



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

February 6, 2024

56

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (VC #315187-B083), Durham, NH, in the amount of \$45,000 to convert three NHDES existing map viewers to a new web platform, effective upon Governor and Council approval through June 30, 2025. 100% Capital (General) Funds.

Funds are available in the following account.

03-44-44-440030-9311-034-500161

Dept Environmental Services, L21:1V4-OneStop/IT Upgrd, Capital Projects

FY 2024

\$45,000

**EXPLANATION**

NHDES requests approval of a **SOLE SOURCE** agreement with the University of New Hampshire (UNH) to convert three NHDES map viewers to a new web platform, VertiGIS, due to the existing web platform, Geocortex Essentials, no longer being supported as of July 1, 2024. With no support, the mapping viewers will be at risk and issues after that date will not be able to be addressed. In addition, UNH will provide maintenance and support during the project period. This agreement is **SOLE SOURCE** due to the UNH Earth Systems Research Center's (ESRC) long-standing partnership with NHDES and recognition as New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse. Further, ESRC staff created and maintain the map viewers to be converted; namely, NHDES One Stop Data Mapper, Wetlands Permit Planning Tool, and the NH Coastal Viewer, which are important online and interactive mapping tools that provide publicly accessible visualization for geospatial data in the state. This existing work makes ESRC uniquely qualified to ensure the success of the needed conversion.

The One Stop Data Mapper provides an interactive map and tools for the public to explore, analyze, and view critical NHDES environmental datasets. The Wetlands Permit Planning Tool provides an interactive map for public access to wetland and other related data, which can be used to avoid and minimize impacts to wetlands and other natural resources, and past and current permits. The NH Coastal Viewer provides interactive map for public access to geospatial data about coastal resources and hazards for New Hampshire's 42 coastal watershed communities and is an important venue for the sharing and use of coastal resource and hazards data developed by NHDES and its partner organizations.

[www.des.nh.gov](http://www.des.nh.gov)

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095  
 (603) 271-3503 • Fax: 271-2867 • TDD Access: Relay NH 1-800-735-2964

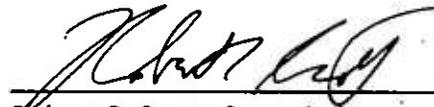
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

Page 2 of 2

NHDES has allocated capital funds specifically focused on converting the map viewers to the new web platform and maintaining them through the project period.

Total project costs are budgeted at \$45,000. A budget breakdown is provided in the Cooperative Project Agreement. This agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval of this item.



---

Robert R. Scott, Commissioner



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Denis Goulet**  
*Commissioner*

February 8, 2024

Robert R. Scott, Commissioner  
Department of Environmental Services  
State of New Hampshire  
29 Hazen Drive  
Concord, NH 03302

Dear Commissioner Scott:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with the University of New Hampshire, Earth Systems Research Center (ESRC), as described below and referenced in DOIT No. 2024-086.

The purpose of this request is to provide for converting three NHDES existing map viewers to a new web platform due to the existing web platform no longer being supported.

The Total Price Limitation will be \$45,000, effective upon Governor and Council approval through June 30, 2025.

A copy of this letter must accompany the Department Environmental Services' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/jd  
DoIT #2024-086

cc: Rick McLaughlin, IT Manager

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, NH Department of Environmental 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, **NH DEpartment of Environmental 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: GeoCortex Viewers Conversion**

- 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: Muriel LaJoie  
Address: NH Dept. of Environmental Services  
Project Mgt & Innovations Unit  
29 Hazen Drive, PO Box 95  
Concord, NH 03302-0095  
Phone: 603-271-3010

**Campus Project Administrator**

Name: Lisa Scigliano  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Road  
Durham, New Hampshire 03824  
Phone: 603-862-0529

- 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: Kristen Svendsen  
Address: NH Dept. of Environmental Services  
Project Mgt & Innovations Unit  
29 Hazen Drive, PO Box 95  
Concord, NH 03302-0095  
Phone: 603-271-3503

**Campus Project Director**

Name: David Justice  
Address: University of New Hampshire  
Earth Systems Research Center  
8 College Road  
Durham, New Hampshire 03824  
Phone: 603-862-4698

Campus Authorized Official: KJ

Date: 1/17/24

F. Total State funds in the amount of \$45,000 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, NH Department of Environmental Services have executed this Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Karen Jensen

Title: Director, Pre-Award Compliance

Signature and Date: Karen Jensen Digitally signed by Karen Jensen  
Date: 2024.01.26 14:47:37 -05'00'

By An Authorized Official of:

NH Department of Environmental Services

Name: Robert R. Scott

Title: Commissioner

Signature and Date: [Signature] 2/16/24

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

Name: Melissa Fales

Title: Assistant Attorney General

Signature and Date: [Signature] 2/23/24

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Campus Authorized Official: KJ

Date: 1/26/24

## EXHIBIT A

- A. Project Title:** NH DES Geocortex Viewers Conversion
- B. Project Period:** Upon approval of Governor and Council - 06/30/2025
- C. Objectives:** NHDES's public website has map viewers, created in Geocortex Essentials, that are hosted and maintained by NH GRANIT. Geocortex is no longer considered efficient or safe and the application is being deprecated on June 30, 2024. On NHDES's behalf, NH GRANIT will convert the existing Geocortex-based OneStop Data Mapper, Wetlands Permit Planning Tool (WPPT), and NH Coastal Viewer to the next generation VertiGIS Web platform (VSW).
- D. Scope of Work:** Activity 1 - Develop the VSW layout (this is the container for the map and associated tools) for each of the three viewers.  
Activity 2 - Create ArcGIS Online (AGO) web maps that are the basis for each of the VSW viewers.  
Activity 3 - Configure layer popups and add layer hyperlinks for each of the AGO web maps.  
Activity 4 - Add search layers functionality for each of the three VSW viewers.  
Activity 5 - Reconfigure the help documents for each VSW viewer.  
Activity 6 - NH GRANIT will host and maintain the VSW applications and AGO web maps for each viewer throughout the project duration.
- E. Deliverables Schedule:** NH Coastal Viewer, OneStop Data Mapper, and Wetlands Permit Planning Tool (WPPT) converted to VertiGIS by 9/30/2024. Monitoring and support through 6/30/2025
- F. Budget and Invoicing Instructions:** Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

### STATE FUNDING TOTAL

1. Salaries & Wages	\$26,039
2. Employee Fringe Benefits	\$ 6,809
3. Facilities & Admin Costs	\$12,152
4. Total Project Cost	\$45,000

Campus Authorized Official: KJ  
Date: 1/17/24

## 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

Campus Authorized Official: KJ  
Date: 1/17/24