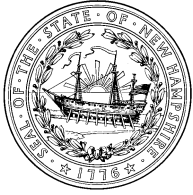


165 - 6/17/26



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

May 22, 2026

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 contract with Keene State College (VC# 315187), Keene, NH, in the amount of \$431,081 to identify, strengthen, and support community-based substance misuse prevention programs across New Hampshire through the Service to Science approach, helping programs use research and data to demonstrate their effectiveness, with the option to renew for up to two (2) additional years, effective upon Governor and Council approval through June 30, 2028. 100% Other Funds (Opioid Abatement Funds).

Funds are available in the following accounts for State Fiscal Year 2027, and are anticipated to be available in State Fiscal Year 2028, 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.

05-95-92-920510-39500000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, OPIOID ABATEMENT TRUST FUND (100% OTHER FUNDS)

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2027	102-500731	Contracts for Prog Svc	92053952	\$231,613
2028	102-500731	Contracts for Prog Svc	92053952	\$199,468
			Total	\$431,081

EXPLANATION

The purpose of this request is to provide statewide support for community-based substance misuse prevention programs through training, consultation, technical assistance, and evaluation services using the national Service to Science framework, which focuses on helping local prevention programs use data, implement effective evaluation methods, and demonstrate measurable results to strengthen their programs.

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The Contractor will build participating organizations' capacity to design effective prevention strategies, improve program quality, and show their impact on substance misuse outcomes in New Hampshire, such as decreased rates of substance use. By applying the Service to Science model, the Contractor will support communities to expand evidence-informed prevention programs, improve coordination across the Continuum of Care, and advance the mission of the Governor's Commission on Addiction, Treatment, and Prevention by promoting data-driven, effective prevention initiatives statewide.

The Department will monitor services by reviewing quarterly progress reports provided by the Contractor.

The Department selected the Contractor through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from February 27, 2026 through April 3, 2026. The Department received three (3) responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of the attached 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.

If the Governor and Council does not authorize this request, community-based substance misuse prevention programs will be unable to receive Service to Science technical assistance, evaluation support, and research guidance needed to help demonstrate effectiveness. This would limit the state's ability to strengthen the prevention continuum, expand access to evidence-informed prevention programs, and more effectively address substance misuse in communities across New Hampshire.

Area served: Statewide.

Respectfully submitted,



for:

Lori A. Weaver
Commissioner

New Hampshire Department of Health and Human Services
 Division of Finance and Procurement
 Bureau of Contracts and Procurement
 Scoring Sheet

Project ID # **RFP-2027-DBH-01-SERVI**

Project Title **Service to Science**

	Maximum Points Available	Keene State College	Growth Partners, LLC	JSI Research & Training Institute
Technical				
Ability/Work Plan (Q1)	325	300	275	260
Experience/Knowledge (Q2)	200	175	150	175
Capacity/Staffing (Q3)	175	170	130	160
Subtotal - Technical	700	645	555	595
If a Vendor fails to achieve the minimum Technical score stated within the RFP, it will receive no further consideration from the evaluation team and the Vendor's Cost Proposal will remain unopened.				
Cost				
Vendor Cost	250	250	216	240
Vendor Budget Evaluation	50	45	30	30
Subtotal - Cost	300	295	246	270
TOTAL POINTS	1000	940	801	865
TOTAL PROPOSED VENDOR COST		\$431,081	\$499,980	\$449,001

Reviewer Name	Title
1 Matthew Therrien	Business Administrator, Finance – Opioid Abatement
2 Annmarie Censullo	Professional Development Specialist
3 Jessica Howard	SAMHSA Block Grant Program Planner
4 Elizabeth Duffy	Health Promotion Advisor
5 Amanda Spreeman	Prevention Services Specialist

COOPERATIVE PROJECT AGREEMENT

between the
KEENE STATE COLLEGE,
and the

Keene State College 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 Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **Keene State College** , (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 June 30, 2028. 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: **Service to Science**

- 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: Kandyce Mohan
Address: Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Phone: 603-271-6106

Campus Project Administrator

Name: Gretchen Swain
Address: 51 College Rd.
Durham, NH 03824

Phone: 603-862-4865

- 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: Jill Burke
Address: Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Phone: 603-271-6112

Campus Project Director

Name: Megan Phillips
Address: 238 Main Street
Carroll House
Keene, NH 03431

Phone: 802-275-8395

F. Total State funds in the amount of \$431,081 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. RFP-2027-DBH-01-SERVI-01 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 as follows:

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 **Keene State College**, and the State of New Hampshire, have executed this Project Agreement.

By An Authorized Official of:

Keene State College

Name: Dianne Hall

Title: Manager Pre-Award Compliance

Signature and Date:  Signed by: Dianne Hall 5/26/2026
92DAAD620B5D45C...

By An Authorized Official of:

Department of Health and Human Services

Name: Katja S. Fox

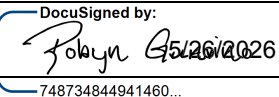
Title: Director

Signature and Date:  DocuSigned by: Katja S. Fox 5/26/2026
2A0FEC7D61684F3...

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

Name: Robyn Guarino

Title: Attorney

Signature and Date:  DocuSigned by: Robyn Guarino 5/26/2026
748734844941460...

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

Name:

Title:

Signature and Date:

Initial
DH

EXHIBIT A

- A. **Project Title:** Service to Science (RFP-2027-DBH-01-SERVI-01)
- B. **Project Period:** Upon Governor and Executive Council approval through June 30, 2028.

The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

- C. **Objectives:** See Exhibit A-2, Work Plan
- D. **Scope of Work:** See Exhibit A-1, Scope of Services, Exhibit A-2, Work Plan, Exhibit A-3, DHHS Information Security Requirements
- E. **Deliverables Schedule:** See Exhibit A-1 Scope of Services
- F. **Budget and Invoicing Instructions:** See Exhibit A, Item F-1 Budget and Exhibit A, Item F-2 Payment Terms.

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 .



EXHIBIT A-1

Scope of Services

1. Statement of Work

- 1.1. The Contractor must support the Service to Science Program by assisting with the guidance of Department-endorsed, researched-informed programs for substance use disorder (SUD) continuum of care programs across the state of New Hampshire.
- 1.2. The Contractor must ensure services are available statewide.
- 1.3. Service to Science Program
 - 1.3.1. The Contractor must identify, select, guide, or support a minimum of (3) programs each State Fiscal Year (SFY) with becoming Department-endorsed, research-informed substance misuse prevention Service to Science programs.
 - 1.3.2. The Contractor must provide consultation, technical assistance (TA), and evaluation support to a minimum of three (3) substance misuse prevention organizations that are seeking to:
 - 1.3.2.1. Improve the quality of their programs or practices and become Department-endorsed certified as Service to Science, which may include, but are not limited to:
 - 1.3.2.1.1. Process improvements.
 - 1.3.2.1.2. Protocol improvements.
 - 1.3.2.1.3. Evaluation methodology consultation.
 - 1.3.2.1.4. Evaluation development and implementation.
 - 1.3.2.1.5. Communication improvements.
 - 1.3.2.1.6. Marketing improvements.
 - 1.3.3. The Contractor must provide Implementation Science TA training (online modules and live orientation) to Service to Science Innovative and Promising Practice level applicants, identified by the Contractor during an initial readiness assessment as being in need of implementation science knowledge and skill development, to support their organizational readiness for logic models, fidelity, evaluation design, and replication, and make other Service to Science program resources available to any other interested Service to Science programs. The Contractor must ensure training content aligns with SAMHSA's Service to Science model and the Strategic Prevention Framework.
 - 1.3.4. The Contractor must develop a pre-application intake meeting and readiness form for prospective applicants.

**New Hampshire Department of Health and Human Services
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EXHIBIT A-1

- 1.3.5. The Contractor must make TA contact with all applicants on a monthly basis.
- 1.3.6. The Contractor must administer applicant satisfaction surveys at key touch points, conduct quarterly Continuous Quality Improvement (CQI) reviews to assess consistency and quality of TA and application processes, and submit the survey and CQI findings to the Department.
- 1.3.7. The Contractor must conduct an annual portfolio gap analysis to identify underrepresented priority populations and settings within Department-endorsed programs through systematic analysis of workplace settings, primary care settings and recovery community settings.
- 1.3.8. The Contractor must implement a targeted outreach and recruitment plan that leverages regional networks, (i.e. local, state-wide, national) to incorporate organizations that provide services.
- 1.3.9. The Contractor must review existing membership and identify, recruit, and establish working relationships with Service to Science Workgroup members to ensure multisector statewide and national representation.
- 1.3.10. The Contractor must employ NH's Service to Science process in accordance with Substance Abuse and Mental Health Services Administration's (SAMHSA) process guidelines. The Contractor must:
 - 1.3.10.1. Ensure the approach is grounded in research;
 - 1.3.10.2. Ensure programs collect and analyze valid and reliable data to determine program effectiveness; and
 - 1.3.10.3. Provide implementation support including, but not limited to materials, manuals and training to support replication.
 - 1.3.10.4. Establish, coordinate, convene, and facilitate the NH Expert Panel, which:
 - 1.3.10.4.1. Represents multiple sectors, statewide and nationally, in the field of prevention; and
 - 1.3.10.4.2. Is responsible for reviewing applications submitted to the NH Service to Science process for review and approval.
 - 1.3.10.5. Ensure the application process for programs to become a Department-endorsed, research informed prevention program includes a review and scoring conducted by the NH Expert Panel that includes, but is not limited to:

**New Hampshire Department of Health and Human Services
Service to Science**



EXHIBIT A-1

- 1.3.10.5.1. Accepting and reviewing applications.
- 1.3.10.5.2. Gathering any relevant information necessary to process applications.
- 1.3.10.5.3. Presenting the application to the Expert Panel.
- 1.3.10.6. Develop and maintain a secure, PHI and PII free, DHHS-approved application portal and data platform to accept submissions, track application status, store NH Expert Panel feedback, and provide program dashboards to applicants.
- 1.3.10.7. Establish an applicant appeals process permitting written response to Expert Panel feedback, consultation with the Contractor, and resubmission or reconsideration at a subsequent review cycle.
- 1.3.10.8. Collaborate with the Department to improve the NH Service to Science process by continuing to work with, or modifying the composition of, the current research-informed workgroup, to identify innovative NH-based programs that exhibit a level of readiness to enter the process of becoming a Department-endorsed research-informed substance misuse prevention program.
- 1.3.10.9. Ensure that the Research Informed Workgroup is comprised of the NH Expert Panel, Vendor support staff and program staff and serves as the subject matter experts that inform the STS program, other staff support, and Expert Panel administratively.
- 1.3.10.10. Implement a structured applicant readiness assessment (including an early intake meeting and brief readiness form) to determine appropriate entry level, foundational work needed, and a tailored timeline and provide each applicant with a written readiness summary and recommended next steps.
- 1.3.10.11. Support applicants in developing fidelity tools to measure quality of program implementation (content, staffing, intensity, method, location) and support replication.
- 1.3.11. The Contractor must support the Service to Science applicants to follow the Level I, Level II and Level III criteria that includes:
 - 1.3.11.1. Endorsed "Innovative" (Level I) substance misuse programs, that could include newly developed programs or programs that have been addressing needs in their community for a number of years and must be:



EXHIBIT A-1

- 1.3.11.1.1. Implemented by an established group or organization that fills a previously unmet need.
- 1.3.11.1.2. Implemented in a way that may not be replicated and is based on sound research theory.
- 1.3.11.1.3. Addresses and impacts risk and protective factors linked to substance misuse and there is a desire to expand evaluation efforts.
- 1.3.11.2. Endorsed "Promising Practice" (Level II) substance misuse prevention programs that demonstrate readiness to conduct high quality, systematic evaluations, including but not limited to:
 - 1.3.11.2.1. Providing an explanation for the need for the program thorough description of the theory and/or research-based on which the program/practice rationale is based.
 - 1.3.11.2.2. Linking program activities to research-based outcomes.
 - 1.3.11.2.3. Providing a logic model that connects all program activities to indicated outcomes.
 - 1.3.11.2.4. Demonstrating program delivery and implementation.
 - 1.3.11.2.5. Developing evaluation design.
 - 1.3.11.2.6. Collecting pilot outcomes.
- 1.3.11.3. Endorsed "Research-Based" (Level III), substance misuse prevention programs that have demonstrated a commitment to refining program protocols and processes, and a high quality, systematic evaluation that includes, but is not limited to:
 - 1.3.11.3.1. Demonstrating a commitment to refining program protocols and processes.
 - 1.3.11.3.2. Systematic evaluation and documenting short-term and intermediate outcomes.
 - 1.3.11.3.3. Meets the criteria of a Promising Practice that includes, but is not limited to:
 - 1.3.11.3.3.1. Developing a comprehensive staff training and program implementation manual.

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- 1.3.11.3.3.2. Stabilizing the number of people served.
- 1.3.11.3.3.3. Measuring program fidelity including content, staffing, intensity, method of delivery, and location.
- 1.3.11.3.3.4. Measuring key outcomes and achieved meaningful results (short-term at minimum.)
- 1.3.11.3.3.5. Measuring and achieving participant satisfaction.
- 1.3.11.3.3.6. Demonstrating that results are used for quality assurance
- 1.3.11.3.3.7. Disseminating results to key stakeholders.
- 1.3.11.4. Ensures the application process for programs to become a Department-endorsed, research informed prevention program includes a review and scoring conducted by the NH Expert Panel that includes, but is not limited to:
 - 1.3.11.4.1. Accepting and reviewing applications
 - 1.3.11.4.2. Gathering any relevant information necessary to process applications.
 - 1.3.11.4.3. Presenting the application to the Expert Panel.
- 1.4. The Contractor must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department, to review the status of all requirements within this Agreement, including, but not limited to:
 - 1.4.1. The Work Plan specified below and timelines for all requirements within this Agreement, for the upcoming quarter.
 - 1.4.2. Any anticipated unmet staffing needs for all services for the upcoming quarter.
 - 1.4.3. In response to identified potential issues that may impact service delivery and outcomes for required services and suggested mitigation strategies.
 - 1.4.4. Quarterly financial reports that clearly identify for actual expenditures incurred in the fulfillment of this Agreement.
- 1.5. The Contractor may be required to participate in on-site reviews conducted by the Department on an annual basis, or as otherwise requested by the Department.

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EXHIBIT A-1

1.6. Work Plan

- 1.6.1. The Contractor must adhere to the Exhibit A-2, Work Plan and ensure any changes to the Work Plan are approved in writing by the Department.
- 1.6.2. The Contractor must provide an annual Work Plan to the Department for approval that summarizes the activities and due dates for all required services in this Agreement within the first month of each subsequent state fiscal year and ensure any changes to the Work Plan are approved in writing by the Department.

1.7. Reporting

- 1.7.1. The Contractor must provide key data in a format and at a frequency specified by the Department, including, but not limited to:
 - 1.7.1.1. The total number of NH prevention programs currently identified and assisted by the Service to Science program, to ensure a minimum of three (3) NH prevention programs are served each State Fiscal Year.
 - 1.7.1.2. Specifying which of the three (3) Levels each NH prevention program is working towards through their collaboration with the Service to Science program in the State Fiscal Year.
 - 1.7.1.3. A detailed timeline from each NH prevention program listing objectives to be achieved within the State Fiscal Year that is provided at the start of the SFY.
 - 1.7.1.4. Quarterly written progress reports to the Department related to scope of work which includes, but is not limited to:
 - 1.7.1.5. A summary of the key services performed during the quarterly period.
 - 1.7.1.6. Encountered and anticipated issues and/or challenges, including mitigation strategies as applicable.
 - 1.7.1.7. Scheduled work for the upcoming quarterly period.
- 1.7.2. The Contractor must provide semi-annual reports to the Department, including de-identified, aggregate data only, for the Governor’s Commission in accordance with RSA 12-J:4, Meetings and Reports.
- 1.7.3. The Contractor must submit an End-of-Year Report to the Department no later than sixty (60) days after the end of the state fiscal year which includes, but is not limited to:
 - 1.7.3.1. An overview of services completed during the state fiscal year, including accomplishments with regards to meeting program goals.

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EXHIBIT A-1

- 1.7.3.2. End-of-Year Financial Report.
- 1.7.4. The Contractor must provide key data in a format and at a frequency specified by the Department for the following performance measures:
- 1.7.5. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.
- 1.8. Background Checks
 - 1.8.1. Prior to permitting any individual to provide services under this Agreement, the selected Vendor must ensure that said individual has undergone:
 - 1.8.1.1. A criminal background check, at the selected Vendor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
 - 1.8.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
- 1.9. Confidential Data
 - 1.9.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
 - 1.9.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.
- 1.10. Department Owned Devices, Systems and Network Usage
 - 1.10.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

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Service to Science**



EXHIBIT A-1

- 1.10.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.10.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time must they access or attempt to access information without having the express authority of the Department to do so;
- 1.10.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to system entry/access;
- 1.10.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.10.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.10.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.10.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.10.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.10.1.9. Agree when utilizing the Department's email system:
 - 1.10.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".

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EXHIBIT A-1

1.10.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and

1.10.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."

1.10.1.10. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:

1.10.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing, viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.10.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.10.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.10.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.10.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or



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badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department’s Information Security Office or designee immediately.

1.11. Contract End-of-Life Transition Services

1.11.1. General Requirements

1.11.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor must be known as “Recipient”). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department must provide the DTP template to the Contractor.

1.11.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure (“Internal IT Systems”) of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.

1.11.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.

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- 1.11.1.4. The internal planning of the Transition Services by the Contractor and its End Users must be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services must be deemed to be Services for purposes of this Agreement.
- 1.11.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department’s Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.11.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department’s DHHS Information Security Requirements Exhibit.
- 1.11.2. Completion of Transition Services
 - 1.11.2.1. Each service or Transition phase must be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.
 - 1.11.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department’s Information Security Requirements Exhibit.
- 1.11.3. Disagreement over Transition Services Results
 - 1.11.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department must notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties must discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department must be entitled to initiate actions in accordance with the Agreement.

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EXHIBIT A-1

1.12. Website and Social Media

- 1.12.1. The Contractor must work with the Department’s Communications Bureau to ensure that any social media or website designed, created, or managed on behalf of the Department meets all Department and NH DoIT website and social media requirements and policies.
- 1.12.2. State of New Hampshire’s Website Copyright
 - 1.12.2.1. All right, title and interest in the State WWW site, including copyright to all Data and information, must remain with the State of New Hampshire. The State of New Hampshire must also retain all right, title and interest in any user interfaces and computer instructions embedded within the WWW pages. All WWW pages and any other Data or information must, where applicable, display the State of New Hampshire’s copyright.

2. Exhibits Incorporated

- 2.1. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit A-3, DHHS Information Security Requirements.

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

- 3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

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EXHIBIT A-2

Work Plan

SECTION 1 Project Management				
Type	Activity	Timeline	Deliverables	Performance Measures
Partner and Applicant Collaboration	Quarterly DHHS meetings	7/1/26–6/30/28	Regular review of Work Plan, staffing, and challenges	100% of scheduled meetings held; meeting notes and action items documented within 5 business days after each meeting
Partner and Applicant Collaboration	Weekly BHII project management meetings	7/1/26–6/30/28	Plan collaboration with project staff; support day-to-day project implementation	Weekly meetings held throughout contract period; meeting log maintained with agenda items and decisions documented
Partner and Applicant Collaboration	Monthly BHII/ CALLC/IOD partner planning meetings	7/1/26–6/30/28	Discuss applicant needs; review Service to Science (StS) processes to inform ongoing quality improvement	100% of partner meetings held; summary of applicant needs and QI actions documented after each meeting
Partner and Applicant Collaboration	Applicant meeting management	9/1/26–6/30/28	Schedule and coordinate all meetings for application review, TA to applicants, and Expert Panel presentations	100% of applicant TA meetings, application review sessions, Expert Panel presentations scheduled at least 2 weeks in advance; no meetings missed due to scheduling failures
Accountability, Administration, and Compliance	Inventory currently endorsed programs	7/1/26-8/31/26	Upon initiation of contract, inventory currently endorsed programs to ensure continuity of support	Completed inventory submitted to Department and programs within 12 months of 5-yr renewal flagged by 7/31/26; renewal presentations for flagged programs scheduled within 90 days of inventory

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EXHIBIT A-2

				confirmation; 100% of programs with outstanding TA needs contacted by 7/31/26
Accountability, Administration, and Compliance	Annual Work Plan	7/31/26; 7/31/27	Annual Work Plan summarizing activities and timelines for all required services submitted to and approved by DHHS	Annual Work Plan submitted to DHHS in July for DHHS approval by July 31 of each fiscal year
SECTION 2				
Infrastructure and Capacity				
Type	Activity	Timeline	Deliverables	Performance indicators
Advisory and Expert Groups	Establish StS research-informed Workgroup	7/1/26–8/31/26	Review existing membership; identify, recruit, and establish working relationships with StS Workgroup members to ensure multisector statewide and national representation	Workgroup established by 8/31/26 with confirmed membership representing ≥3 sectors; roster submitted to DHHS by 8/31/26
Advisory and Expert groups	Establish NH Expert Panel	7/1/26–8/31/26	Review existing membership; identify, recruit, and establish working relationships with NH Expert Panel members to ensure multisector statewide and national representation	NH Expert Panel established by 8/31/26 with confirmed membership representing ≥3 sectors; roster submitted to DHHS by 8/31/26
SECTION 3				
Communications				
Type	Activity	Timeline	Deliverables	Performance indicators

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Communications	Develop StS communications plan	7/1/26–8/31/26	Develop communications plan to explain StS benefits and process and attract potential applicants; approved by DHHS	Communications plan completed, submitted, and approved by DHHS by 8/31/26
Communications	Develop StS website	7/1/26–8/31/26	Develop public-facing website dedicated to StS communications and applicant recruitment; approved by DHHS	Website live and DHHS-approved by 8/31/26; includes program overview, Level I/II/III criteria, application process information, and contact form
Communications	Articulate Level I, II, III criteria	7/1/26–8/31/26	Review Level I, II, and III endorsement criteria; articulate any needed refinements to improve clarity and understandability for potential applicants; approved by DHHS	Refined criteria documented and approved by DHHS by 8/31/26; criteria incorporated into website and application materials prior to first application cycle
Communications	Alignment with SAMHSA guidelines	7/1/26–8/31/26	Ensure NH StS program is aligned with SAMHSA Service to Science guidelines	SAMHSA alignment reviewed and documented by 8/31/26; recommended updates to program materials or processes submitted to DHHS for approval within 30 days of identification
Communications	Review Implementation Science Training	7/1/26–8/31/26	Review, refine, and make any necessary additions to Implementation Science Training to ensure alignment with NH Service to Science principles	Alignment documented by 8/31/26; ≥80% of participants completing the training report that content was directly applicable to their Service to Science work (post-training satisfaction survey)
SECTION 4				

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Application Technology and Result Monitoring				
Type	Activity	Timeline	Deliverables	Performance indicators
Application Monitoring	Develop structured readiness assessment	7/1/26-8/31/26	Develop a structured protocol to assess program readiness for Service to Science	Readiness assessment protocol completed, reviewed with Department, and approved by 8/31/26
Application Technology	Develop StS application templates	7/1/26-8/31/26	Develop Level I, II, and III application templates for program submissions	Three application templates (Level I, II, III) completed, DHHS-approved, and available in application platform by 8/31/26
Application Monitoring	Refine Expert Panel scoring rubrics	7/1/26-8/31/26	Review and refine NH Expert Panel scoring rubrics for each StS endorsement level	Three scoring rubrics (Level I, II, III) finalized by 8/31/26; rubrics piloted with Expert Panel prior to first review cycle
Application Technology	Develop StS application platform	7/1/26-8/31/26	Develop secure portal/database for program application submissions; allows programs to submit materials, access tools, and track application status privately and securely	Application portal operational by 8/31/26; meets DHHS information security requirements
Application Technology	Develop internal data platform	7/1/26-8/31/26	Develop internal database to track key program metrics, TA delivery, application outcomes, Expert Panel feedback, and other performance indicators	Internal data platform operational by 8/31/26; all TA contacts, application outcomes, and Expert Panel scoring data entered within 5 business days
Application Technology	Program satisfaction survey	7/1/26-8/31/26	Develop program satisfaction survey and administer at	Survey submitted to Department for approval by 8/31/26;

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			key touchpoints after TA delivery, Expert Panel review	survey administered to 100% of active applicants; ≥80% of applicants rate TA/support as useful or very useful
SECTION 5				
Programming and Workgroup Planning				
Type	Activity	Timeline	Deliverables	Performance indicators
Workgroup Collaboration	Quarterly StS Workgroup meetings	9/1/26–6/1/28	Convene Workgroup quarterly and conduct environmental scan to identify innovative NHbased substance misuse prevention programs exhibiting readiness to enter StS	100% of Workgroup meetings held; meeting notes and action items documented; environmental scan findings submitted to DHHS annually; ≥3 programs identified as potential StS candidates per fiscal year
Recruitment and Selection	Identify and select NH-based programs for StS	9/1/26–6/30/28	Using Workgroup findings and targeted outreach, recruit and select a minimum of three programs per fiscal year to engage in StS	≥3 NH-based programs selected and engaged in StS process per fiscal year (≥6 over contract period); additional program support as capacity allows
SECTION 6				
Application Process				
Type	Activity	Timeline	Deliverables	Performance indicators
Initial Applicant Engagement and Readiness Assessment	Review StS applications	9/1/26–6/30/28	Review all incoming program applications for readiness and fit	100% of submitted applications reviewed within 15 business days of receipt; ≥3 applications reviewed per fiscal year; readiness assessment completed and shared with each applicant
Initial Applicant Engagement and Readiness Assessment	Gather additional	9/1/26–6/30/28	Obtain additional program/practice information as	Additional information requested and resolved within 30 business days for

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	program information		needed to inform program readiness for StS participation	all applications requiring supplemental materials
Application Review, Presentations, and Scoring	Applications presented to NH Expert Panel	9/1/26–6/30/28	Compile and distribute application materials (up to) quarterly to Expert Panel members for review < 2 weeks prior to presentations; facilitate program presentations to the Panel	Application materials distributed to Expert Panel ≥2 weeks prior to 100% of scheduled review sessions; <4 review cycles held per fiscal year
Application review, Presentations, and Scoring	NH Expert Panel scoring	9/1/26–6/30/28	Facilitate NH Expert Panel scoring of applications using standardized scoring rubrics; provide written feedback summaries to applicants following each review cycle	100% of presented applications scored using standardized rubrics; written feedback summaries provided to all applicants within 15 business days of each Expert Panel review cycle; ≥80% of applicants report feedback was clear and actionable (applicant survey)
Endorsed Program Application Updates and Renewals	Level II Promising Practice updates	9/1/26–6/30/28	Establish and implement criteria and processes for Level II programs to submit updated documentation	100% programs notified within 90 days of required update; 100% of update submissions reviewed and responded to within 30 days of receipt
Endorsed Program Application Updates and Renewals	Level III ResearchBased updates and renewals	9/1/26–6/30/28	Establish and implement criteria and processes for Level III programs to submit updated documentation and renewal applications	100% programs notified within 60 days of required update; 100% of update submissions reviewed and responded to within 30 days of receipt; 100% of renewal applications reviewed and responded to

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				within 30 business days of receipt
Quality Improvement	Internal QI of application process	7/1/26–6/30/28	Quarterly internal review of application process by BHII, ADEPT, and NH Expert Panel; incorporate applicant feedback	100% of quarterly QI reviews completed; ≥1 documented process improvement implemented per fiscal year as a result of QI review
SECTION 7				
Continuing Engagement and Project Improvement/Sustainability				
Type	Activity	Timeline	Deliverables	Performance indicators
Ongoing Applicant Engagement	Monthly TA meetings and site visits with applicants	9/1/26–6/30/28	Meet with each active applicant at least monthly via videoconference; conduct site visits when feasible; provide training manuals, externally facilitated training, other materials as relevant	100% of active applicants receive ≥1 documented TA contact per month; all contacts entered in internal data platform within 5 business days; ≥80% of applicants rate monthly TA meetings as useful or very useful on satisfaction survey; site visit completed or documented attempt and rationale on file for 100% of active applicants
Substance Misuse Prevention Consultation	Expert prevention consultation to programs	9/1/26–6/30/28	Provide expert substance misuse prevention consultation to support program/practice improvements, assess research base, and strengthen program rationale	SUD prevention consultation provided to 100% of active applicants
Implementation Science	Implementation Science Training	9/1/26–6/30/28	Online Implementation	100% of new Level I applicants complete

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			Science Training provided to each applicant upon program entry	Implementation Science Training within 90 days of program entry; ≥80% of participants rate training as useful or very useful (IOD post-training survey)
Implementation Science	Program theory of change	9/1/26–6/30/28	Support applicants in articulating program need, goals, theory of change, and program logic model	100% of active applicants develop a documented theory of change and logic model; logic models reviewed and approved by BHII prior to Expert Panel presentation
Protocol and Process Improvements	Review of program materials	9/1/26–6/30/28	Conduct reviews of program/practice manuals, forms, protocols, and workflow processes; recommend and support refinements to standardize and document program delivery	Protocol/process review completed and documented for 100% of active applicants; ≥1 protocol improvement recommendation provided per applicant per TA cycle prior to Expert Panel presentation
Communication and Marketing Process Improvements	Communication support to enhance program visibility and impact	9/1/26–6/30/28	Support improvements in program communications, messaging, and presentation of data to engage relevant audiences and promote program effectiveness	Communication/marketing TA provided to all applicants that identify it as a need; ≥1 concrete communication product developed per applicant receiving this support
Evaluation Support	Implementation fidelity	9/1/26–6/30/28	Support applicants in developing fidelity tools to measure quality of program implementation (content, staffing, intensity, method, location) and support replication	Implementation fidelity tool developed and piloted by 100% of applicants seeking Level III endorsement; fidelity data collected and documented in at least one program cycle prior to Expert Panel presentation

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Evaluation Support	Measurable outcomes	9/1/26–6/30/28	Support identification of measurable short-term and intermediate outcomes relevant to program goals	100% of Level II and III applicants identify ≥3 measurable outcomes linked to their logic model; outcomes documented in application materials prior to Expert Panel review
Evaluation Support	Evaluation/research design	9/1/26–6/30/28	Provide TA to help programs develop an evaluation plan development and design evaluation/research studies to demonstrate program effectiveness	Written evaluation plan developed for 100% of applicants seeking Level II or III endorsement
Evaluation Support	Data collection and management	9/1/26–6/30/28	Support high-quality, reliable data collection; provide TA on data collection strategies, dataset management, and development of data platforms/databases	100% of active Level II and III applicants develop a documented data collection strategy
Evaluation Support	Data analysis	9/1/26–6/30/28	Provide consultation on feasible and appropriate descriptive and inferential data analysis strategies and techniques	Data analysis consultation provided to all applicants collecting outcome data; ≥1 documented analysis product (e.g., summary table, frequency analysis, pre-post comparison) completed per Level II and III applicant prior to Expert Panel presentation

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Evaluation Support	Evaluation reporting	9/1/26–6/30/28	Support development of high-quality evaluation summaries, data visualizations, and reports to maximize effective dissemination of program information to varied stakeholder audiences	Evaluation summary or report developed for 100% of Level II and III applicants presenting to the Expert Panel
Technical Assistance Quality Improvement	Internal QI of TA delivery	7/1/26–6/30/28	Quarterly internal review of TA delivery; incorporate applicant feedback	100% quarterly TA QI reviews completed; TA satisfaction survey administered to 100% applicants at least annually; ≥1 TA improvement implemented per year

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Exhibit A-3

DHHS Information Security Requirements


A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss

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or misplacement of hardcopy documents, and misrouting of physical or electronic mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.

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2. The Contractor must not disclose any Confidential Information in response to a request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.
3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.

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8. Open Wireless Networks. End User may not transmit Confidential Data via an open wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.
9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, antihacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a whole, must have aggressive intrusion-detection and firewall protection.

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DHHS Information Security Requirements

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
 2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).


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3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent

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future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
 - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
 - b. safeguard this information at all times.
 - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

Contractor Initials Initial
DH

**New Hampshire Department of Health and Human
Services**

Exhibit A-3

DHHS Information Security Requirements

- d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.


Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

- 1. Identify Incidents;
- 2. Determine if personally identifiable information is involved in Incidents;
- 3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;

Contractor Initials 

**New Hampshire Department of Health and Human
Services**

Exhibit A-3

DHHS Information Security Requirements

4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and
5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov B.

DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov


Contractor Initials 

Keene State College
Service To Science
Exhibit A, Item F-1

Budget Items	SFY 2027 Budget	SFY 2028 Budget	Total
1. Salaries & Wages	\$ 77,196	\$ 70,320	\$ 147,516
2. Employee Fringe Benefits	\$ 29,816	\$ 26,529	\$ 56,345
3. Travel	\$ 725	\$ 725	\$ 1,450
4. Supplies and Services	\$ 1,000	\$ 1,000	\$ 2,000
5. Equipment	\$ -	\$ -	\$ -
6. Consultants	\$ 56,000	\$ 56,000	\$ 112,000
7. Software	\$ 6,830	\$ 6,830	\$ 13,660
8. Education and Training	\$ 1,000	\$ 1,000	\$ 2,000
9. Facilities & Admin Costs	\$ -	\$ -	\$ -
10. Subrecipient Contracts	\$ 33,161	\$ 12,703	\$ 45,864
Total Indirect Costs	\$ 25,885	\$ 24,361	\$ 50,246
Totals	\$ 231,613	\$ 199,468	\$ 431,081.00
IDR	12.58%	13.91%	13.25%

RFP-2027-DBH-01-SERVI
 Keene State College

Exhibit A, Item F-1
 Page 1 of 1

Campus Authorized Official 
 Date 5/26/2026

**New Hampshire Department of Health and Human Services
Service to Science**

Exhibit A Item F-2

Payment Terms

1. This Agreement is funded by:
 - 1.1. 100% Other funds (Opioid Abatement Trust Fund).
2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor as a Contractor, in accordance with 2 CFR 200.331.
 - 2.2. The Agreement as NON-R&D, in accordance with 2 CFR §200.332.
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 A, Item F-1
4. The Contractor shall submit an invoice to the Department monthly following the month in which the allowable expenses were incurred and in accordance with the Contractor's usual and customary business practices and 2 CFR 200. The Contractor shall ensure each invoice:
 - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
 - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
 - 4.3. Identifies and requests payment for allowable expenses for the previous month, in accordance with 2 CFR 200.403 or other applicable Federal or State laws or regulations.
 - 4.4. Includes supporting documentation, labeled by budgeted line item, of allowable costs, which may include, but is not limited to, payroll records, receipts for purchases, and proof of expenditures, as follows:
 - 4.5. Is completed, dated and returned to the Department or allowable expenses to initiate payment.
 - 4.6. Is assigned an electronic signature and is emailed to invoicesforcontracts@dhhs.nh.gov or mailed to:

Financial Manager
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
5. The Department shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
6. The final invoice shall be due to the Department no later than forty-five (45), or sooner if available, days after the contract completion date.

**New Hampshire Department of Health and Human Services
Service to Science**

Exhibit A Item F-2

7. The Contractor must provide the services in Exhibit A-1, Scope of Services, in compliance with funding requirements.
8. Changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
9. Funding for this Agreement is based upon and subject to availability of the Grant Award to support this project. If the funding for this Agreement is not available at the proposed levels, the Agreement will be amended accordingly.