



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
 27 Hazen Dr., Concord, NH 03301
 Fax: 603-271-1516 TDD Access: 1-800-735-2964
 www.nh.gov/doit

Denis Goulet
Commissioner

March 1, 2021

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

REQUESTED ACTION

Authorize the Department of Information Technology (DoIT) to enter into a **Sole Source** contract amendment with MTX Group, Inc., of Troy, NY, (VC 287674), increasing the Price Limitation by \$393,550.00 from \$2,631,520.00 to \$3,025,070.00 to provide enhancements to the DHHS CCIS Grants Management Application and provide additional IT Professional Services to implement State of New Hampshire initiatives related to the COVID-19 crisis, effective upon Governor approval through December 1, 2022. Source of Funds: DHHS 100% Federal, DoIT 100% Capital Funds.

Funds are available in the following accounts for State Fiscal Year 2021, 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.

CAT#-DEPT#-AGENCY#-ACTIVITY#-ACCOUNTING UNIT #- DEPT NAME- AGENCY NAME -ACCOUNTING UNIT NAME_CLASS- OBJECT - DESC	Activity Code	SFY 21
05-95-042-421110-29770000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT PROGRAM 102-500731 CONTRACTS FOR PROGRAM SERVICES	42117766	\$193,550
01-03-03-030030-13090000 – DoIT Digital Government Transformation 046 -500034 IT Consultants	N/A	\$200,000
Total		\$393,550

EXPLANATION

This request is **Sole Source** due to the Covid-19 emergency. MTX Group will provide DHHS with enhancements to the DHHS CCIS Grants Management Application to ensure efficient distribution of child care supplemental funds under the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA). DHHS and Bureau of Child Development and Head Start Collaboration (BCDHSC) requests to create a child care provider grant application solution as quickly as possible to enable child care programs

in the state to apply for grant funding and to submit necessary invoices and reports. DHHS and BCDHSC currently use manual processes to collect, review, approve and report on the application and funds distribution processes. Automating the grant application and review process will enable child care providers to seamlessly apply for and receive approval for grants, submit invoices and report on expenditures, the impact of the funding on their program operation and future needs as they relate to the COVID-19 outbreak status at the time. It will enable NH agencies to collect, track, monitor and report on key funding metrics at both state and federal level and service any public records requests for several years down the road.

This request also includes funding for MTX Group to provide professional services to implement State of New Hampshire Initiatives related to the COVID-19 crisis. MTX's ability to quickly deploy and Go Live with technology solutions to support and provide the essentials that the State of NH needs has been instrumental in meeting the needs of the State and the citizens of NH.

Respectfully Submitted,



Denis Goulet
Commissioner
Department of Information
Technology



Lori A. Shibinette
Commissioner
Department of Health and Human
Services

I hereby approve this request pursuant to RSA 4:45, RSA 4:47, 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, 2020-024, 2020-025, 2021-01 and 2021-02.

3-4-21

Date



Name: Governor Christopher T. Sununu

DoIT RID # 58127



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
Professional Services
COVID-19 DoIT Contract #2020-085
Amendment F**

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WHEREAS, pursuant to an Agreement approved by Governor Christopher T. Sununu, on April 4, 2020, and subsequently amended and approved by Governor Sununu on June 16, 2020, October 13, 2020, October 27, 2020, December 15, 2020, and December 17, 2020 (herein after referred to as the "Agreement"), MTX GROUP INC (hereinafter referred to as "Contractor" agreed to supply certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Department of Information Technology (hereinafter referred to as the "Department"), and the Department of Health and Human Services, certain sums as specified therein;

WHEREAS, pursuant to the Agreement Section 17: Amendment and the provisions of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and approved by the Governor and Executive Council unless no such approval is required under the circumstances pursuant to State law, rule or policy;

WHEREAS, the Contractor, and the Department have agreed to amend the Agreement in certain respects;

WHEREAS, the Department desires to have the Contractor assist the State with enhancements to the DHHS CCIS Grants Management Application and additional DoIT Professional Services;

WHEREAS, The Contractor agrees to provide the implementation of the requested enhancements and Professional Services;

WHEREAS, the Department and the Contractor wish to increase the Contract price by \$393,550.00 for the additional work to bring the total contract price to \$3,025,070.00;

WHEREAS, the Department and the Contractor seek to clarify the Agreement.

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties agree as follows:

The Agreement is hereby amended as follows:

1. Amend Section 1.8 of the State of New Hampshire P-37 General Provisions by increasing the Price Limitation by \$393,550.00 from \$2,631,520.00 to \$3,025,070.00.
2. The Agreement is further amended by adding Enhancements as described in Table 1 below.

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TABLE 1: Amendment Details For Part 3 - Exhibit B: Contract Deliverables	
Part 3 - Exhibit B: Contract Deliverables	AMENDED TEXT
2.0 DELIVERABLES, MILESTONES, AND ACTIVITIES SCHEDULE	Insert the following: 2.3 Activities, Deliverables or Milestone for the DHHS – CCIS Grants Management Application and 2.4 Activities, Deliverables or Milestone for DoIT - Professional Services

2.3 Activities, Deliverables or Milestone for the DHHS – CCIS Grants Management Application

- **CCIS Program Portal Solution**
 - Modify existing Grants Application for family based, center based and license exempt friend and/or neighbor child care providers
 - Create necessary electronic communication notifications to programs.
 - Create grant approval notification letters and agreements and corresponding electronic acceptance capabilities
 - Create Invoicing features enabling programs to submit invoices via portal
 - Create final report enabling programs to submit final reports via portal
 - Create necessary data validation rules
 - Create necessary application status workflows configurations
- **Grant Management CRM Solution(Internal staff business process Solution)**
 - Create grant, program,application and solicitation process records
 - Create application review and approval recommendation workflows
 - Create necessary award distribution and invoice distribution workflows
 - Create staff invoice review and processing capabilities
 - Enhance and modify User Interface Layouts
 - Create necessary data validation rules
 - Create necessary application status workflows configurations
 - Create necessary dashboards to visualize program fund distribution metrics
 - Create necessary reports to track key state and federal fund distribution and monitoring metrics
- **Perform Initial and Incremental Data Load of license exempt friend and/or neighbor programs into CCIS**
 - Perform data profiling, analysis and data quality check
 - Perform data mapping
 - Load Initial Data from excel files into Salesforce
 - Validate Data load
 - Enable contacts

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2.4 Activities, Deliverables or Milestone for DoIT - Professional Services

<p>DoIT - Professional Services:</p> <ul style="list-style-type: none"> • DoIT will provide detailed statements of work for requested professional services including required deliverables and proposed payment schedule. • MTX Group, at no cost to the State, will provide a project proposal that may include, but is not limited to a solution proposal, project plan, assigned resources, and pricing. • Upon State acceptance of the project proposal, work shall commence and payments made in accordance with the accepted payment schedule.
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3. The Agreement is further amended by adding pricing as described in TABLE 2: Amendment Details Part 3 - Exhibit C: Price and Payment Schedule below:

TABLE 2: Amendment Details Part 3 - Exhibit C: Price and Payment Schedule	
Part 3 - Exhibit C: Price and Payment Schedule	AMENDED TEXT
1. Payment Schedule	Insert the following: 1.5 Payment Schedule for DHHS – CCIS Grants Management Application and 1.6 Payment Schedule for DoIT – Professional Services

1.5 Payment Schedule for DHHS Amendment 6 Deliverables DHHS – CCIS Grants Management Application

Deliverable	NH CCIS Administration User Stories	NH CCIS Community Portal	Date of Delivery	Amount Due
Development & Delivery of MVP	1)Integration between NH Grant Management and NH CCIS App 2)Program and Grant Configuration 3)Funding Source Configuration 4)Grant Application Review Status Values	1) S-15790 2) S-15791 3) S-15792 4) S-15793 5) S-15794 6) S-15795 7) S-15796 8) S-15805	3/1/211	\$96,775

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	5)Grant Application Review Procedure 6)Download information shown within internal review page into an Excel File 7)Confirmation Email For Applications			
CCIS Grants Development & Final Release	1) Send Out Invoices to Applications With A Signed Agreement	1) S-15797 2) S-15799 3) S-15800 4) S-15801 5) S-15802 6) S-15803 7) S-15804 8) S-15798	3/12/21	\$96,775
			Total Due	\$193,550

1.6 Payment Schedule for DoIT – Professional Services

Deliverable	Due Date	Amount
Professional Services	TBD	\$200,000

4. The Agreement is further amended by adding to Exhibit O: Certificates and Attachments and inserting the following document:

D. NH Child Care Grant Management Application Stories

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5.

CONTRACT HISTORY				
CONTRACT AND AMENDMENT NUMBER	AMENDMENT TYPE	GOVERNOR APPROVAL DATE	END DATE	CONTRACT AMOUNT
DoIT Contract ID # 2020-085	Original Contract	April 7, 2020	March 31, 2021	\$100,000.00
Amendment A	1 st Amendment	June 16, 2020	March 31, 2021	\$429,418.00
Amendment B	2 nd Amendment	October 13, 2020	March 31, 2021	\$162,567.00
Amendment C	3 rd Amendment	October 27, 2020	March 31, 2021	\$1,209,360.00
Amendment D	4 th Amendment	December 15, 2020	December 31, 2022	\$640,905.00
Amendment E	5 th Amendment	December 17, 2020	April 30, 2021	\$89,270.00
Amendment F	6 th Amendment	TBD	December 31, 2022	\$393,550.00
CONTRACT TOTAL				\$3,025,070.00

State of NH Contract DoIT # 2020-085 Amendment F

Date: 2/26/2021

Contractor's Initials: *SH*

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CONTRACTOR

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This modification shall take effect upon the approval date from the Governor and the Executive Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.



Date: 2/26/2021

Das Nobel, Founder & Chief Strategy Officer
MTX Group, Inc.

STATE OF NEW HAMPSHIRE



Date: 3/1/2021

Denis Goulet, Commissioner
State of New Hampshire, Department of Information Technology

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

Approved by the Attorney General

/s/ Stacie M. Moeser

Date: March 1, 2021

State of New Hampshire, Department of Justice

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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: _____

State of New Hampshire, Department of Administration