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STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

March 26, 2018

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

Requested Action

Authorize the Department of Information Technology to enter into a sole source Project Agreement with the University of New Hampshire (VC # 92050) of Durham, NH, in the amount not to exceed \$29,448.00 for the development of a plan for scheduled acquisition of statewide base map imagery, effective upon Governor and Executive Council approval through April 31, 2019.

100% Capital Funds: Funds are available in SFY 2018 and SFY 2019 as follows with the authority to adjust encumbrances between fiscal years through the Budget Office if needed and justified.

Table with 4 columns: Accounting Unit #, FY 18, FY 19, Total Amount. Row 1: 01-03-03-030030-17060000 - DoIT GIS Alignment, \$10,000.00, \$19,448.00, \$29,448.00. Row 2: 034-500099 Capital Project

Explanation

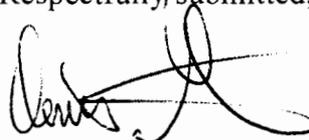
The Department requests this sole source agreement with the New Hampshire Geographically Referenced Analysis and Information Transfer (GRANIT) program which is part of the UNH Earth Systems Research Center (ESRC). Because GRANIT is New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse, and where their staff has expert knowledge in geographic information systems, image processing and computer analysis, and where GRANIT staff has specific experience in this area from their collaborative work with the Department on the acquisition of the 2010 and 2015 statewide aerial imagery, we request this sole source approval.

The purpose of this agreement is to develop a plan for the regular acquisition of statewide base map imagery. GRANIT Staff will work with the State's GIS Technical Advisory Committee to host user needs input sessions, develop and distribute an online user needs

survey, develop final imagery specifications, research imagery vendor options, develop a funding allocation model, and produce a final plan, which will ultimately be approved by the State's GIS Committee established under HB377.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Denis Goulet", written over a horizontal line.

Denis Goulet
DOIT Commissioner

DG/kaf
DoIT #2018-138
RID: 33682

cc: Glenn Davison

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 **04/31/19**. 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: **Statewide Imagery Plan**

- 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: Glenn Davison
 Address: NH Dept of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Phone: 603-271-7145

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: Glenn Davison
 Address: NH Department of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Phone: 603-271-7145

Campus Project Director

Name: Fay Rubin
 Address: Earth Systems Research Center
Morse Hall, Room 447
26 College Road
Durham, NH 03824

Phone: 603-862-4240

F. Total State funds in the amount of \$29,448 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: Manager, Sponsored Programs Administration
Signature and Date: _____

[Signature] 3/22/18

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

Name: Rebecca W. Ross
Title: Sr Assistant AG
Signature and Date: _____

[Signature] 3/28/18

**By An Authorized Official of:
Department of Information Technology**

Name: Denis Goulet
Title: Commissioner
Signature and Date: _____

[Signature] 3/27/2018

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

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

A. Project Title: Statewide Imagery Plan

B. Project Period: 03/01/18-04/31/19

C. Objectives:

D. Scope of Work: The NH GIS Technical Advisory Committee (GTAC) Task Force has been charged with the development of a plan for the regular acquisition of statewide base map imagery. They will do so through two primary mechanisms – user input sessions and online surveys. It is understood that all Task Force members will actively participate in project discussions, and will provide significant input to the plan as it is developed. Membership of the GTAC Task Force presently includes:

Catherine Callahan,	NH F&G
Glenn Davison,	NHDOT
Ken Gallagher,	NHOSI
Sean Goodwin,	NHDOS
Tim Scott,	NHDOS
Hamilton McLean,	NHDES
Fay Rubin,	UNH GRANIT
Sara Siskavich	NRPC

GRANIT's funded role in the project will include general project facilitation and coordination, compiling results of surveys/discussions, conducting required research as defined below, generating draft versions of the plan for review by the GTAC Task Force, and producing the final document for submission to the GIS Advisory Committee.

The specific activities and associated level of effort of GRANIT staff are presented below. Note that the effort and budget represent only the participation of GRANIT staff, as state/regional agency members of the GTAC Task Force have committed to actively participate in the project without additional staff funding.

1. Host User Needs Input Sessions

Three input sessions will be convened to collect input from state and federal agencies, regional and municipal agencies, and the private sector. The following specific tasks will be managed by GRANIT staff to support this activity:

- Facilitate planning meeting with GTAC Task Force
- Develop user input session presentation materials
- Meet with GTAC Task Force to review presentation materials
- Finalize presentation materials for user input sessions based on GTAC input
- Host/facilitate 3 user input sessions
- Compile user input session results

2. Finalize and Distribute Online User Needs Survey

A preliminary online survey was developed in the late summer of 2017. The survey will be reviewed by the GTAC Task Force and finalized by GRANIT staff. GRANIT will also assemble email lists from the Task Force members, compile the final distribution mailing list, disseminate the survey via email, and issue a series of reminder emails as needed to maximize the numbers of responses. The following tasks will be completed:

- Finalize contents of online survey
- Compile email lists; distribute survey
- Compile survey results

3. Develop Final Imagery Specifications

The results of the user needs input sessions and the online needs survey will be reviewed and compiled into a single document by GRANIT staff. The findings will be used to develop the Specifications and Deliverables portion of the final strategic plan. Specific tasks will include:

- Integrate results from input sessions and survey to produce final requirements

4. Research Imagery Vendor Options

GRANIT technical staff will conduct up to one week of online research to summarize options for establishing access to base map imagery. An additional day of supervisory staff time will be allocated to consult with the researcher prior to the initiation of the effort, and to review the research results. The research effort will comprise web research to identify options for source acquisition (aircraft, satellite, etc.) as well as licensing options (Google services, etc.). The result will be a matrix of options with their associated advantages and limitations, and costs (where available). Tasks will include:

- Conduct basic online research to identify options for imagery

5. Develop Funding Allocation Model

GRANIT will coordinate two meetings of the GTAC Task Force to discuss and document various funding allocation models, including a) funding by all identified stakeholders (state, regional/municipal, private sector); b) funding by all participating state agencies, and c) funding by primary state agency stakeholders (DOT, DOS, DRA). GRANIT tasks will include:

- Facilitate GTAC Task Force discussions around funding allocation options
- Develop model deliverables

6. Finalize Plan and Present to GTAC Task Force

GRANIT will prepare a final plan based on the components described above. The plan will be presented to the GTAC Task Force for review and comments. Specific tasks will include:

- Develop draft plan for review by GTAC Task Force
- Review plan with GTAC Task Force
- Finalize plan for submission to GIS Advisory Committee (2-3 iterations)

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 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	15,402	0	15,402
2. Employee Fringe Benefits	5,629	0	5,629
3. Travel	500	0	500
4. Supplies and Services	250	0	250
5. Equipment	0	0	0
6. Facilities & Admin Costs	7,667	0	7,667
Subtotals	29,448	0	29,448
In Kind Contribution		0	0

Total Project Costs: 29,448