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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), for $149,000.00 by extending the date from December 31, 2020 to June 30, 2022. This agreement facilitates one-half payment of the total implementation costs associated to the addition of Strategic Sourcing and Contract Management modules within our NH FIRST Enterprise Resource Planning system (ERP). 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.

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#78

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# 1073451 approved by Governor and Executive Council on April 8, 2020 (item #78).

This amendment will extend the MOU to the end as of June 30, 2022 so the remaining dollars in PO# 1073451 of $44,393.40 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.

June 1, 2021

Denis Goulet
DoIT Commissioner

Date

Charles M. Arlinghaus, Commissioner
Department 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

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State of New Hampshire

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25 Capitol Street - Room 120
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March 10, 2020

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), for $149,000.00. This agreement will facilitate one half payment of the total implementation costs associated to the addition of Strategic Sourcing and Contract Management modules within our NH FIRST Enterprise Resource Planning system (ERP). This request is for the period effective upon Governor and Executive Council approval through December 31, 2020.

Funding for this MOU is available in the Department of Information Technology accounting unit entitled Central IT Services and OPS, FY 2020, with the authority to adjust encumbrances across State Fiscal Years through the Budget Office if needed and justified, as follows:

	FY2020
#01-03-03-030010-7703 Central IT Services and OPS	
#046-500465-IT Consultants	$149,000.00

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, activity code 03030000, to Infor INC., Vendor #227989, for the total dollar amount of $149,000.00, incurred as a result of a joint partnership to fund half of the cost to implement the Strategic Sourcing and Contracts Management module 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

Implementation & Training for Strategic Sourcing & Contract Management. See Milestone schedule below.

D. PAYMENT FOR SERVICES

DoIT shall set aside funds in the amount of $149,000.00. These funds are expected to reasonably cover half of expected expenses for work performed by Infor personnel for the duration of the MOU.

Impact on project cost

corresponding fee for such Milestone specified below becomes due and Infor shall invoice Licensee. Licensee shall pay such fee as set forth below.

Payment Milestone	Task Name	Description	Licensee vs. Infor Lead	Acceptance Criteria	Target Completion Date	Amount (USD)
1. Project Initiation	Project Kickoff Meeting	Introduce the project participants and align them with the project.	Infor	Infor Written Deliverable	Month 1	$14,943.80
2. Project Team Trainging	Core team training	Familiarize the core team with the base applications.	Infor	Infor Lead Training	Month 1	$23,910.08
3. Prototype 1.	Configure CM Application/Validate Strategic Sourcing Configuration	Build a prototype environment that includes standard application functionality.	Infor	Infor Configuration Deliverables	Month 2	$44,831.40
4. Conduct CRP	Conduct Conference Room Pilot	Run through test scripts of business function scenarios.	Infor	CRP delivered, gaps documented	Month 2	Invoice 20818867US0AB $44,831.40 ✓
5. Configure Prototype 2.	Configure Applications	Define and Configure the application setup parameters to support the in scope business processes	Infor	Infor Configuration Deliverables	Month 3	Invoice 20818867US0AB $59,775.20 ✓
6. Conduct System Test	System Test		Licensee	System Test Complete	Month 3	$50,808.92
7. Conduct User Acceptance Test	User Acceptance Test Complete		Licensee	User Acceptance Test Complete.	Month 4	$23,910.08
8. Production Readiness Reiew	Conduct Readiness Review		Infor / Licensee	Conduct Readiness Review Meeting	Month 4	$20,921.32
9. Go - Live	Go live and perform go-live support		Infor	Applications live and post production support period completed.	Month 4	$14,943.80
TOTAL						$298,876.00

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 — Date: 3/12/2020
DoIT Commissioner

Charles M. Arlinghaus, Commissioner — Date: 3-10-2020
Department of Administrative Services

Approved by the Attorney General this 12 day of March 2020, 2020, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL