



MARGARET WOOD HASSAN  
GOVERNOR

STATE OF NEW HAMPSHIRE  
OFFICE OF ENERGY AND PLANNING  
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www.nh.gov/oep

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April 4, 2013

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

*Sole Source*

**REQUESTED ACTION**

The Office of Energy and Planning (OEP) respectfully requests authorization to enter into a **SOLE SOURCE** Memorandum of Agreement with the Community College System of NH (Vendor # 216952), Manchester, NH (Manchester Community College), in the amount of \$5,031.20 to provide training to NH State employees engaged in maintenance and operation of heating, ventilation and air conditioning systems (HVAC) and other equipment in State-owned buildings and facilities, upon Governor and Council approval effective April 17, 2013 through June 30, 2013. 100% Federal Funds. State Energy Program (SEP) – Department of Energy

Funding is available in the following account:

	<u>FY 2013</u>
<u>Office of Energy &amp; Planning, State Energy Programs</u>	
01-02-02-024010-65100000	\$5,031.20
102-500731	

**EXPLANATION**

This agreement is sole source because Manchester Community College (MCC) is uniquely qualified to provide these educational services to the State in light of its hands-on laboratory and professional staff.

The intent of this Agreement is to contract with MCC for the provision of customized training for up to 20 State employees to improve their skills in maintaining and operating HVAC equipment in State-owned facilities. This advanced training will build upon State employee trainings provided by MCC in 2011-2012. It will provide graduates of that prior training and other advanced employees with skills and experience to trouble-shoot aspects of the State's HVAC equipment, thereby reducing the State's dependence on costly third party consultants and contractors who currently maintain and repair equipment at rates far exceeding the cost of utilizing on-site State personnel. Having trained personnel on staff allows for more consistent maintenance and operation of equipment, which saves energy, extends the life of the equipment and reduces operating and repair costs. By training existing State personnel to undertake these activities, the State will save money, realize shorter downtimes on malfunctioning equipment, and improve safety and comfort in State buildings.

Participants will be selected from among State maintenance personnel based on interest and availability to participate in classes. Classes and field labs will take place in Concord and Manchester utilizing MCC educators. A schedule of classes is included in the Agreement's Exhibit A.

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

Respectfully requested,



Meredith A. Hatfield  
Director  
Office of Energy and Planning



Sarah Diversi  
Chief Financial Officer  
Manchester Community College

MAH:sdt  
Attachments

March 12, 2013

**Memorandum of Agreement  
between  
New Hampshire Office of Energy and Planning  
and  
Manchester Community College**

This Memorandum of Agreement (hereinafter, "Agreement") is entered into by and between Manchester Community College, Manchester, New Hampshire, a division of the Community College System of New Hampshire, (hereinafter "MCC") and the NH Office of Energy and Planning, Concord, NH 03301 (hereinafter "OEP"). It shall be referred to as the "Advanced HVAC Troubleshooting Training Program for State Employees".

**1. Project Period:**

1.1 This Agreement is effective from the date of Governor and Executive Council approval through June 30, 2013.

**2. Program Description and Purpose:**

2.1 OEP will provide a total of \$5,031.20 in federal State Energy Program funds to MCC for the purpose of providing training for up to 20 NH State employees in troubleshooting HVAC electrical operations and maintenance.

**3. Scope of Services:**

3.1 MCC shall perform the following tasks:

- 3.1.1. Identify one or more qualified instructors from the MCC faculty to provide classroom training and laboratory supervision for up to 20 qualified state employees. Unless explicitly authorized in writing by OEP, MCC will use only instructors from its faculty in the training of participants in this program.
- 3.1.2. Provide to the OEP a list of educational and/or experience prerequisites that are needed by training program enrollees.
- 3.1.3. Provide classroom and laboratory training at MCC.
- 3.1.4. Identify a primary point of contact for all communication regarding administration of the contract, as distinct from the training of students. This individual shall be responsive to requests for information about this Agreement, the program, invoices, financial or other monitoring.
- 3.1.5. Provide an invoice for the training program no later than June 30, 2013.

- 3.1.6. Provide a final financial report and an accompanying narrative report following completion of the Advanced HVAC Troubleshooting training program. All reports shall be delivered to OEP no later than June 30, 2013. The narrative report shall include the following elements: attendance schedule for all classes and labs, number of students completing the class, a copy of the curriculum for each class, an evaluation of the success of the program in training students for the intended purpose, and recommendations for future training(s).

#### **4. NH Office of Energy and Planning Responsibilities**

##### 4.1 OEP shall:

- 4.1.1 Identify a primary point person for all communication regarding this contract, as well as a point person for communication regarding the training program itself, which may be a different individual.
- 4.1.2. Ensure timely response to all requests for clarification or program modification regarding the contract and/or the training program.
- 4.1.3. Work with the NH Department of Administrative Services and other State agencies to recruit qualified participants for the training program based on the prerequisites established by MCC and the State.
- 4.1.4. Ensure that participants have access to requisite textbooks and other materials at their own expense.
- 4.1.5. Reserve unoccupied meeting space for classes to be held per the schedule attached, and provide notice to the trainer(s) identified by MCC at least 24 hours in advance of any meeting location change.
- 4.1.6. Pay MCC within 30 days of the receipt of an invoice for the costs associated with each training program, per the fee schedule attached, provided that all necessary back-up documents accompany the invoice.

#### **5. Conditions for Termination**

##### 5.1 Inability to Perform:

As a result of causes beyond its control, and notwithstanding the exercise of good faith and diligence in the performance of its obligations hereunder, if it shall become necessary for either MCC or OEP to terminate this Agreement, the terminating party shall give the other (30) days advance written notice of such termination, in which event the Agreement shall terminate at the expiration of said thirty (30) days.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

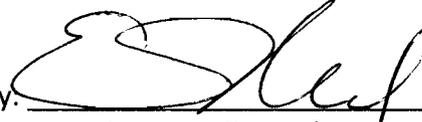
Office of Energy and Planning

Community College System of New Hampshire

By:   
Meredith A. Hatfield  
Director

By:   
Sarah Diversi  
Chief Financial Officer  
Manchester Community College

Approved as to form, execution, and substance  
OFFICE OF THE ATTORNEY GENERAL

By:   
Assistant Attorney General

4-3-12

**EXHIBIT A**

**State of NH Energy Efficiency Training  
Proposed Schedule and Outcomes**

**Advanced HVAC Electrical Troubleshooting - Course Outline  
June 3-7 & June 10-14, 2013  
Section 1: 8:30AM-12:00PM      Section 2: 12:30PM-4:00PM**

**HVAC System Electrical troubleshooting**

1. Review: electricity
2. Understanding electrical diagrams  
(Reading and interpreting electrical diagrams)
3. Troubleshooting electrical components
  - a. Motors –single & three phase
  - b. Capacitors – start & run capacitors
  - c. Fuses
  - d. Relays
  - e. Contactors
  - f. Magnetic starters
  - g. Switches – safety and operating switches
4. Perform Hop-Scotch troubleshooting method  
(Includes use of electrical meter)
5. Electrical system troubleshooting

Approximately each Day: 2 hrs. Theory; 1.5 hrs. Hands-on training  
(except the first day of training)

Hands-on training:

1. Motors testing/troubleshooting
2. Capacitor testing/troubleshooting
3. Troubleshooting systems
  - a. Open circuit problems
  - b. Motor problems
  - c. Shorts/grounded component problems –blows fuse
  - d. Air Conditioning system low voltage problems

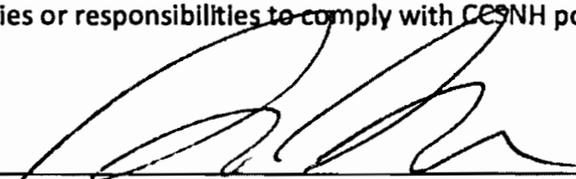
**EXHIBIT B**  
**State of NH Energy Efficiency Training**  
**Fee**

<b>Type</b>	<b>Course Title</b>	<b>Total Fees</b>
<u>Class/Lab</u>	<u>Advanced HVAC Troubleshooting</u>	
<b>Total Cost</b>		\$5,031.20

**AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF CCSNH  
AND ITS CONSTITUENT INSTITUTIONS**

Effective this 15 day of March, 2012, Sarah Diversi, in her capacity as Chief Financial Officer at Manchester Community College, is hereby authorized to approve, sign or execute contracts or agreements on behalf of Manchester Community College (including modifications, extensions and renewals) for services, leases, manifests, requisitions and expense accounts originating in the Community College System of New Hampshire up to \$100,000. This delegation of authority explicitly excludes contracts for legal services or the purchase or sale of real estate.

No modification or revocation of this authority shall be effective without written notice to the CCSNH Director of Finance. Nothing herein shall be construed to relieve the undersigned from his/her statutory responsibilities or responsibilities to comply with CCSNH policies.



Ross Gittell  
Chancellor  
Community College System of New Hampshire

By my signature below I hereby acknowledge that I have read and understand the delegation of authority and the limits of that delegation.

  
PRINTED NAME: Sarah Diversi



## DESCRIPTIONS (Continued from Page 1)

- Great Bay Community College
- Lakes Region Community College
- Manchester Community College
- Nashua Community College
- NHTI-Concord Community College
- River Valley Community College
- White Mountain Community College