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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
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Assistant Commissioner
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April 21, 2016

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

REQUESTED ACTION

Pursuant to NH RSA 4:8, Gifts to the State, authorize the Bureau of Education and Training (BET), Division of Personnel, Department of Administrative Services to accept donations of services from Retrieve Technologies, 100 Commercial Street, Suite 2S, Manchester, NH 30101. This donation of services includes filming, editing, and building a "kApp" (knowledge application) and related MP4 videos valued in the amount of \$5,000. Retrieve Technologies would create an online learning tool of the "Respect in the Workplace" program that will be available for each of the 10,000 state employees.

EXPLANATION

"Respect in the Workplace" kApp from Retrieve Technologies would enhance the depth of online learning opportunities available to State employees. BET would coordinate the development of the "Respect" program content from existing training materials and identify a person to be the on-camera presenter. Retrieve Technologies would film the presenter, edit the video and build the digital application. The finished product, the kApp, would be made available to all State of New Hampshire employees as a DoIT approved download for their desktop computers or mobile devices. Additionally, Retrieve Technologies would provide MP4 videos that would allow for distribution of the material through the State of New Hampshire Moodle Learning Management System in the future.

The Department of Administrative Services requests your approval of this request.

Respectfully submitted,

Vicki V. Quiram
Commissioner