



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

Lori A. Shibinette  
 Commissioner

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June 3, 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 **Sole Source** amendment to an existing contract with HLN Consulting, LLC (VC#166784), Palm Desert, CA, to support the New Hampshire Immunization Information System implementation, by exercising a contract renewal option by increasing the price limitation by \$300,000 from \$550,000 to \$850,000 and by extending the completion date from June 30, 2021, to June 20, 2022 effective July 1, 2021, or upon Governor approval, whichever is later. 100% Federal Funds.

The original contract was approved by Governor and Council on May 20, 2020, tabled item #43.

Funds are anticipated to be available in the following accounts 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.

**05-95-090-902510-5178, HEALTH AND HUMAN SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE, IMMUNIZATION PROGRAM**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	72-500731	Contracts for Prog Svs	90023200	\$35,000	\$0	\$35,000
2021	72-500731	Contracts for Prog Svs	90023200	\$515,000	\$0	\$515,000
			<b>Subtotal</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$550,000</b>

**05-95-090-902510-1956, HEALTH AND HUMAN SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE, IMMUNIZATION COVID=19**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500589	Grants for Pub Asst and Relief	90023210	\$0	\$300,000	\$300,000
			<b>Subtotal</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
			<b>Total</b>	<b>\$ 550,000</b>	<b>\$300,000</b>	<b>\$850,000</b>

**EXPLANATION**

This request is **Sole Source** because the contract was originally approved as sole source because the Contractor was uniquely qualified to provide maintenance and support. During the past year, the need for the services provided under this agreement increased substantially to support the State's strategic response to COVID-19. The Department believes it is in the best interest of the State to continue to utilize the existing Contractor to maintain continuity of support and efficient delivery of services.

The purpose of this request is to continue to utilize project management services and ensure subject matter expertise is available to the Department during the implementation of an Immunization Information System that will be utilized by Immunization Programs. This Contractor will continue to assist with accelerated onboarding of New Hampshire providers and developing/testing Immunization Information System functionality. The Immunization Information System captures the data on COVID-19 vaccination coverage, which will impact the State's response and disbursement to ensure equitable access to the COVID-19 vaccine.

The Immunization Information System is an effective tool utilized by healthcare professionals to assist with effective vaccination coverage through consolidating individual immunization records; assuring accurate vaccine accountability; preventing unnecessary vaccine wastage; and expediting vaccine-preventable disease outbreak response times.

The Department will monitor the contract by ensuring the Contractor:

- Supports the Immunization Information System's vendor's Joint Application Development sessions.
- Assists in the development of change request documents and progress of change requests for System applications.
- Reviews Immunization Information System Program staffing and develops a detailed staffing plan.
- Develops new standard operating procedure management process.
- Develops an interoperability process.
- Investigates, assesses, and develops strategies for testing typical technical "pain points" associated with a new Immunization Information System deployment.

- Assesses training plans for the new Immunization Information System with focus on on-line tools.
- Provides guidance for selecting and prioritizing sites for pilot implementation.

As referenced in Exhibit C-1, Revisions to General Provisions of the original contract, the parties have the option to extend the agreement for up to one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and appropriate State approval. The Department is exercising its option to renew services for one (1) of the one (1) years available.

Should the Governor not authorize this request, the State will not have the capacity to support critical functions needed to operationalize NH Immunization Information System for the State's COVID-19 response, routine vaccinations, and school reporting. Failure to approve this agreement will jeopardize the advancement of an efficient NH Immunization Information System implementation process and compromises the State's prior commitment and investment in this project.

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, 2021-06, 2021-08, 2021-09, and 2021-10, and suspend the Manual of Procedures 150, V., B., 1 requirements.

6.4.21

Date



Name: Governor Christopher T. Sununu