



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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

May 20, 2021

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 **retroactively** amend an existing Memorandum of Understanding (MOU) with the Department of Information Technology (DoIT), in the amount of \$81,083.20 by extending the end date from December 31, 2020 to June 30, 2022. This agreement facilitates the design and development of custom Contract Management process flows using Infor Process Automation (IPA), as well as Strategic Sourcing workflows for "Sourcing Event Approval" (SS flow). The delivered product includes training for configuration and administration of Process Automation and Configuration Console contained within the Infor US Inc. Vendor # 227989 Enterprise Resource Planning (ERP) system, referred to as NH FIRST. This request is effective upon Governor and Executive Council approval for the period of January 1, 2021 through June 30, 2022. No additional costs

EXPLANATION

This Memorandum of Understanding (MOU) between The Department of Information Technology and the Department of Administrative Services provides for financial payment in support of implementation costs associated with the addition of the Infor Strategic Sourcing and Contracts Management module within NH FIRST. The new modules will allow State agencies to better leverage Infor Process Automation (IPA) allowing agencies to systemize the competitive bidding process, optimize vendor selection, standardize legal language, use electronic contract approval processes, efficiently route pending contracts to appropriate parties, control how contracts are created, managed, and monitored, and improve visibility for pricing and compliance. Having this information at the agencies disposal will allow them to make informed business decisions related to product and service costs.

Because DAS facilitates and manages the NH FIRST ERP, and DoIT has a vested interest in the technology; wishing to ensure that the module will enhance statewide contract processes, they are sharing in the total cost of the implementation. DAS feels that this is an effective measure to address total costs of this project. Due to the COVID-19 pandemic, this project was put on hold. Upon return to normalcy and based on the foregoing, we are respectfully recommending approval of the extension of the MOU between the Department of Administrative Services and the Department of Information Technology.

This request is **retroactive** because during the past year we have been unable to expend any funds due to the financial freeze and continue with this project. Upon return to normalcy and based on the foregoing, we are respectfully recommending approval of the extension of the MOU between the Department of Administrative Services and the Department of Information Technology.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner
Department of Administrative Services



Denis Goulet
Commissioner
Department of Information Technology

**AMENDMENT OF MEMORANDUM OF UNDERSTANDING (MOU) WITH RESPECT TO
THE IMPLIMENTATION OF STRATEGIC SOURCING AND CONTRACTS MANAGEMENT
ITEM#166**

The Department of Information Technology (DoIT) and the Department of Administrative Services (DAS) hereby mutually agree to amend the Memorandum of Understanding (MOU) associated to PO# 1067996 approved by Governor and Executive Council on June 05, 2019 (item #166).

This amendment will extend the MOU to the end as of June 30, 2022, so the remaining dollars in PO# 1067996 of \$29,189.96 can be used for the continued implementation and development costs associated to the original project.

The Agreement is effective upon approval by the Governor and Council, and shall continue through the duration of the Change Order completion, no later than June 30, 2022.



Denis Goulet
DoIT Commissioner

June 1, 2021

Date



Charles M. Arlinghaus, Commissioner
Département of Administrative Services

6/2/21

Date

Approved by the Attorney General this 9 day of June, 2021, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL


MAY 24 '19 AM 9:17 DAS

166 MKC



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

APPROVED BY	
GOVERNOR AND EXECUTIVE COUNCIL	
DATE:	<u>6/5/2019</u>
ITEM #:	<u>166</u>

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

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

May 14, 2019

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 Department of Information Technology (DoIT), in the amount of \$81,083.20. This agreement will facilitate the design and development of custom Contract Management process flows using Infor Process Automation (IPA), as well as Strategic Sourcing workflows for "Sourcing Event Approval" (SS flow). The delivered product shall include training for configuration and administration of Process Automation and Configuration Console contained within the Infor US Inc. Vendor # 227989 Enterprise Resource Planning (ERP) system, referred to as NH FIRST. This request is for the period effective upon Governor and Executive Council approval through December 31, 2020. 100% Transfer Funds (35.7% General Funds, and 64.3% Other Funds)

Funding for this MOU is available in the Department of Information Technology accounting unit entitled Central IT Services and OPS, FY 2019, with the authority to adjust encumbrances across State Fiscal Years through the Budget Office if needed and justified, as follows:

#01-03-03-030010-7703 Central IT Services and OPS	<u>FY2019</u>
#046-500465-IT Consultants	\$81,083.20

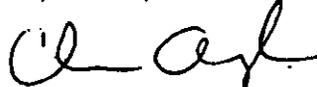
EXPLANATION

This Memorandum of Understanding (MOU) between The Department of Information Technology and the Department of Administrative Services provides for financial payment in support of implementation costs associated with the addition of the Infor Strategic Sourcing and Contracts Management module within NH FIRST. The new modules will allow State agencies to better leverage Infor Process Automation (IPA) allowing agencies to systemize the competitive bidding process, optimize vendor selection, standardize legal language, use electronic contract approval processes, efficiently route pending contracts to appropriate parties, control how contracts are created, managed, and monitored, and improve visibility for pricing and compliance. Having this information at the agencies disposal will allow them to make informed business decisions related to product and service costs.

Because DAS facilitates and manages the NH FIRST ERP, and DoIT has a vested interest in the technology; wishing to ensure that the module will enhance Statewide contract processes, they are sharing in the total cost of the implementation. DAS feels that this is an effective measure to address total costs of this project.

Based on the foregoing, we are respectfully recommending approval of the MOU between the Department of Administrative Services and the Department of Information Technology.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner
Department of Administrative Services



Denis Goulet
Commissioner
Department of Information
Technology

**STATE OF NEW HAMPSHIRE
INTERAGENCY MEMORANDUM OF UNDERSTANDING**

A. AGREEMENT

This Memorandum of Understanding between the Department of Information Technology (DoIT) and the Department of Administrative Services (DAS) sets forth the terms and conditions whereby DoIT will make payment of funds from account #01-03-03-030010-7703, Central IT Services and OPS, class 046-500465 IT Consultants, DOIT Activity Code #03030000, to Infor US Inc., Vendor #227989 (Infor), for the total dollar amount of \$81,083.20, incurred as a result of the need for design and development of custom Contract Management process flows using Infor Process Automation (IPA), as well as a Strategic Sourcing workflows for "Sourcing Event Approval" (SS flow), training for configuration and administration of Process Automation, and Configuration Console all within the NH FIRST (ERP).

B. REASON FOR CHANGE

Infor, our Enterprise Resource Planning system vendor is consulting with DAS, DoIT and HHS to implement the Strategic Sourcing and Contracts Management module as an addition to the NH FIRST (ERP). This new module will enhance the State's capabilities of facilitating vendor management and contracts across agencies through the use of our Statewide system, enabling standardization, pervasive tracking, systemic workflow for automatic routing, and utilization of the ERP to approve contracts. Because DAS facilitates and manages the NH FIRST (ERP) and DoIT has a vested interest in ensuring that the module can enhance Statewide contract processes, they are sharing in the total cost of the implementation. DAS feels that this is a cost effective measure to address total costs of this project.

C. SCOPE OF WORK

Infor will design and develop a custom Contract Management process flow using Infor Process Automation (IPA) flow, as well as a Strategic Sourcing workflow for "Sourcing Event Approval" (SS flow). Also there will be custom security built to work with the Contract management flow. The deliverables of this custom IPA work will be a functional design specification and technical design specification for the security flow, contract approval flow, and SS flow, as well as the delivery of each flow from aforementioned specifications for user testing.

Infor will provide a 5-day training class for Configuration and Administering Process Automation. This course provides hands-on experience using Infor Process Server, Infor Process Designer, and Infor Rich Client to monitor and maintain IPA, create and modify business processes, and access routed work in the Inbasket.

Infor will also provide a 1-day customized training for administering Configuration Console. This will include a custom overview of skills and knowledge around the Infor Configuration Console application, including how to recognize the differences between modifications, configurations, and personalizations, as well as defining ways to configure application components, create and manage security classes, and create custom security classes using security templates.

D. PAYMENT FOR SERVICES

DoIT shall set aside funds in the amount of \$81,083.20. These funds are expected to reasonably cover all expected expenses for work performed by Infor personnel for the duration of the MOU.

E. EVALUATION

Services under this contact must be provided in a manner satisfactory to DoIT and DAS. In the event that DoIT determines that the services are not provided in a satisfactory manner, DoIT shall report its concern to DAS, and DAS shall take appropriate action to address DoIT'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 the duration of the Change Order completion, no later than December 31, 2020.



Denis Goulet
DoIT Commissioner

Date

5/20/2019



Charles M. Arlinghaus, Commissioner
Département of Administrative Services

Date

5/15/19

Approved by the Attorney General this 23rd day of May, 2019, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL



A handwritten signature in black ink, appearing to read 'V. Gray', is written over a horizontal line. The signature is stylized and cursive.



CHANGE ORDER

INTRODUCTION

This Change Order document ("Change Order") is subject to all terms and conditions of the Software Services Agreement 8000190 (or, if applicable, the Professional Services Agreement) between Infor and Licensee with an Effective Date of December 13, 2017 (the "Services Agreement") and constitutes a change to the Services Work Order identified below by Work Order Number ("Work Order"). All terms of the Services Agreement and Work Order are incorporated herein by reference. Capitalized terms not defined in this Change Order are defined in the Services Agreement or Work Order. In the event of a conflict, the terms of this Change Order control over the terms of the Services Agreement and Work Order.

1.0 CHANGE ORDER

Licensee (customer)	State of New Hampshire	
Project Name	S3 Strategic Sourcing & Contract Management	
Project Number	32447434	
Project Manager	Michele Semich	
Project Phase		
Product(s)	S3 Strategic Sourcing & Contract Management	
Work Order Number	OP-04149684	
Change Number	CO-06	
Issue Number	2	
Description	Custom IPA Development and Training	
Requestor	Michele Semich	
Identified Date	3/22/2019	
Prepared By	Matt Boutcher	
Change Status Log		Date
Initial identification/assessment		
Approved for detailed impact analysis (optional)		

Pending Approval

Final Approval

Approved

Denied

Updated project and budget plans

1.1 Preliminary identification and assessment

Describe the change in detail

Infor will design and develop a custom Contract Management process flow using Infor Process Automation (IPA) flow, as well as a Strategic Sourcing workflow for "Sourcing Event Approval" (SS flow). Also there will be custom security built to work with the Contract management flow. The deliverables of this custom IPA work will be a functional design specification and technical design specification for the security flow, contract approval flow, and SS flow, as well as the delivery of each flow from aforementioned specifications for user testing.

Infor will provide a 5-day training class for Configuration and Administering Process Automation. This course provides hands-on experience using Infor Process Server, Infor Process Designer, and Infor Rich Client to monitor and maintain IPA, create and modify business processes, and access routed work in the Inbasket.

Infor will also provide a 1-day customized training for administering Configuration Console. This will include a custom overview of skills and knowledge around the Infor Configuration Console application, including how to recognize the differences between modifications, configurations, and personalizations, as well as defining ways to configure application components, create and manage security classes, and create custom security classes using security templates.

Reason for the change

Cost-effective measure for Licensee to address IPA needs for the project.

High level impact assessment

Additional resources will need to be applied to the project by both Infor and Licensee. Licensee will incur additional project costs.

1.2 Approval for detailed impact analysis (optional)

Reviewer

Review Date



1.3 Detailed impact analysis

Impact on project plan (including estimated timelines)

The current work plan will be revised upon execution of this change order.

Target date (for implementation)

The Strategic Sourcing and Contract Management go live date is not expected to change as a result of this change order.

Impact on resource requirements

Infor and Licensee will provide additional resources to complete this work.

Additional risk

None

Impact on project cost

This change order will add fees of \$81,083.20 to the project.

This implementation includes one (1) visit from Infor. If Licensee and Infor project management teams mutually agree that more travel is needed then an additional change order will be required for the additional travel fees.

Licensee agrees to pay Infor fees of \$81,083.20 US Dollars for the services described in this Change Order. Upon Infor's completion of the deliverables, work products or activities associated with each Milestone as set forth herein, the corresponding fee for such Milestone specified below becomes due and Infor shall invoice Licensee. Licensee shall pay such fee as set forth below.

Fees				
Payment Milestone	Milestone Name	Description	Acceptance Criteria	Amount (USD)
CO6-1	IPA Customization and Training Initiated	Initiation of work into the project	Change Order Execution	\$14,594.98
CO6-2	Security IPA Specifications Approved	Security IPA Flow Specifications Complete	Security IPA Flow Functional and Technical Specifications Approved by Licensee	\$12,973.31 ✓ Invoice 20818868US0AB
CO6-3	Contract Approval and Strategic Sourcing Events IPA Specifications Approved	Contract IPA Flow Specifications Complete	Contract IPA Flow Functional and Technical Specifications Approved by Licensee	\$12,973.31 ✓ Invoice 20818868US0AB



Fees

C06-4	Security IPA Flow Delivered for Testing	Security IPA Delivered for User Testing	Delivery by Infor	\$12,973.31 ✓ Invoice 20818868US0AB
C06-5	Contract IPA Flow and Strategic Sourcing Event Flow Delivered for Testing	Contract IPA Delivered for User Testing	Delivery by Infor	\$12,973.31 ✓ Invoice 20818868US0AB
C06-8	Training Delivered	Delivery of IPA Configuration Training and Configuration Console Training	Completion of IPA Configuration Training and Configuration Console Training	\$14,594.88
Total				\$ 81,083.20

Other Projects Affected

None

Who needs to be notified of the change

Infor Project Manager, Licensee Project Manager

Comments

None

2.0 CHANGE APPROVAL / PAYMENT

By signing below, Licensee authorizes Infor to proceed with the work set forth in this Change Order and bill Licensee per the payment terms set forth in the original Work Order for any additional Services fees. Please return a signed copy of this Change Order to Infor PSO.

THE PARTIES have executed this Change Order through the signatures of their respective authorized representatives.

INFOR:

Signature:

Printed Name:

Title:

LICENSEE:

Signature:

Printed Name:

Title:



Address:

Address:

Signature Date:

Address:

Address:

Signature Date:

