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August 28, 2025

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

**REQUESTED ACTION**

Authorize the Department of the Business and Economic Affairs (BEA) to enter into a **Sole Source** amendment to an existing contract (PO#1091222) with Guidehouse, Inc., (VC# 175497), Boston, MA, for the purpose of providing continuity of consultation services to assist the State on reporting, auditing and regulatory requirements, of the American Rescue Plan Act (ARPA) Coronavirus Capital Projects Funds (CPF) program, by increasing the price limitation by \$750,000 from \$2,325,000 to \$3,075,000 and by extending the completion date from February 21, 2026 to February 28, 2027 effective upon Governor and Council approval. The original contract was approved by Governor and Council on February 22, 2023, item #46. **100% Federal Funds.**

Funds are available in account, **Broadband Connectivity FD ARP**, as follows:

	<u>FY2026</u>
03-22-022-221510-24410000-102-500731 – Contracts for Program Services	\$750,000

**EXPLANATION**

BEA respectfully requests a **sole source** contract amendment to extend the current agreement beyond its completion date, bringing the contract in alignment with the ARPA funding expiration date and with additional funding, as no renewal options are available. This amendment aims to continue the exemplary support provided to the Office of Broadband Initiatives in ensuring the proper use, compliance, and reporting of two CPF programs: the Broadband Infrastructure Contract and the Broadband Matching Grant Initiative (BMGI).

The Broadband Infrastructure Contract program allocates \$90 million in CPF funds to expand broadband service in unserved and underserved areas across the state, while BMGI provides \$25 million in matching grants to internet service providers and municipalities to enhance broadband availability in New Hampshire.

Through this contract, The Office of Broadband Initiatives receives dedicated specialized service, support, and guidance from Guidehouse’s State and Local Government team, which includes no fewer than six staff members at any given time collaborating with The Office of Broadband Initiatives team members to ensure this funding is utilized appropriately and in compliance with all federal guidelines.

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Guidehouse, Inc. has been under contract with The Office of Broadband Initiatives since February 2023 to offer guidance and consultation on COVID-19 federal relief funds, particularly the American Rescue Plan Act (ARPA) and CPF programs. Extending this contract will prevent a service gap as the current agreement is set to expire on February 21, 2026, while ARPA CPF funds must be fully expended by December 31, 2026. This amendment proposes a one-year extension to align with the full lifecycle of ARPA CPF, including all reporting and compliance requirements.

Maintaining Guidehouse's consulting services will ensure continuity in the resources provided to ISPs and communities across New Hampshire. Their well-established team has worked closely with the State, ISPs, and local communities, proving to be a critical partner in the administration and oversight of federal funds. This extension will support ongoing efforts to effectively manage and maximize the impact of CPF funding.

Examples of the work Guidehouse conducts or helps facilitate include:

- Analysis concerning eligible uses of ARPA CPF for the State and subrecipients that received direct allocations of federal funds.
- Creating and utilizing tools that assist with federal reporting, project oversight, and compliance requirements for the State and subrecipients.
- Support and coordination with BEA in the subrecipient monitoring, reporting and oversight processes.
- Subject matter expertise concerning ARPA CPF federal funding.
- Development and facilitation of webinars and information sessions for ISPs, municipalities and subrecipients. Additionally, providing one-on-one technical assistance to both.

Guidehouse also provides specialized services to GOFERR, maintaining consistent compliance and integrity across the State of New Hampshire's programs.

BEA 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.

The Attorney General's office has approved this contract amendment as to form, substance, and execution.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Taylor Caswell  
Commissioner



**FIRST AMENDMENT TO THE CONTRACT BETWEEN  
GUIDEHOUSE INC.  
AND  
THE STATE OF NEW HAMPSHIRE,  
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS,  
FOR BROADBAND CONSULTANT SERVICES (CORONAVIRUS CAPITAL PROJECT FUNDS)  
CONTRACT**

This First Amendment (hereinafter referred to as the “Amendment”), dated this 26th day of November 2024, is by and between the State of New Hampshire, Department of Business and Economic Affairs, 100 N. Main Street, Suite 100, Concord, NH, 03301 (hereinafter referred to as “the State”) and Guidehouse Inc. 125 High Street, Suite 401, Boston, MA 02110 (hereinafter referred to as “the Contractor”) for Broadband Consultant Services (Coronavirus Capital Project Funds).

WHEREAS, pursuant to an agreement effective February 22, 2023(G&C Item #46) and set to expire February 21, 2026, (hereinafter referred to as “the Agreement”), the Contractor agreed to provide Broadband Consultant Services (Coronavirus Capital Project Funds) 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 February 28, 2027**

2. Delete in its entirety Form Number P-37, item 1.8 Price Limitation and substitute the following:

**1.8 \$3,075,000.00**

Contract Financials	
Current price limitation	<b>\$2,325,000.00</b>
Quote for additional year to provide consultant services	<b>\$ 750,000.00</b>
New price limitation	<b>\$3,075,000.00</b>

3. Amend Exhibit C, Contract Price: Change to the following: **\$3,075,000.00**.
4. Amend Exhibit C, Fees and Expenses, the following fees and expenses for the period February 22, 2026, through February 28, 2027:

Contract Year	Monthly Fixed-Fee Rate	Annual Contract Value	Notes
2026	\$62,500.00	\$687,500.00	February through December
2027	\$62,500.00	\$ 62,500.00	January only

5. All other provisions of the Agreement, approved by the Governor and Executive Council on February 22, 2023, Item #46 on shall remain in full force and effect.

**GUIDEHOUSE INC.**

By:   
Nini Donovan  
(Print Name)

Title: Partner

Date: 11/26/2024

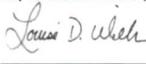
**STATE OF NEW HAMPSHIRE**

By:   
Taylor Caswell  
(Print Name)

Title: Commissioner  
Department of Business and Economic Affairs

Date: 8/28/2025

**OFFICE OF THE ATTORNEY GENERAL**  
(Form, Substance, and Execution)

By:   
Louise Williams 8/28/25  
(Print Name)

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

Date: \_\_\_\_\_

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

\_\_\_\_\_

Signed: \_\_\_\_\_

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

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

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January 27, 2023

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

**REQUESTED ACTION**

Authorize the Department of Business and Economic Affairs, Division of Economic Development to enter into a contract with Guidehouse Inc. (VC # 175497), Boston, MA in the amount of \$2,325,000 in American Rescue Plan Act Capital Project Funds for consultation services for the Coronavirus Capital Projects Fund (CPF) administered by the US Treasury, effective upon Governor and Council approval through February 21, 2026. **100% Federal Funds.**

Funds are available in the following account for Fiscal Year 2023 and are anticipated to be available upon the acceptance and approval of funding in future fiscal years, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	<u>FY 2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
03-022-022-221510-24410000	\$312,500	\$762,500	\$787,500	\$462,500
Broadband Connectivity FD ARP				
072-509073 Contracts				

**EXPLANATION**

The Department of Business and Economic Affairs Broadband Office will utilize Guidehouse to assist in the administration and deployment of federal American Rescue Plan Act (ARPA) Capital Projects Funds (CPF). Guidehouse will provide assistance with Program Design and Set up, Federal Reporting, Program Transparency, Compliance and Monitoring Activities, provide technical assistance, as well as policy expertise.

A selection committee comprised of three BEA staff members (Schedule #2) reviewed and scored the proposals (Schedule #1). Guidehouse Inc. was ultimately awarded the contract with BEA. Scoring is included as Schedule #3.

The Attorney General's office has approved this contract as to form, substance and execution. In the event that Federal Funds become no longer available. General Funds will not be requested to support this program.

Respectfully submitted by,

Taylor Caswell  
Commissioner