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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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Concord, New Hampshire 03301  
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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

May 23, 2023

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 \$38,000 to provide facilitation services so the State Employee and Retiree Health Benefit Plan, as a member of the New Hampshire Purchasers Group on Health (NHPGH), can 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 & Council approval through June 30, 2025. Approximately 44% General Funds, 21% Federal, 3% Enterprise Funds, 14% Highway, 1% Turnpike and 17% other Funds.

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

	<b>SFY2024</b>	<b>SFY2025</b>
01-14-14-140560-66000000	\$ 11,834	\$ 11,834
102-500674 14FINA-J Other Expenses Actives		
01-14-14-140560-66600000	\$ 375	\$ 375
102-500674 14FINT-J Other Expenses Troopers		
01-14-14-140560-66500000	\$ 1,226	\$ 1,226
102-500674 14FINU-J Other Expenses RI65		
102-500674 14FINO-J Other Expenses RO65	<u>\$ 5,565</u>	<u>\$ 5,565</u>
Sub-Total	<u>\$ 19,000</u>	<u>\$ 19,000</u>
<b>Total</b>		<u><b>\$ 38,000</b></u>

## EXPLANATION

DAS is authorized pursuant to RSA 21-1:28, to enter 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.

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  
Administrative Services

CMA/JIP

**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 **6/30/25**. 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 Sreet  
State House Annex  
Room 412  
Concord, NH 03301  
**Phone:** 603-271-3080

**Campus Project Administrator**

**Name:** Susan Sosa  
**Address:** University of New Hampshire  
Sponsored Programs Administration  
51 College Rd., Room 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 Sreet  
State House Annex  
Room 412  
Concord, NH 03301  
**Phone:** 603-271-3080

**Campus Project Director**

**Name:** Kimberly Persson  
**Address:** IIIPP, UNH  
4 Library Way  
Hewitt Hall, Suite 202  
Durham, NH 03824  
**Phone:** 603-862-2493

F. Total State funds in the amount of \$38,000 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: Manager, Sponsored Programs Administration  
Signature and Date: Karen Jensen 5/26/23

By An Authorized Official of:  
**NH Department of Administrative Services**  
Name: Charles M. Arlinghaus  
Title: Commissioner, Department of Administrative Services  
Signature and Date: Charles Arlinghaus 5/30/23

By An Authorized Official of: the New Hampshire Office of the Attorney General  
Name: Christen A. Lavers  
Title: Assistant Attorney General, Dept of Justice  
Signature and Date: Christen Lavers 6/2/23

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 06/30/2025

**C. Objectives:** ~~The NH Purchasers Group on Health (NHPGH), currently comprised of leadership from~~ the State of NH Department of Administrative Services, the University System of New Hampshire, and the New Hampshire School Health Care Coalition, has sought a continuation of outside facilitation services that shall accomplish the following:

- Update and implement the NHPGH strategic goals including learning, influencing, outreach and education regarding health benefits that 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 affecting 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 maintenance of the NHPGH website; and
- Manage group projects as required.

**D. Scope of Work:**

- **Strategic Support and Facilitation.** The University of New Hampshire, Institute of Health Policy and Practice (IHPP) will provide facilitation and strategic support services in accordance with the objectives outlined above, including research, presentation, outreach, membership support, and other activities consistent with the objectives and available resources.
- **Convening and Information Sharing.** IHPP will convene NHPGH members on a bi-monthly basis. Meetings will take place in-person or via online meeting platform, for a duration of two hours, focusing on strategic support in accordance with objectives outlined above. During non-meeting months, IHPP will provide strategic support via email updates.
- **National Alliance of Healthcare Purchaser Coalitions and the Leapfrog Group.** IHPP will attend in-person meetings, summits, and forums; participate in virtual events and member-sponsored activities; and engage in the work of other member groups to support the objectives outlined above.
- **Website Hosting.** Services will include annual web hosting and ten (10) hours per year of website development and/or maintenance.

**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:** The Campus will submit invoices on a quarterly basis at \$4,750 for the month of July, October, January, and April, dated the first of each month. No expense detail will be required. Payment is within 30-day from the invoice date.

**Budget Summary for the 2-year term:**

Budget Items	SFY 2023	SFY 2024	Total
1. Salaries & Wages	\$11,120	\$11,454	\$22,574
2. Employee Fringe Benefits	\$3,692	\$3,803	\$7,495
3. Travel	\$700	\$250	\$950
4. Supplies and Services	\$1,010	\$1,015	\$2,205
5. Equipment	\$0	0	\$0
6. Facilities & Admin Costs	\$2,478	\$2,478	\$4,956
Subtotals	\$19,000	\$19,000	\$38,000
Total Project Costs:	\$38,000		

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or