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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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January 17, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:14, I(b)(7); RSA 541-A:1, XV; and RSA 4:15, the Department of Administrative Services requests approval of an amendment to MOP 150 Section V. A. 3. of the Department of Administrative Services Manual of Procedures ("DAS MOP") to be effective upon approval by the Governor and Executive Council.

Amend the following provision as follows:

MOP 150 V. A.

3. Enter into service contracts in the amount of $10,000 or more covering any type of service, except in cases of successive invoices for auto repairs that cumulatively breach said threshold in total and said accumulation cannot be reasonably foreseen.

Underlined words added.

EXPLANATION

The Department of Administrative Services has historically viewed successive contracts for services (or invoices when contracts are not required in advance) with a single vendor to require Executive Council approval once the sum of those expenditures has gone over $10,000.00 regardless of how small the individual invoices were. It has been the Department's view that this was in keeping with the Executive Council's wishes on transparency and expenditures and honored the aforesaid MOP provision, RSA 21-I:11, and was in keeping with MOP 150 V. B. 4.

In June 2024, the Department of Safety requested a waiver of MOP 150 V.A.3. in order to pay invoices from individual automobile repair vendors which had accumulated invoices totalling more than $10,000. The Executive Council granted the waiver request.

The proposed amendment would essentially codify this waiver and extend it to all executive branch agencies that are similarly situated.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner