



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
***DIVISION OF PUBLIC HEALTH SERVICES***

Lori A. Shibinette  
 Commissioner

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June 3, 2021

His Excellency, Governor Christopher T. Sununu  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** amendment to an existing contract with ConvenientMD, LLC (VC #285630), Portsmouth, NH, to provide COVID-19 vaccinations to individuals in accordance with New Hampshire's Coronavirus Disease 2019 Vaccination Plan, by increasing the price limitation by \$1,020,000 from \$900,000 to \$1,920,000 and by extending the completion date from June 18, 2021 to September 30, 2021 effective upon Governor approval. 100% Federal Funds.

The original contract was approved by Governor on April 11, 2021 and presented to the Executive Council as an Informational Item on May 5, 2021 (Informational Item #G).

Funds are available in the following accounts 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.

**05-95-095-950010-1919 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES, HHS: OFFICE OF THE COMMISSIONER, COMMISSIONERS OFFICE, COVID19 FEMA DHHS**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	103-502664	Contracts for Oper Svc	95010690	\$900,000	\$1,020,000	\$1,920,000
			<b>Total</b>	<b>\$900,000</b>	<b>\$1,020,000</b>	<b>\$1,920,000</b>

**EXPLANATION**

This request is **Sole Source** because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labeled as sole source. In addition, Department, in the interest of the public's health and safety, determined the Contractor has the capacity to conduct COVID-19 mobile vaccinations Statewide.

The Contractor is providing COVID-19 vaccinations to individuals as directed by the Department, in accordance with New Hampshire's Coronavirus Disease 2019 Vaccination Plan.

The Contractor is sending qualified medical professionals to individuals' homes, school sites or other community locations to administer COVID-19 vaccinations.

The population served includes residents statewide. The exact number of residents of the State of New Hampshire who will be served will depend on the trajectory of the COVID-19 pandemic.

The Contractor is working with the established Regional Public Health Networks and the Department to ensure individuals who fall under these services are vaccinated in a timely and effective manner. The Contractor's staff conducts a physical assessment, administer the vaccination, and monitor the individual's vital signs.

The Department is monitoring contracted services by reviewing daily reports of the number of individuals vaccinated. In addition, any adverse reactions to the vaccination or unusual circumstances will be reported the Department immediately.

As referenced in Exhibit A of the original contract, the parties have the option to extend the agreement for up to one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and appropriate State approval. The Department is exercising its option to renew services for three (3) months and twelve (12) days of the one (1) year available.

Area served: Statewide

Source of Funds: CFDA 97.036, FAIN 4516DRNHP00000001

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

I hereby approve this request pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, 2021-08, and 2021-10, and suspend the Manual of Procedures 150, V., B., 1 requirements.

6-7-21

Date



Name: Governor Christopher T. Sununu