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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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December 8, 2021

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

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to enter into a **sole source** Cooperative Project Agreement (CPA) with the University of New Hampshire (UNH) Institute for Health Policy and Practice (IHPP), Durham, NH (Vendor # 177867) in the amount not to exceed \$35,000 to provide facilitation services so the State Employee and Retiree Health Benefit Plan can, as a member of the New Hampshire Purchasers Group on Health (NHPGH), evaluate local and national trends in value-based purchasing including health care cost containment strategies, employer coalition initiatives, and contracting strategies. This agreement is effective upon Governor and Council approval through June 30, 2023. Approximately 42% General Funds, 20% Federal, 3% Enterprise Funds, 14% Highway, 1% Turnpike and 20% other Funds.

Funding is available in the DAS, Employee and Retiree Benefit Risk Management Fund, contingent upon availability and continued appropriation as follows:

	SFY2022
01-14-14-140560-66000000	
102-500674 14FINA-J Other Expenses Actives	\$ 22,074
01-14-14-140560-66600000	
102-500674 14FINT-J Other Expenses Troopers	\$ 768
01-14-14-140560-66500000	
102-500674 14FINU-J Other Expenses RU65	\$ 2,320
102-500674 14FINO-J Other Expenses RO65	<u>\$ 9,838</u>
Sub-Total	<u>\$ 35,000</u>
Total	<u>\$ 35,000</u>

EXPLANATION

DAS is authorized pursuant to RSA 21-1:28, to enter into contracts with any organization to administer the health benefits program. This request is a **sole source** cooperative agreement because the UNH Institute for Health Policy and Practice (IHPP) is uniquely situated to provide these services by bringing the State of New Hampshire Employee and Retiree Health Benefits Program together with other public purchasers to create the New

Hampshire Purchasers Group on Health (NHPGH). This Agreement is made pursuant to the State's Master Agreement with the University System of New Hampshire that was approved by Governor and Executive Council on November 13, 2002 and follows prior agreements approved by Governor and Executive Council.

The NHPGH is collaboration between three of the four largest public health care purchasers in New Hampshire, representing more than 70,000 covered individuals and nearly three quarters of a billion dollars in annual health care expenditures. In addition to the State of New Hampshire Employee and Retiree Health Benefit Program (HBP), the members of the NHPGH include the University System of New Hampshire and New Hampshire School Health Care Coalition.

The NHPGH is committed to advancing the triple aim for health care, e.g. lowering cost, improving quality and health outcomes and improving the patient care experience for enrolled employees, retirees and HBP members. The NHPGH goals include the following: learning about changes to health care delivery, laws, and policy that could be beneficial to the NHPGH members including the State's HBP; monitoring changes in the state and national health care markets which will impact HBP operations and expenditures; and educating health plan participants to be more informed and engaged in their benefits to improve their health status. The IHPP supports the NHPGH's vision by coordinating the NHPGH meetings and acting as an impartial resource to keep the group apprised of the current trends in health care cost containment and quality initiatives. Through their continued involvement in the NHPGH, members have the option to incorporate this information into their own quality and cost containment strategies.

The NHPGH relies on the IHPP for coordinated project management and research and administrative support. Efforts continue toward the development of standardized reporting and comparative information so that the respective governmental units can target health cost drivers with appropriate health promotion and purchasing interventions.

DAS staff attends monthly meetings of the NHPGH. These meetings support the HBP managers by providing updates on legal and policy changes at the federal and state level that have an impact on health care costs and care delivery in the State of New Hampshire. This information is an important resource to DAS as it manages the HBP on a daily basis as well as when it procures for health benefit services.

In summary, this agreement enables the IHPP to assist the NHPGH, including DAS, in providing local and national information on value-based purchasing strategies; providing a central point of contact; and managing group projects. DAS believes the services outlined in this agreement will assist the State in responding to an evolving health care system.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner
Department of Administrative Services

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Administrative 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 Administrative 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 **6/30/23**. 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: New Hampshire Purchasers Group on Health Facilitation

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: Joyce Pitman
Address: 25 Capitol Street
State House Annex
Room 412
Concord, NH 03301-6312
Phone: 603-271-3080

Campus Project Administrator

Name: Susan Sosa
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
Phone: 603-862-4848

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: Joyce Pitman
Address: 25 Capitol Street
State House Annex
Room 412
Concord, NH 03301-6312
Phone: 603-271-3080

Campus Project Director

Name: Jo Porter
Address: UNH, IHPP
4 Library Way
Durham, NH 03824
Phone: 603-862-2964

F. Total State funds in the amount of \$35,000 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 Administrative Services** have executed this Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Karen M. Jensen

Title: Director, Pre-Award Compliance

Sponsored Programs Administration

Signature and Date: Karen Jensen 12/7/21

By An Authorized Official of:

Department of Administrative Services

Name: Charles M. Arlinghaus

Title: DAS Commissioner

Signature and Date: Charles M. Arlinghaus 12/18/21

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

Name: Christen Lavers, Assistant Attorney General

Title: _____

Signature and Date: Christen Lavers 12/9/21

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

A. Project Title: New Hampshire Purchasers Group on Health Facilitation

B. Project Period: Upon Governor and Executive Council Approval through 06/30/2023

C. Objectives:

The NH Purchasers Group on Health, currently comprised of leadership from the State of NH Employee and Retiree Health Benefit Plan, the University System of New Hampshire, and the New Hampshire School Health Care Coalition, has sought a continuation of outside facilitation services that will accomplish the following:

- Update and implement the NHPGH strategic goals including learning, influencing, outreach and education around health benefits in order to impact NHPGH operations and employees;
- Support the needs for information of the NHPGH members to stay abreast of national, state, and local regulatory issues that impact the healthcare service delivery, coverage, and markets of the members covered by the NHPGH health plans;
- Track the activities of other purchaser coalitions across the United States through the National Alliance of Healthcare Purchaser Coalitions and provide updates to the NHPGH members;
- Provide an impartial resource to convene and advise the group on local and national trends in value-based purchasing including health care cost containment strategies, employer coalition initiatives, and contracting strategies;
- Conduct annual strategic planning activities;
- Provide a central point of contact for communications and media relations, including the development and ongoing maintenance of a web site;
- Manage group projects as required; and
- Offer research, management, and administrative staff support, as required.

D. Scope of Work:

1. **Strategic Support and Facilitation.** The UNH Institute of Health Policy and Practice (IHPP) will provide facilitation and strategic support services in accordance with the objectives outlined above and the strategic priorities developed by NHPGH members, including research, presentation, group activities and monthly meetings, outreach, membership support and other activities consistent with the objectives and available resources.
2. **Website Development.** Additional services will include annual web hosting and ten (10) hours per year of website development and/or maintenance. Costs for web development beyond the 10 hours per year included in Facilitation and Strategic Support will be billed on a pass-through basis. Additional website development will be charged at a rate of \$50 per hour, to be billed on an as incurred, as approved basis. These costs will again be split equally amongst the NHPGH members.

4. National Alliance of Healthcare Purchaser Coalitions Membership.

E. **Deliverables Schedule:** The Campus will provide ongoing facilitation and staffing services, as outlined in the scope of work, for the agreement period.

F. **Budget and Invoicing Instructions:** Upon Governor and Executive Council approval, Campus will submit one invoice on the regular Campus invoice form in the amount of \$35,000 for the full contract term, no expense detail will be required. The State will pay the invoice within 30 days of receipt.

Budget Summary for the full term:

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	\$22,162	0	\$22,162
2. Employee Fringe Benefits	\$8,167	0	\$8,167
3. Travel	\$0	0	\$0
4. Supplies and Services	\$267	0	\$267
5. Equipment	\$0	0	\$0
6. Facilities & Admin Costs	\$4,404	0	\$4,404
Subtotals	\$35,000	0	\$35,000
Total Project Costs:	\$35,000		