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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

Charles M. Arlinghaus
 Commissioner
 (603)-271-3201

Joseph B. Bouchard
 Assistant Commissioner
 (603)-271-3204

Catherine A. Keane
 Deputy Commissioner
 (603)-271-2059

February 27, 2019

His Excellency, Governor Christopher T. Sununu
 and the Executive Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Financial Data Management (FDM), to accept and expend \$20,000 from the New Hampshire Liquor Commission (NHLC) for the purpose of covering overtime by FDM personnel in support of NHLC's NextGen Project and performing tasks as outlined in the Memorandum of Understanding (MOU) approved by Governor and Executive Council on December 5, 2018, item #108, for the period through December 31, 2019. *100% Agency Income*

Funds will be budgeted as follows:

01-14-14-142010-13700000 Department of Administrative Services, FDM

Class	Class Description	FY19 Current Adj Authorized	Requested Action	Revised FY19 Current Adj Authorized
009-407017	AGENCY INCOME	\$ -	\$ 20,000	\$ 20,000
10	GENERAL FUND	<u>\$ 5,942,733</u>	-	<u>\$ 5,942,733</u>
		\$ 5,942,733	\$ 20,000	\$ 5,962,733
010-500100	PERSONAL SERVICES PERM CLAS	\$ 2,162,518		\$ 2,162,518
012-500128	PERSONAL SERVICES UNCLASSIF	\$ 112,069		\$ 112,069
018-500106	OVERTIME	\$ 50,000	\$ 16,084	\$ 66,084
020-500200	CURRENT EXPENSES	\$ 4,900		\$ 4,900
026-500251	ORGANIZATIONAL DUES	\$ 500		\$ 500
027-582703	TRANSFERS TO DOIT	\$ 1,690,483		\$ 1,690,483
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 4,825		\$ 4,825
037-500166	TECHNOLOGY-HARDWARE	\$ 32,500		\$ 32,500
038-500177	TECHNOLOGY-SOFTWARE	\$ 801,453		\$ 801,453
039-500191	TELECOMMUNICATIONS	\$ 18,946		\$ 18,946
046-500464	CONSULTANTS	\$ 1		\$ 1

060-500601	BENEFITS	\$ 1,047,788	\$ 3,916	\$ 1,051,704
066-500454	EMPLOYEE TRAINING	\$ 5,500		\$ 5,500
070-500704	IN STATE TRAVEL REIMBURSEME	\$ 1,250		\$ 1,250
080-500710	OUT OF STATE TRAVEL REIMB	<u>\$ 10,000</u>		<u>\$ 10,000</u>
		\$ 5,942,733	\$ 20,000	\$ 5,962,733

EXPLANATION

The Department of Administrative Services, FDM provides for financial reimbursement of overtime expenses incurred by FDM employees in support of timely development and testing of data exchanges/interfaces between NH FIRST and D365 as part of the NHLC NextGen Project. Overtime is required for FDM to perform the necessary tasks on the schedule required for NHLC while continuing to maintain normal DAS and NH FIRST operations.

Class 018 – Personnel Overtime

Class 060 – Benefits funds will be used to pay the benefits for overtime expenses incurred by FDM employees

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

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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

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

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

November 16, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding (MOU) with the NH Liquor Commission (NHLC) in the amount of \$20,000 for the purpose of covering overtime by DAS personnel in support of NHLC's NextGen Project and performing tasks as outlined in the MOU effective upon Governor and Council approval through December 31, 2019.

Funding for this MOU is available in the SFY 2019 Capital budget and are anticipated to be available in SFY 2020. Should funding become unavailable in the capital budget, any balance will be paid from the future operating budget.

- 02-77-77-770000-17110000-034 Liquor Commission- Capital Projects FY 19 \$20,000
- 02-77-77-771512-1030000-024 Liquor Commission – Maint. Other Than Build.-Gmnds

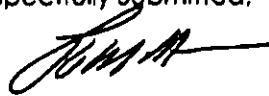
EXPLANATION

The Memorandum of Understanding (MOU) between the NH Liquor Commission and the Department of Administrative Services provides for financial reimbursement of overtime expenses incurred by DAS employees in support of timely development and testing of data exchanges/interfaces between NH FIRST and D365 as part of the NHLC NextGen Project. Overtime is required for DAS to perform the necessary tasks on the schedule required for NHLC while continuing to maintain normal DAS and NH FIRST operations.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
November 9, 2018
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The Department of Administrative Services and the NH Liquor Commission request the approval of this MOU.

Respectfully Submitted,



Joseph W. Mollica, Chairman
NH Liquor Commission



Charles M. Arlinghaus, Commissioner
Department of Administrative Services

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding between the NH Liquor Commission (NHLC) and the Department of Administrative Services (DAS) sets forth the terms and conditions whereby NHLC will pay DAS for overtime expenses incurred as a result of DAS staff performing tasks in support of NHLC's NextGen project.

B. PERSONNEL

DAS will utilize existing personnel with necessary expertise to perform the tasks required.

C. SCOPE OF WORK

Work assignments for DAS personnel will be directed by DAS management based on the needs and requirements of the NHLC project. Tasks to be performed will include:

- Prepare files to extract historic, current, and future data from NH FIRST to be provided to the NHLC D365 system based on technical specifications provided by NHLC, and their Contractor, AlfaPeople.
- Provide feedback to NHLC and AlfaPeople to aid them in understanding the functioning of NH FIRST and preparation of data files to interface to NH FIRST.
- Work with NHLC and AlfaPeople staff to define the appropriate flow of data between NH FIRST and D365 based on expected future business processes.
- Test interface data files coming into NH FIRST.
- Participate in User Acceptance Testing of financial operations for and between D365 and NH FIRST.
- Modify existing interface protocols for NH FIRST to accommodate new NHLC files and business procedures.
- Other related duties necessary to assist NHLC and AlfaPeople in setting up and testing the D365 system and interfacing to/from NH FIRST.

D. PAYMENT FOR SERVICES

NHLC shall set aside funds in the amount of \$20,000.00. These funds are expected to reasonably cover all expected expenses for overtime work performed by DAS personnel for the duration of the MOU. Costs charged to NHLC shall include overtime pay based

on the pay rate of staff performing work plus all applicable benefits and other costs associated with the overtime hours. DAS shall invoice NHLC monthly for actual payroll costs incurred for overtime for tasks performed under this MOU.

DAS staff shall keep track of overtime hours worked for NHLC using a specific Activity Code in the NH FIRST timekeeping system. The timekeeping documentation shall be available for review by NHLC at any time.

DAS agrees to provide the computer, computer program licenses, office space and appropriate furniture for all staff performing work for NHLC in an overtime capacity under this MOU.

E. EVALUATION

Services under this contact must be provided in a manner satisfactory to NHLC and DAS. In the event that NHLC determines that the services are not provided in a satisfactory manner, NHLC shall report its concern to DAS, and DAS shall take appropriate action to address NHLC's concerns.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this Agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party hereto without the prior written consent of the other party. This Agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION


The Agreement is effective upon approval by the Governor and Council, and shall continue through December 31, 2019, subject to the availability of sufficient funds.



Joseph W. Mollica, Chairman
NH Liquor Commission

11/7/18

Date



Charles M. Arlinghaus, Commissioner
Department of Administrative Services

11/8/18

Date

Approved by the Attorney General this 20 day of November, 2018, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

Dianna Martin