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STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
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Denis Goulet
Commissioner

May 21, 2020

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

REQUESTED ACTION

Authorize the Department of Information Technology to enter into a **Sole Source** Cooperative Project Agreement with University of New Hampshire, Sponsored Programs Administration (VC # 177867) of Durham, New Hampshire, in the amount not to exceed \$405,602.00, for the purpose of the modernization and enhancement of the GRANIT public clearinghouse - NH Geodata Portal, effective upon Governor and Executive Council approval, through May 31, 2022.

Capital Funds: Funding is available in the Department of Information Technology account as follows. 100% Capital Funds.

CAT#-DEPT#-AGENCY#-ACTIVITY#-ACCOUNTING UNIT # - ACCOUNTING UNIT NAME-CLASS- OBJECT - DESC	F-y 2 0 Total Amount
01-03-03-030030-17060000 – DoIT GIS Alignment 034-500099 Capital Project	\$405,602.00

EXPLANATION

The Department requests this **sole source** contract with the New Hampshire Geographically Referenced Analysis and Information Transfer (GRANIT) program which is part of the UNH Earth Systems Research Center (ESRC). Because GRANIT is the New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse, and where their staff has expert knowledge in geographic information systems, developing and hosting interactive web mapping applications that currently serve several state agencies, we request this sole source approval.

The purpose of this project is to modernize and enhance the GRANIT GIS clearinghouse through the implementation of ESRI's ArcGIS Hub technology and the development and population of the NH Geodata Portal. ArcGIS Hub is a cloud-based environment that fosters the

discovery and sharing of geospatial assets to the GIS community, including data, web applications, initiatives, and events. Specifically, ArcGIS hub will be used to deploy a new GRANIT web site that will describe GRANIT's resources as well as those of its partner agencies, list current events, promote data standards, and, most importantly, provide a convenient and comprehensive mechanism for users to discover and access spatial data and resources across agencies and organizations in NH.

The development of the NH Geodata Portal will be carried out by GRANIT. GRANIT will work with representatives from NH State Agencies and Regional Planning Commissions to identify additional geospatial data to be developed for inclusion in the Geodata Portal.

The Department of Information Technology respectfully requests approval of this agreement with UNH.

Respectfully submitted,



Denis Goulet

DG/kaf/
DoIT #2020-074
RID: 48866

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Information Technology**
and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Information Technology**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **5/31/22**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **GRANIT Clearinghouse Enhancement: NH Geodata Portal**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Denis Goulet
Address: NH Dept. of Information Technology
27 Hazen Drive
Concord, NH 03302-0483

Phone: 603-223-5724

Campus Project Administrator

Name: Lisa Scigliano
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824

Phone: 603-862-0529

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Denis Goulet
Address: NH Dept. of Information Technology
27 Hazen Drive
Concord, NH 03302-0483

Phone: 603-223-5724

Campus Project Director

Name: David Justice
Address: Earth Systems Resarch Center
Morse Hall
8 College Road.
Durham, NH 03824

Phone: 603-862-4698

F. Total State funds in the amount of \$405,602 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from _____ under CFDA# _____. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, Department of Information Technology have executed this Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Karen M. Jensen

Title: Director, Pre-award

Signature and Date: Karen Jensen Digitally signed by Karen Jensen
Date: 2020.05.05 16:48:27
+04'00'

By An Authorized Official of:

Department of Information Technology

Name: Denis Goulet

Title: Commissioner

Signature and Date: Denis Goulet May 12, 2020

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Erik Bal

Title: Assistant Attorney General

Signature and Date: Erik Bal 5/26/2020

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: GRANIT Clearinghouse Enhancement: NH Geodata Portal

B. Project Period: 6/01/2020-05/31/2022

C. Objectives:

The goal of the proposed project is to modernize and enhance the GRANIT public GIS clearinghouse as defined by Strategy #2 of the NH GIS Steering Committee ("Develop and implement an official statewide strategy to increase awareness of and access to GIS data"). The development of the NH Geodata Portal will accomplish the following objectives:

- 1) Easily discoverable data, applications, dashboards, and resources
- 2) Expanded and convenient tools to access data and resources – from any device, from anywhere, at any time
- 3) Expanded data holdings from state agencies, regional planning commissions, and other partners
- 4) Improved documentation of data sets
- 5) Enhanced, curated notifications to users of data, project, and resource updates

D. Scope of Work:

Specific GRANIT activities over the proposed 2-year project include:

- 1) Update content of GRANIT website and migrate to NH Geodata Portal environment
 - a. Develop look/feel, implement style(s)
 - b. Review/update content of current web pages, migrate to new environment and maintain
 - c. Add new elements to NH Geodata portal – current agency initiatives, agency apps
 - d. Populate OpenData database with current holdings – estimated 160 layers – and maintain
 - Review/update metadata
 - Convert metadata to ESRI format as required
 - Create map document for each layer, stylize, publish service
 - e. Implement and maintain geodetic control database lookup functionality
 - f. Develop and maintain customized tools to facilitate access to data
 - Image subsetting tool
 - g. Establish data sharing framework and guidelines for participating organizations in coordination with the Advisory Committee
 - Create mechanism/interface for streamlining submission of data
- 2) Coordinate with GIS Advisory Committee
 - a. Participate in regular (quarterly) meetings
 - b. Prepare status materials for Advisory Committee and Steering Committee
- 3) Conduct outreach and coordination with state agencies
 - a. Update/promote metadata standards
 - b. Work with partners to prioritize and document existing data using standard templates
 - c. Work with partners to expose/share data based on guidelines
 - d. Identify new agencies/organizations with data holdings of broad interest; explore data sets and identify those suitable for sharing
 - e. Work with new agencies/organizations to document and share data

- f. Work with partners to promote “initiatives” that are underway, including establishing new site(s) with user-contributed data
- 4) Integrate the NH Geodata portal with regional GIS resources *
 - a. Inventory existing maps, apps, and other regional authoritative ArcGIS Online content using ESRI Hub
 - b. Organize content using standardized tags and other NH Geodata portal best practices
 - c. Highlight the use of NH Geoportal resources by supporting the development of new ArcGIS online resources by regional stakeholders

*This work will be accomplished via a single subcontract between UNH/GRANIT and Nashua RPC, with Nashua RPC executing and coordinating sub-agreements with their 8 RPC counterparts in New Hampshire.

Project Approach:

The goal of the proposed 2-year project is to modernize and enhance the GRANIT GIS clearinghouse through the implementation of esri's ArcGIS Hub technology and the development and population of the NH Geodata Portal. ArcGIS Hub is a cloud-based environment that fosters the discovery and sharing of geospatial assets to the GIS community, including data, web applications, initiatives, and events. Specifically, ArcGIS Hub will be used to deploy a new GRANIT web site which will describe GRANIT's resources as well as those of its partner agencies, list current events, promote data standards, and, most importantly, provide a convenient and comprehensive mechanism for users to discover and access spatial data and resources across agencies and organizations in NH. The development of the NH Geodata Portal will be carried out by GRANIT. GRANIT will work with representatives from NH State Agencies and Regional Planing Commissions to identify additional geospatial data to be developed for inclusion in the Geodata Portal.

E. Deliverables Schedule:

F. Budget and Invoicing Instructions:

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 day of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	Total
Salaries & Wages	165,756
Employee Fringe Benefits	73,939
Travel	3,898
Supplies	65,000
Facilities & Admin Costs	97,009
In Kind Contribution	0
Total Project Costs	405,602

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both; as appropriate.

Special Federal provisions are listed here: None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.** .