



APR18'18 PM 2:50:08S

JAR
lel

STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
DIVISION OF ECONOMIC DEVELOPMENT

172 Pembroke Road, Concord, New Hampshire 03301
TEL: 603-271-2341 Website: www.nheconomy.com

TAYLOR CASWELL
Commissioner

WILDOLFO ARVELO
Director

April 16, 2018

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs, Division of Economic Development to accept and expend \$6,981 from the United States Department of Defense, Defense Logistics Agency to offset the cost of an unexpected dues increase and software subscriptions to benefit New Hampshire businesses effective upon Governor and Executive Council approval through June 30, 2018. **100% Federal Funds**

03-22-22-220510-14500000					
PROCUREMENT & GOVT CONTRACTS					
Class	Description	Account	FY 2018 Current Budget	Requested Action	FY 2018 Revised Budget
Revenue					
00S	General Funds		(117,708)		(117,708)
000	Federal Funds	404760	(249,389)	(6,981)	(256,370)
Totals			(\$367,097)	(\$6,981)	(\$374,078)
Expense					
010	Personal Services - Permanent	500100	188,152		188,152
020	Current Expenses	500200	5,300		5,300
026	Organizational Dues	500251	3,100	984	4,084
027	Transfers to DoIT	582703	15,275		15,275
038	Technology - Software	500176	0	5,997	5,997
039	Telecommunications	500188	3,200		3,200
040	Indirect Costs	500800	24,000		24,000
041	Audit Fund Set Aside	500801	295		295
060	Benefits	500612	105,775		105,775
070	In State Travel Reimbursement	500704	4,000		4,000
080	Out of State Travel	500713	18,000		18,000
Totals			\$367,097	\$6,981	\$374,078

EXPLANATION

The New Hampshire Procurement Technical Assistance Center (NH PTAC) is a cooperative agreement program between the Division of Economic Development and the US Department of Defense, Defense Logistics Agency (DLA). NH PTAC provides technical assistance to New Hampshire companies (clients) with the complexities of government (federal, state and local) contracting. In Federal Fiscal Year 2017, federal contracts and subcontracts in New Hampshire were valued at \$2.65 billion dollars.

DLA has provided additional funds under the existing sequence of annual grants to provide additional software tools to our clients and staff. DLA anticipates that similar funds will be provided in future awards.

DLA has approved the following initiatives identified by NH PTAC:

Virtual Training Capacity - DLA has approved an additional expenditure of approximately \$2,997 to purchase an annual subscription to *Govology Pro Enterprise*. This is a software-as service product that is designed specifically to provide technical training to PTAC staff and clients, both in live webinar and recorded, interactive formats. Training is a major component of NH PTAC's mission, and continuing education for staff and clients is required due to the complexity and relatively high rate of change in federal acquisition regulations, which currently number over 10,000 pages.

Access to Market Data for Clients - DLA has approved an additional expenditure of approximately \$3,000 to purchase an annual subscription to *SmartSearch*. While federal agency market research is greatly enabled by robust public databases, clients also seek state and local government opportunities. SmartSearch is also a software-as service product that is designed specifically to:

- Identify the specific government agencies that are purchasing the items clients offer;
- Know exactly who competitors are selling to and what they are charging; and
- Access exclusive market and industry information to win a higher percentage of bids and RFPs.

This subscription includes nationwide access, all sectors of government, unlimited searches, dedicated client service manager, saved searches and email notifications. This would enable in-depth market research for our clients who pursue state and local government contract opportunities.

Annual Dues – The amount of dues assessed by our national organization, the Association of Procurement Technical Assistance Centers (APTAC), has increased since the 2018-2019 operating budget was appropriated. The additional funds provided will allow NH PTAC to process payment for the full amount due.

The following additional appropriations are being requested for Fiscal Year 2018:

Class	Description	Amount	Purpose
026	Organizational Dues	\$984	To cover increase in annual dues
038	Technology - Software	\$5,997	To cover increase in annual software subscriptions

In the event that Federal Funds are no longer available, General Funds will not be requested to support these expenditures.

Respectfully submitted,


Wildolfo Arvelo
Director

Concurred,

Taylor Caswell
Commissioner

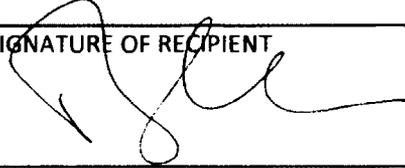

COST SHARING COOPERATIVE AGREEMENT

1. AGREEMENT NO SP4800-18-2-1868		2. THIS AGREEMENT INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS IN FUNDING OPPORTUNITY NO. DLA-201801	
3. FUNDING OPPORTUNITY URL http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx			
4. ISSUED BY DoDAAC SP4800 Defense Logistics Agency Office of Small Business Programs 8725 John J. Kingman Road, Suite 1127 Ft. Belvoir, VA 22060-6221		5. ADMINISTERED BY DoDAAC 52206A DCMA Boston 495 Summer Street Boston, MA 02210-2138	
6. RECIPIENT DUNS 787504158 CAGE Code 013M1 New Hampshire Department of Resources & Economic Development 172 Pembroke Road Concord, NH 03301		7a. PAYMENT WILL BE MADE BY DoDAAC HQ0337 Defense Finance & Accounting Service Columbus PO Box 182317 Columbus, OH 43218-2317	
8. ACCOUNTING AND APPROPRIATION DATA AA 9780100 5100 001 7000215 4100 S33189		7b. ADVANCE PAYMENT <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT AUTHORIZED	
10. PERIOD OF PERFORMANCE STARTS 3/1/2018 ENDS 2/28/2019		9. FEDERAL FUNDS OBLIGATED \$177,175.00	
12a. BUDGET		11. PERIOD OF PERFORMANCE IS Option period 1	
Personnel: \$252,933.00		12b. GOVERNMENT'S SHARE	
Fringe Benefits: \$141,407.00		\$253,251.00 or 50.00%	
Travel: \$19,874.00			
Equipment: \$0.00			
Supplies: \$4,968.00		12c. RECIPIENT'S SHARE	
Contractual: \$0.00		\$253,252.00 or 50.00%	
Other: \$41,789.00			
Indirect Costs: \$45,532.00			
TOTAL: \$506,503.00			

13. THE SERVICE AREA IS

THIS PTAC SERVICES THE ENTIRE STATE OF NEW HAMPSHIRE

THIS IS A PROBATIONARY AWARD: The PTAC MUST DEMINSTRATE COMPLIANCE WITH THE REQUIREMENTS LISTED ON PAGE 4.

14a. SIGNATURE OF RECIPIENT 		15a. UNITED STATES OF AMERICA (SIGNATURE OF GRANTS OFFICER) ROSS.NATALIE.C.1049 Digitally signed by ROSS.NATALIE.C.1049986110 986110 Date: 2018.02.22 12:59:10 -05'00'	
14b. NAME & TITLE OF SIGNER Taylor Caswell Commissioner	14c. DATE SIGNED 2/22/18	15b. NAME & EMAIL OF GRANTS OFFICER Natalie C. Ross natalie.ross@dla.mil	15c. DATE SIGNED 02/22/2018

16. PROGRAM PLANS INCLUDE THE ESTABLISHMENT OF FACILITIES IN THE PLACE(S) LISTED
(the location in the first block is the principal place of performance)

Concord, NH	Main

ANY CHANGE TO FACILITY LOCATIONS IN THIS BLOCK IS A SIGNIFICANT DEVELOPMENT THAT THE RECIPIENT IS REQUIRED TO REPORT TO THE GRANTS OFFICER AS SOON AS IT IS KNOWN

17. INDIRECT (F&A) COST RATES APPROVED FOR USE ARE LISTED

INSTITUTION	RATE	BASE	LOCATIONS
State of NH DRED	10.00%	Modified Total Direct Costs less Pass Through Funds	On-Campus

18. SUBAWARDS APPROVED ARE LISTED

DESCRIPTION
Not Applicable

19. THIRD PARTY IN-KIND CONTRIBUTIONS INCLUDED IN THE BUDGET AND APPROVED FOR USE TO MEET COST SHARING REQUIREMENTS ARE LISTED

DONOR	DESCRIPTION	AMOUNT
Greater Bay Community College	Computer Lab Rental	\$1,875.00
Nashua Community College	Computer Lab Rental	\$1,200.00
Manchester Community College	Computer Lab Rental	\$1,000.00
Lakes Region Community College	Computer Lab Rental	\$600.00
White Mountains Community College	Computer Lab Rental	\$300.00
River Valley Community College	Computer Lab Rental	\$675.00
Total		\$5,650.00

20. ALLOWABLE EXPENDITURES FOR EQUIPMENT AND OTHER CAPITAL ASSETS ARE LISTED (see 2 CFR 200.439)

DESCRIPTION	AMOUNT
None	

Expenditures for equipment and other capital assets, third party in-kind contributions, subawards and indirect (F&A) costs using rates not listed are unallowable without prior approval. Attach additional pages if necessary.

Required reporting periods, forms, format, data elements, frequency, due dates and procedures for interim and final performance reports are in the Procurement Technical Assistance Program General Terms and Conditions Version 1.1, Appendix A, dated July 2017, which is available at -

<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>

Performance goals for the period of performance on page 1 are -

1. Number of new clients	130
2. Hours of counseling time	1152
3. Number of participated events	36

PROGRAM AUTHORITY, CFDA AND PURPOSE

Authority - Title 10, United States Code, Chapter 142

CFDA 12.002 - Procurement Technical Assistance For Business Firms

Recipients serve as a resource for information and training related to contracting opportunities with DoD, other Federal agencies, and State and local governments. This is not a research and development (R&D) program.

CONTINUATION PAGE

LIMITATION OF FUNDS

1. The budget shown on page one is the estimated cost of performance of this cooperative agreement, which includes both the Government's and the Recipient's share.
2. The amount in block for "Federal Funds Obligated" indicates the amount presently obligated to this cooperative agreement and available for payment by the Government.
3. To the extent that funds are available, the Government may unilaterally obligate additional funds incrementally to this cooperative agreement up to the full Government's share.
4. Recipient's share of cost is calculated in accordance ratios on page one. The Recipient agrees to match Government funds up to the full Recipient's share.
5. Performance of this cooperative agreement will not cost the Government more than the amount obligated.

Probationary Terms/Special Condition: The NH PTAC must demonstrate by **April 12, 2018 and through out the remainder of the period of performance** that it is complying with the requirement to "maintain a website that prominently includes identification as a PTAC and provides at a minimum: i. a description of the services offered by the PTAC; ii. Point of Contact for potential PTAC clients; and iii. The PTAC's service area (e.g. list of counties serviced)". You should use the designation "Procurement Technical Assistance Center" as proposed. The PTAC website, success stories, service flyers, impact sheets, voicemail, and email correspondence blocks, brochures, business cards, conference displays and banners must be completed by **April 12, 2018**. Failure to comply with the Special Conditions may result in termination or suspension of the award.



Pro Enterprise Annual Subscription

March, 13th, 2018

Ref: Quote for your 2017 – 2018 Program Year

Dear Mr. Pease,

Thank you for your interest in Govology. The following quote is for a period of service covering March _____, 2018 – March _____, 2019.

Through this partnership, we can bring our value-added training to your counselors as well as your clients at no additional cost to them. In addition, our add on services are designed to further support your clients and keep them actively engaged.

The cost for a Govology Pro Enterprise subscription covering the period of March _____, 2018 – March _____ 2019 is \$2,997. Our Pro subscription service includes the following.

- Access to all Govology Pro-level live webinars and on-demand courses for counselors and clients
- Annual counselor and client training report (includes on-demand and webinar registrations for the year)

If you have any questions or require additional information, feel free to reach out anytime.

Best Regards,

Carroll Bernard
Govology Co-Founder



Purchase Agreement

700 West Hillsboro Blvd, Suite 4-100
 Deerfield Beach, Florida 33441
 Fax - 954-399-7067
www.govspend.us

Date: 3/21/2018

CUSTOMER	GOVSPEND
Organization: New Hampshire Government Contracting/PTAC Dave Pease david.pease@livefree.nh.gov	Name: Lynn Fernandez Email: lfernandez@smartprocure.us Phone: 954 520 7765

PLAN DESCRIPTION	YEARS	PMT PERIOD	PMT AMT PERIOD	TOTAL
SmartSearch (Annual Subscription) – 2 Users	3	Annual	\$5,000	\$15,000
Discount – Approved by Management (One-time)	3	Annual	(\$2,000)	(\$6,000)
TOTAL:			\$3,000/year	\$9,000

NOTES

(2) licenses for \$3,000/annually for three consecutive years
 Termination for Lack of Funding For Option Years 2-3

New Hampshire Government Contracting/PTAC may terminate this Agreement when funding is not lawfully available for expenditure or when sources of funding are terminated, suspended, reduced, or otherwise not forthcoming through no fault of New Hampshire Government Contracting/PTAC

TERMS OF SERVICE

All orders for GovSpend products and services are subject to our Terms of Service and Privacy Policy, which can be viewed at govspend.us/terms and govspend.us/privacy.

Initial ↓

I HAVE READ AND ACCEPTED THE TERMS OF SERVICE.

↓
Sign

AUTHORIZED SIGNER: _____

TITLE OF SIGNER:

DATE SIGNED: 3/21/2018

CONTACT NAME FOR INVOICING:

CONTACT EMAIL FOR INVOICING:

DocuSigned by:

 GOVSPEND: 0749870513FF427

Purchase Agreement must be signed within 10 days from Date at the top of this Agreement. Terms are Net 15.

Unless terminated in accordance with our terms of service or any written agreement that you have with us, the term will continue to renew automatically for consecutive annual terms at the then current, non-discounted rate. We may charge any previously authorized credit card or other account upon such renewal. However, no renewal will occur if you provide written notice of non-renewal to us before the effective date of renewal. This Purchase Agreement is deemed accepted by GovSpend upon sending of an invoice or sending of a receipt for payment by GovSpend.