



# State of New Hampshire

13 *Am*

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

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

May 10, 2013

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

*Sole Source*

### REQUESTED ACTION

Authorize the Department of Administrative Services (the "Department") to enter into a **sole source** one year Cooperative Project Agreement with the University of New Hampshire Institute for Health Policy and Practice (IHPP), Durham, NH (Vendor # 177867) in the amount not to exceed \$33,000 to provide semi-annual updates to the New Hampshire Hospital Scorecard, claims reporting, and to provide facilitation services to the members of the New Hampshire Purchasers Group on Health (NHPGH). This agreement is upon Governor & Council approval for the period effective July 1, 2013 through June 30, 2014. Approximately 57% General Funds, 16% Federal, 15% Enterprise Funds, 12% Other (Highway, Turnpike) Funds.

Funding is available in the Department of Administrative Services, Employee and Retiree Benefit Risk Management Fund, contingent upon availability and continued appropriation as follows:

	<u>SFY14</u>
01-14-14-140560-66000000 102-500674 Other Expenses Actives	\$ 22,156
01-14-14-140560-66600000 102-500674 Other Expenses Troopers	\$ 802
01-14-14-140560-66500000 102-500678 Other Expenses RU65	\$ 3,039
102-500679 Other Expenses RO65	<u>\$ 7,003</u>
Total	\$ 33,000

### EXPLANATION

This request is a **sole source** cooperative agreement because the UNH Institute for Health Policy and Practice (IHPP) is uniquely situated to provide these services to the Department. The IHPP provides facilitation services to the members of the NH Purchasers Group on Health. The NHPGH is a collaboration of the state's four largest public health care purchasers, representing more than 120,000 covered individuals and nearly three quarters of a billion dollars in annual health care expenditures.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
May 10, 2013  
Page 2 of 2

The members of the Purchasers Group include the State of New Hampshire Employee and Retiree Health Benefits Program, the University System of New Hampshire, the Local Government Center HealthTrust and the New Hampshire School Healthcare Coalition. The combined forces of the NHPGH work to impact the quality, efficiency and effectiveness of health care provided to our workforce. The Department's membership in the NHPGH to date has been supported by the Citizens Health Initiative through a grant from the Endowment for Health.

The Department is authorized pursuant to RSA 21-1: 28, to enter into contracts with any organization to administer the health benefits program. This Agreement is made pursuant to the State's Master Agreement with the University System of New Hampshire that was approved by Governor and Council on November 13, 2002 and follows prior agreements approved by Governor and Council.

The NHPGH has been working with the Institute for Health Policy and Practice to develop common reporting and comparative information so that the respective governmental units can target health cost drivers for appropriate health promotion and purchasing interventions in a coordinated fashion. The resulting output, multi-year claims experience analysis with public sector benchmarks for comparison, allow the Department to more effectively direct wellness and vendor management efforts.

Most recently, the IHPP has assisted the State and other members of the NHPGH in developing a consistent communications campaign focused on the importance of understanding health care cost drivers. A deliverable from this campaign is a video designed to educate employees to become more engaged health care consumers and to become more invested in their health on a personal level. Because this engagement is so critical to managing health care costs, the Department is excited to have the support of the IHPP in this collaborative effort.

In summary, with continued funding of the agreement, the IHPP is able to assist the NHPGH in providing local and national information on value-based purchasing strategies; provide a central point of contact for communications and media relations; coordinate data analytics activities; and manage group projects, such as coordinated wellness programs. The Department believes the services outlined in this agreement will assist the State in responding to an evolving health care system.

Respectfully submitted,



Linda M. Hodgdon  
Commissioner

LMH/CK

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Department of Administrative Services**

and the

**University of New Hampshire** of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Administrative Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **New Hampshire Purchasers Group on Health Facilitation**

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

**State Project Administrator**

Name: Catherine A Keane  
 Address: 25 Capitol Street  
 State House Annex  
 Room 412  
 Concord, NH 03301-6312  
 Phone: 271-2059

**Campus Project Administrator**

Name: Dianne Hall  
 Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd. Rm 116  
 Durham, NH 03824  
 Phone: 603-862-1942

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

**State Project Director**

Name: Catherine Keane  
 Address: 25 Capitol Street  
 State Housde Annex  
 Room 412  
 Concord, nh 03301-6312  
 Phone: 271-2059

**Campus Project Director**

Name: Josephine B. Porter  
 Address: University of NH NHIHPP  
 4 Library Way  
 Suite 202, Hewitt Hall  
 Durham, NH 03824  
 Phone: 862-0970

Campus Authorized Official KJ  
 Date 5/14/13

F. Total State funds in the amount of **\$33,000** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

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

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

G. Check if applicable

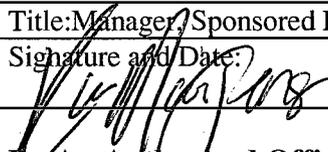
Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

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

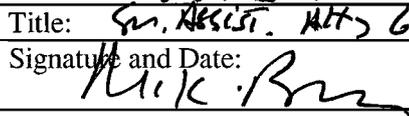
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Administrative Services** have executed this Project Agreement.

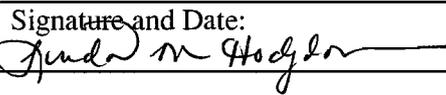
**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen  
Title: Manager, Sponsored Programs Administration  
Signature and Date:  5/14/13

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

Name: M. K. Brown  
Title: Sen. Assist. Atty General  
Signature and Date:  5/14/13

**By An Authorized Official of:  
Department of Administrative Services**

Name: Linda M. Hodgdon  
Title: Commissioner  
Signature and Date: 

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

**EXHIBIT A**

- A. Project Title:** NH Purchasers Group on Health Facilitation
- B. Project Period:** 07/01/2013 through 06/30/2014
- C. Objectives:** The NH Purchasers Group on Health, currently comprised of leadership from the State of NH Employee and Retiree Benefits Program, the University System of New Hampshire, the NH Local Government Center HealthTrust, and the New Hampshire School Healthcare Coalition, is seeking outside facilitation services that will accomplish the following:
  - Provide an impartial resource to convene and advise the group on local and national trends in value-based purchasing including health care cost containment strategies, employer coalition initiatives, contracting strategies and score carding.
  - Provide a central point of contact for communications and media relations, including the development of a strategic communications plan, and the update and ongoing maintenance of a web site.
    - Coordinate data analytics activities.
    - Manage group projects as required.
    - Provide convening space and services.
    - Offer research, management and administrative staff support, as required.
- D. Scope of Work:**
  - 1. Facilitation and Staff Services. The Campus will provide facilitation and staff services in accordance with the service objectives outlined above. Additional services will include annual web hosting and ten (10) hours per year of website development and/or maintenance. Costs for web development beyond the 10 hours per year included in Facilitation and Services will be billed on a pass-through basis. The Campus staff involved in this project will include Ned Helms, Patrick Miller and Callie Carr. Callie Carr will serve as the key point of contact.
  - 2. Coordinate data analytics activities, including development of report formats, cleansing and formatting data, producing reports on agreed schedule, and presentation of results.
  - 3. Securely housing the NHPGH member's data via direct feeds to the UNH Center for Health Analytics from the carriers or from the Comprehensive Health Insurance System (CHIS) or a combination of both, whichever format is more complete and expedient.
  - 4. Complete templates and a suite of standard reports, including standard utilization review measures, provider and care management reports, as well as statewide and regional comparisons, as applicable and as agreed by the NHPGH and the Campus staff.
- E. Deliverables Schedule:** The Campus will provide ongoing facilitation and staffing services, as outlined in the scope of work, for the contract period. Data analysis will be provided as follows:

Data Received by CHA	Date of Report Delivery	Reporting Timeframe
July 2013	Sept 2013	01/2012 thru 12/2012
January 2014	March 2014	07/2012 - 06/2013
- F. Budget and Invoicing Instructions:** Campus will submit invoices on regular Campus invoice forms in the amount of \$8,250 each quarter. Total not to exceed \$33,000. State will pay invoices within 30 days of receipt.

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Department of Administrative Services**

and the

**University of New Hampshire** of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Administrative Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **New Hampshire Purchasers Group on Health Facilitation**

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

**State Project Administrator**

Name: Catherine A Keane  
 Address: 25 Capitol Street  
 State House Annex  
 Room 412  
 Concord, NH 03301-6312  
 Phone: 271-2059

**Campus Project Administrator**

Name: Dianne Hall  
 Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd. Rm 116  
 Durham, NH 03824  
 Phone: 603-862-1942

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

**State Project Director**

Name: Catherine Keane  
 Address: 25 Capitol Street  
 State Housde Annex  
 Room 412  
 Concord, nh 03301-6312  
 Phone: 271-2059

**Campus Project Director**

Name: Josephine B. Porter  
 Address: University of NH NHIHPP  
 4 Library Way  
 Suite 202, Hewitt Hall  
 Durham, NH 03824  
 Phone: 862-0970

F. Total State funds in the amount of \$33,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

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

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

G. Check if applicable

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

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

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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Administrative Services** have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen  
Title: Manager, Sponsored Programs Administration  
Signature and Date: \_\_\_\_\_

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

Name: Michael K. Brennan  
Title: Asst. Atty. General  
Signature and Date: \_\_\_\_\_

**By An Authorized Official of:  
Department of Administrative Services**

Name: Linda M. Hodgdon  
Title: Commissioner  
Signature and Date: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

EXHIBIT A

A. **Project Title:** NH Purchasers Group on Health Facilitation

B. **Project Period:** 07/01/2013 through 06/30/2014

C. **Objectives:** The NH Purchasers Group on Health, currently comprised of leadership from the State of NH Employee and Retiree Benefits Program, the University System of New Hampshire, the NH Local Government Center HealthTrust, and the New Hampshire School Healthcare Coalition, is seeking outside facilitation services that will accomplish the following:

- Provide an impartial resource to convene and advise the group on local and national trends in value-based purchasing including health care cost containment strategies, employer coalition initiatives, contracting strategies and score carding.
- Provide a central point of contact for communications and media relations, including the development of a strategic communications plan, and the update and ongoing maintenance of a web site.
  - Coordinate data analytics activities.
  - Manage group projects as required.
  - Provide convening space and services.
  - Offer research, management and administrative staff support, as required.

D. **Scope of Work:**

1. Facilitation and Staff Services. The Campus will provide facilitation and staff services in accordance with the service objectives outlined above. Additional services will include annual web hosting and ten (10) hours per year of website development and/or maintenance. Costs for web development beyond the 10 hours per year included in Facilitation and Services will be billed on a pass-through basis. The Campus staff involved in this project will include Ned Helms, Patrick Miller and Callie Carr. Callie Carr will serve as the key point of contact.
2. Coordinate data analytics activities, including development of report formats, cleansing and formatting data, producing reports on agreed schedule, and presentation of results.
3. Securely housing the NHPGH member's data via direct feeds to the UNH Center for Health Analytics from the carriers or from the Comprehensive Health Insurance System (CHIS) or a combination of both, whichever format is more complete and expedient.
4. Complete templates and a suite of standard reports, including standard utilization review measures, provider and care management reports, as well as statewide and regional comparisons, as applicable and as agreed by the NHPGH and the Campus staff.

E. **Deliverables Schedule:** The Campus will provide ongoing facilitation and staffing services, as outlined in the scope of work, for the contract period. Data analysis will be provided as follows:

Data Received by CHA	Date of Report Delivery	Reporting Timeframe
July 2013	Sept 2013	01/2012 thru 12/2012
January 2014	March 2014	07/2012 - 06/2013

F. **Budget and Invoicing Instructions:** Campus will submit invoices on regular Campus invoice forms in the amount of \$8,250 each quarter. Total not to exceed \$33,000. State will pay invoices within 30 days of receipt.