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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

April 4, 2013

*SOLE SOURCE*

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend a **sole source** agreement with Doctor Robert B. Duhaime, DMD, (Vendor #151772), 16 East Ridge Drive, Peterborough, NH 03485 to provide dental services to the adjudicated youth at the John H. Sununu Youth Services Center by increasing the price limitation by \$25,500 from \$51,000.00 to an amount not to exceed \$76,500.00 and extending the completion date from June 30, 2013 to June 30, 2014, effective July 1, 2013 or date of Governor and Council approval, whichever is later. Governor and Council approved the original agreement on October 26, 2011, (Item #44A).

Funds to support this request are anticipated to be available in the following account in SFY 2014 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

**05-95-42-421510-79150000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, SUNUNU YOUTH SERVICE CENTER, HEALTH SERVICES**

Account	Title	Activity Code	State Fiscal Year	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
101-500728	Medical Payments to Providers	41111131	2012	\$25,500.00	\$0.00	\$25,500.00
101-500728	Medical Payments to Providers	41111131	2013	\$25,500.00	\$0.00	\$25,500.00
101-500728	Medical Payments to Providers	41111131	2014	\$0.00	\$25,500.00	\$25,500.00
		Subtotal	\$	\$51,000.00	\$25,500.00	\$76,500.00
					Total	\$76,500.00

## EXPLANATION

This request is being submitted to extend an existing contract in order to ensure that dental services are available to youth at the John H. Sununu Youth Services Center. The Department intends to release a request for proposals (RFP) for these services before the end of the calendar year in order to secure competitive bids.

This contract is for the purpose of providing dental services to the adjudicated youth at the John H. Sununu Youth Services Center. The provider is essential to support the services at the Center. This service is generally provided by means of clinics that are held at the Center. The Center has developed specific procedures to ensure that the resident services are documented and required for appropriate resident care.

Should the Governor and Executive council not approve this contract oral hygiene services will not be provided to youth at the John H. Sununu Youth Service Center. Youth would then be required to be transported in a secure manner to a community-based dentist that accepts Medicaid payments. The majority of dentists accept a limited number of Medicaid clients, and these clients are required to be an established patient, which would put the youth at the Center at a disadvantage for this service. Many of these youth have not been seen by a dentist prior to their commitment to the John H. Sununu Youth Services Center. Good oral hygiene is essential to a person's overall well being.

A Request for Proposals was posted on the Department's website from April 27, 2011 to May 11, 2011. Two proposals were received and evaluated by a committee. Doctor Robert B. Duhaime's proposal scored higher than the other submission and he was awarded the contract. Dr. Duhaime has provided this service for many years. The John H. Sununu Youth Services Center has been satisfied with the quality of the care provided.

The dentist is currently working an average of six hours per week, at an hourly rate of \$85.00, not to exceed 300 hours per year. The fee charged is in line with those generally accepted for dental services. The hourly rate remains the same as previously charged. Funds will only be expended as needed.

### Performance Measures:

- Total number youth served
- Total number youth served by gender
- Total number youth served by race/ethnicity
- Total number of follow up visits required
- Compliance with requirements of New Hampshire Board of Dental Examiners

Area Served: Statewide.

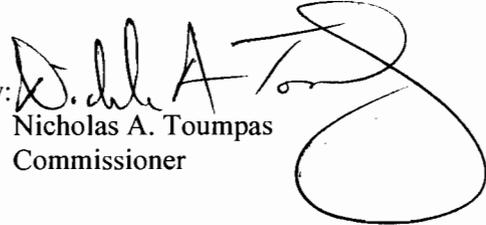
Source of Funds: 100% General Funds.

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
April 4, 2013  
Page 3 of 3

Respectfully submitted,

  
Maggie Bishop  
Director

Approved by:

  
Nicholas A. Toumpas  
Commissioner



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION FOR JUVENILE JUSTICE SERVICES

1056 NORTH RIVER ROAD, MANCHESTER, NH 03104  
 603-625-5471 FAX: 603-669-1203  
 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Nicholas A. Toumpas  
 Commissioner  
 Maggie Bishop Director  
 Jay A. Apicelli Administrator

September 20, 2011

*6+C  
 DPALW3*

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

*10/26/11  
 #44A*

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Juvenile Justice Services to enter into a contract with Doctor Robert B. Duhaime, DMD, (Vendor #151772), 16 East Ridge Drive, Peterborough, NH 03458 to provide dental services to the adjudicated youth at the John H. Sununu Youth Services Center in an amount not to exceed \$51,000.00 effective, **retroactive** from August 10, 2011 to June 30, 2013. Funds are available in the following account with the authority to adjust amounts, if needed and justified, between state fiscal years.

**05-95-41-411010-5813 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: JUVENILE JUSTICE SERV, OFFICE OF THE DIRECTOR, HEALTH SERVICES**

Fiscal Year	Class/Object	Class Title	Activity Number	Amount
2012	101-500728	Medical Payments to Providers	4111131	\$25,500.00
2013	101-500728	Medical Payments to Providers	4111131	\$25,500.00
			Total	\$51,000.00

**EXPLANATION**

This request is being submitted retroactively due to an acute staff shortage in the Division's Business Office along with a loss of expertise due to staff turnover.

This contract is for the purpose of providing dental services to the adjudicated youth at the John H. Sununu Youth Services Center. The provider is essential to support services that the Center provides. This service is generally provided by means of clinics that are held at the Center. The Center has developed specific procedures to ensure that the resident services are documented and required for appropriate resident care. This service is mandated by NH RSA 169-B.

If Governor and Executive Council should not approve this contract oral hygiene services will not be provided to youth at the John H. Sununu Youth Services Center. Youth would then be required to be transported by two youth counselors to a community-based dentist that accepts Medicaid payments. The majority of dentists accept a limited number of Medicaid clients, and these clients are required to be an established patient, which would put

the youth at the Center at a great disadvantage for this service. Many of these youth have not been seen by a dentist prior to their commitment to John H. Sununu Youth Services Center. Good oral hygiene is essential to a person's overall well-being.

A Request For Proposals for Dental Services was posted on the Department's website from April 27, 2011 to May 11, 2011. In response to the dental services Request two proposals were received: those being from Robert B. Duhaime, DMD and Global Empire LLC, doing business as Global Healthcare Group. The proposals were reviewed by personnel within the Division for Juvenile Justice Services, to ensure they met the requirements of the Request. The reviewers were Philip J. Nadeau, Financial Manager, Catherine Laurie, Deputy Compact Administrator/ Parole Board Liaison, and Pam Sullivan, Juvenile Justice Specialist. Philip J. Nadeau has been working in the financial field for 33 years. Catherine Laurie has worked in the field of Juvenile Justice for 10 years. Pam Sullivan has been monitoring federal grant compliance for the Division for 15 years.

Doctor Robert B. Duhaime's proposal earned an average score of 78.1 and Global Healthcare an average score of 52.3 out of 100 possible points. Dr. Duhaime has provided this service for many years. The John H. Sununu Youth Services Center has been satisfied with the quality of care provided. The dentist is currently working an average of six hours per week, at an hourly rate of \$85.00, not to exceed 300 hours per year. The Division has determined the fees charged are in line with those generally accepted for dental services. The hourly rate is the same as previously charged. Funds will only be expended as needed.

Attached are the Bid Summary and a copy of Doctor Duhaime's license issued by the Dental Board of Examiners.

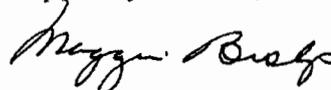
**Performance Measures:**

- a. Total number of youth served
- b. Total number of youth served by gender
- c. Total number of youth served by race/ethnicity
- d. Total number of follow up visits required

Area served: statewide.

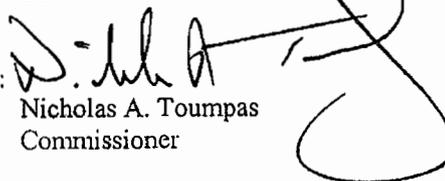
The source of funds is 100% General Funds.

Respectfully submitted,



Maggie Bishop  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner



New Hampshire Sununu Youth Services Center- Dental Services

State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Sununu Youth Services Center Dental Services Contract

This 1st Amendment to the Sununu Youth Services Center Dental Services Contract (hereinafter referred to as "Amendment #1") dated this 22<sup>nd</sup> day of March 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Robert Duhaime, DMD (hereinafter referred to as "the Contractor"), with a place of business at 16 East Ridge Drive Peterborough, NH 03458.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 26, 2011 (Item #44A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, this agreement may be amended in writing by the parties only after approval by the Governor and Executive Council; and

WHEREAS, the State and the Contractor have agreed that a one-year extension of the contract is agreeable to the parties;

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

To amend as follows:

- Form P-37, Item 1.7, Completion Date, shall be amended to read "June 30, 2014";
- Form P-37, Item 1.8, Price Limitation, shall be amended to read "\$76,500";
- Exhibit A, Scope of Services, shall be amended to read "August 10, 2011 to June 30, 2014"
- Exhibit B, Purchase of Services, shall be amended to read: "August 10, 2011 – June 30, 2014"

Except as specifically amended and modified by the terms and conditions of this Amendment, 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 herein.



New Hampshire Sununu Youth Services Center- Dental Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

4/24/13  
Date

Nicholas A. Toumpas  
Nicholas A. Toumpas  
Commissioner

**CONTRACTOR NAME**

4-3-13  
Date

Robert B. Duhaime DMD  
NAME: Robert B. Duhaime, DMD

**Acknowledgement:**

State of NH, County of Hillsborough on April 13, 2013, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Linda M. Guyette  
Name and Title of Notary or Justice of the Peace

LINDA M. GUYETTE, Notary Public  
My Commission Expires June 17, 2014



New Hampshire Sununu Youth Services Center- Dental Services

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

17 Apr. 2013  
Date

Jeanne P. Herrick  
Name: Jeanne P. Herrick  
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

Client#: 2915

DUHRO1

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Davis Towle Morrill & Everett
115 Airport Road
P O Box 1260
Concord, NH 03302-1260
CONTACT NAME:
PHONE (A/C, No, Ext): 603 225-6611
FAX (A/C, No): 603-225-7935
INSURER(S) AFFORDING COVERAGE: CNA Insurance Companies

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation, and Professional coverage.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER: NH DHHS, 129 Pleasant St., Concord, NH 03301
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

RSA 317-A :13, III License Renewal states All persons licensed to practice dentistry or dental hygiene in this state shall notify the board in writing within 10 days of any change of business or residential address which may occur during the period between biennial registrations.

ROBERT B DUHAIME, DMD  
16 EAST RIDGE DRIVE  
PETERBOROUGH NH 03458



**State of New Hampshire**

Board of Dental Examiners

**ROBERT B DUHAIME, DMD**

ActiveLic #: 00982  
Issued: 06/16/1961  
Expires: 04/30/2014

*Ramond J. Gann, DMD*  
Executive Secretary