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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF BEHAVIORAL HEALTH

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5000 1-800-852-3345 Ext. 5000
Fax: 603-271-5058 TDD Access: 1-800-735-2964

November 7, 2013

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

REQUESTED ACTION

100% Federal funds

Authorize the Department of Health and Human Services, Division of Community Based Care Services, to **exercise a renewal option** to an agreement, Purchase Order number 1027504, with Old Dominion University Research Foundation (vendor code 228712), 4111 Monarch Way, Norfolk, VA 23508, by extending the current contract by two additional years to conduct two public mental health consumer surveys as required by the Mental Health Block Grant program by increasing the price limitation by \$121,114 from \$59,820 to an amount not to exceed \$180,934, which will extend the completion date to December 31, 2015. The amendment is to be effective January 1, 2014. This contract was originally approved by Governor and Council on December 19, 2012, item number 30. Funds are available in the following account in State Fiscal Years 2014 & 2015 and are anticipated to be available in this account in State Fiscal Year 2016 based upon the availability and continued appropriation of funds in future operating budgets. The Bureau of Behavioral Health requests authority to adjust amounts if needed and justified between state fiscal years.

05-95-92-920010-7851 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV. OF, DIV. OF BEHAVIORAL HEALTH, MENTAL HEALTH DATA COLLECTION

<u>Fiscal Year</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
2013	102-500731	Mental Health Data Collection	\$ 37,693	\$ 0	\$ 37,693
2014	102-500731	Mental Health Data Collection	\$ 22,127	\$ 27,682	\$ 49,809
2015	102-500731	Mental Health Data Collection	\$ 0	\$ 60,557	\$ 60,557
2016	102-500731	Mental Health Data Collection	\$ 0	\$ 32,875	\$ 32,875
Total			\$ 59,820	\$ 121,114	\$ 180,934

EXPLANATION

The purpose of this request is to extend the agreement with Old Dominion University Research Foundation for two years to enable them to conduct two yearly public mental health consumer surveys for the Bureau of Behavioral Health, as required by the Mental Health Block Grant program. The original contract contained an option for renewal for an additional two-year period, pending the availability of funding, the agreement of the parties, and approval by Governor and Council. Old Dominion University Research Foundation has performed

well in conducting the 2013 public mental health consumer survey and the Bureau of Behavioral Health would like to continue the agreement for the 2014 and 2015 surveys.

The Bureau of Behavioral Health, a bureau within the New Hampshire Department of Health and Human Services, Division of Community Based Care Services, is required by the federal Mental Health Block Grant to conduct an annual statewide survey of the people who receive services from New Hampshire's public community mental health system. The survey encompasses the ten mental health regions of the state and provides data for the federal Uniform Reporting System tables that indicate the nation's progress implementing national outcome measures required by the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration of the Federal Department of Health and Human Services. Continued funding of the Mental Health Block Grant is in part predicated on the successful completion of the survey and the resulting reports.

Results from the surveys are used by the Bureau of Behavioral Health, the 10 community mental health centers, and in annual federal reports. Conducting statistically valid statewide surveys of eligible mental health consumers requires time, skills, and technology that the Bureau of Behavioral Health staff does not have. The contractor has the capacity, experience, and technical and statistical expertise to conduct these surveys. Their participation will assure that proper methodologies and procedures are followed and that results are valid. Results are shared with the Community Mental Health Centers and made available in a public report.

Using a Public Notice published in the Manchester Union Leader on Friday, July 20, 2012; Monday, July 23, 2012; and Tuesday, July 24, 2012, and publication on the Department of Health & Human Services website beginning on July 20, 2012, the Bureau of Behavioral Health requested proposals for providing public mental health consumer surveys. As a result of the Request for Proposal (RFP), proposals were received from the following organizations: The Institute on Disability at the University of New Hampshire, the Kansas Foundation for Medical Care, Inc., and the Old Dominion University Research Foundation. After review of the proposals for completeness and compliance with the requirements of the RFP, the proposals were reviewed by an Evaluation Committee consisting of three staff from the Bureau of Behavioral Health and one member from the State Behavioral Health Advisory Council, and were rated on a predetermined formula outlined in the RFP. Out of 400 potential points, the Institute on Disability attained an overall score of 338; the Kansas Foundation for Medical Care, Inc. attained an overall score of 224; and the Old Dominion University Research Foundation received an overall score of 384. The Institute on Disability and the Kansas Foundation for Medical Care, Inc. both submitted excellent proposals that demonstrated their understanding of the requested services. However, the Old Dominion University Research Foundation proposed a cost that was less than what The Institute on Disability at the University of New Hampshire and the Kansas Foundation for Medical Care, Inc. proposed. The Old Dominion University Research Foundation was the lowest bidder, met the Bureau of Behavioral Health's expectations for service quality, and attained the highest overall score. The Bureau requests they be funded by this contract.

In summary, the contractor must:

- Prepare and conduct a statistically valid survey of mental health consumers served at New Hampshire's Community Mental Health Centers.
 - Performance Measure: the response rates must be sufficient to produce meaningful results (i.e., statistical validity).
- Submit survey data to the Bureau of Behavioral Health for the 5 Uniform Reporting System tables that are a requirement of the federal Mental Health Block Grant.
 - Performance Measure: the survey data must be submitted to the Bureau by November 15th of each survey year.
- Develop a comprehensive state-level report on the results of the survey for the Bureau to publish for stakeholders.

- Performance Measure: the report must be of professional quality and written in a way that will be easily understood by the public and must be submitted by December 31st of each survey year.
- Provide up to 5 formal presentations to Bureau-selected stakeholders.
 - Performance Measure: Must be completed by December 31st of each survey year.

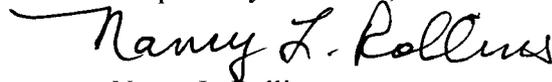
If the Governor and Council determine not to approve this request, the Bureau of Behavioral Health will not be able to submit the required Uniform Reporting System tables and, therefore, will be out of compliance with both the Mental Health Block Grant and the Data Infrastructure Grant, jeopardizing the funding of both. The Bureau of Behavioral Health will also lose valuable information on mental health services and treatment outcomes.

Area served: Statewide.

Source of funds: 100% Federal Funds.

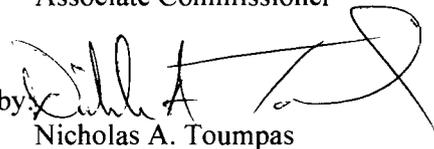
In the event the federal funds become no long available, general funds will not be requested to support this program

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by



Nicholas A. Toumpas
Commissioner

RSP/pbr/sl

Enclosures

NH Public Mental Health Consumer Surveys: **SCORING SUMMARY**

August 30, 2012

Maximum Points per Review: 100			Kansas Foundation for Medical Care, Inc.	University of NH Institute on Disability	Old Dominion University Research Foundation
		<u>Section 1</u> Experience: 10			
Reviewer	1		8	10	8
	2		7	9	10
	3		5	9	10
	4		7	10	10
		Total:	27 of 40	38 of 40	38 of 40
		<u>Section 2</u> Program Approach & Activities: 45			
Reviewer	1		25	42	42
	2		20	42	44
	3		35	40	42
	4		20	40	44
		Total:	100 of 180	164 of 180	172 of 180
		<u>Section 3</u> Project Staff & Management: 10			
Reviewer	1		7	9	9
	2		6	7	9
	3		5	8	10
	4		5	8	10
		Total:	23 of 40	32 of 40	38 of 40
		<u>Section 4</u> Assessing Project Effectiveness: 15			
Reviewer	1		9	12	12
	2		8	12	14
	3		10	12	15
	4		7	13	15
		Total:	34 of 60	49 of 60	56 of 60
		<u>Section 5</u> Budget Narrative & Budget: 15			
Reviewer	1		5	10	15
	2		5	10	15
	3		5	8	15
	4		5	7	15
		Total:	20 of 60	35 of 60	60 of 60
Bonus	All	Compliance with instructions, format, forms, and page limits: Up to 5 points per reviewer.	5	5	5
		Total Possible with Bonus : 100			
Reviewer	1		59	88	91
	2		51	83	97
	3		65	84	97
	4		49	83	99
		Total Possible with Bonus : 400	224	338	384

Selected Proposal:

Old Dominion University Research Foundation, Norfolk, Virginia

Evaluation Panel:

Reviewer #1:

Janet Horne, Co-principal Investigator, Data Infrastructure Grant and Project Manager
Bureau of Behavioral Health, Business Systems Analyst

Reviewer #2:

Lee Ustinich, Co-principal Investigator, Data Infrastructure Grant; State Planner, Mental Health Block Grant
Bureau of Behavioral Health, State Planning and Review Specialist

Reviewer #3:

Michael Kelly, Quality Improvement Unit, Team Leader
Bureau of Behavioral Health, State Planning and Review Specialist

Reviewer #4:

Don M. Gray, Representative for Consumers and Family Members
Vice Chair, NH Behavioral Health Advisory Council

Amendment to Agreement

This Amendment to Agreement (hereinafter called the "Amendment") is dated this 15th day of November, 2013, between the State of New Hampshire, Division of Community Based Care Services, Bureau of Behavioral Health of the Department of Health and Human Services (hereinafter called "BBH") and **Old Dominion University Research Foundation**, a non-profit corporation organized under the laws of the State of New Hampshire with a place of business at 4111 Monarch Way, Norfolk, Virginia 23508 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an Agreement dated October 26, 2012, the Contractor has agreed to provide certain services upon the terms and conditions specified in the Agreement, in consideration of payment by BBH of certain sums specified therein; and

WHEREAS, pursuant to Paragraph 17. of the Agreement, the Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties thereto and only after approval of such amendment, waiver, or discharge by the Governor and Executive Council of the State of New Hampshire;

WHEREAS, BBH and the Contractor have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing and of the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement.

1.1. The Agreement is hereby amended as follows:

By deleting, in Subparagraph 1.8. of the General Provisions \$59,820. and substituting therefore the number \$180,934.

2. Amendment and Modification to Exhibit A, Scope of Work

2.1. Renumber the existing Paragraph 7. to be Paragraph 9. and insert the following as Paragraph 7. and Paragraph 8.:

7. The Contractor will follow all the provisions contained in Exhibit A of the original contract to prepare and conduct (2) two additional public mental health consumer surveys and produce a series of reports on each survey, one each for State Fiscal Year 2014 and State Fiscal Year 2015.

8. The Completion Date of this Amendment is 12-30-15.

Contractor Initials: 
Date: 11-15-13

3. **Amendment and Modification to Exhibit B, Methods of Payment.**

3.1. By deleting and replacing the following at the end of Paragraph 12:

CFDA #:	93.243
Federal Agency:	Substance Abuse & Mental Health Services Administration
Program Title:	State Mental Health Data Infrastructure Grants for Quality Improvement Program
Amount:	\$180,934.

4. **Effective Date of Amendment:** The Effective Date of this action is January 1, 2014, or date of Governor and Council approval through December 30, 2015.

5. **Continuance of Agreement:** Except as specifically amended and modified by the terms and conditions of this Agreement, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

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

NH DHHS/Div. Community Based Care Services/
The Bureau of Behavioral Health

Old Dominion University Research Foundation

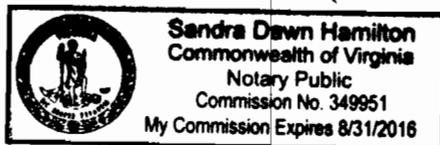
By: Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

By: Julian F. Facenda
Julian F. Facenda
Executive Director

STATE OF VIRGINIA
COUNTY OF NORFOLK

The forgoing instrument was acknowledged before me this 15th day of November, 2013, by

Sandra DeLoatch, Board Secretary. Sandra DeLoatch
Sandra DeLoatch



Notary Public / Justice of the Peace
Commission Expires: August 31, 2016

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Jeanne Horriek
Jeanne Horriek, Attorney
Date: 11-22-13

Contractor Initials: SD
Date: 11-18-13

CERTIFICATE OF VOTE

I, Sandra DeLoatch, do hereby certify that:

1. I am the duly elected Clerk of Old Dominion University Research Foundation
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on November 15, 2013.

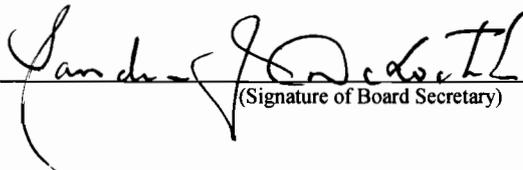
RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, concerning the following matter:

To Provide: **Public Mental Health Consumer Survey and related reports.**

RESOLVED: That the Executive Director (Interim or otherwise) hereby is authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of **November 15, 2013.**
4. **Julian F. Facenda** is duly elected **Executive Director** of the Corporation.

(Seal)
(Corporation)



(Signature of Board Secretary)

State of **Virginia**

County of **Norfolk**

The foregoing instrument was acknowledged before me this **15th** day of **November 2013.**

By **Sandra DeLoatch**

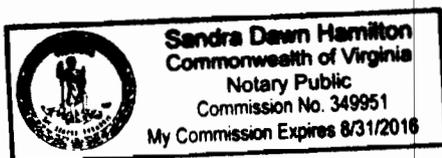


Name: **Sandra Dawn Hamilton**
Title: Notary Public/Justice of the Peace

Name: **Sandra Dawn Hamilton**
Title: Notary Public/Justice of the Peace

(Seal)
(Notary Public)

Commission Expires: **August 31, 2016**





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees
Old Dominion University
Research Foundation
Norfolk, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Old Dominion University Research Foundation ("Organization"), a nonprofit organization and component unit of Old Dominion University, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 11, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Old Dominion University Research Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Old Dominion University Research Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Old Dominion University Research Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PB Mares, LLP

Norfolk, Virginia
September 11, 2013



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Board of Trustees
Old Dominion University
Research Foundation
Norfolk, Virginia

Report on Compliance for Each Major Federal Program

We have audited Old Dominion University Research Foundation's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013. Old Dominion University Research Foundation's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Old Dominion University Research Foundation's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Old Dominion University Research Foundation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Old Dominion University Research Foundation's compliance.

Opinion on Each Major Federal Program

In our opinion, Old Dominion University Research Foundation, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of Old Dominion University Research Foundation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Old Dominion University Research Foundation's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Old Dominion University Research Foundation's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

PB Mares, LLP

Norfolk, Virginia
September 11, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Old Dominion University Research Foundation
Norfolk, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of Old Dominion University Research Foundation ("Organization"), a nonprofit organization and component unit of Old Dominion University, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Old Dominion University Research Foundation as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

The financial statements of Old Dominion University Research Foundation as of June 30, 2012 were audited by Witt Mares, PLC, who merged with PBGH, LLP to form PBMares, LLP as of January 1, 2013, and whose report dated September 18, 2012 expressed an unmodified opinion on those statements.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 11, 2013, on our consideration of Old Dominion University Research Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Old Dominion University Research Foundation's internal control over financial reporting and compliance.

PBMares, LLP

Norfolk, Virginia
September 11, 2013

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Statements of Financial Position

June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 7,673,478	\$ 6,303,930
Accounts receivable:		
Grants and contracts, net	15,696,520	19,982,728
Other research related	401,107	584,249
Other	183,485	485,070
Travel advances	54,789	56,589
Prepaid expenses	<u>404,367</u>	<u>458,421</u>
 Total current assets	 <u>24,413,746</u>	 <u>27,870,987</u>
PROPERTY AND EQUIPMENT		
Land	54,802	54,802
Buildings and improvements	1,037,290	1,037,290
Office furniture	412,036	414,271
Office equipment	179,952	169,867
Research equipment	14,852,780	14,462,647
Computer equipment	2,676,014	2,800,406
Equipment in process	<u>497,014</u>	<u>665,905</u>
	19,709,888	19,605,188
Less - accumulated depreciation	<u>(15,735,385)</u>	<u>(14,930,927)</u>
 Total property and equipment	 <u>3,974,503</u>	 <u>4,674,261</u>
OTHER ASSETS - investments	<u>7,469,600</u>	<u>7,313,287</u>
 Total assets	 <u>\$ 35,857,849</u>	 <u>\$ 39,858,535</u>

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Statements of Financial Position

June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 5,730,617	\$ 8,494,022
Accrued expenses	2,980,068	2,798,809
Due to affiliates	362,983	1,755,324
Deferred revenue	<u>5,546,368</u>	<u>5,043,485</u>
Total current liabilities	<u>14,620,036</u>	<u>18,091,640</u>
NET ASSETS		
Unrestricted:		
Old Dominion University funds	17,660,462	16,534,830
Plant funds	3,974,503	4,674,261
Undesignated General and Designated Foundation Reserve	<u>(397,152)</u>	<u>557,804</u>
Total net assets	<u>21,237,813</u>	<u>21,766,895</u>
Total liabilities and net assets	<u>\$ 35,857,849</u>	<u>\$ 39,858,535</u>

See accompanying notes.

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION**Statements of Activities**

For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
PUBLIC SUPPORT AND REVENUES		
Sponsored research	\$ 36,818,820	\$ 35,025,142
Indirect cost revenue	8,833,409	8,844,014
Other research related revenue	2,822,204	3,265,043
Value of contributed services	1,261,923	1,198,516
Interest and investment income	157,712	215,899
Memberships	49,000	84,750
Other	44,563	50,449
Total public support and revenues	<u>49,987,631</u>	<u>48,683,813</u>
EXPENSES		
Program services:		
Sponsored research	36,689,333	34,286,717
Other research related expenses	7,897,811	8,054,434
	<u>44,587,144</u>	<u>42,341,151</u>
Management and general	5,929,569	5,242,440
Total expenses	<u>50,516,713</u>	<u>47,583,591</u>
CHANGE IN NET ASSETS	(529,082)	1,100,222
NET ASSETS, BEGINNING OF YEAR	<u>21,766,895</u>	<u>20,666,673</u>
NET ASSETS, END OF YEAR	<u>\$ 21,237,813</u>	<u>\$ 21,766,895</u>

See accompanying notes.

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Statements of Functional Expenses
For the Years Ended June 30, 2013 and 2012

	2013		2012			
	Program Services	Management and General	Total	Program Services	Management and General	Total
Salaries and wages	\$ 22,383,529	\$ 1,662,905	\$ 24,046,434	\$ 22,045,972	\$ 1,559,980	\$ 23,605,952
Fringe benefits	5,682,590	780,736	6,463,326	5,410,135	709,987	6,120,122
Subcontracts	4,649,013	-	4,649,013	2,857,755	-	2,857,755
Participant support costs	3,247,670	-	3,247,670	2,662,508	-	2,662,508
Contractual services	1,850,606	1,245,647	3,096,253	1,729,245	963,696	2,692,941
Supplies	2,090,198	97,475	2,187,673	2,290,272	60,962	2,351,234
Travel	2,143,928	34,522	2,178,450	2,379,326	19,801	2,399,127
Cost center charges and other						
general expenses	1,986,347	27,836	2,014,183	2,095,887	20,267	2,116,154
Depreciation	-	1,611,505	1,611,505	-	1,466,059	1,466,059
Tuition	649,673	-	649,673	941,781	-	941,781
Rent	200,756	73,754	274,510	222,707	78,639	301,346
Bad debts	-	122,511	122,511	-	70,851	70,851
Insurance and bonds	-	100,858	100,858	-	123,829	123,829
Repairs and maintenance	-	72,901	72,901	-	72,589	72,589
Bank service charges	-	23,795	23,795	-	23,747	23,747
Postage	-	15,187	15,187	-	13,408	13,408
Utilities	-	15,075	15,075	-	14,063	14,063
Memberships	-	9,611	9,611	-	9,636	9,636
Meetings and entertainment	-	9,240	9,240	-	5,577	5,577
Printing and copying	-	7,641	7,641	-	9,638	9,638
Loss on sale of fixed assets	-	7,008	7,008	-	7,242	7,242
Telephone	-	6,298	6,298	-	7,612	7,612
Publications	-	5,064	5,064	-	4,857	4,857
Transfers to projects	(297,166)	-	(297,166)	(294,437)	-	(294,437)
	<u>\$ 44,587,144</u>	<u>\$ 5,929,569</u>	<u>\$ 50,516,713</u>	<u>\$ 42,341,151</u>	<u>\$ 5,242,440</u>	<u>\$ 47,583,591</u>

See accompanying notes.

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Statements of Cash Flows

For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (529,082)	\$ 1,100,222
Adjustments to reconcile change in net assets to net cash and cash equivalents provided by (used in) operating activities:		
Depreciation	1,611,505	1,466,059
Loss on sale of fixed assets	7,008	7,692
Awarded equipment	(90,000)	(420,000)
Unrealized gain on investments	(30,819)	(81,808)
Changes in assets and liabilities:		
Grants and contracts receivable	4,286,208	239,178
Other research related receivables	183,142	(311,361)
Other receivables	301,585	(443,727)
Travel advances	1,800	(2,324)
Prepaid expenses	54,054	(137,358)
Accounts payable	(2,763,405)	2,309,621
Accrued expenses	181,259	(71,750)
Due to affiliates	(1,392,341)	(5,778,814)
Deferred revenue	<u>502,883</u>	<u>1,869,522</u>
Net cash provided by (used in) operating activities	<u>2,323,797</u>	<u>(254,848)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(866,567)	(1,201,741)
Purchases of investments	(125,494)	(136,339)
Proceeds from sale of property and equipment	<u>37,812</u>	<u>-</u>
Net cash used in investing activities	<u>(954,249)</u>	<u>(1,338,080)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,369,548	(1,592,928)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>6,303,930</u>	<u>7,896,858</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 7,673,478</u>	<u>\$ 6,303,930</u>
SUPPLEMENTAL DISCLOSURE OF NON-CASH INVESTING ACTIVITIES		
Equipment awarded by grantors	<u>\$ 90,000</u>	<u>\$ 420,000</u>

See accompanying notes.

Old Dominion University Research Foundation

MISSION STATEMENT

The Old Dominion University Research Foundation (the “Research Foundation”) is a separate, not-for-profit corporation affiliated with Old Dominion University (“the University”).

“Old Dominion University Research Foundation supports and enhances the research mission of Old Dominion University by:

- providing highly valued administrative, fiscal and support services in the most cost effective and efficient manner;
- fostering a knowledgeable, motivated workforce, which provides superior service to its clients.

Old Dominion University Research Foundation, in close coordination with Old Dominion University, creates and develops opportunities to increase sponsored program activity and to maximize the utilization of research results.”

KEY ADMINISTRATIVE PERSONNEL - FY2014 - 1/1/14 - 6/30/14

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Position	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Project Director	Dr. Tancy Vandecar-Burdin	0.09	\$ 3,000.00	\$ 3,000.00	100%
				\$ -	#DIV/0!

KEY ADMINISTRATIVE PERSONNEL - FY2015

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Position	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Project Director	Dr. Tancy Vandecar-Burdin	0.14	\$ 3,000.00	\$ 3,000.00	100%
Project Co-director	Dr. Jesse Richman	0.03	\$ 1,700.00	\$ 1,700.00	100%

KEY ADMINISTRATIVE PERSONNEL - FY2016 7/1/15 - 12/31/15

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Postion	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Project Director	Dr. Tancy Vandecar-Burdin	0.19	\$ 6,000.00	\$ 6,000.00	100%
Project Co-director	Dr. Jesse Richman	0.12	\$ 2,600.00	\$ 2,600.00	100%

Tancy Vandecar-Burdin

The Social Science Research Center
Old Dominion University, BAL 2000
Norfolk, VA 23529-0076
757-683-3802
tvandeca@odu.edu

Education:

Doctor of Philosophy

Public Administration and Urban Policy, Old Dominion University, Norfolk, VA; May, 2009.

Dissertation:

“A State Comparative Study of the Factors Influencing Nursing Home Quality of Care Regulation.” Dissertation Committee: Dr. John Morris, Chair, Dr. Bill Leavitt, Dr. Randy Gainey.

Master of Arts

Applied Sociology (with a certificate in Criminal Justice), Old Dominion University, Norfolk, VA; August 1997.

Thesis:

“Bailing Out of Bonds: The Effect of Victim/Offender Relationships and Other Factors in the Setting of Bail.” Thesis Committee: Dr. James A. Nolan, Chair, Dr. Randy Gainey, Dr. Garland White.

Bachelor of Science

Criminal Justice (*Magna cum laude*), with a minor in Psychology, Russell Sage College, Troy, NY; May 1994.

Areas of Research Interest:

Program evaluation, public opinion research methodology, nursing home policy, elder abuse, judicial process, urban policy, and victimology.

Selected Presentations:

Guterbock, T.M., Vandecar-Burdin, T., White, S.G., Willis-Walton, S., and P. Agnello. 2010. “College Road Trip: Transforming the NHTS into a Web-Based Travel Diary Survey of University Students in Virginia.” Presented at the 65th Annual meeting of the American Association for Public Opinion Research, Chicago, IL.

Old Dominion University Research Foundation, NH MH Consumer Survey RFP13-DHHS-DCBCS-BBH-SURVEY-03

Plichta S.B., Vandecar, T., Tiraphat, S., and C. Houseman. 2005. "Rape Victims: Are Primary Care Practices Prepared?" Presented at the 133rd Annual meeting of the American Public Health Association, Philadelphia, PA.

Camarena, M. and T.J. Vandecar-Burdin. 2005. "Before You Seek Funding: Defining Community Needs." *Presented as part of the Collaborating to Fund Literacy in Hampton Roads Series*. Sponsored by the Hampton Roads Literacy Partnership, Norfolk, VA.

Vandecar-Burdin, T.J. and C. Barbosa. September, 2004. "Preliminary Report of Findings From the VDH Sexual Assault Study." *Presented to the Virginia Sexual Assault Advisory Committee*, Richmond, VA.

Wilson-John, W. and T.J. Vandecar-Burdin. 2003. "Creating Connections with Part C Data: iTOTS Report Demonstration and Training." *Second Annual Infant and Toddler Connection of Virginia Conference*, Roanoke, VA.

Selected Publications and Reports:

Gainey, Randy, Ruth Triplett, Tancy Vandecar-Burdin, Brian Payne. (August 2011). City of Norfolk Comprehensive Community Youth Violence and Gang Assessment Grant (final report).

Vandecar-Burdin, Tancy and Brian Payne (2010). Risk Factors for Victimization of Younger and Older Persons: Assessing Differences in Isolation, Intra-individual Characteristics, and Health Factors. *Journal of Criminal Justice* 38, 2: 160-165.

Chappell, Allison, T., Mona J.E. Danner, Tancy Vandecar-Burdin (2008). Chesapeake Police Department Community-Police Satisfaction Survey, Summer 2008. Submitted to the Chesapeake Police Department.

Vandecar-Burdin, Tancy J., "Victimization", in *The Blackwell Encyclopedia of Sociology*, ed. G. Ritzer (Oxford: Blackwell Publishing, 2007), vol 10:5189-5191.

Old Dominion University Research Foundation, NH MH Consumer Survey
RFP13-DHHS-DCBCS-BBH-SURVEY-03

Payne, Brian, Dianne Cyr Carmody, Stacey Plichta, Tancy Vandecar-Burdin (2007). Domestic Violence Training Policies: Their Influence on Training Participation and Awareness. *Affilia: Journal of Women and Social Work* 22:292-301.

Professional Related Experience:

Associate Director, The Social Science Research Center, Old Dominion University, Norfolk, VA, 1998-Present. Manage the administration, development, and implementation of social science research grants and contracts. Work with individuals, groups, and businesses to determine research needs and provide assistance for applying specific methodologies. Carry out various research activities including: designing and managing mail surveys, organizing and managing telephone surveys, facilitating focus groups, analyzing focus group data, and organizing and leading various research and evaluation planning meetings. Develop statement of work documents and cost estimates for new projects. Conduct data analysis, write summary reports, and present research findings to project partners and other stakeholders. Responsible for the day-to-day management of project accounts and other fiscal duties. Responsible for the personnel management and supervision of SSRC graduate research assistants and other research support staff. Also held teaching responsibilities for two undergraduate level Criminal Justice classes from August 1998 to May 1999.

Acting Director, The Social Science Research Center, Old Dominion University, Norfolk, VA, June 17, 2004-October 31, 2004 and April, 2009-August, 2009.

Magistrate, Fourth Judicial District, 811 E. City Hall Avenue, Room 109, Norfolk, VA, 1997-1998.

Committees & Service:

Board Member, The Norfolk Literacy Partnership, 2003-present

Member, ODU Women's Caucus, 2006-present

President-Elect, ODU Women's Caucus, 2011-2012

President, ODU Women's Caucus, 2012-2013

Board Member, Association of University Administrators, 2011-present

Old Dominion University Research Foundation, NH MH Consumer Survey
RFP13-DHHS-DCBCS-BBH-SURVEY-03

CURRICULUM VITAE² -- Jesse T Richman, PhD

ADDRESS AND CONTACT INFORMATION

Department of Political Science and Geography
Old Dominion University
BAL 7000
Norfolk VA, 23529
(757) 683-3853 (office)
(757) 201-5484 (mobile)
jrichman@odu.edu

EDUCATION

PhD Political Science, Carnegie Mellon University, 2005.
MA Political Science, Carnegie Mellon University, 2001
Bachelor of Philosophy: History and Political Science, University of Pittsburgh, 1999
Summa cum Laude

EXPERIENCE

Associate Professor of Political Science, Old Dominion University, 2012 - present
Assistant Professor of Political Science, Old Dominion University, 2006-2012.
Visiting Assistant Professor of Political Science, Vanderbilt University, 2005-2006.

GRADUATE AND UNDERGRADUATE TEACHING

American Government; American Legislative Institutions; American Political Thought;
Congress; Game Theory; Public Opinion; Quantitative Methods; and Research Design.

Shining Star award from ODU Division of Student Affairs, Spring 2011.

Certificate of Excellence in Promoting Undergraduate Research, Spring 2011.

² Revised on April 4, 2012

SELECTED PUBLICATIONS

- Jesse Richman and Joshua Behr. 2012. "Cross-Pressure and the Propensity to Vote within Politically Active Churches" *Virginia Social Science Journal*, 47, 1-28.
- James Battista, Michael Peress and Jesse Richman "Common-Space Ideal Points, Committee Assignments, and Financial Interests in the State Legislatures" *State Politics and Policy Quarterly*. *In Press*.
- Jesse Richman "The Political Economy of Congressional Patent Policymaking in the Late 20th Century" *Review of Law and Economics*. *In press*.
- Jesse Richman. 2011. "Parties, Pivots and Policy: The Status Quo Test." *American Political Science Review*. Vol. 105, No. 1: 151-165.
- James Battista and Jesse Richman. 2011. "Party Pressure in the U.S. State Legislatures" *Legislative Studies Quarterly*. 36(3)
- Jesse Richman, Howard Richman, and Raymond Richman. (2011) "The Scaled Tariff: A Mechanism for Combating Mercantilism and Producing Balanced Trade" *The Estey Centre Journal of International Law and Trade Policy*. 12(1).
- Jesse Richman and Andrew Pate. 2010. "Can the College Vote Turn Out?: Evidence from the U.S. States, 2000-08" *State Politics and Policy Quarterly*. 10(1): 51-68. This article was also reprinted in Kevin B. Smith. 2011. *State and Local Government 2010-2011 Edition*. Washington: CQ Press, pp 25-33.
- Jesse Richman. 2010. "The Logic of Legislative Leadership: Preferences, Challenges, and the Speaker's Powers" *Legislative Studies Quarterly*. 35(2): 211-233.
- Jesse Richman. 2009. "Congress on the Line: The 2008 Congressional Election and the Obama Presidency" *White House Studies*, 2009. 9(1) 21-34.
- Jesse Richman. 2008. "Uncertainty and the Prevalence of Committee Outliers." *Legislative Studies Quarterly*. 33(2): 323-347.

RECENT GRANTS AND FELLOWSHIPS

American Political Science Association Congressional Fellowship (2011- 2012)

\$38,000

Old Dominion University Research Foundation, NH MH Consumer Survey
RFP13-DHHS-DCBCS-BBH-SURVEY-03

**Undergraduate Research Apprenticeship Program Grant to establish
Interdisciplinary Methodology and Research Center (IMaRC)**

2012 – potential for renewal to total of three years.

\$22,000

ODU / Virginian Pilot Poll (Co-PI 50% share)

Old Dominion University Research Foundation/ Virginian Pilot

2011-2012

\$49,145

**Virginia Legislators' Knowledge, Awareness and Perceived Risks Concerning Sea
Level Rise**

Old Dominion University Research Foundation

2012

\$34,371

Summer Research Fellowship,

Old Dominion University Research Foundation

Summer 2008

\$6000

CONSULTING ACTIVITIES

AP US Government and Politics Exam (2001-2009).

Moderator for Virtual Agora Project and PBS Deliberation Day (2004)

MEMBERSHIP IN PROFESSIONAL SOCIETIES

American Political Science Association

Midwest Political Science Association

Old Dominion University Research Foundation, NH MH Consumer Survey
RFP13-DHHS-DCBCS-BBH-SURVEY-03

**OLD DOMINION UNIVERSITY RESEARCH FOUNDATION
OFFICERS AND MEMBERS OF THE BOARD OF TRUSTEES**

BOARD CAPACITY

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Vice President:

Mr. John Dannon

Secretary:

Dr. Sandra J. DeLoatch

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Mr. Patrick S. Callahan

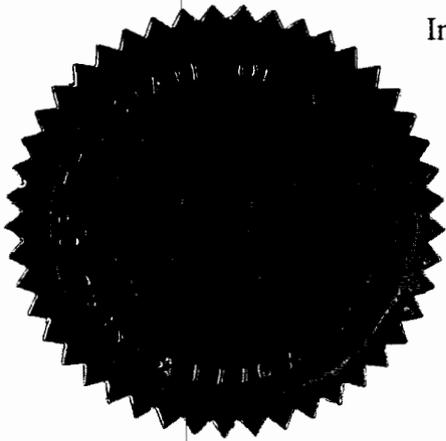
**Members of the
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Mr. H. Lee Beach
Mr. John Broderick
Mr. Stephen M. Carmel
Mr. William H. Colden, Jr.
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Juan M. Montero II, MD
Mr. Mark A. Nelson
Dr. Chris Platsoucas
Dr. Carol Simpson
Mr. Douglas A. Weiss

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Old Dominion University Research Foundation, a(n) Virginia nonprofit corporation, registered to do business in New Hampshire on October 29, 2012. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 27th day of November, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

5AD
G+C

30



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES
BUREAU OF BEHAVIORAL HEALTH

Nicholas A. Toumpas
Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5000 1-800-852-3345 Ext. 5000
Fax: 603-271-5058 TDD Access: 1-800-735-2964

Nancy L. Rollins
Associate Commissioner

November 5, 2012
Approved by G+C
Date 12-19-12
Item No. 30

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord NH 03301

Requested Action

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health to enter into an agreement with the Old Dominion University Research Foundation, 4111 Monarch Way, Norfolk, VA 23508, vendor number 228712, to conduct public mental health consumer surveys as required by the Mental Health Block Grant program in an amount not to exceed \$59,820 effective January 1, 2013, or date of Governor and Executive Council approval, whichever is later, through December 31, 2013. Funds to support this request are available in the following account in State Fiscal Year 2013 and are anticipated to be available in the account in State Fiscal Year 2014. The Bureau of Behavioral Health requests authority to adjust amounts if needed and justified between state fiscal years.

100% FRD

05-95-92-920010-7851 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV. OF, DIV. OF BEHAVIORAL HEALTH, MENTAL HEALTH DATA COLLECTION

<u>Fiscal Year</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Totals</u>
2013	102-0731	Mental Health Data Collection	92207851	\$37,693
2014	102-0731	Mental Health Data Collection	92207851	\$22,127
			Total	\$59,820

Explanation

The Bureau of Behavioral Health, a bureau within the New Hampshire Department of Health and Human Services, Division of Community Based Care Services, is required by the federal Mental Health Block Grant to conduct an annual statewide survey of the people who receive services from New Hampshire's public community mental health system. This Consumer Survey, as it is known, encompasses the ten mental health regions of the state and provides data for the federal Uniform Reporting System tables that indicate the nation's progress implementing national outcome measures required by the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration of the Federal Department of Health and Human Services. Continued funding of the Mental Health Block Grant is in part predicated on the successful completion of the survey and the resulting reports.

Results from the surveys are used by the Bureau of Behavioral Health, the 10 community mental health centers, and in annual federal reports. Conducting statistically valid statewide surveys of eligible mental health consumers requires time, skills, and technology that the Bureau of Behavioral Health staff does not have. The Bureau is requesting to contract with an organization that has the capacity, experience, and technical and statistical expertise to conduct these surveys. This will assure that proper methodologies and procedures are followed and that results are valid. Results will be shared with the Community Mental Health Centers and made available in a public report.

November 5, 2012

Page 2

Using a Public Notice published in the Manchester Union Leader on Friday, July 20, 2012; Monday, July 23, 2012; and Tuesday, July 24, 2012, and publication on the Department of Health & Human Services website beginning on July 20, 2012, the Bureau of Behavioral Health requested proposals for providing public mental health consumer surveys. As a result of the Request for Proposal (RFP), proposals were received from the following organizations: The Institute on Disability at the University of New Hampshire, the Kansas Foundation for Medical Care, Inc., and the Old Dominion University Research Foundation. After review of the proposals for completeness and compliance with the requirements of the RFP, the proposals were reviewed by an Evaluation Committee consisting of three staff from the Bureau of Behavioral Health and one member from the State Behavioral Health Advisory Council, and were rated on a predetermined formula outlined in the RFP. Out of 400 potential points, the Institute on Disability attained an overall score of 338; the Kansas Foundation for Medical Care, Inc. attained an overall score of 224; and the Old Dominion University Research Foundation received an overall score of 384. The Institute on Disability and the Kansas Foundation for Medical Care, Inc. both submitted excellent proposals that demonstrated their understanding of the requested services. However, the Old Dominion University Research Foundation proposed a cost that was less than what The Institute on Disability at the University of New Hampshire and the Kansas Foundation for Medical Care, Inc. proposed. The Old Dominion University Research Foundation was the lowest bidder, met the Bureau of Behavioral Health's expectations for service quality, and attained the highest overall score. The Bureau requests they be funded by this contract.

In summary, the contractor must:

- Prepare and conduct a statistically valid survey of mental health consumers served at New Hampshire's Community Mental Health Centers.
 - Performance Measure: the response rates must be sufficient to produce meaningful results (i.e., statistical validity).
- Submit survey data to the Bureau of Behavioral Health for the 5 Uniform Reporting System tables that are a requirement of the federal Mental Health Block Grant.
 - Performance Measure: the survey data must be submitted to the Bureau by November 15, 2013.
- Develop a comprehensive state-level report on the results of the survey for the Bureau to publish for stakeholders.
 - Performance Measure: the report must be of professional quality and written in a way that will be easily understood by the public and must be submitted by December 31, 2013.
- Provide up to 5 formal presentations to Bureau-selected stakeholders.
 - Performance Measure: Must be completed by December 31, 2013.

If the Governor and Executive Council determine not to approve this request, the Bureau of Behavioral Health will not be able to submit the required Uniform Reporting System tables and, therefore, will be out of compliance with both the Mental Health Block Grant and the Data Infrastructure Grant, jeopardizing the funding of both. The Bureau of Behavioral Health will also lose valuable information on mental health services and treatment outcomes.

This contract contains a provision to renew the contract for an additional two-year period, pending the availability of funding, the agreement of the parties, and approval by Governor and Executive Council.

Area served: Statewide.

Source of funds: 100% Federal Funds.

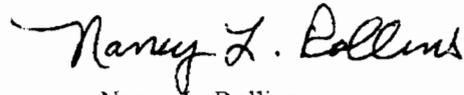
In the event the federal funds become no longer available, general funds will not be requested to support this program.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council

November 5, 2012

Page 3

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by



Nicholas A. Toumpas
Commissioner

NLR/PBR/sl
FY13-14 ODU:RF