



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

Lori A. Shlbinette  
 Commissioner

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 Interim Director

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June 1, 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 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 \$3,697,646 from \$14,745,573 to 18,443,219 and by extending the completion date from June 30, 2021 to December 31, 2021 effective 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 (Informational Item #K); amended on December 28, 2020, with Governor approval and presented to the Executive Council on February 3, 2021 (Informational Item #F); and amended on April 26, 2021, with Governor approval and presented to the Executive Council on May 19, 2021 (Informational Item #O).

Funds are available in the following accounts 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.

**05-95-90-903010-1901000 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	\$13,350,000	\$0	\$13,350,000
			<b>Subtotal</b>	<b>\$13,750,000</b>	<b>\$0</b>	<b>\$13,750,000</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	\$795,573	\$655,196	\$1,450,769
			<b>Subtotal</b>	<b>\$795,573</b>	<b>\$655,196</b>	<b>\$1,450,769</b>

**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
2022	102-500731	Contracts for Prog Svc	90183538	\$0	\$3,000,000	\$3,000,000
			<b>Subtotal</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>

**05-95-90-903010-1835000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
 DEPT OF, HHS: PUBLIC HEALTH SERVICES, BUREAU OF LABORATORY SERVICES, NH  
 ELC**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	102-500731	Contracts for Prog Svc	90183532	\$0	\$42,450	\$42,450
			<b>Subtotal</b>	<b>\$0</b>	<b>\$42,450</b>	<b>\$42,450</b>
			<b>Total</b>	<b>\$14,745,573</b>	<b>\$3,697,646</b>	<b>\$18,443,219</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 that the Contractor was able and willing to immediately staff necessary positions to the State's response to COVID-19.

The Contractor is providing approximately 200 temporary staff to the Department. The Department has strategically divided the response into eight (8) branches: planning section; case investigation; contact tracing and monitoring; surveillance and epidemiology; command and general staff; laboratory branches; COVID-19 coordinating office; and vaccine operations section. Temporary staff will be assigned to one of the branches and will provide services that correspond to their current credentials and current licensures.

The purpose of this amendment is for the Contractor to provide additional staff across the eight (8) branches and to extend the contract period. Prior to the temporary staff working for the Department, the Contractor will conduct interviews, background checks, and degree verification, as applicable.

The exact number of New Hampshire residents served from June 30, 2020, to December 31, 2021, is unknown at this time

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 six (6) months of the six (6) months available.

Area served: Statewide

Source of Funds: CFDA #93.323, FAIN # NU50CK000522; 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, and 2021-10, and suspend the Manual of Procedures 150, V., B., 1 requirements.

6.4.21  
Date

Christopher T. Sununu  
Name: Governor Christopher T. Sununu