



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

Lori A. Shibinette  
 Commissioner

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 Director

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March 12, 2021

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

**REQUESTED ACTION**

1. Authorize the Department of Health and Human Services, Division of Public Health Services to enter into a contract with On-Site Medical Services, LLC. (VC #TBD), Charlestown, NH, in the amount of \$350,670 to provide vaccinations for homebound individuals, school staff, and other vulnerable individuals in accordance with New Hampshire's Coronavirus Disease 2019 Vaccination Plan, with the option to renew for up to one (1) additional year, effective retroactive to March 9, 2021, upon Governor approval through May 31, 2021. 100% Other Funds (FEMA Public Assistance).

2. Further authorize one (1) advanced payment in the amount of \$13,050 to On-Site Medical Services, in accordance with the terms of the contract, upon Governor approval. 100% Other Funds (FEMA Public Assistance).

Funds are available in the following account for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation 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	Total Amount
103-502664	Contracts for Oper Svc	95010690	103-502664	\$350,670
			<b>Total</b>	<b>\$350,670</b>

**EXPLANATION**

This request is **Retroactive** because the Department needed to quickly provide COVID-19 vaccinations to individuals as directed by the Department. The State's vaccination distribution efforts are currently in Phase 1B, which covers the State's most vulnerable individuals, including homebound individuals. This request is **Sole Source** because the Department, in the interest of the public's health and safety, determined the Contractor had the capacity to immediately begin conducting COVID-19 mobile vaccinations.

The Department is requesting the authority to make an advance payment to the Contractor for administrative overhead cost related to launching the vaccinations teams. This advanced

payment includes the travel costs, hiring additional staff, and hotel accommodations related to deployment.

The Contractor is providing COVID-19 vaccinations to homebound individuals, school staff, or other 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 to ensure individuals are vaccinated in a timely and effective manner. When the Contractor's staff go into the home of an individual, they also conduct 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 attached agreement, the parties have the option to extend the agreement for up one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and appropriate State approval.

Area served: Statewide

Source of Funds: CFDA 97.036, FAIN 4516DRNHP00000001

In the event that the Federal 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, and 2021-04, and suspend the Manual of Procedures 150, V., A., 3 requirement.

3.15.21  
Date

Christopher T. Sununu  
Name: Governor Christopher T. Sununu