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STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
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Denis Goulet
 Commissioner

May 15, 2018

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

Requested Action

Authorize the Department of Information Technology to enter into a **sole source** Project Agreement with the University of New Hampshire Earth Systems Research Center of Durham, NH (VC # 177867), in the amount not to exceed \$201,871.00 for the development and management of a centralized web hosting environment. This Agreement shall become effective upon Governor and Executive Council approval through June 30, 2020.

100% Capital Funds: Funds are available in SFY 2019 in the DoIT capital account, and are anticipated to also be available in SFY 2020 upon the availability and continued appropriation of funds, with the authority to adjust encumbrances between fiscal years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

CAT#-DEPT#-AGENCY#-ACTIVIT#- ACCOUNTING UNIT #- DEPT NAME- AGENCY NAME -ACCOUNTING UNIT NAME CLASS- OBJECT - DESC	FY 19	FY 20	Total Amount
01-03-03-030030-17060000 – DoIT GIS Alignment 034-500099 Capital Project	\$113,659.00	\$88,212.00	\$201,871.00

Explanation

The Department requests this sole source contract with the New Hampshire Geographically Referenced Analysis and Information Transfer (GRANIT) program which is part of the UNH Earth Systems Research Center (ESRC). Because GRANIT is the New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse, and where their staff has expert knowledge in geographic information systems, developing and hosting interactive web mapping applications that currently serve several state agencies, we request this sole source approval.

The purpose of this project is to develop, host, and manage a centralized web hosting environment that serves multiple state agencies as well as the public. The results of this pilot effort will provide direction and guidance in the subsequent development of a state plan for centralized web mapping hosting and sharing. Outcomes of this project are to 1) reduce redundancy, introduce standardization, and enhance effectiveness among the agencies currently developing and hosting web-mapping environments; 2) establish the foundation that will allow agencies who are presently lacking the necessary resources to build the required capacity; and 3) enhance access to and utilization of the State's significant spatial data assets. These outcomes are directly in line with the charge of the State's GIS Committee established under HB377.

GRANIT Staff will work with the State's GIS Technical Advisory Committee to develop the full governance structure and infrastructure documents required to host, and manage a centralized web hosting environment. Identified governance documents include user roles, map publishing, data hosting and sharing, training/technical support recommendations skill/infrastructure requirements to participate in collaborative model, which will ultimately be approved by the State's GIS Committee.

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available.

The Department of Information Technology respectfully requests approval of this agreement with UNH.

Respectfully submitted,



Denis Goulet
DOIT Commissioner

DG/kaf
DoIT #2018-137
RID: 35021

cc: Glenn Davison

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Information Technology**

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 Information Technology**, (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 **6/30/20**. 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: **Agency Map Viewers Pilot Project**

- 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: Glenn Davison
 Address: NH Department of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Phone: 603-271-7145

Campus Project Administrator

Name: Lisa Scigliano603-271-7145
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824

Phone: 603-862-0529

- 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: Glenn Davison
 Address: NH Department of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Phone: 603-271-7145

Campus Project Director

Name: Fay Rubin
 Address: Earth Systems Resarch Center
Morse Hall, Room 454
26 College Road.
Durham, NH 03824

Phone: 603-862-4240

F. Total State funds in the amount of \$201,871.00 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 Information Technology** 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:

[Signature] 4/17/18

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

Name: Rebecca W Ross

Title: Sr Assist. Attorney General

Signature and Date:

[Signature] 5/14/18

By An Authorized Official of:

Department of Information Technology

Name: Denis Goulet

Title: Commissioner

Signature and Date:

[Signature] 5/3/2018

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

A. Project Title: Agency Map Viewers Pilot Project

B. Project Period: 7/01/2018-06/30/2020

C. Objectives:

The objectives of the proposed pilot project are to 1) reduce redundancy, introduce standardization, and enhance effectiveness among the agencies currently developing and hosting web-mapping environments; 2) establish the foundation that will allow agencies who are presently lacking the necessary resources to build the required capacity; and 3) enhance access to and utilization of the state's significant spatial data assets. Overall, we seek to gain knowledge and understanding of the requirements to develop, host, and manage a centralized web hosting environment that serves multiple state agencies as well as the public. The results of this pilot effort will provide direction and guidance in the subsequent development of a state plan for centralized web mapping hosting and sharing

D. Scope of Work:

The project seeks to develop the full governance structure and infrastructure required to test a collaborative web-mapping application model. It will do so by engaging in the following activities:

1. Survey state agencies to establish current needs/capabilities/skill sets with respect to geospatial data management, data publishing, and current/planned on-line mapping tools
2. Design and deploy agency mapping site(s) that address current and future business needs, and that provide public access to enterprise data sets managed by NHDOT and NHDES
3. Establish recommended standards for:
 - a. Map publishing, including map content, data layer naming, and metadata, as well as stylistic elements
 - b. Minimum data quality characteristics
4. Establish governance structure and documents to address:
 - a. User management (names, roles, credentials) for the anticipated named user accounts
 - b. Software management (versioning)
 - c. Site publication environment (development, test, production environment)
 - d. Data hosting (where/who publishes enterprise map services)
5. Provide training and technical support to named users participating in the pilot

Project Approach:

The project will be conducted by a working group comprising staff from the NH Department of Transportation, the NH Department of Environmental Services, and UNH GRANIT. The group will conduct the activities outlined above based on a 2-agency collaborative model that is expandable and scalable, and one that will accommodate other interested state agencies as well as regional and local jurisdictions in the future.

The proposed activities will be completed by a working group that includes the following:

Glenn Davison, NHDOT
Jim Irwin, NHDOT
Ali Skinner, NHDOT
David Justice, UNH GRANIT
Hamilton McLean, NHDES

Fay Rubin, UNH GRANIT
Kristen Svendsen, NHDES
Dongmei Wang, NH DoIT

Primary responsibilities of the working group will include:

Working Group

- Actively participate in the development of governance structure documents content, review and approve documents
- Produce pilot web mapping applications in Geocortex and ArcGIS Online environments

GRANIT

- Facilitate working group meetings and format working group content into draft documents for review and approval
- Provide Geocortex hosting environment
- Provide technical support and research support to the web map application development teams

The working group will identify a set of web mapping applications that 1) address individual as well as cross-agency business requirements; and 2) rely on data that is developed and maintained by one or both of the participating agencies. Applications may range from mapping tools to streamline NHDES permitting processes, to applications that provide access to the stream crossings database that is being developed collaboratively by NHDOT, NHDES, and NH Fish & Game. The web mapping applications will be developed using two technologies – ArcGISOnline (AGO) and Geocortex. The AGO environment is a product of Esri, and is a current statewide standard that meets many basic agency web mapping needs. The Geocortex environment, a software framework developed by Latitude Geographics (<http://www.latitudegeo.com/>), provides enhanced features and capabilities, including custom workflow processes, and the opportunity to offer more advanced functionality within a streamlined user interface. Both environments are presently being utilized within the state – AGO by state agencies, and both AGO and Geocortex by GRANIT as well as NHDES.

The participating state agencies will continue to access AGO through existing licensing. The proposed Geocortex Essentials license will be hosted on UNH GRANIT server(s), and will be configured to manage users allocated across two (or more) state agencies. The shared license will be installed on up to 3 servers, corresponding with development, testing, and production environments. Data published via the web mapping sites will be managed and hosted by the participating agencies.

NHDES and NHDOT will each identify two staff members who will manage the development, testing, and deployment of agency-specific viewers. These lead staff will participate in both formal Geocortex training classes and an Esri-sponsored AGO workshop, and will thereafter assume responsibility for working with additional agency staff to build internal capacity. The primary roles of GRANIT staff will be to 1) install, host, and manage the software on UNH servers, and 2) provide first-level technical support to the NHDES and NHDOT lead staff as they construct and manage agency sites. GRANIT staff will liaise with Latitude Geographics as necessary to resolve technical issues. GRANIT will also participate in the working group, with emphasis on establishing the governance structure and to a lesser degree, assisting with the surveys described above.

E. Deliverables Schedule:

F. Budget and Invoicing Instructions:

Campus will submit invoices to State on regular Campus invoice forms no more =frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 day of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	Yr 1 (07/01/18-06/30/19)	Year 2 (07/01/19-06/30/20)	Total
Salaries & Wages	35,980	34,707	70,687
Employee Fringe Benefits	15,220	14,681	29,901
Travel	434	458	892
Supplies and Services	35,745	15,400	51,145
Equipment	0	0	0
Facilities & Admin Costs	26,280	22,966	49,246
Subtotal	113,659	88,212	201,871
In Kind Contribution	0	0	0
Total Project Costs	113,659	88,212	201,871

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**