



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

Lori A. Shlabinette  
 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 Mary Hitchcock Memorial Hospital (VC# 177160), Lebanon, NH, to administer COVID-19 vaccines to qualifying New Hampshire residents, by extending the completion date from June 30, 2021, to July 31, 2021, effective upon Governor approval with no change to the price limitation of \$409,800. 100% Other Funds (FEMA Public Assistance).

The original contract was approved by Governor on April 11, 2021, and presented to the Executive Council as an informational item on May 5, 2021, Item H.

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	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	103-502664	Contracts for Oper Svc	95010690	\$409,800	\$0	\$409,800
			<b>Total</b>	<b>\$409,800</b>	<b>\$0</b>	<b>\$409,800</b>

**EXPLANATION**

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 originally determined the Contractor had the capacity to immediately begin organizing COVID-19 vaccination clinics.

The Contractor will continue to administer COVID-19 vaccinations to school staff or other individuals as directed by the Department, in accordance with New Hampshire's Coronavirus Disease 2019 Vaccination Plan.

The population served includes residents in the Upper Valley and Greater Sullivan County public health regions. The exact number of residents who will be served will depend on the trajectory of the COVID-19 pandemic.

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 to the Department immediately.

The Contractor will work with the Regional Public Health Network to schedule the dates for Contractor's COVID-19 vaccination clinics and to identify and schedule eligible individuals for vaccinations. The Contractor will run the logistics of the COVID-19 vaccination clinic and provide clinical and non-clinical staff.

As referenced in Exhibit A 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 Governor and Council approval. The Department is exercising its option to renew services for one (1) month of the one (1) year available.

Area served: Upper Valley and Greater Sullivan County public health regions

Source of Funds: 100% Other Funds (FEMA Public Assistance)

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, 2021-04, 2021-05, 2021-06, 2021-08, and 2021-10, and suspend the Manual of Procedures 150, V., B., 1 requirements.

6.4.21

Date



Name: Governor Christopher T. Sununu