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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
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October 14, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Retroactive, Sole Source** amendment to an existing contract with Granite United Way (VC #160015), Concord, NH, to continue providing Recovery Friendly Workplace Initiative services that promote employee health and wellness by proactively preventing substance misuse and supporting recovery from substance use disorders, by increasing the price limitation by \$1,000,000 from \$3,754,360 to \$4,754,360 and extending the completion date from June 30, 2025 to June 30, 2027, effective retroactive to July 1, 2025 upon Governor and Council approval.

The Department will request Opioid Abatement Trust Funds to support this action. 100% Other Funds (Option 1 – see below). However, if the Opioid Abatement Trust Funds are not available, then the Department will use General Funds. 100% General Funds (Option 2 – see below).

The original contract was approved by Governor and Council on December 18, 2020 (Item #13) and amended on May 18, 2022 (Item #22), April 12, 2023 (Item #14), and most recently amended on December 20, 2023 (Item #32A).

Funds are available in the following accounts for State Fiscal Years 2026 and 2027, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**Option 1:**

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000
2022	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000

2023	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
2024	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
			<b>Subtotal</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$1,700,000</b>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (100% General Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	103-502664	Contracts for OP services	92056505	\$1,027,180	\$0	\$1,027,180
2025	103-502664	Contracts for OP services	92056505	\$1,027,180	\$0	\$1,027,180
			<b>Subtotal</b>	<b>\$2,054,360</b>	<b>\$0</b>	<b>\$2,054,360</b>

**05-95-92-920510-39500000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS, DEPT OF HHS: BEHAVIORAL HEALTH DIV OF, BUREAU OF DRUG AND ALCOHOL SERVICES, OPIOID ABATEMENT TRUST FUND (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2026	103-502507	Contracts for OP services	92056505	\$0	\$500,000	\$500,000
2027	103-502507	Contracts for OP services	92056505	\$0	\$500,000	\$500,000
			<b>Subtotal</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
			<b>Total</b>	<b>\$3,754,360</b>	<b>\$1,000,000</b>	<b>\$4,754,360</b>

**Option 2:**

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000
2022	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000

2023	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
2024	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
			<b>Subtotal</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$1,700,000</b>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (100% General Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	103-502664	Contracts for OP services	92056505	\$1,027,180	\$0	\$1,027,180
2025	103-502664	Contracts for OP services	92056505	\$1,027,180	\$0	\$1,027,180
2026	103-502507	Contracts for OP services	92056505	\$0	\$500,000	\$500,000
2027	103-502507	Contracts for OP services	92056505	\$0	\$500,000	\$500,000
			<b>Subtotal</b>	<b>\$2,054,360</b>	<b>\$1,000,000</b>	<b>\$3,054,360</b>
			<b>Total</b>	<b>\$3,754,360</b>	<b>\$1,000,000</b>	<b>\$4,754,360</b>

**EXPLANATION**

The purpose of this request is for the Contractor to continue strengthening and enhancing the Recovery Friendly Workplace initiative statewide by promoting health and wellness services to employers, for their employees, in order to prevent substance related problems and to support recovery from substance use disorder. This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. This request is **Retroactive** due to the timing of the passage of the State Operating Budget for the biennium ending June 30, 2027 (Chapter 140, Laws of 2025) and the following provision Class Note in accounting Unit 05-95-92-920510-3384 that specifies:

*Of the funds included in class 103, \$500,000 in SFY 2026 and \$500,000 in SFY 2027 shall be used to support the Recovery Friendly Workplace Initiative.*

The current Operating Budget included 100 percent General Funds for this initiative. However, the Department is actively working with the NH Opioid Abatement Trust Fund and Advisory Commission to determine whether Opioid Abatement funds could be used to support this initiative. Therefore, the Department is requesting approval to conditionally use Opioid Abatement funds if they are available (Option 1). Otherwise, the Department will use General Funds to support this contract (Option 2), in accordance with the State Operating Budget (Chapter 140, Laws of 2025).

The Contractor will continue promoting the Strong as Granite Campaign in coordination with the Department. The campaign is a platform that raises awareness for behavioral health resources and support available throughout the state as part of a coordinated effort to bring help, hope, and healing to all Granite State residents without judgment. The Recovery Friendly Workplace advisors will continue to conduct marketing and recruitment for businesses and organizations to be designated as Recovery Friendly Workplaces and provide ongoing technical assistance while businesses are in the process of becoming Recovery Friendly Workplace (RFW) designated, as well as to those existing Recovery Friendly Workplace businesses.

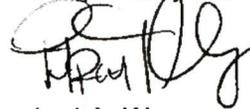
The Department will continue monitoring services through review and assessment of the Contractor's required quarterly reports and monthly meetings.

Should the Governor and Council not authorize this request, the Department will be unable to administer the Recovery Friendly Workplace program, which may result in a lack of support by businesses for employees and their families struggling with substance use disorders and increase negative impacts on community health and safety related to substance related issues.

The Department has determined that the Contractor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency for review upon request. The Contractor is a non-profit organization, and the Department has also confirmed the Contractor is registered and in good standing with the Department of Justice's Charitable Division.

Area served: Statewide.

Respectfully submitted,



Lori A. Weaver  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #4**

This Amendment to the Recovery Friendly Workplace Initiative contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Granite United Way ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 18, 2020 (Item #13), as amended on May 18, 2022 (Item #22), April 12, 2023 (Item #14), and as most recently amended on December 20, 2023 (#32A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7., Completion Date, to read:  
June 30, 2027
2. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:  
\$4,754,360
3. Modify Exhibit A - Revisions to Standard Contract Provisions, by adding Subsection 1.3., to read:  
1.3 Paragraph 6, Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, Subparagraph 6.1., is amended as follows:  
6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, RSA 151:21 Patients' Bill of Rights, civil rights and equal employment opportunity laws, and the Governor's order on Respect and Civility in the Workplace, Executive Order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.
4. Modify Exhibit B – Amendment #3, Scope of Services, Section 1.8.1, to read:  
1.8.1. RESERVED.
5. Modify Exhibit B – Amendment #3, Scope of Services; Section 1.10, to read:  
1.10. The Contractor must ensure business leaders, workplaces, individuals in recovery, and other key partners receive training and technical assistance relevant to current and emerging needs determined through collaboration efforts as specified in Section 1.7, and as approved by the Department. Training and technical assistance topics may include, but are not limited to:  
1.10.1. Understanding SUD and Stigma.  
1.10.2. Why the Workforce Needs People in Recovery.  
1.10.3. Available Resources and Access Points.  
1.10.4. Job-seeking and Work-ready Skills.  
1.10.5. Saving a Life with Naloxone.

6. Modify Exhibit B – Amendment #3, Scope of Services, Section 1.11, to read:
  - 1.11. The Contractor must track outreach and training provided to organizations and businesses for participation in the RFW program, including but not limited to:
    - 1.11.1 Organization or business name.
    - 1.11.2. Date, type (outreach or training), and method of contact.
    - 1.11.3. Name, title, and number of individuals engaged.
    - 1.11.4. Topic and duration of training session, if applicable.
    - 1.11.5. Level of engagement that reflects each business's interaction with the initiative.
7. Modify Exhibit B – Amendment #3, Scope of Services, Section 1.15.1, by adding Section 1.15.1.8, to read:
  - 1.15.1.8. Conducting training sessions for employers and individuals in recovery.
8. Modify Exhibit B – Amendment #3, Scope of Services, Section 1.17.2, to read:
  - 1.17.2. The Contractor must submit quarterly RFW Initiative Reports to the Department no later than 30 calendar days after the closing date of each quarter, which must include, but are not limited to:
    - 1.17.2.1 Number of workplaces active in the designation process.
    - 1.17.2.2 Number of letters of interest received from prospective organizations and businesses.
    - 1.17.2.3 Number of organizations and businesses contacted.
    - 1.17.2.4 The name of each organization and business contacted with a level of engagement value assigned based on the designations described in the RFW Levels of Engagement.
    - 1.17.2.5 Number of new organizations and businesses designated as RFW.
    - 1.17.2.6 Number of RFW designated organizations and businesses that discontinued participation as a RFW, including a brief description of the reason(s) for discontinuing participation.
    - 1.17.2.7 Supply distribution of Naloxone, drug deactivation and disposal systems, and other related items.
    - 1.17.2.8 Google and social media analytics tracking website and social media activity.
    - 1.17.2.9 Number and type of research-based information developed, including training and marketing materials.
    - 1.17.2.10 Number of engaged workplaces, recovery community organizations, and workforce development partners.
    - 1.17.2.11 A list of each training and presentation provided including, but not limited to:
      - 1.17.2.11.1 Event date, length, and topic.
      - 1.17.2.11.2 Trainer.
      - 1.17.2.11.3 Organization, group, or business receiving training or presentation.
      - 1.17.2.11.4 Number of attendees.

9. Modify Exhibit B – Amendment #3, Scope of Services, Section 1.18., to read:

1.18. Performance Measures

1.18.1. The Department will monitor Contractor performance by measuring the following:

- 1.18.1.1. Recruitment of 20 new RFW workplaces each State Fiscal Year (SFY) of the Contract Period;
- 1.18.1.2. Provision of 25 workplace training sessions each SFY of the Contract Period;
- 1.18.1.3. Provision of 12 community presentations and trainings each SFY of the Contract Period; and
- 1.18.1.4. Provision of RFW support and resources to a minimum of 3,000 employees each SFY of the Contract Period.

10. Modify Exhibit C, Payment Terms, Section 1, to read:

- 1. This Agreement is funded by:
  - 1.1. 64.25% General Funds; and
  - 1.2. 35.75% Other Funds (Governor's Commission).

11. Modify Exhibit C, Payment Terms, Section 3, to read:

- 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #4.

12. Add Exhibit C-5, Budget – Amendment #4, which is attached hereto and incorporated by reference herein.

13. Add Exhibit C-6, Budget – Amendment #4, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to July 1, 2025, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

9/15/2025

Date

DocuSigned by:

*Katja S. Fox*

Name: Katja S. Fox

Title: Director

Granite United Way

9/15/2025

Date

Signed by:

*Nichole Martin Reimer*

Name: Nichole Martin Reimer

Title: CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

9/15/2025  
Date

DocuSigned by:  
*Robyn Guarino*  
Name: Robyn Guarino  
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

Exhibit C-5, Budget - Amendment #4

New Hampshire Department of Health and Human Services	
<b>Contractor Name:</b>	Granite United Way
<b>Budget Request for:</b>	Recovery Friendly Workplace Initiative
<b>Budget Period</b>	July 1, 2025 - June 30, 2026 (SFY26)
<b>Indirect Cost Rate (if applicable)</b>	10%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$300,000
2. Fringe Benefits	\$90,000
3. Consultants	\$3,000
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$7,500
6. Travel	\$11,595
7. Software	\$3,500
8. (a) Other - Marketing/ Communications	\$12,420
8. (b) Other - Education and Training	\$2,500
8. (c) Other - Other (specify below)	\$0
Current Expenses: Telephone	\$3,780
Current Expenses: Meeting Expenses	\$250
Occupancy:	\$15,000
Other (please specify)	\$0
9. Subrecipient Contracts	\$5,000
<b>Total Direct Costs</b>	<b>\$454,545</b>
<b>Total Indirect Costs</b>	<b>\$45,455</b>
<b>TOTAL</b>	<b>\$500,000</b>

Contractor Initials: Initial  
MR

Exhibit C-6, Budget - Amendment #4

New Hampshire Department of Health and Human Services	
<b>Contractor Name:</b>	Granite United Way
<b>Budget Request for:</b>	Recovery Friendly Workplace Initiative
<b>Budget Period</b>	July 1, 2026 - June 30, 2027 (SFY27)
<b>Indirect Cost Rate (if applicable)</b>	10%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$300,000
2. Fringe Benefits	\$90,000
3. Consultants	\$3,000
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$7,500
6. Travel	\$11,595
7. Software	\$3,500
8. (a) Other - Marketing/ Communications	\$12,420
8. (b) Other - Education and Training	\$2,500
8. (c) Other - Other (specify below)	\$0
Current Expenses: Telephone	\$3,780
Current Expenses: Meeting Expenses	\$250
Occupancy:	\$15,000
Other (please specify)	\$0
9. Subrecipient Contracts	\$5,000
<b>Total Direct Costs</b>	<b>\$454,545</b>
<b>Total Indirect Costs</b>	<b>\$45,455</b>
<b>TOTAL</b>	<b>\$500,000</b>

Contractor Initials: Initial  
MR

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
***DIVISION FOR BEHAVIORAL HEALTH***

Lori A. Weaver  
 Commissioner

Katja S. Fox  
 Director

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 Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 4, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with Granite United Way (VC#160015-8001), Concord, NH, to expand Recovery Friendly Workplace Initiative services that promote employee health and wellness by proactively preventing substance misuse and supporting recovery from substance use disorders, by increasing the price limitation by \$2,054,360 from \$1,700,000 to \$3,754,360 and by extending the completion date from June 30, 2024 to June 30, 2025, effective upon Governor and Council approval. 100% General Funds.

The original contract was approved by Governor and Council on December 18, 2020 (Item #13), amended on May 18, 2022 (Item #22), and most recently amended on April 12, 2023 (Item #14).

Funds are available in the following accounts for State Fiscal Years 2024 and 2025, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000
2022	102-500731	Contracts for Prog Svc	92058501	\$450,000	\$0	\$450,000
2023	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
2024	102-500731	Contracts for Prog Svc	92058501	\$400,000	\$0	\$400,000
			<b>Subtotal</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$1,700,000</b>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (100% General Funds)**

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	103-502664	Contracts for OP services	92056505	\$0	\$1,027,180	\$1,027,180
2025	103-502664	Contracts for OP services	92056505	\$0	\$1,027,180	\$1,027,180
			<b>Subtotal</b>	<b>\$0</b>	<b>\$2,054,360</b>	<b>\$2,054,360</b>
			<b>Grand Total</b>	<b>\$1,700,000</b>	<b>\$2,054,360</b>	<b>\$3,754,360</b>

**EXPLANATION**

This request is **Sole Source** because the Department is seeking to extend the completion dates beyond the available renewal options and add funding. New Hampshire House Bill 2 (2023), Section 559, appropriated funding to the Department for Granite United Way to expand and enhance the Recovery Friendly Workplace initiative.

The purpose of this request is to grow and expand Recovery Friendly Workplace Initiatives through active outreach and recruitment of no less than 36 new Recovery Friendly Work Places each SFY and to add sufficient staff members to provide the additional education and technical assistance to businesses and to effectively manage the expansion. The Recovery Friendly Workplace Initiative promotes individual wellness by empowering workplaces to provide support for people recovering from substance use disorder.

The Contractor will continue to oversee and manage the Recovery Friendly Workplace Initiative by assisting businesses and organizations, statewide, to develop and implement sustainable programs that proactively prevent employee substance misuse and support the recovery of employees. The Contractor also will coordinate with the Department to promote the Strong as Granite Campaign. Strong as Granite is a platform to raise awareness for the depth and breadth of mental health and substance use resources and support available throughout New Hampshire as part of a coordinated effort to bring help, hope and healing to all Granite residents without judgment.

The Department will continue monitoring the performance of contracted services through the review of quarterly reports.

Should the Governor and Council not authorize this request the Recovery Friendly Workplace Initiative program will not be able to provide prevention and recovery programming, educational materials, and other substance misuse resources to current Recovery Friendly Workplaces or be able to recruit new businesses into the program. This may result in lack of support by businesses for employees and their families struggling with substance misuse, and increase negative impacts on community health and safety related to substance misuse.

Area served: Statewide.

In the event that the Other Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



for:

Lori A. Weaver  
Commissioner

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

Lori A. Weaver  
Interim Commissioner

Katja S. Fox  
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March 13, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into a **Sole Source** amendment an existing contract with Granite United Way (Vendor #160015-8001) of Concord, NH to continue providing Recovery Friendly Workforce Initiative services that assist businesses with promoting employee health and wellness by proactively preventing substance misuse and supporting recovery from substance use disorders, by exercising a contract renewal option by increasing the price limitation by \$400,000 from \$1,300,000 to \$1,700,000 and extending the completion date from June 30, 2023 to June 30, 2024, effective July 1, 2023, or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

The original contract was approved by Governor and Council on December 18, 2020 (Item #13), and most recently amended with Governor and Council approval on May 18, 2022, (Item #22).

Funds are anticipated to be available in the following account for State Fiscal Year 2024 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

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			<b>Subtotal</b>	<b>\$1,300,000</b>	<b>\$400,000</b>	<b>\$1,700,000</b>

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

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. On February 10, 2023 the Governor's Commission on Alcohol and Other Drugs recommended and approved funding for Granite United Way to continue services through a contract with the Department. The Department carries out the administrative functions of the Commission in accordance with RSA 12-J.

The Contractor will continue to oversee, manage, and expand the Recovery Friendly Workplace initiative by assisting businesses and organizations statewide to develop and implement sustainable programs that proactively prevent substance misuse by employees.

The purpose of this request is to continue providing Recovery Friendly Workplace Initiative services that support businesses in promoting employee health and wellness by proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and communities. The Recovery Friendly Workplace Coordinator and supporting staff recruit and work with participating employers to obtain and maintain designation as certified Recovery Friendly Workplaces. The Contractor will continue to work with employers on reviewing and modifying workplace policies and conduct trainings for workplaces on topics related to substance use disorder (SUD). Training topics include but are not limited to understanding SUD recovery and wellness. The Contractor will continue to establish partnerships between businesses and recovery community organizations as well as the public health networks, statewide, in order to reduce substance misuse and support recovery for employees and/or their families.

The Department will monitor performance of contracted services using the following information provided through monthly and quarterly reports, including:

- Number of inquiries from businesses received about the Recovery Friendly Workplace Initiative;
- Recruiting a minimum of 36 new Recovery Friendly Workplaces during State Fiscal Year 2024;
- Number of employees represented by Recovery Friendly Workplace; and
- Number of employers/employees engaged in training sessions, presentations and other activities conducted with business leaders and workplaces.

As referenced in Exhibit A, Revisions to Standard Contract Provisions, Section 1, Revisions to Form P-37, General Provisions, Subsection 1.1 of the original agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Contractor has demonstrated satisfactory performance by recruiting and providing services to 300 Recovery Friendly Workplaces since the initiation of the contract on July 1, 2020. Therefore, the Department is requesting to exercise its option to renew services for the final one (1) remaining available year.

Should the Governor and Council not authorize this request, the Recovery Friendly Workplace Initiative program will not be able to provide prevention and recovery programming, educational materials, and other substance misuse resources to current Recovery Friendly Workplaces or be able to recruit new businesses into the Recovery Friendly Workplace program. This could result in lack of support by businesses for employees and their families struggling with substance misuse, and increase negative impacts on community health and safety related to substance misuse.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Area served: Statewide

In the event that the Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori A. Weaver for".

Lori A. Weaver  
Interim Commissioner

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Lori A. Shibanette  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

April 21, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing contract with Granite United Way (Vendor #160015-8001) of Concord, NH to continue providing Recovery Friendly Workforce Initiative services that assist businesses with promoting employee health and wellness for by proactively preventing substance misuse and supporting recovery from substance use disorders, by exercising a contract renewal option by increasing the price limitation by \$400,000 from \$900,000 to \$1,300,000 and extending the completion date from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

The original contract was approved by Governor and Council on December 16, 2020 (Item #13).

Funds are available in the following account for State Fiscal Year 2023, with the authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog. Svc.	92058501	450,000	\$0	\$450,000
2022	102-500731	Contracts for Prog. Svc	92058501	450,000	\$0	\$450,000
2023	102-500731	Contracts for Prog. Svc	92058501	\$0	\$400,000	\$400,000
			<b>Subtotal</b>	<b>\$900,000</b>	<b>\$400,000</b>	<b>\$1,300,000</b>

**EXPLANATION**

The purpose of this request is to continue providing Recovery Friendly Workplace Initiative services that support businesses in promoting employee health and wellness by proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and communities. The Recovery Friendly Workplace Coordinator and supporting staff recruit and work with participating employers to obtain and maintain designation as certified Recovery Friendly Workplaces

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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(RFW). The Contractor will continue to work with employers on reviewing and modifying workplace policies and conduct trainings for workplaces on topics related to substance use disorder (SUD). Training topics include but are not limited to "Understanding SUD, Bias, Stigma, & Discrimination" and "About Recovery and Wellness." The Contractor will continue establishing partnerships between businesses and recovery community organizations as well as the public health networks, statewide, in order to reduce substance misuse and support recovery for employees and/or their families.

The Department will monitor performance of contracted services using the following information provided through monthly and quarterly reports, including:

- Number of inquiries from businesses received about the Recovery Friendly Workplace Initiative;
- Recruiting a minimum of 36 new Recovery Friendly Workplaces during State Fiscal Year 2023;
- Conducting a minimum of 750 training sessions, presentations and other activities conducted with business leaders and workplaces;
- Number of employees represented by Recovery Friendly Workplace; and
- Number of employers/employers engaged in training sessions, presentations and other activities conducted with business leaders and workplaces.

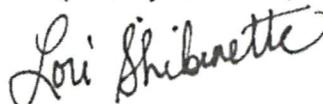
As referenced in Exhibit A, Revisions to Standard Contract Provisions, Section 1, Revisions to Form P-37, General Provisions, Subsection 1.1 of the original agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Contractor has demonstrated satisfactory performance by recruiting and providing services to 300 Recovery Friendly Workplaces since the initiation of the contract on July 1, 2020. Therefore, the Department is exercising its option to renew services for one (1) of the two (2) years available.

Should the Governor and Council not authorize this request, the Recovery Friendly Workplace Initiative program will not be able to provide prevention and recovery programming, educational materials, and other substance misuse resources to current Recovery Friendly Workplaces or be able to recruit new businesses into the Recovery Friendly Workplace program. This could result in lack of support by businesses for employees and their families struggling with substance misuse, and increase negative impacts on community health and safety related to substance misuse.

Area served: Statewide

In the event that the Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette

Commissioner

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Lori A. Shibley  
Commissioner

Katja S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

November 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into a **Retroactive, Sole Source** contract with Granite United Way (Vendor #160015-8001) of Concord, New Hampshire, in the amount of \$900,000 for the provision of Recovery Friendly Workforce Initiative Services to assist businesses to promote health and wellness for their employees by proactively preventing substance misuse and supporting recovery from substance use disorders, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020 upon Governor and Council approval through June 30, 2022. 100% Other Funds (Governor's Commission).

Funds are available in the following account for State Fiscal Year 2021, and are anticipated, to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-095-092-920510-33820000-038-509038-102-500731 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS**

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2021	102-500731	Contracts for Program Svs	92058501	\$450,000
2022	102-500731	Contracts for Program Svs	92058501	\$450,000
			<b>Total</b>	<b>\$900,000</b>

**EXPLANATION**

This request is **Retroactive** because services have been provided since June 30, 2020 and more time was needed to negotiate and finalize the scope of the work prior to the vendor accepting the terms of the final agreement. The Contractor provided Recovery Friendly Workforce Initiative Services under a contract with the Community Development Finance Authority until June

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

30, 2020. The Department was not able to complete the contracting process and enter into a new contract before the previous contract expired. This request is **Sole Source** because on June 26, 2020 the Governor's Commission on Alcohol and Other Drugs approved funding for Granite United Way to continue services through a contract with the Department. The Contractor will continue to oversee, manage, and expand the Recovery Friendly Workplace initiative by assisting businesses and organizations statewide to develop and implement sustainable programs that proactively prevent substance misuse by employees.

The purpose of this request is to provide Recovery Friendly Workplace initiative services to businesses to promote health and wellness for employees by proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and in communities. The Contractor assists participating employers to obtain and maintain designation as certified Recovery Friendly Workplaces by reviewing and modifying workplace policies, conducting trainings for workplaces on topics related to substance use disorder, and establishing partnerships between businesses and recovery community organizations and public health networks statewide.

The Department will monitor performance of contracted services using the following information that is provided through monthly and quarterly reporting:

- Number of inquiries about the Recovery Friendly Workplace initiative that are received from businesses.
- Number of businesses and organizations designated as a Recovery Friendly Workplace.
- Number of training sessions and presentations conducted for business leaders and workplaces.

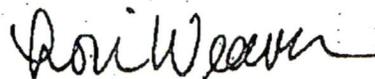
As referenced in Exhibit A, Revisions to Standard Contract Provisions, Section 1 Revisions to Form P-37, General Provisions, Subsection 1.1 of the attached contract, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval.

Should the Governor and Council not authorize this request, businesses and organizations statewide may not have support to continue providing proactive programs to their employees to prevent substance misuse and to support recovery from substance use disorders.

Area served: Statewide

In the event that the Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Weaver,  
Deputy Commissioner