



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

Lori A. Shibanette  
Commissioner

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March 1, 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 **Retroactive, Sole Source** amendment to an existing memorandum of understanding with Southern New Hampshire University, Manchester, NH, to modify the terms for use of premises for COVID-19 vaccination administration operations, at no cost to the Department and with no change to the completion date of June 30, 2021, effective retroactive to February 10, 2021, upon Governor approval.

Vendor Name	Vendor Code	Contract Amount
Southern New Hampshire University Manchester, NH	n/a	NO COST
	<b>Total:</b>	<b>NO COST</b>

**EXPLANATION**

This request is **Retroactive** because the Department needed to quickly modify the terms of the memorandum of understanding to further clarify snow removal procedures during vaccination administration operations. This request is **Sole Source** because the memorandum of understanding was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source.

The purpose of this amendment is to make a minor change to the scope of work that further clarifies that the Contractor will coordinate snow removal operations with the Department to avoid interruptions to vaccine administration operations.

The Contractor is assisting the Department by providing sufficient space for the storage of vaccine administration operations' equipment and supplies; sufficient outdoor space for vaccinating individuals who will remain in their vehicles; and the right to use common hallways, stairways, elevators necessary for access to the space, and parking areas and lavatories nearest to the space.

The exact number of individuals who will be served from December 14, 2020, to June 30, 2021, will depend on the trajectory of the COVID-19 pandemic.

Areas served: Statewide

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, and 2021-02, and suspend the Manual of Procedures 150, V., B., 1 requirement.

3.3.21

Date



Name: Governor Christopher T. Sununu