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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
(603)-271-3201

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

November 23, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Her Excellency, Governor Margaret Wood Hassan
and the Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, **retroactively** authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to establish one (1) temporary part-time, class 050 position for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2015 through May 31, 2016. **100% Agency Income**

2. Authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to **retroactively** accept and expend a grant from the New Hampshire Office of Energy and Planning in an amount not to exceed \$48,800 for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Governor and Council approval for the period of July 1, 2015 through May 31, 2016. **100% Agency Income**

Funds will be budgeted as follows:

01-14-14-141500-14400000 Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration

<u>Class</u>	<u>Description</u>	<u>FY16 Current</u> <u>Adjusted Authorized</u>	<u>Requested</u> <u>Action</u>	<u>Revised FY2016</u> <u>Adjusted Authorized</u>
009-407017	Agency Income	\$0	(\$48,800)	(\$48,800)
010-500100	Personal Services	\$210,267	\$ 0	\$210,267
011-500126	Unclassified Personal Serv	\$ 94,375	\$ 0	\$ 94,375
020-500200	Current Expense	\$ 600	\$ 0	\$ 600
037-500165	Technology Hardware	\$ 1	\$ 0	\$ 1
038-500175	Technology Software	\$ 1	\$ 0	\$ 1
039-500180	Telecommunications	\$ 1,500	\$ 0	\$ 1,500
050-500109	Personal Serv – Temp	\$ 0	\$ 27,984	\$ 27,984
060-500601	Benefits	\$135,045	\$ 2,141	\$137,186
070-500704	In-State Travel Reimb	\$ 829	\$ 1,783	\$ 2,612
080-500710	Out-of-State Travel	\$ 1		\$ 1
103-502507	Contracts Program Serv	\$ 0	\$ 16,892	\$ 16,892
	Totals	<u>\$442,619</u>	<u>\$ 48,800</u>	<u>\$491,419</u>

EXPLANATION

The reason for this **retroactive** request is due to funds being budgeted in class 050, part-time salaries for SFY2015 and therefore provided funding through the continuing resolution. However, after approval of the 2016-2017 budget, it was discovered that a request to accept and expend these funds should have been processed but had not been done.

This grant will fund one (1) existing part-time position that will provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings. The Planning Analyst/Data Systems position duties include improving the functionality of the state energy database and investigate to enhance its quality and its utility as a planning tool for energy efficiency projects. It will also fund additional travel expenditures and contracted services for energy efficiency in state-owned buildings

Class 050 – Personal Serv. Part-Time Temporary funds will be used to pay the salary of one part-time Planning Analyst/Data Systems position

Class 060 – Benefits funds will be used to pay the benefits associated with the temporary part-time position

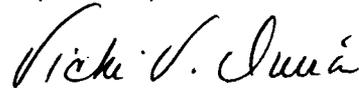
Class 070 – In-State Travel funds will be used for travel to other agencies to train employees on the energy database, as well as the attendance of the NEEP Energy Summit or other similar training

Class 103 – Contracts for Program Services will be used for the services of a weatherization vendor to improve energy efficiency in smaller state-owned buildings

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time Planning Analyst/Data Systems position
- 2) *Nature, Need, and Duration:* To provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings, through May 31, 2016
- 3) *Relationship to existing agency programs:* This position will provide support to the DAS State Energy Manager's office
- 4) *Has a similar program been requested of the legislature and denied?* No
- 5) *Why wasn't funding included in the agency's budget request?* The funds were unanticipated at the time the budget was created
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$30,125 through the duration of the MOA through May 31, 2016.

Respectfully submitted,



Vicki V. Quiram
Commissioner



MARGARET WOOD HASSAN
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615



www.nh.gov/oep

May 27, 2015

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

Approved by the Governor
and Council on 06.24.15
Agency Item # 96
PO 1041699

REQUESTED ACTION

The Office of Energy and Planning (OEP) requests authorization to amend a Memorandum of Agreement (Contract #1041699) with the Department Administrative Services (DAS), (VC # 177875), Concord, NH, by extending the end date from June 30, 2015 to May 31, 2016, and by increasing the contract amount by \$30,000.00 from \$20,000.00 to \$50,000.00 to support energy efficiency in state buildings, effective July 1, 2015, upon Governor and Council approval. This contract was originally approved by Governor and Council on December 23, 2014, Item #24. 100% Federal Funds (State Energy Program).

Funding is available in the following account, contingent upon the availability and continued appropriation of funds in the FY 2016 operating budget, as follows:

<u>Office of Energy & Planning, State Energy Programs</u>	<u>FY 2016</u>
01-02-02-024010-6510	
102-500731 Contracts for Program Services	\$30,000.00

EXPLANATION

The intent of this amendment is to continue providing support to the Department of Administrative Services' State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Additional funding will support DAS's highly productive retro-commissioning work, which identifies specific energy-reduction strategies for State buildings; improvements to the state energy database, a tool that helps managers track energy use in hundreds of State owned buildings and identify priorities for cost-saving conservation; training the DAS Energy Management leaders in energy benchmarking; and performance contracting.

These projects will be administered by DAS. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,


Meredith A. Hatfield
Director
Office of Energy and Planning


Vicki V. Quiram
Commissioner
Department of Administrative Services

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF ENERGY AND PLANNING
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This Amendment dated May 27, 2015, is between the State of New Hampshire, Office of Energy and Planning (hereinafter referred to as "OEP") and the Department of Administrative Services (hereinafter referred to as "DAS").

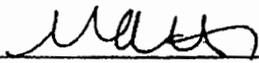
Pursuant to an Agreement (hereinafter referred to as the "Agreement"), as approved by Governor and Council on December 23, 2014 (Item #24), DAS has agreed to provide certain Services, per the terms and conditions specified in the Agreement and in consideration of payment by OEP of certain sums as specified therein.

WHEREAS, OEP and DAS have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing and of the covenants and conditions in the Agreement as set forth herein, the parties agree to the following:

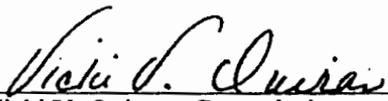
1. **Amendment and Modification of Agreement.** The Agreement is amended and modified as follows:
 - A) Amend Agreement completion date by striking the current contract ending date of June 30, 2015, and inserting May 31, 2016, wherever it occurs.
 - B) Amend Agreement price limitation by striking the current sum of \$20,000.00 and inserting in place thereof the total sum of \$50,000.00.
 - C) Program funds may also be used to expand the State's use of retro-commissioning analyses to identify energy and cost-saving measures in State buildings.
 - D) An additional \$1,500.00 of funds provided may be used for educational purposes in FY 2016 as approved by OEP.
 - E) The Program Plan may include definition of goals, milestones, deliverables and outcomes for expanding the use of retro-commissioning analyses in State buildings.
 - F) DAS shall submit quarterly reports to OEP that include the following, if applicable: the number of technical assistance contacts with state agencies relative to ESPC's and retro-commissioning (# agencies).

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Meredith A. Hatfield, Director
NH Office of Energy and Planning

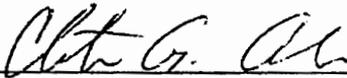
5/27/15
Date



Vicki V. Quiram, Commissioner
NH Department of Administrative Services

5/27/15
Date

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General

Date: June 3, 2015

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on June 24, 2015.

OFFICE OF THE SECRETARY OF STATE

By: 

DEPUTY SECRETARY OF STATE



MARGARET WOOD HASSAN
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
107 Pleasant Street, Johnson Hall
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www.nh.gov/oep

November 26, 2014

Approval by the Governor
and Council on 12.23.14
Agenda Item 24

PO 1041699

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

REQUESTED ACTION

Authorize the Office of Energy and Planning (OEP) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS, Vendor #177875), Concord, NH in the amount of \$20,000 to support energy efficiency in state buildings, effective December 23, 2014 upon Governor & Council approval, through June 30, 2015. 100% Federal Funds (State Energy Program).

Funding is available in the following account:

<u>Office of Energy & Planning, State Energy Programs</u>	<u>FY 2015</u>
01-02-02-024010-6510	
102-500731 Contracts for Program Services	\$20,000

EXPLANATION

The intent of this Agreement is to provide support for programs to reduce energy consumption and reduce costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office. Planned efforts including improving the functionality of the state energy database, investigating how the State can take better advantage of performance contracting, and providing educational opportunities for the Energy Management office. Targeted improvements to the energy database, which tracks energy use in state buildings, will enhance its quality and its utility as a planning tool for energy efficiency projects. This project will also provide education for the State's energy management leaders involved with energy savings performance contracts, enhancing their capacity to define, contract and manage projects using this important vehicle to implement energy efficiency measures in State buildings.

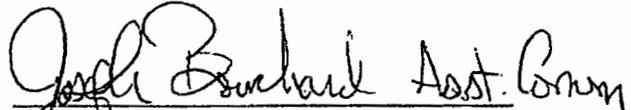
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

These projects will be administered by DAS. In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Sincerely,



Meredith A. Hatfield, Director
NH Office of Energy and Planning



Linda M. Hodgdon, Commissioner
NH Department of Administrative Services

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF ENERGY AND PLANNING
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Energy and Planning (OEP) and Department of Administrative Services (DAS) to utilize funding provided by OEP to reduce energy consumption and costs in state buildings. This agreement will become effective December 23, 2014, upon approval by Governor and Council. The project completion date is June 30, 2015.

For the purposes of this Agreement, OEP and DAS agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds may be used to:
 - a. Streamline the State's Energy Saving Performance Contracting (ESPC) process. This may include developing tools such as standardized RFP's, contracts and State project management guidelines;
 - b. Education for State Energy Manager or other appropriate DAS Staff; and
 - c. State Energy Database upgrade. This may provide support for implementation of an updated online interface designed to make the state energy database more useful for studying and planning for energy use in State buildings, or to convert the current State Database to a standardized program that requires less internal support, in order to increase analytical functions and facilitate comparison of energy use in like buildings.
3. Up to \$1,500 of funds provided may be used for educational purposes as approved by OEP.
4. DAS shall submit a detailed Program Plan for approval by OEP within 30 days of G&C approval of this agreement. The Program Plan may include:
 - a. Definition of goals, milestones, deliverables and outcomes for streamlining and improving the efficiency of ESPC for State buildings;
 - b. Proposal for education for State Energy Manager and staff;
 - c. Definition of goals, milestones, deliverables and outcomes for upgrades to the state energy database; and
 - d. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.

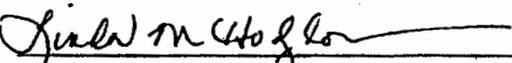
5. OEP shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
6. DAS shall administer the program(s).
7. DAS shall submit quarterly reports to OEP that include the following, if applicable:
 - a. The number of technical assistance contacts with state agencies relative to ESPC's (# agencies).
 - b. The number of technical assistance contacts with state agencies relative to the database upgrade (# agencies).
 - c. A description of tools developed for state energy database visualization or conversion to Portfolio Manager (# tools).
 - d. A description of workshops, training and education sessions offered for performance contracting and the state energy database; including number of participants in each.
 - e. A description of any education sessions attended by DAS ; and
8. PROJECT COST: OEP shall provide funding in an amount up to \$20,000. Funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2015.
9. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter.
10. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.
11. DURATION: The project duration extends from, December 23, 2014, the date of approval by Governor and Council, through June 30, 2015 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Meredith A. Hatfield, Director
NH Office of Energy and Planning

11/25/14
Date

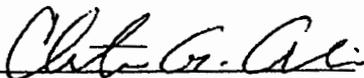


Linda M. Hodgdon, Commissioner
NH Department of Administrative Services

11/25/14
Date

OFFICE OF THE ATTORNEY GENERAL

Approved as to form, substance and execution

By: 

Assistant Attorney General

Date: 12/11/2014

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on DEC 23 2014.

OFFICE OF THE SECRETARY OF STATE

By: 

T **DEPUTY SECRETARY OF STATE**