



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
**DIVISION OF FORESTS AND LANDS**  
172 Pembroke Road, Concord, New Hampshire 03301  
Phone: 271-2214 Fax: 271-6488 [www.nhdfl.org](http://www.nhdfl.org)

August 17, 2022

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

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources (DNCR), Division of Forests and Lands to budget and expend prior year carry forward funds from the Management and Protection Fund account in the amount of \$78,150, for the purpose of initial development costs upon entering into the DNCR-2022-110 E-Commerce Seedling Sales Contract with AIS Network of Ashland, VA for the online sale of seedlings to the public from the State Forest Nursery in Boscawen, NH, effective upon Governor and Council approval through June 30, 2023. 100% Other Funds (Agency Income).

Funds are to be budgeted in Fiscal Year 2023 as follows:

03-035-035-351010-35050000, Management and Protection Fund

Class-Account- RG	Class Description	FY23 Current Adjusted Authorized	Requested Action	Revised FY23 Adjusted Authorized
004-408189-68	Intra Agency Transfers	\$17,451		\$17,451
009-402059-22	Agency Income	\$1,615,228	\$78,150	\$1,693,378
00D-488523-69	Fed Rev Xfers Fr Oth Agenc	\$140,303		\$140,303
<b>Total Revenue</b>		<b>\$1,772,982</b>	<b>\$78,150</b>	<b>\$1,851,132</b>
010-500100	Personal Services Perm Class	\$434,697		\$434,697
020-500200	Current Expenses	\$60,052		\$60,052
022-500248	Rents-Leases Other Than Sta	\$44,500		\$44,500
027-582703	Transfers To Doit	\$215,847		\$215,847
029-500290	Intra-Agency Transfers	\$394,641		\$394,641
030-500320	Equipment New Replacement	\$181,255		\$181,255
039-500180	Telecommunications	\$20,000		\$20,000
042-500620	Additional Fringe Benefits	\$31,821		\$31,821
047-500240	Own Forces Maint Build-Grn	\$41,889		\$41,889
048-500226	Contractual Maint Build-Grn	\$10,070		\$10,070
049-584902	Transfer To Other State Age	\$39,000		\$39,000
050-500109	Personal Service Temp Appoi	\$14,000		\$14,000
060-500601	Benefits	\$258,209		\$258,209
066-500543	Employee Training	\$2,000		\$2,000
070-500703	In State Travel Reimbursement	\$23,000		\$23,000
073-500583	Grants Non-Federal	\$1		\$1

080-500710	Out Of State Travel Reimb	\$2,000		\$2,000
103-502664	Contracts For Op Services	\$0	\$78,150	\$78,150
<b>Total Expenses</b>		<b>\$1,772,982</b>	<b>\$78,150</b>	<b>\$1,851,132</b>

The following appropriation authorities are being requested:

**Class 103 – Contracts for Op Services – for the cost of initial development of the e-commerce platform for online seedlings**

**EXPLANATION**

The DNCR-2022-110 E-Commerce Seedling Sales Contract was developed through the release of the DNCR-2022-110 E-Commerce Seedling Sales RFP in collaboration with the Department of Information and Technology. Three proposals were received and scored. AISN Network was selected based upon their overall score.

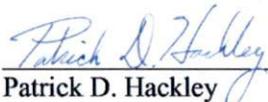
The contract has a not to exceed price of \$114,450 and is set to run from Fiscal year 2023 to Fiscal year 2025 with the option to renew for an additional five years. The funding for this contract will come from the Forest Management and Protection Account – 35050000, which is funded in part from the sale of seedlings from the State Forest Nursery. This contract will not require any General Funds.

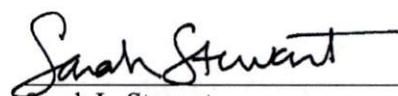
The current request of \$78,150 is for the initial development of the e-commerce platform and the pro-rated costs of support and hosting for the remainder of this fiscal year once the online store goes live. The balance of the contract is the annual support and hosting fees and will be budgeted in Fiscal years 2024 and 2025 accordingly.

The goal of this contract is to support an important public service and self-funded program revenue stream and to provide the best possible services for our State Forest Nursery customers. Currently, a single staff member handles over 2,300 orders received either via mail with an enclosed check, or via credit card through a secure fax line. An E-Commerce platform will greatly improve the State Forest Nursery program efficiency and customer satisfaction by eliminating the need to process mail-in and fax orders and significantly reduce telephone inquiries regarding current inventory and order status by providing real time availability of species and instant order confirmation.

Respectfully submitted,

Concurred,

  
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 Patrick D. Hackley  
 Director

  
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 Sarah L. Stewart  
 Commissioner