



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-9200 1-800-852-3345 Ext. 9200
 Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Lori A. Shibinette
 Commissioner

Lori A. Weaver
 Deputy Commissioner

March 17, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner, to enter into a **Retroactive, Sole Source** lease agreement with Belknap Realty LLC (VC#TBD), Great Neck, NY, in the amount of \$180,000, to secure an indoor location for a State Vaccination Site as part of the State's COVID-19 vaccination strategy, effective March 1, 2021, upon Governor approval through December 31, 2021. 100% Other Funds (FEMA Public Assistance).

Funds are available in the following account 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	Total Amount
2021	103-502664	Contracts for Oper Svc	95010690	\$72,000
2022	103-502664	Contracts for Oper Svc	95010690	\$108,000
			Total	\$180,000

EXPLANATION

This request is **Sole Source** because the Department identified this site as being the best possible strategic option in this region of New Hampshire for a COVID-19 fixed vaccination site.

This request is **Retroactive** because the Department needed to immediately setup operations at the site in order to begin COVID-19 vaccine operations by Monday, March 1, 2021.

The purpose of this request is to secure a strategic location for a fixed vaccination site. The Department, in coordination with the Department of Safety, will run daily COVID-19 vaccine operations at the site which is comprised of approximately 26,000 square feet. A variety of organizations and individuals will support the vaccination effort and work performed at the site, which may include the National Guard, local fire and police departments, volunteers, hospital staff, or qualifying nursing students from New Hampshire-based colleges and universities.

The Department will pay the Lessor a monthly rate of \$18,000 for use of the space.

The number of individuals that will be vaccinated at this site is dependent upon availability of COVID-19 vaccines, individuals choosing to receive the vaccine, and the general trajectory of the pandemic.

There are no renewal options included in this Lease Agreement.

Source of Funds: CFDA # 97.036; FAIN #4516DRNH00000001

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, and 2021-04, and suspend the Manual of Procedures 150, V., A., 8 requirement.

3-18-21

Date



Name: Governor Christopher T. Sununu