implementing training programs; developing evaluation plans; conducting needs assessments; developing educational materials; planning for large statewide conferences; serving as a fiscal agent; providing technical assistance to local partners; and making subject matter experts available to Departmental contractors.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

These services increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to New Hampshire citizens.

The overarching purpose of this contract is to better coordinate a range of public health professional support services on a statewide basis to assure that New Hampshire residents are served by effective initiatives to protect and improve the health of the public. The Vendor will ensure successful outcomes across this range of services and program areas that include: transparent and informed evaluation planning processes; high-quality educational materials, conferences and training programs; knowledge and skills-building among Department contracted agencies; timely and efficient administrative processes; and effective evaluation of programs.

The Department procured these services as it does not have the resources available to manage these specific services in-house. Support services to be provided include:

- Environmental Public Health Tracking activities;
- Food Protection activities;
- Lead Poisoning Prevention activities;
- Immunization Promotion;
- Infectious Disease Prevention, Investigation and Care activities;
- Maternal and Child Health activities;
- Public Health Emergency Preparedness activities

This contractor was selected through a competitive bid process.

As referenced in the Request for Proposals and in Exhibit C-1 of this contract, this Agreement has the option to extend for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. No renewal request is being made at this time.

Should Governor and Executive Council not authorize this Request, the vendor may not have sufficient HIV test kits to provide to contracted testing sites. This may lead to testing not being available to individuals to inform them of their HIV status.

Area served: Statewide.

Source of Funds: Funds being added are 100% Other Funds (Pharmaceutical Rebates). Funding for the total contract are 73% Federal Funds from the Centers for Disease Control and Prevention, HPP & PHEP Cooperative Agreements, Immunization Cooperative Agreement, EPHT Program, NH Reduced Lead Poisoning of Children, US EPA Lead 404G Training and Certification, UH Health Resources & Services Administration, Maternal, Infant & Early Childhood Home Visiting Grant, Maternal and Child Health Grant, 21% Other Funds from HIV Pharmaceutical Rebates, Food Protection Agency Licensing Fees, Utility Assessment from Safety, and 6% General Funds.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3

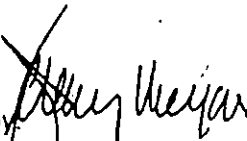
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lisa M. Morris
Director

Approved by



Jeffrey A. Meyers
Commissioner

Public Health Professional Support Services Fiscal Details

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL,
EMERGENCY PREPAREDNESS 67% Federal, 33% General**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90077410	115,000
SFY 2019	102-500731	Contracts for Prog Svc	90077410	115,000
		<i>Sub Total</i>		\$230,000

**05-95-90-802510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL
PREPAREDNESS 100% Federal**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90077700	70,000
SFY 2019	102-500731	Contracts for Prog Svc	90077700	70,000
		<i>Sub Total</i>		\$140,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL,
IMMUNIZATION PROGRAM 100% Federal**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90023320	65,000
SFY 2019	102-500731	Contracts for Prog Svc	90023320	65,000
		<i>Sub Total</i>		\$130,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL,
PHARMACEUTICAL REBATES 100% Other**

SFY	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
2018	102-500731	Contracts for Prog Svc	90024600	133,800	50,000	183,800
2019	102-500731	Contracts for Prog Svc	90024600	113,800		113,800
		<i>Sub Total</i>		\$247,600	\$50,000	\$297,600

**05-95-90-901510-6390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD
PROTECTION 37% General, 63% Other**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90000022	18,000
SFY 2019	102-500731	Contracts for Prog Svc	90000022	18,000
			<i>Sub Total</i>	<i>\$36,000</i>

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC
HEALTH TRACKING 100% Federal**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90041000	50,000
SFY 2019	102-500731	Contracts for Prog Svc	90041000	50,000
			<i>Sub Total</i>	<i>\$100,000</i>

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD
PROTECTION 100% Federal**

Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
SFY 2018	102-500731	Contracts for Prog Svc	90003600	36,000	0	36,000
	102-500731	Contracts for Prog Svc	90038000	50,000	0	50,000
			<i>Sub Total SFY 2018</i>	<i>86,000</i>	<i>0</i>	<i>86,000</i>
SFY 2019	102-500731	Contracts for Prog Svc	90003600	36,000	(27,000)	9,000
	102-500731	Contracts for Prog Svc	90038000	50,000	(10,000)	40,000
			<i>Sub Total SFY 2019</i>	<i>86,000</i>	<i>(37,000)</i>	<i>49,000</i>
			<i>Sub Total</i>	<i>\$172,000</i>	<i>(37,000)</i>	<i>\$135,000</i>

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ACA
HOME VISITING X02 FORMULA GRANT 100% Federal**

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90083200	221,990
SFY 2019	102-500731	Contracts for Prog Svc	90083200	221,990
			<i>Sub Total</i>	<i>\$443,980</i>

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES,
 MATERNAL - CHILD HEALTH 100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Current/ Modified Amount (No change)
SFY 2018	102-500731	Contracts for Prog Svc	90080001	24,000
SFY 2019	102-500731	Contracts for Prog Svc	90080001	24,000
			<i>Sub Total</i>	<i>\$48,000</i>

05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION,
 RADIOLOGICAL EMERGENCY RESPONSE 100% Other

Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Modified Amount
SFY 2018	102-500731	Contracts for Prog Svc	90030000	9,000	0	9,000
SFY 2019	102-500731	Contracts for Prog Svc	90030000	9,000	0	9,000
			<i>Sub Total</i>	<i>\$18,000</i>	<i>\$0</i>	<i>\$18,000</i>
			TOTAL	\$1,565,580	\$13,000	\$1,578,580



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doiit

Denis Goulet
Commissioner

February 5, 2018

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
29 Hazen Drive
Concord, NH 03301

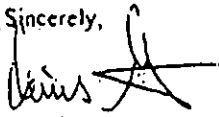
Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, of Bow, NH, as described below and referenced as DoIT No. 2018-029A.

The purpose of this contract amendment is for JSI Research and Training Institute, Inc., to continue to provide a broad range of programmatic support services across a number of public health programs including, but not limited to; developing and implementing training programs; conducting needs assessments; developing educational materials; planning for large statewide conferences; and making subject matter experts available to Departmental contractors. These services increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens.

The funding amount for this amendment is \$13,000, increasing the current contract from \$1,565,580, to an amount not to exceed \$1,578,580 and is effective upon the date of Governor and Council approval, with no change to the completion date of June 30, 2019.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/kaf
DoIT #2018-029A

cc: Bruce Smith, IT Manager, DoIT

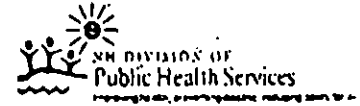
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6517
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964



Jeffrey A. Meyers
Commissioner

Lisa March, MSSW
Director

May 25, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Division of Public Health Services, to enter into an agreement with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, Vendor #161611-B001, 501 South Street, 2nd Floor, Bow, NH 03304, in an amount not to exceed \$1,565,580, to provide a broad range of programmatic support services across a number of public health programs, effective July 1, 2017 or upon date of Governor and Council approval, whichever is later, through June 30, 2019. Funds are 76% Federal, 18% Other, and 6% General Funds.

Funds are anticipated to be available in the following accounts in SFY 2018 and SFY 2019, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY PREPAREDNESS 67% Federal, 33% General

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90077410	115,000
SFY 2019	102-500731	Contracts for Prog Svc	90077410	115,000
			Sub Total	\$230,000

05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL PREPAREDNESS 100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90077700	70,000
SFY 2019	102-500731	Contracts for Prog Svc	90077700	70,000
			Sub Total	\$140,000

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM
100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90023320	65,000
SFY 2019	102-500731	Contracts for Prog Svc	90023320	65,000
			Sub Total	\$130,000

05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL
REBATES 100% Other

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90024600	133,800
SFY 2019	102-500731	Contracts for Prog Svc	90024600	113,800
			Sub Total	\$247,600

05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, FOOD PROTECTION 37%
General, 63% Other

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90000022	18,000
SFY 2019	102-500731	Contracts for Prog Svc	90000022	18,000
			Sub Total	\$36,000

05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH TRACKING
100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90041000	50,000
SFY 2019	102-500731	Contracts for Prog Svc	90041000	50,000
			Sub Total	\$100,000

05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PROTECTION 100%
Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90003600	36,000
	102-500731	Contracts for Prog Svc	90038000	50,000
			Sub Total SFY 2018	86,000
SFY 2019	102-500731	Contracts for Prog Svc	90003600	36,000
	102-500731	Contracts for Prog Svc	90038000	50,000
			Sub Total SFY 2019	86,000
			Sub Total	\$172,000

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS;
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ACA HOME VISITING
X02 FORMULA GRANT 100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90083200	221,990
SFY 2019	102-500731	Contracts for Prog Svc	90083200	221,990
			Sub Total	\$443,980

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS;
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, MATERNAL - CHILD
HEALTH 100% Federal

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90080001	24,000
SFY 2019	102-500731	Contracts for Prog Svc	90080001	24,000
			Sub Total	\$48,000

05-95-90-9015010-5299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS;
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, RADIOLOGICAL EMERGENCY
RESPONSE 100% Other

Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
SFY 2018	102-500731	Contracts for Prog Svc	90030000	9,000
SFY 2019	102-500731	Contracts for Prog Svc	90030000	9,000
			Sub Total	\$18,000
			TOTAL	\$1,565,580

EXPLANATION

Funds in this agreement will be used to provide a broad range of public health professional support services including, but not limited to: developing and implementing training programs; developing evaluation plans; conducting needs assessments; developing educational materials; planning for large statewide conferences; providing technical assistance to local partners; and making subject matter experts available to Departmental contractors. These services increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens.

The overarching purpose of this contract is to better coordinate a range of public health professional support services on a statewide basis to assure that all New Hampshire residents are covered by initiatives to protect and improve the health of the public. The Vendor will ensure successful outcomes across this range of services and program areas that include: transparent and informed evaluation planning processes; high-quality educational materials, conferences and training programs; knowledge and skills-building among Department contracted agencies; timely and efficient administrative processes; and effective evaluation of programs.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4

The Department procured these services as it does not have the resources available to manage these specific services in-house. Support services to be provided include:

1. Environmental Public Health Tracking activities;
2. Food Protection activities;
3. Lead Poisoning Prevention activities;
4. Immunization Promotion;
5. Infectious Disease Prevention, Investigation and Care activities;
6. Maternal and Child Health activities;
7. Public Health Emergency Preparedness activities

Notwithstanding any other provision of the Contract to the contrary, no services shall be provided after June 30, 2017, and the Department shall not be liable for any payments for services provided after June 30, 2017, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2018-2019 biennium.

Should Governor and Executive Council not authorize this Request, there will be a reduced capacity to provide training to a range of public health partners on multiple health topics; host large scale conferences; develop plans to evaluate the effectiveness of services; develop and produce educational materials; and provide technical assistance to local and state partners.

JSI Research and Training Institute, Inc., d/b/a Community Health Institute was selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from March 10, 2017 through April 5, 2017. In addition, bidder's conference was held on March 20, 2017.

The Department received one proposal. The proposal was reviewed and scored by a team of individuals with program specific knowledge. The review included a thorough discussion of the strengths and weaknesses of the proposals/applications. The Bid Summary is attached.

As referenced in the Request for Proposals and in Exhibit C-1 of this contract, this Agreement has the option to extend for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

The performance measures/objectives that will be used to measure the effectiveness of the agreement are attached:

Area served: Statewide.

Source of Funds: 76% Federal Funds from the Centers for Disease Control and Prevention, HPP & PHEP Cooperative Agreements, Immunization Cooperative Agreement, EPHT Program, NH Reduced Lead Poisoning of Children, US EPA Lead 404G Training and Certification, UH Health Resources & Services Administration, Maternal, Infant & Early Childhood Home Visiting Grant, Maternal and Child Health Grant, 18% Other Funds from HIV Pharmaceutical Rebates, Food Protection Agency Licensing Fees, Utility Assessment from Safety, and 6% General Funds.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 5

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lisa Morris, MSSW
Director

Approved by:



Jeffrey A. Meyers
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doi

Denis Goulet
Commissioner

May 23, 2017

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
29 Hazen Drive
Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with JSI Research and Training Institute, Inc., d/b/a Community Health Institute, of Bow, NH, as described below and referenced as DoIT No. 2018-029.

This is a request to enter into a contract with JSI Research and Training Institute, Inc., to provide a broad range of programmatic support services across a number of public health programs including, but not limited to; developing and implementing training programs; conducting needs assessments; developing educational materials; planning for large statewide conferences; and making subject matter experts available to Departmental contractors. These services increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens.

The funding amount is not to exceed \$1,565,580, and is effective July 1, 2017, or upon the date of Governor and Council approval, whichever is later, through June 30, 2019.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/ix
DoIT #2018-029

cc: Bruce Smith, IT Manager, DoIT



New Hampshire Department of Health and Human Services
 Office of Business Operations
 Contracts & Procurement Unit
 Summary Scoring Sheet

Public Health Professional Support
 Services
 RFP Name

RFP-2018-DPHS-03-PUBLIC
 RFP Number

Reviewer Names

Bidder Name
1. JSI dba Community Health Institute
2. 0
3. 0
4. 0
5. 0
6. 0
7. 0

Pass/Fail	Maximum Points	Actual Points
85%	400	340
	400	0
	400	0
	400	0
	400	0
	400	0
	400	0

1. Neil Twitchell, Tech
2. Karen Bizzard Royce
3. Katie Bush
4. Lindsay Pierce
5. Rhonda Siegel
6. Beverly Drouin
7. Jennifer Corroy, Cost
8. Ellen Chase Lucard
9. Philp. Nadeau

Public Health Professional Support Services Performance Measures

1. Performance Measures

1.1. The Contractor shall ensure that following performance outcomes and measures are annually achieved and monitored monthly to measure the effectiveness of the agreement:

1.2. Convene, Coordinate and Facilitate Community-Based Public Health Partners

1.2.1. Environmental Public Health Tracking

1.2.1.1. At least 85% of participants rate the Feedback Sessions as either "excellent" or "very good" in an evaluation survey.

1.2.2. Healthy Homes and Lead Poisoning Prevention Program

1.2.2.1. At least 85% of participants rate the regular NELCC meetings as either "excellent" or "very good" in an evaluation survey.

1.2.3. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):

1.2.3.1. At least 85% of participants rate the quarterly caucus phone meetings as either "excellent" or "very good" in an evaluation survey.

1.2.3.2. At least 85% of participants rate the quarterly Home Visiting Coordinating Council meetings as either "excellent" or "very good" in an evaluation survey.

1.3. Develop and Implement Training Programs

1.3.1. Food Protection Section

1.3.1.1. The training modules are approved and rated by the DHHS as either "excellent" or "very good"

1.3.1.2. At least 85% of participants rate the training programs as either "excellent" or "very good" in an evaluation survey.

1.3.2. Public Health Emergency Preparedness

1.3.2.1. The training modules are rated as either "excellent" or "very good" by DPHS.

1.3.2.2. At least 85% of participants rate the training programs as either "excellent" or "very good" in an evaluation survey.

1.3.3. Healthy Homes and Lead Poisoning Prevention Program

1.3.3.1. The training module is rated as either "excellent" or "very good" by DPHS.

1.3.3.2. At least 85% of participants rate the training programs as either "excellent" or "very good" in an evaluation survey.

1.3.4. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):

1.3.4.1. Needs assessment and training plan (overall and site specific) approved by DPHS.

1.3.4.2. At least 85% of participants rate the training programs as either "excellent" or "very good" in an evaluation survey.

**Public Health Professional Support Services
Performance Measures**

- 1.4. Provide Logistical Support for Conferences
 - 1.4.1. Healthy Homes and Lead Poisoning Prevention Program
 - 1.4.1.1. At least 85% of conference planning committee members rate the conference planning support as either "excellent" or "very good" in an evaluation survey.
 - 1.4.1.2. At least 85% of conference participants rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
 - 1.4.2. Immunization Program
 - 1.4.2.1. At least 85% of conference planning committee members rate the conference planning support as either "excellent" or "very good" in an evaluation survey.
 - 1.4.2.2. At least 85% of conference participants rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
 - 1.4.3. Public Health Emergency Preparedness
 - 1.4.3.1. At least 85% of conference planning committee members rate the conference planning support as either "excellent" or "very good" in an evaluation survey.
 - 1.4.3.2. At least 85% of conference participants rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
 - 1.4.4. Infectious Disease Prevention, Investigation & Care Services Section
 - 1.4.4.1. At least 85% of conference planning committee members rate the conference planning support as either "excellent" or "very good" in an evaluation survey.
 - 1.4.4.2. At least 85% of conference participants rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
 - 1.4.5. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):
 - 1.4.5.1. At least 85% of learning exchange participants rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
- 1.5. Provide Technical Assistance
 - 1.5.1. Public Health Emergency Preparedness
 - 1.5.1.1. At least 90% of high-priority technical assistance requests made are met.
 - 1.5.2. Infectious Disease Prevention, Investigation & Care Services Section
 - 1.5.2.1. At least 90% of high-priority technical assistance requests made are met.
- 1.6. Develop and produce educational materials
 - 1.6.1. Environmental Public Health Tracking Program
 - 1.6.1.1. Approval by the Division of Public Health Services of developed educational materials.
 - 1.6.2. Healthy Homes and Lead Poisoning Prevention Program
 - 1.6.2.1. Approval by the Division of Public Health Services of developed educational materials.

**Public Health Professional Support Services
Performance Measures**

- 1.6.3. Immunization Program
 - 1.6.3.1. Approval by the Division of Public Health Services of developed educational materials.
- 1.6.4. Infectious Disease Prevention, Investigation & Care Services Section.
 - 1.6.4.1. Approval by the Division of Public Health Services of the content and functionality of the HPG website.
- 1.7. Develop and Implement Evaluation Plans
 - 1.7.1. Environmental Public Health Tracking Program
 - 1.7.1.1. Approval by the Division of Public Health Services of developed evaluation plan.
 - 1.7.2. Healthy Homes and Lead Poisoning Prevention Program
 - 1.7.2.1. Approval by the Division of Public Health Services of developed evaluation plan.
 - 1.7.3. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):
 - 1.7.3.1. Implementation of at least 90% of the current MIECHV Continuous Quality Improvement Plan.
- 1.8. Update Strategic Plans
 - 1.8.1. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):
 - 1.8.1.1. Approval by the Division of Public Health Services of updated MIECHV Strategic State Plan.
- 1.9. Serve as a Fiscal Agent
 - 1.9.1. Environmental Public Health Tracking Program
 - 1.9.1.1. Subcontracts with RPHNs executed as directed by DPHS.
 - 1.9.2. Infectious Disease Prevention, Investigation & Care Services Section
 - 1.9.2.1. Target: 95% of HIV and HCV testing and prevention supplies distributed to sites are logged on the appropriate distribution log within one week of distribution.
 - 1.9.2.2. Numerator- The number of HIV and HCV testing and prevention supply distributions listed on the distribution log that were logged within one week of the distribution date.
 - 1.9.3. Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)/Maternal and Child Health Section (MCH):
 - 1.9.3.1. Subcontract for increase in postpartum visit project executed as directed by DPHS.
 - 1.9.4. Public Health Emergency Preparedness
 - 1.9.4.1. Subcontracts with Medical Reserve Corps executed as directed by DPHS/ESU.
 - 1.9.4.2. Subcontract for web-based collaboration system executed as directed by DPHS.
 - 1.9.4.3. Subcontracts with up to four individuals executed as directed by DPHS.
- 1.10. Annually, the Contractor shall develop and submit to the DHHS, a corrective action plan for any performance measure that was not achieved.