

# NEW HAMPSHIRE PROCUREMENT CODE

**Fiscal Year End: June 30**

1. **Prequalifications:** Must obtain Vendor Code Number.
  - a. **NH Adm 603.01.a** → Any person or association seeking to provide commodities or services to the state as a vendor who has not otherwise been assigned a vendor code number shall apply for a vendor code number.
  - b. **NH Adm 603.01.b** → Only persons or associations possessing a vendor code number shall, unless otherwise specified in the particular requirements of the bid, submit responses to RFPs, RFBs and RFQs.
  - c. **NH Adm 603.01.C** → Every applicant which does not already possess a vendor code number and which files the forms described in Adm 603.02 below shall be assigned a vendor code number.
  
2. **Auto-drop:** None.
  
3. **Life Cycle Costing (LCC):** Purchasing decisions will take into consideration LCC as a criterion for evaluating energy cost saving measures.
  - a. **NHRS 21-I:19-a (II)** → The department of administrative services shall consider energy efficiency and the life cycle costing of energy cost saving measures a significant criterion in its purchasing and leasing decisions
  
4. **Piggybacking:** Not stated.
  
5. **Recycle Preferences:** None
  - a. **Stat.21-I65.I** → **Repealed in 2008**
  
6. **Minority/Small/Disadvantaged Business Enterprise preferences:** Purchase products from persons with disabilities when at fair market price.
  - a. **NHRS 21-I:19** → Notwithstanding any other provision of law to the contrary, whenever products or services of persons with disabilities are available, the director of plant and property management may purchase the same at their fair market value in accordance with the following:
    - i. The director shall determine the fair market price on all suitable products manufactured by persons with disabilities and services rendered by persons with disabilities and offered for sale to the state or any of its agencies by any charitable nonprofit agency for the disabled, which is incorporated under the laws of this state, and which manufactures merchandise and provides services within the state and which is approved for such purpose by the director of the division of plant and property management. The director shall revise such prices from time to time, in accordance with changing market conditions, and shall adopt such rules regarding specifications, time of delivery and other relevant matters as are necessary to carry out the provisions of this section. At the request of the director of plant and property management, the commissioner of education shall assist the director in distributing requests for goods and services of persons with disabilities among approved agencies for the disabled.

## 7. Cooperative Purchasing

### **National IPA**

The City of Tucson, AZ has awarded a national cooperative purchasing agreement available to agencies through National Intergovernmental Purchasing Alliance (National IPA). Visit the National IPA website for state specific information <http://www.nationalipa.org/statutes.html>

### **National Joint Powers Alliance (NJPA)**

NJPA currently supports over 100 national contracts for products and services that are available to local governmental agencies and other not for profit entities. Additional information can be found by visiting NJPA's State Procurement Resources web site.

<http://www.njpacoop.org/national-cooperative-contract-solutions/legal-authority/>

### **\*\*\*NH Administrative Rules:**

[http://www.gencourt.state.nh.us/rules/state\\_agencies/adm600.html](http://www.gencourt.state.nh.us/rules/state_agencies/adm600.html)

### **\*\*\*NH Revised Statutes Title 1 Chapter 21-I:**

<http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-I-21-I.htm>