



CHRISTOPHER T. SUNUNU  
GOVERNOR

STATE OF NEW HAMPSHIRE

OFFICE OF STRATEGIC INITIATIVES

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DIVISION OF PLANNING

DIVISION OF ENERGY

www.nh.gov/osi

October 1, 2018

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

**REQUESTED ACTION**

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of \$70,000.00 to support reduction in energy consumption and costs in the state fleet, effective October 17, 2018 through June 30, 2019, upon approval of Governor & Executive Council.  
100% Federal Funds (State Energy Program).

Office of Strategic Initiatives, State Energy Programs

FY 2019

01-02-02-024010-65100000

102-500731 Contracts for Program Services

\$70,000.00

**EXPLANATION**

The intent of this Agreement is to provide funding for programs to support reduction in energy consumption and costs in New Hampshire's State fleet by supporting the Department of Administrative Services' Fixed and Mobile Assets' office.

OSI requests an MOA in an amount not to exceed \$70,000.00 to support the DAS objectives to promote energy use reduction and responsible energy behavior within the state fleet. This funding will assist DAS with the purchase, support and implementation of a Telematics Program to include a Telematics education and outreach program and other initiatives approved by OSI.

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,

Jared Chicoine  
Director  
Officer of Strategic Initiatives

Charles M. Arlinghaus  
Commissioner  
Department of Administrative Services

G&C 10/17/18

**MEMORANDUM OF AGREEMENT  
BETWEEN  
OFFICE OF STRATEGIC INITIATIVES  
AND  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Administrative Services (DAS) to utilize funding provided by OSI to reduce energy consumption and costs in the state fleet. This agreement will become effective October 17, 2018, upon approval by Governor and Council. The project completion date is June 30, 2019.

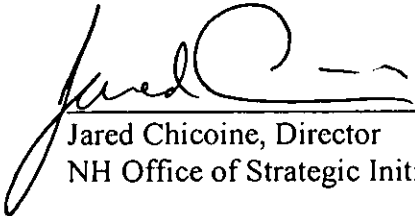
For the purposes of this Agreement, OSI and DAS agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. Up to \$40,000 of funds provided may be used for a telematics education & outreach program. Activities supporting this initiative may include:
  - a. Salary and benefits for a part-time employee who supports the reduction of energy use in the state fleet through establishing and promoting a telematics education and outreach program. Activities of this employee may include, but are not limited to: data analysis, progress reporting, website updates, agency trainings, online trainings, driver behavior gamification, and newsletters;
  - b. Other initiatives approved by OSI to reduce energy use in the state fleet; and
  - c. Any other related expense approved by OSI.
3. Up to \$30,000 of funds provided may be used to purchase, support and implement a Telematics Program in the state fleet. Activities supporting this initiative may include:
  - a. Contracting with a firm or vendor to purchase the Telematics program including any hardware, software or ancillary support;
  - b. Contracting with a firm or vendor to support, or install the Telematics program in the state fleet;
  - c. Training costs related to the implementation and maintenance of the Telematics program; and
  - d. Any other related expense approved by OSI.
4. DAS shall submit a detailed Program Plan for approval by OSI within 30 days of G&C approval of this agreement. The Program Plan may include:
  - a. Definition of goals, milestones, deliverables, and outcomes for establishing and filling a new part-time Telematics Program Specialist III position;

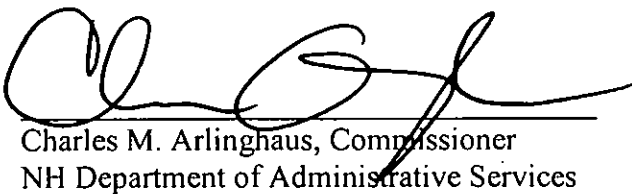
- b. Definition of goals, milestones, deliverables, and outcomes for developing an education and outreach plan for state agencies relating to successful implementation of a telematics program;
  - c. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
- 5. OSI shall 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 OSI that include the following, if applicable:
  - a. A job description/advertisement for a new part time Telematics Program Specialist III and notification on when that position is filled (date of hire).
  - b. The number of education and outreach visits with, or presentations to, state agencies (# agencies).
  - c. Program status report, including at a minimum:
    - i. Projected cost savings based on current quarterly fleet utilization data,
    - ii. Projected and identified energy savings in the state fleet,
    - iii. Number of agencies participating in the program,
    - iv. Number of devices deployed (including deployment cost)
    - v. Impact on fleet operations (change in fuel used, change in miles travelled, change in emissions), etc.
    - vi. All change calculations will be based on the FY 2018 utilization and cost data.
- 8. PROJECT COST: OSI shall provide funding in an amount up to \$70,000 for FY 2019. FY 2019 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2019.
- 9. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines.
- 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, October 17, 2018, the date of approval by Governor and Council, through June 30, 2019 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.

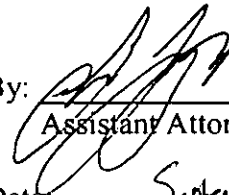
  
Jared Chicoine, Director  
NH Office of Strategic Initiatives

9/18/18  
Date

  
Charles M. Arlinghaus, Commissioner  
NH Department of Administrative Services

9/18/18  
Date

OFFICE OF THE ATTORNEY GENERAL

By:   
Assistant Attorney General  
Date: September 24, 2018

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

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_