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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

August 5, 2025

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

## REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a **Sole Source** amendment to an existing contract with Computer Aid, Inc. (CAI) (VC#166960), Allentown, PA, to increase the price limitation by \$13,830,836.23 from \$43,898,426.91 up to and not to exceed \$57,729,263.14 and extend the completion date from September 10, 2025, effective upon Governor and Executive Council approval through September 10, 2026 for IT Professional Vendor Managed Services. The original contract (Contract #8003002) was approved by Governor and Executive Council on January 26, 2022, item #111, and most recently amended with Governor and Executive Council approval on December 20, 2023, item #193.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

## EXPLANATION

As previously stated, the original contract was approved by the Governor and Executive Council on January 26, 2022, item #111, it was then subsequently amended by the first amendment on May 17, 2023, item #114, and most recently amended with Governor and Executive Council approval on December 20, 2023, item #193.

This amendment is **Sole Source** with Computer Aid, Inc. (CAI) because the requested increase to the price limitation is greater than a factor of 10% of the original price limitation. CAI was awarded a contract as a result of request for proposal (RFP) #071321-CAI. The RFP was executed by Sourcewell through a Cooperative Agreement. Sourcewell, formerly National Joint Powers Association, is a cooperative organization that streamlines the procurement process by developing RFPs for national, competitive solicitations and awards contracts that allow government, education, and nonprofit organizations to participate in.

Quarterly reporting and assessment by the Bureau of Purchase and Property (BoPP) has determined that 94% of the current price limitation has been spent and encumbered. Additional funds are needed to cover ongoing project engagements and the one-year extension, effective upon Governor and Executive Council approval. The spend on this contract is a result of many

factors including but not limited to a) agencies continuing to use this contracting vehicle to acquire resources during a difficult recruiting environment, b) to accommodate the assignment of skills that are in great market demand and not easily accessible to meet business needs, c) to support targeted projects where it is more cost effective to use CAI resources rather than the more costly system integrators.

The alternative to this contract amendment would be to competitively bid each individual need for highly skilled IT professional experts. This would cause a delay in procuring the talent needed. CAI provides access to highly skilled IT professional experts allowing agencies to procure IT professionals, on a part-time basis, with technical skills not available through State staff due to time/workload constraints and/or available technical skills.

DoIT has confirmed that CAI resources continue to play a crucial role in helping the State to move forward on many projects. Projects currently underway or planned for FY 2026 include a business services portal (New Hampshire Business Gateway) for the purpose of creating a single access point to state government and its systems and services for members of the business community, constituent inquiry and response systems, data analytics, enterprise business intelligence, and continued support for statewide Salesforce application.

Contract financials	
Current limitation	\$43,898,426.91
Current limitation remaining balance	\$2,756,066.98
One year amendment	\$13,830,836.23
New recommended price limitation	\$57,729,263.14

The Department of Administrative Services has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

Based on the foregoing, I am respectfully recommending approval of the **Sole Source** contract amendment with Computer Aid, Inc.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



**THIRD AMENDMENT TO THE CONTRACT BETWEEN  
COMPUTER AID, INC.  
AND  
THE STATE OF NEW HAMPSHIRE,  
DEPARTMENT OF ADMINISTRATIVE SERVICES,  
FOR IT PROFESSIONAL VENDOR MANAGED SERVICES  
CONTRACT # 8003002**

This Third Amendment (hereinafter referred to as the "Amendment"), dated this 26th day of June 2025, is by and between the State of New Hampshire, Department of Administrative Services (hereinafter referred to as "the State") and Computer Aid, Inc. hereinafter referred to as "the Contractor") for IT Professional Vendor Managed Services.

WHEREAS, pursuant to an agreement effective January 26, 2022, item #111 amended by the First Amendment on May 17, 2023, item #114, amended by the Second Amendment on December 20, 2023, item #193, and set to expire September 10, 2025, (hereinafter referred to as "the Agreement"), the Contractor agreed to perform certain IT Professional Vendor Managed Services for the State in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, pursuant to Section 17 of the Agreement, the Agreement may be amended by an instrument in writing executed by both parties;

NOW, THEREFORE, for and in consideration of the mutual promises set forth in this Amendment and the underlying Agreement, the parties do mutually agree as follows:

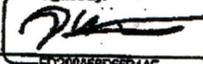
1. Delete in its entirety Form Number P-37, item 1.7 Completion Date and substitute the following:  
1.7 September 10, 2026
2. Delete in its entirety Form Number P-37, item 1.8 Price Limitation and substitute the following:  
1.8 \$57,729,263.14
3. Amend Exhibit C, 1. Contract Price: Change to the following: \$57,729,263.14.
4. All other provisions of the Agreement, approved by the Governor and Executive Council on January 26, 2022, item #111; amended on May 17, 2023, item #114; and on December 20, 2023, item #193 shall remain in full force and effect.

Initial

Contractor Initials: \_\_\_\_\_

Date: 6/26/2025

**COMPUTER AID, INC.**

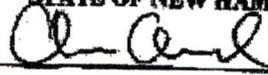
By:   
ED200A58D66B4AE  
Abe Hunter

\_\_\_\_\_  
(Print Name)

Title: CRO

Date: 6/26/2025

**STATE OF NEW HAMPSHIRE**

By:   
Charles M. Arlinghaus  
(Print Name)

Title: Commissioner  
Department of Administrative Services

Date: 8/6/2025

**OFFICE OF THE ATTORNEY GENERAL**

By:   
Christen Lavers  
(Print Name)

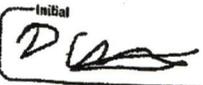
Title: Sr. Assistant Attorney General

Date: 8/6/25

The foregoing contract was approved by the  
Governor and Council of New Hampshire on

\_\_\_\_\_  
Signed: \_\_\_\_\_  
\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Initial   
Contractor Initials: \_\_\_\_\_  
Date: 6/26/2025

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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

November 29, 2023

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a **Sole Source** amendment to an existing contract (Contract #8003002) with Computer Aid, Inc. (VC#166960), Allentown, PA, to increase the price limitation by \$23,898,426.91 from \$20,000,000.00 to \$43,898,426.91 with no change to the completion date of September 10, 2025, for information technology professional vendor managed services effective upon Governor and Executive Council approval through September 10, 2025. The original contract (Contract #8003002) was approved by the Governor and Executive Council on January 26, 2022, item #111 and most recently amended with Governor and Executive Council approval May 17, 2023, item #114.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

## EXPLANATION

As previously stated, the original contract (Contract #8003002) was approved by the Governor and Executive Council on January 26, 2022, item #111. It was then subsequently amended with Governor and Executive Council approval on May 17, 2023, item #114.

This request is **Sole Source** because the requested change to the price limitation is greater than 10% of the original value. Computer Aid, Inc. (CAI) was awarded a contract as a result of a request for proposal (RFP) #071321-CAI. The RFP was executed by Sourcewell. Sourcewell,

formerly the National Joint Powers Association, is a cooperative organization that streamlines the procurement process by developing RFPs for national competitive solicitations and awards contracts allowing government, education, and nonprofit organizations to participate in.

This requested amendment will allow CAI to continue to provide information technology professional vendor-managed services to enable State agencies to procure temporary staff for project-based and short-term needs. The Department of Administrative Services (DAS), through the Department of Information and Technology (DoIT), utilizes the current contract (Contract #8003002) for information technology professional vendor-managed services. The DoIT, over the next few years, will have additional projects to continue given near-term American Rescue Plan Act deadlines essential for ongoing operational management required of newer security and cloud platforms and collaboration tools. This contract amendment request is due to many factors including but not limited to: a) agencies using this contracting vehicle to acquire resources during a difficult recruiting environment, b) to support ARPA funded projects that require immediate utilization and allocation of resources, c) to accommodate the assignment of skills that are in great market demand and not easily accessible to meet business needs, d) to support targeted projects where it is less costly and more effective to use CAI resources rather than the more costly system integrators and e) in general, agencies have been accelerating the pace of citizen service improvements and system modernization. CAI resources have played a crucial role in helping the State to move forward on all of these efforts.

The current price limitation of this contract is \$20,000,000.00. The spend to date of \$12,802,553.61, and an anticipated \$1,500,000.00 in planned projects, represents \$14,302,553.61 in funds allocated against the current price limitation of \$20,000,000.00. If this spending rate continues for the remainder of the term, we can anticipate \$25,605,107.22 in additional spend which would give us an estimated total of \$39,907,660.83. The requested price limitation of \$43,898,426.91 includes \$3,990,766.08 as an allowance for unforeseen projects. The DAS and the DoIT have collaborated to define as many upcoming projects as possible to establish this requested price limitation.

<b>Contract financials</b>	
Current spend (FY24)	\$12,802,553.61
Current price limitation	\$20,000,000.00
Remaining term funds available under current price limitation	\$7,197,446.39
<b>Estimated annual spend (based on FY24 actual spend)</b>	
Estimated annual spend (based on FY24 actual spend)	\$12,802,553.61
Add planned FY24 projects	\$1,500,000.00
Estimated FY24 (annual) spend	\$14,302,553.61
Estimated additional term spend (2yrs)	\$25,605,107.22
Forecasted 3-year term spend	\$39,907,660.83
Add 10% for unforeseen projects	\$3,990,766.08
Recommended price limitation	\$43,898,426.91

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Based on the foregoing, I am respectfully recommending approval of the **Sole Source** contract amendment with Computer Aid, Inc.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



Charles M. Arlinghaus  
Commissioner

# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

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Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

May 3, 2023

## REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a Sole Source amendment to an existing contract with Computer Aid, Inc. (VC#166960), Allentown, PA, to increase the price limitation by \$10,000,000.00 from \$10,000,000.00 to \$20,000,000.00 with no change to the completion date for Information Technology professional vendor managed services effective upon Governor and Executive Council approval through September 10, 2025. The original contract (Contract #8003002) was approved by Governor and Executive Council on January 26, 2022, item #111.

## EXPLANATION

As previously stated, the original contract (Contract #8003002) was approved by Governor and Executive Council on January 26, 2022, item #111.

This request is Sole Source because the requested change to the price limitation is greater than 10% of the original value. Computer Aid, Inc. (CAI) was awarded a contract as a result of request for proposal (RFP) #071321-CAI. The RFP was executed by Sourcewell. Sourcewell, formerly National Joint Powers Association, is a cooperative organization that streamlines the procurement process by developing RFPs for national competitive solicitations and awards contracts that allow government, education, and nonprofit organizations to participate in.

This requested amendment will allow CAI to continue to provide IT professional vendor managed services to enable State agencies to procure temporary staff for project based and short-term needs. Sourcewell issued RFP #071321-CAI on May 25, 2021 with responses due on July 13, 2021. Sourcewell received 110 compliant responses where CAI received the second highest evaluation score. The Sourcewell Proposal Committee awarded to the top five highest scoring responses. CAI achieved the highest score in the pricing section of RFP 071321-CAI by providing the lowest cost proposal, whereas the highest scoring responses received more points for value added attributes and depth and breadth of offered equipment, products, and/or services. The State did not utilize the additional equipment and products available through the awarded contracts and therefore contracted with the lowest cost solution for the State's requirements.

The current price limitation of this contract is \$10,000,000.00 with a spend to date of \$8,049,439.38. Within the first year of this three-year contract, an estimated 70% - 80% of the funds have been allocated. Over the next few years, it is believed that additional projects will continue given near-term American Rescue Plan Act deadlines, an unstable labor market, and the introduction to and ongoing operational management required of newer security and cloud platform and collaboration tools. The Department of Administrative Services and the Department of Information Technology have collaborated to define as many upcoming projects as possible in order to establish this new requested price limitation.

The following projects have been identified:

Planned projects	
NHLC – Ongoing projects	\$435,160.81
DoIT – 2.5 Project managers for 2-3 years	\$1,008,774.00
Multi agency – Center of Excellence (CoE) digital modernization	\$500,000.00
Multi agency – Digital architecture domain summary	\$100,000.00
Multi agency – Voice over internet protocol cloud migration	\$1,000,000.00
DoIT – Trending of digital asset yields program	\$100,000.00
Sub Total	\$3,143,934.81
Average project cost	\$523,989.14

Contract financials	
Current price limitation	\$10,000,000.00
Current spend against price limitation	\$8,049,439.38
Current available funding	\$1,950,560.62
Current planned projects	\$3,143,934.81
Estimated overage without this amendment	\$1,193,374.19
Contract financials for this request	
Current price limitation	\$10,000,000.00
Add current planned projects	\$3,143,934.81
Add allowance for 12 additional projects	\$6,287,869.62
Add further allowance of approximately 10% for project overages	\$568,195.57
New recommended price limitation	\$20,000,000.00

Based on the foregoing, I am respectfully recommending approval of this Sole Source contract amendment with Computer Aid, Inc.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capital Street - Room 100  
Concord, New Hampshire 03301  
[Office@dps.nh.gov](mailto:Office@dps.nh.gov)

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Joseph B. Bouchard  
Assistant Commissioner  
(603) 271-3204

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

December 17, 2021

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## Requested Action

Authorize the Department of Administrative Services, Bureau of Purchase and Property, to enter into a contract with Computer Aid, Inc ("CAI") of Allentown, PA, (Vendor No. 166960) for IT Professional Vendor Managed Services for an amount not to exceed \$10,000,000. This Contract is the result of a competitive RFP #071321 which was competitively bid by Sourcewell. Sourcewell, formerly National Joint Powers Association, is a cooperative organization that streamlines the procurement process by developing RFPs for national, competitive solicitations and awards contracts that allow government, education, and nonprofit organizations to participate in. This Contract shall be effective upon Governor and Executive Council approval and extend through September 10, 2025 with the option to extend for one (1) year.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

## Explanation

This contract will continue to provide IT Professional Vendor Managed Services to enable State Agencies to procure temporary staff for project based and short term needs. Sourcewell issued RFP 071321 on May 25, 2021 with responses due on July 13, 2021. Sourcewell received 110 compliant responses where CAI received the 2<sup>nd</sup> highest evaluation score and the Sourcewell Proposal Committee awarded to the top five highest scoring responses. CAI achieved the highest score in the pricing section of RFP 071321-CAI by providing the lowest cost proposal, whereas the highest scoring responses received more points for Value Added Attributes and Depth and Breadth of Offered Equipment, Products, or Services. The State will not utilize the additional equipment and products available through the awarded contracts and therefore would like to contract with the lowest cost solution for the State's requirements. Additionally, the State presently holds a contract with highest overall scoring vendor for Hardware and Software procurement.

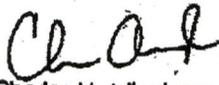
	CAI	CDW-G
<b>Conformance to RFP Requirements</b>	45	41
<b>Pricing</b>	331	329
<b>Financial Viability and Marketplace Success</b>	67	66
<b>Ability to Sell and Deliver Services</b>	87	90
<b>Marketing Plan</b>	45	46
<b>Value Added Attributes</b>	64	67
<b>Warranty</b>	43	43
<b>Depth and Breadth of Offered Equipment, Products, or Services</b>	171	176
<b>Total Points</b>	<b>853</b>	<b>858</b>

This contract will allow agencies to procure IT professionals, on a part time basis, with technical skills not available through State staff due to time/workload constraints and/or available technical skills. The State currently has one (1) contract with Computer Aid, Inc (CAI) for Professional Vendor Managed Services which expires March 31, 2022. CAI has worked with the State to develop and maintain the processes and tools that are utilized by agencies when seeking IT Professional Vendor Managed Services. Additionally, CAI is a proven vendor that has successfully provided staffing assistance on projects that have helped support COVID efforts and other high priority efforts across multiple agencies to promote the use of enterprise platforms and solutions. CAI resources are currently allocated across multiple critical State projects that would result in a significant impact if services were to cease.

The contract with Computer Aid, Inc. includes thorough detail on pricing for specific technical roles, of which there are 137. The wide range of roles will allow Agencies to properly draft scopes for project based needs which will require State Chief Information Officer approval prior to release to Contractor.

Based on the foregoing, I am respectfully recommending approval of the contract amendment with Computer Aid, Inc. of Allentown, PA.

Respectfully submitted,

  
Charles M. Aringhaus  
Commissioner