



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

Lori A. Shabinette  
 Commissioner

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April 19, 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 contract with Maxim Healthcare Staffing Services, Inc. (VC# 177770), Manchester, NH, for temporary staff to assist the Department's COVID-19 public health response, by increasing the price limitation by \$795,569 from \$13,950,004 to \$14,745,573 with no change to the contract completion date of June 30, 2021, effective retroactive to March 8, 2021, upon Governor approval. 100% Federal Funds.

The original contract and amendment were approved by the Governor on July 20, 2020, and subsequently presented to the Executive Council on August 26, 2020 (Item #K), and most recently amended on December 28, 2020, with Governor approval and presented to the Executive Council on February 3, 2021 (Item #F).

Funds are available in the following accounts 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.

**05-95-90-903010-1901000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH SERVICES, BUREAU OF LABORATORY SERVICES, ELC CARES COVID-19**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	90183518	\$400,000	\$0	\$400,000
2021	102-500731	Contracts for Prog Svc	90183518	\$13,350,004	\$0	\$13,350,004
			<b>Subtotal</b>	<b>\$13,750,004</b>	<b>\$0</b>	<b>\$13,750,004</b>

**05-95-90-902510-5178000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH SERVICES, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90023205	\$200,000	\$0	\$200,000
			<b>Subtotal</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>

**05-95-90-902510-1956000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH SERVICES, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90023210	\$0	\$795,569	\$795,569
			<b>Subtotal</b>	<b>\$0</b>	<b>\$795,569</b>	<b>\$795,569</b>
			<b>Total</b>	<b>\$13,950,004</b>	<b>\$795,569</b>	<b>\$14,745,573</b>

**EXPLANATION**

This request is **Retroactive** because more time was needed to negotiate and finalize the scope of the work prior to the Contractor accepting the terms of the amendment. The Department, in the interest of the public's health and safety, needed the Contractor to immediately provide these additional temporary positions to meet the needs of the ongoing COVID-19 response. 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. The Department determined the Contractor was able and willing to immediately staff necessary positions to the State's response to COVID-19.

The purpose of this request is to add temporary staff to better assist the Department with the COVID-19 efforts. The purpose of these positions is to support the ongoing vaccination initiative, including tasks related to the data branch, electronic registration system, call centers, as well as mobile, fixed, and equity clinics.

The exact number of New Hampshire residents served from June 18, 2020, to June 30, 2021, will depend on the trajectory of the COVID-19 pandemic.

Area served: Statewide

Source of Funds: CFDA #93.268, FAIN #NH23IP922595

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, 2021-04, 2021-05, and 2021-06, and suspend the Manual of Procedures 150, V., B., 1 requirements.

4-26-21  
Date

  
Name: Governor Christopher T. Sununu