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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

VICKI V. QUIRAM
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

June 1, 2016

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

REQUESTED ACTION

Authorize the Department of Administrative Services to pay the National Association of State Chief Administrators (NASCA) (VC TBD), Lexington, KY, in an amount not to exceed \$3,000 for Fiscal Year 2017 membership dues, from July 1, 2016 through June 30, 2017, effective upon Governor and Executive Council approval. **100% General Funds.**

Funds to support this request are available in the following account in State FY 2017:

01-14-14-140010-13020000 Department of Administrative Services, Commissioners Office, Special Disbursements

	<u>SFY17</u>
026-500251 Membership Fees	\$3,000

EXPLANATION

NASCA is a nonprofit association representing state chief administrators – public officials in charge of departments that provide support services to other state agencies. NASCA provides a forum to exchange information and learn from each other and private sectors.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

NASCA was established in 1976. This is a first time request for membership for the State of NH.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

NASCA is the only association solely dedicated to state chief administrators. NASCA has strategic partnerships with other like-minded government associations. For example, the National Association of State Chief Information Officers, the National Association of State Procurement Officials, the National Association of State Facilities Administrators, the National Association of State Budget Officers.

3. How many other state's belong to this organization and is your agency the sole New Hampshire state agency that is a member?

NASCA currently has 41 state members. The membership would be held with the Department of Administrative Services and the Commissioner would be the primary member for the membership but others within the department are encouraged to take part in the member benefits.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

The fee structure is standard for all states.

5. What benefit does the state receive from participating in this membership?

Membership in NASCA includes attendance at its annual Institute of Management and Leadership and the travel, hotel accommodations, and registration for the primary state member to attend the Institute is included in the state dues. Additional benefits include; attendance at the annual state forum, roundtable meetings and webinars on a wide range of topics, participation in surveys, networking information for both the public and private sectors and the opportunity to post open positions on the NASCA careers webpage.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

All training materials and educational information are included in the cost of membership – NASCA does not charge extra fees for member publications.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No federal funds or grants occur as a result of this membership.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

Travel reimbursement, hotel accommodations, and registration for the primary state member to attend the Institute on Management and Leadership are included in the state dues; this will take place in Olympia, WA October 4 – 7, 2016. This event is an opportunity for private sector partners to sit alongside state chief administrators to discuss challenges for 2016 and develop new tools for success in state government.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

The Commissioner of Administrative Services.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

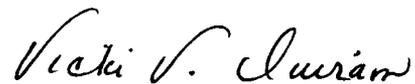
The Department of Administrative Services would not have access to the following without this affiliation:

- Participation in all-state calls, topical webinars and surveys
- Receive up to date information and stay connected with fellow state chief administrators, secretaries, commissioners and directors through the NASCA state member Listserv
- Develop management and leadership skills by participation in conferences, networking and learning forums, including the annual Institute on Management and Leadership and regional meetings
- Travel reimbursement, hotel accommodations, and registration for the primary state member to attend the Institute on Management and Leadership included in the state dues. State members can register an additional guest (i.e. a deputy) for \$250
- Eligibility to serve and lead on NASCA's committees, including the Executive Committee
- Build a strong support system among other state chief administrators, secretaries, commissioners and directors on common issues or problems
- Stay informed on trends and best practices that contribute to an effective state government

- Opportunity to post open positions on the NASCA careers webpage
- Access to online resources, including publications, research reports, newsletters, webinars and issue-focused reports
- Opportunities for partnership and visibility with other like-minded associations and forums
- Ability to contribute whitepapers and research briefs to the NASCA website
- Opportunity to host future Institute on Management and Leadership conferences and regional meetings

If we were not a member of this national organization, these benefits and services would not be available to the State of New Hampshire. The Department of Administrative Services respectfully requests Governor and Council approval of this request.

Sincerely,



Vicki V. Quiram
Commissioner



5/21/2016

Order

Customer Number: 000310
Order Number: 003460
Order Date: 5/21/2016
Purchase Order:

Vicki Quiram
State of New Hampshire
Department of Administrative Services
State House Annex, Rm 120
25 Capitol St
Concord, NH 03301-6312

Please remit payment to:

National Association of State Chief
Administrators
PO Box 708
FEIN #61-1228745
Lexington, KY 40588
United States
(P) (859) 514-9150
(F) (859) 514-9166

Credit Card Payment Information

Credit Card Number: _____
Card Type: _____ CVV#: _____
Name On Card: _____
Expiration Date: __ / __

Balance Due **\$3,000.00**

Donation/Contribution \$

Total Payment Amount \$

Order Tracking #003460 - 000310

Parent Order #

State of New Hampshire
Department of Administrative Services
State House Annex, Rm 120
25 Capitol St
Concord, NH 03301-6312

Customer Number: 000310
Order Number: 003460
Order Date: 5/21/2016

Item	Misc Product Notes	Unit Price	Quantity	Amount
NASCA State Member		\$3,000.00	1.00	\$3,000.00
Term: 7/1/2016 - 6/30/2017				

Subtotal	\$3,000.00
Invoice Total	\$3,000.00
Balance Due	\$3,000.00