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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
ADMINISTRATIVE OPERATIONS

Jeffrey A. Meyers
 Commissioner

Lori A. Weaver
 Associate Commissioner

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February 22, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner, Administrative Operations to enter into a **sole source** Agreement with the University of New Hampshire, Professional Development & Training, Durham, New Hampshire, (Vendor #92050) to provide leadership development training in an amount not to exceed \$1,240, effective March 30, 2018 or upon Governor and Executive Council approval, whichever is later, through June 30, 2018. 100% General Funds.

Funds are available in State Fiscal Years 2018 as follows.

05-95-95-500555-9530-56770000- 066-50055 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN RESOURCES, ORGANIZATIONAL DEVELOPMENT AND TRAINING SERVICES

State Fiscal Year	Class / Account	Class Title	Budget Amount
2018	066/500555	Employee Training	\$1,240
		Total	\$1,240

EXPLANATION

This request is **sole source** because the instructor has expertise specific to professional development and team growth as it relates to state government supervisors as well as experience teaching courses on the subjects of organizational development and transformational leadership. The instructor will provide leadership developmental training to the Division of Public Health Leadership Team, which includes nineteen (19) supervisors and managers.

Professional development training is widely recognized as an important component to building and maintaining organizational leadership. The three-hour training session will be held on March 30, 2018, at the Dolloff Building, 117 Pleasant Street in Concord, New Hampshire. This course is one of twelve (12) sessions that will be conducted as part of the DHHS Leadership Academy Series. The course addresses topics that include, but are not limited to:

- Team goal setting.
- Active listening.
- Coaching through feedback.
- Proactive problem-solving.

Through group decision-making and teaming activities, participants will learn key elements that assist with building an effective team culture. By linking these skills with coaching skills, participants will be prepared to increase individual and team accountability.

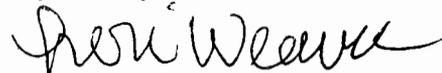
Following the session, participants will have gained an understanding of how to increase the quality of performance throughout their organization, and will be able to identify specific leadership behaviors to optimize leadership performance.

The instructor, Peter Hughes, M.Ed., is a part-time faculty member at the University of New Hampshire's Paul College of Business and Economics, where he teaches organizational behavior. Mr. Hughes' business career encompasses diverse industries, where he has served as Manufacturing Manager, Corporate Project Manager, and Director of Organizational Development.

Should the Governor and Executive Council not authorize this request, the Department may be unable to receive instruction from the University of New Hampshire Professional Training & Development on personal and team growth for the Leadership Team of the Division of Public Health Services..

Source of Funds: 100% General Funds

Respectfully submitted,



Lori A. Weaver
Associate Commissioner



Approved by:

Jeffrey A. Meyers
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health & Human Services**
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 Health & Human Services**, (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 **6/30/18**. 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: Leadership Development: Personal and Team Growth

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: Marilyn G. Doe
Address: 129 Pleasant St
Concord, NH
03301
Phone: 603-271-9017

Campus Project Administrator

Name: Darrel Covell
Address: University of New Hampshire
Cooperative Extension
59 College Rd, 102 Taylor Hall
Durham, NH 03824
Phone: 603-862-3397

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: Marilyn G. Doe
Address: 129 Pleasant St
Concord, NH
03301
Phone: 603-271-9017

Campus Project Director

Name: Juliet Webber
Address: UNH Professional Development
Stoke Hall G50
11 Garrison Ave
Durham, NH 03101
Phone: 603-431-0200

Campus Authorized Official *JWC*
Date *2/15/18*

F. Total State funds in the amount of \$1,240.00 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 Health & Human Services** have executed this Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Darrel Covell

Title: Director of Finances, Administration and Facilities

Signature and Date:

Darrel Covell 2/15/18

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

Name: *Megan York*

Title: *Attorney*

Signature and Date:

Megan York 3/3/18

By An Authorized Official of:

Department of Health & Human Services

Name: Lori A. Weaver

Title: Associate Commissioner

Signature and Date:

Lori A. Weaver 2/15/18

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

Name: _____

Title: _____

Signature and Date: _____

[Signature]

EXHIBIT A

- A. **Project Title:** Leadership Development: Personal and Team Growth
- B. **Project Period:** Date of Governor & Executive Council approval through June 30, 2018.
- C. **Objectives:** Develop qualities of productive leaders through exploration and practice in areas including, but not limited to: Goal Setting; Active Listening; Feedback; and Proactive Problem Solving.
- D. **Scope of Work:** See Exhibit A-1
- E. **Deliverables Schedule:** See Exhibit A-1.
- E. **Budget and Invoicing Instructions:** Invoice shall be sent to State of NH, Department of Health & Human Services, Human Resources, Organization Development and Training Services, 129 Pleasant St., Concord, NH 03301. The budgeted amount will be paid through the HR-ODTS Training Budget with account number 05-95-95-9530-56770000-066-500555.

University of New Hampshire
Leadership Development: Personal and Team Growth
Exhibit A, Item F-1

Budget Items	SFY 2018 Budget	Total
1. Salaries & Wages	\$ 600	\$ 600
2. Employee Fringe Benefits	\$ 47	\$ 47
3. Travel	\$ 40	\$ 40
4. Supplies and Services	\$ 553	\$ 553
5. Equipment	\$ 0	\$ 0
6. Facilities & Admin Costs	\$ 0	\$ 0
Totals \$	\$1,240	\$1,240

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



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2. The activities in this Contract shall be completed by the individual, Peter J. Hughes, who is the staff member selected by the Contractor.

2. Scope of Services

- 2.1. The Contractor shall conduct a program session entitled, "*Personal and Team Growth*" as part of the DHHS Leadership Academy Series on March 30, 2018, located at the Dolloff Building, 117 Pleasant Street, Concord, NH 03301. The Leadership Academy Series is designed to better equip DHHS higher-level management staff in their leadership roles.
- 2.2. In the case of inclement weather requiring the program session to be rescheduled, the Contractor shall present the program session no later than April 27, 2018.
- 2.3. The Contractor shall conduct one (1) program session as part of a twelve (12) session Leadership Academy Series. The session shall be a minimum of three (3) hours in length.
- 2.4. The Contractor shall provide the Department of Public Health Services (DPHS) Leadership Team with knowledge, strategies and insight on developing qualities of productive leaders through exploration and practice in areas including, but not limited to:
 - 2.4.1. Team Goal Setting;
 - 2.4.2. Active Listening for Effective Communication;
 - 2.4.3. Coaching through Feedback; and
 - 2.4.4. Proactive Problem Solving with Teams.
- 2.5. The Contractor shall instruct participants on effective ways to build a team culture and increase both individual and team accountability through the use of:
 - 2.5.1. Group Decision Making;
 - 2.5.2. Team Activities; and
 - 2.5.3. Coaching Skills.
- 2.6. The Contractor shall verify that following the session, participants:
 - 2.6.1. Have gained an understanding of how to increase the frequency and quality of performance and development conversations throughout the organization;

RJC

2/5/18

2.6.2. Know how to establish a process or outcome goal for working collectively on a current obstacle; and

2.6.3. Are able to identify specific leadership behaviors for optimal leadership performance.

2.7. The Contractor shall be responsible for providing any related handouts.

DFC
2/15/18