



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

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February 12, 2024

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources to make a **Retroactive** and **Sole Source Unencumbered** payment to Progressive Technology Federal Systems, Inc. (VC #170511), Bethesda, MD in the amount of \$49,200.77 for the digital archiving and capturing solution for born-digital State of New Hampshire publications, effective upon Governor and Council approval. 100% Federal Funds.

Funds are available in the following account, Federal Library Programs, as follows:

	<u>FY 2024</u>
03-035-035-353010-25540000-102-500731 – Contracts for Program Services	\$49,200.77

EXPLANATION

Progressive Technology Federal Systems (PTFS), has been providing digital archiving and capturing services for the NH State Library for 20 years, capturing born-digital publications of more than 43 State Agencies during this time.

The last contract in place was sole source and expired on June 30, 2022. Prior to that date, there had been an intention to seek a continued sole source relationship due to their numerous years of familiarity and knowledge of the process for New Hampshire. However, a decision was delayed pending department discussions as to the possibility of seeking an RFP despite the institutional knowledge that PTFS has.

At that time, the State Library business operations administrator position became vacant and the break in continuity of operations occurred, leading to an oversight in the timely need to pursue a contract for these services. In September 2022, recognizing that the library was having these services performed without a contract, we immediately decided to and did post an RFP for services. PTFS was the sole respondent to an RFP that was posted on October 17, 2022.

Upon review of the proposal, contract negotiations were entered into but continued for over a year due to both staff vacancies at the State Library, again, delaying continuity of operations along with other contractual legal and technical matters that needed to be settled before a contract could be approved.

A new contract approved by G&C on January 31, 2024 Item #79, is now in place. Therefore, whereas PTFS continued to provide services between July 1, 2022 and January 30, 2024 and without a formal contact as just explained, we are seeking **retroactive** and **sole source** approval for this payment.

The New Hampshire State Library is mandated by *RSA 202-B: New Hampshire Government Information Dissemination and Access Act (Sections 6, 7 & 8)* to serve as the state repository and access point for New

Hampshire's state agency publications. As state agencies increasingly produce their publications in "born-digital" formats as opposed to print versions, it has become increasingly more difficult for the state library to meet its statutory requirement to maintain a library collection of state agency publications and PTFS provides a solution to gathering born-digital state agency publications.

Respectfully submitted,



(15M)

Sarah L. Stewart
Commissioner



Invoice Number: INV-0000040473

Invoice Date: 12/18/2023

Bill To:
 New Hampshire State Library
 Attn: Mindy Atwood
 20 Park Street
 Concord, NH 03301

Remit To:
 Progressive Technology Federal Systems
 1801 Research Blvd / Suite 310
 Rockville, MD 20850

Customer Number:	STATE OF NH	Contract Value	Funded Value
Prime Contract Number:		Cost:	30,756.33
Subcontractor Number:	B22208	Fee:	0.00
		Total:	30,756.33
Project Number:	8001744.008-009	Cumulative Amount Billed:	30,756.33
Project Name:	State of New Hampshire State Library		
Project POP:	07/01/2022 to 06/30/2023		
Terms:	Net 30	Billing Period From:	07/01/2022
Due Date:	01/17/2024	To:	06/30/2023

	Current	Cumulative Amount
Knowvation ASP License Renewal 22-23	23,627.51	23,627.51
Spider 2 ASP Renewal 22-23	7,128.83	7,128.83
BILL SCHEDULE ITEMS	30,756.33	30,756.33
Invoice Total	30,756.33	30,756.33

Taxpayer ID 52-1942959 DUNS ID: 836998120
 Should you have any questions or concerns, please do not hesitate to contact
 Cheryl Walters at (301) 654 - 8088 Ext 141 or Cwalters@ptfs.com



Invoice Number: IMV-0000040474

Invoice Date: 12/19/2023

Bill To:
 New Hampshire State Library
 Attn: Mindy Atwood
 20 Park Street
 Concord, NH 03301

Remit To:
 Progressive Technology Federal Systems
 1801 Research Blvd / Suite 310
 Rockville, MD 20850

Customer Number: STATE OF NH
 Prime Contract Number:
 Subcontractor Number: B23225

	Contract Value	Funded Value
Cost:	18,444.44	18,444.44
Fee:	0.00	0.00
Total:	18,444.44	18,444.44

Project Number: 8001744.010-011
 Project Name: State of New Hampshire State Library
 Project POP: 07/01/2023 to 01/31/2024
 Terms: Net 30
 Due Date: 01/18/2024

Cumulative Amount Billed: 18,444.44

Billing Period From: 07/01/2023
 To: 01/31/2024

	Current	Cumulative Amount
Knowvation ASP License Renewal 23-24	14,161.20	14,161.20
Spider 2 ASP Renewal 23-24	4,283.24	4,283.24
BILL SCHEDULE ITEMS	18,444.44	18,444.44
Invoice Total	18,444.44	18,444.44

Taxpayer ID 52-1942959 DUNS ID: 836998120
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