



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

August 29, 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 an amendment to an existing contract (Contract #8003031) with Nemon Consulting, LLC (VC#221651), Londonderry, NH for training and professional development services by extending the completion date from September 30, 2025, to September 30, 2026, with no change to the current price limitation of \$300,000.00, effective upon Governor and Executive Council approval. The original contract was approved by the Commissioner of the Department of Administrative Services on February 7, 2022.

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 #8003031) was approved by the Commissioner of the Department of Administrative Services on February 7, 2022. It was subsequently amended with Governor and Executive Council approval on October 16, 2025, item # 125.

The NH Bureau of Education and Training (BET) within the Department of Administrative Services' (DAS), Division of Personnel, provides educational training programs, organizational development support, and training development services for public sector entities throughout the State of New Hampshire, including State Agencies, municipalities, and non-profit organizations.

The Department of Administrative Services, through the Bureau of Purchase and Property (BoPP), issued a request for bid (RFB) 3054-26 on June 27, 2025, with responses due on July 16, 2025. This RFB reached 157 vendors through the NIGP electronic sourcing platform with an additional eight directly sourced. There were 12 responses received showing significantly higher pricing compared to the existing contract.

Maintaining the contract with the incumbent vendor Nemon Consulting, LLC provides a cost avoidance of 8% for online classes based off the RFB information received. The incumbent contractor has agreed to hold their current pricing despite the identified trends published by the US Bureau of Labor Statistics (Other Schools and Instruction – July 2025 OEWS Industry-Specific Occupational Employment and Wage Estimates (bls.gov)) confirmed all items rose 2.7% over the last 12 months.

Upon approval, this requested contract amendment with incumbent contractor Nemon Consulting, LLC will allow continued training and development courses with no change to the current price limitation for an additional year and collaborate in partnership with the State to monitor market conditions and extend savings where available. Based on this information it is recommended to extend this contract (Contract #8003031) for an additional year leveraging the contract provision to accept regular price decreases as they become available to the general trade.

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 contract amendment with Nemon Consulting, LLC.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

Nemon Consulting															
Qty.	Product Description	Online Classes		Expiring online classes		SAVINGS	In Person Classes		Expiring In Person		SAVINGS	Hybrid Classes		Expiring Hybrid	SAVINGS
	NON-SOFTWARE - ONLINE														
20	Business Etiquette	\$0.00	\$0.00				X	X				X	X		
18	Dealing With Troubled, Toxic or Negative People	\$0.00	\$0.00				X	X				X	X		
6	E-mail Etiquette	\$0.00	\$0.00				X	X				X	X		
4	Managing at a Distance	\$0.00	\$0.00				X	X				X	X		
44	Time Management	\$0.00	\$0.00				X	X				X	X		
34	Delivering Constructive Criticism	\$0.00	\$0.00				X	X				X	X		
	NON-SOFTWARE - ONLINE & IN PERSON & HYBRID														
4	Business Analysis	\$0.00	\$0.00				\$0.00	\$0.00				\$0.00	\$0.00		
4	Business Etiquette	\$0.00	\$0.00				\$0.00	\$0.00				\$0.00	\$0.00		
14	Communication Skills	\$0.00	\$0.00				X	X				X	X		
8	Conflict Resolution	\$0.00	\$0.00				X	X				X	X		
30	Customer Service	\$0.00	\$0.00				X	X				X	X		
21	Dealing with Strong Emotions in the Workplace	\$0.00	\$0.00				X	X				X	X		
5	Dealing With Troubled, Toxic or Negative People	\$0.00	\$0.00				X	X				X	X		
16	Difficult Conversations	\$0.00	\$0.00				X	X				X	X		
8	Effective Meetings	\$0.00	\$0.00				X	X				X	X		
7	Leading And Managing Change	\$1,200.00	\$8,400.00	\$1,005.00		\$195.00	X	X	\$1,095.00	\$7,665.00	\$0.00	X	X	\$1,095.00	
12	Managing Difficult Employees	\$0.00	\$0.00				X	X				X	X		
5	Motivating Employees	\$375.00	\$1,875.00	\$365.00		\$10.00	X	X	\$365.00	\$1,825.00		X	X	\$365.00	
8	Presentation: Effective Visuals and Verbal Communication (Introduction)	X	X	\$1,095.00		\$0.00	\$0.00	\$0.00	\$1,095.00	\$8,760.00		X	X	\$1,095.00	
19	Public Speaking I	X	X	\$0.00		\$0.00	\$0.00	\$0.00				X	X		
10	Public Speaking II (Advanced)	X	X	\$0.00		\$0.00	\$0.00	\$0.00				X	X		
4	Team Skills: Participating On and Leading Effective Teams	\$1,200.00	\$4,800.00	\$1,095.00		\$105.00	\$0.00	\$0.00				\$0.00	\$0.00		
15	Developing Program Metrics & Dashboards	\$1,500.00	\$22,500.00	\$1,420.00		\$80.00	\$0.00	\$0.00	\$1,420.00	\$21,300.00		\$0.00	\$0.00	\$1,420.00	
14	Leading and Managing Change	\$1,200.00	\$16,800.00	\$1,005.00	\$14,070.00	\$195.00	\$0.00	\$0.00	\$1,005.00	\$14,070.00		\$0.00	\$0.00	\$1,005.00	
18	Managing with Metrics	\$750.00	\$13,500.00	\$730.00	\$13,140.00	\$20.00	\$0.00	\$0.00	\$730.00	\$13,140.00		\$0.00	\$0.00	\$730.00	
6	Project Management – An Introduction	\$1,200.00	\$7,200.00	\$1,095.00	\$6,570.00	\$105.00	\$0.00	\$0.00	\$1,095.00	\$6,570.00		\$0.00	\$0.00	\$1,095.00	
34	Surveys, Focus Groups and Data Collection	\$750.00	\$25,500.00	\$730.00	\$24,820.00	\$20.00	\$0.00	\$0.00	\$730.00	\$24,820.00		\$0.00	\$0.00	\$730.00	
	SOFTWARE ON-LINE & IN PERSON & HYBRID														
280	Excel I	\$750.00	\$210,000.00	\$730.00	\$204,400.00	\$20.00	\$0.00	\$0.00	\$730.00	\$204,400.00		\$0.00	\$0.00	\$730.00	
307	Excel II	\$750.00	\$230,250.00	\$730.00	\$224,110.00	\$20.00	\$0.00	\$0.00	\$730.00	\$224,110.00		\$0.00	\$0.00	\$730.00	
165	Excel III	\$750.00	\$123,750.00	\$730.00	\$120,450.00	\$20.00	\$0.00	\$0.00	\$730.00	\$120,450.00		\$0.00	\$0.00	\$730.00	
29	Outlook	\$375.00	\$10,875.00	\$365.00	\$10,585.00	\$10.00	\$0.00	\$0.00	\$365.00	\$10,585.00		\$0.00	\$0.00	\$365.00	
32	PowerPoint	\$375.00	\$12,000.00	\$365.00	\$11,680.00	\$10.00	\$0.00	\$0.00	\$365.00	\$11,680.00		\$0.00	\$0.00	\$365.00	
59	Word Boot Camp	\$750.00	\$44,250.00	\$730.00	\$43,070.00	\$20.00	\$0.00	\$0.00	\$730.00	\$43,070.00		\$0.00	\$0.00	\$730.00	
65	Adobe Suite Training	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	
40	Business Writing	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00				X	X		
		\$11,925.00	\$731,700.00	\$11,095.00	\$672,895.00	\$58,805.00		\$0.00		\$0.00	\$0.00		\$0.00		\$0.00



**SECOND AMENDMENT TO THE CONTRACT BETWEEN
NEMON CONSULTING, LLC
AND
THE STATE OF NEW HAMPSHIRE,
DEPARTMENT OF ADMINISTRATIVE SERVICES,
FOR TRAINING AND PROFESSIONAL DEVELOPMENT
CONTRACT # 8003031**

This Second Amendment (hereinafter referred to as the "Amendment"), dated this 18 day of August 2025, is by and between the State of New Hampshire, Department of Administrative Services (hereinafter referred to as "the State") and Nemon Consulting, LLC (hereinafter referred to as "the Contractor") for Training and professional development.

WHEREAS, pursuant to an agreement effective February 7, 2022, amended by the First Amendment on October 16, 2024, item # 125, hereinafter referred to as "the Agreement", the Contractor agreed to perform certain Training and Professional development 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 30, 2026
2. All other provisions of the Agreement, approved by the Commissioner on February 7, 2022, amended by Governor and Executive Council on October 16, 2024, item #125 shall remain in full force and effect.

Nemon Consulting, LLC

By: Melissa Nemon

Melissa Nemon
(Print Name)

Title: Owner / Founder

Date: August 18, 2025

STATE OF NEW HAMPSHIRE

By: Charles M. Arlinghaus

Charles M. Arlinghaus
(Print Name)

Title: Commissioner
Department of Administrative Services

Date: 9-4-25

OFFICE OF THE ATTORNEY GENERAL

By: Christen Lavers

Christen Lavers
(Print Name)

Title: Sr. Assistant Attorney General

Date: 9/4/25

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

Signed: _____

(Print Name)

Title: _____

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NEMON CONSULTING, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on November 29, 2005. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **548046**

Certificate Number: **0007259937**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 18th day of August A.D. 2025.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan
Secretary of State

Sole Proprietor Certification of Authority

I, Melissa Nemon, hereby certify that I am the Sole Proprietor
(Printed First and Last Name)

of Nemon Consulting LLC which is a tradename registered with the Secretary of State
(Name of Business)
under RSA 349. I certify that I am the sole owner of my business and of the tradename.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the business. This authority **shall remain valid for ninety (90) days** from the date of this Corporate Resolution.

DATED: 08/18/2025

ATTEST: Melissa Nemon
(Signature)

Certificate of an Acknowledgment

State of New York)) ss.:
County of Queens)

On the 18 day of August in the year 2025 before me, the undersigned, personally appeared Melissa Nemon, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Gary Simmonds Notary Public

(Signature and office of individual taking acknowledgment.)

Notarized online using audio-video communication
Gary Simmonds
Online Notary Public
State of New York
Queens County
Commission #: 015I0032595
Commission Expires: 01/06/2029



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jamie Reynolds State Farm 88 Nashua Rd Unit B1 Londonderry, NH 03053	CONTACT NAME: Lori Dillon PHONE (A/C, No, Ext): 603-537-9999 FAX (A/C, No): E-MAIL ADDRESS: lori@jamiejreynolds.com
	INSURER(S) AFFORDING COVERAGE
INSURER A: State Farm Fire and Casualty Company	NAIC # 25143
INSURED Nemon Consulting LLC 7 Kelley Rd Londonderry, NH 03053	INSURER B: <input type="checkbox"/> INSURER C: <input type="checkbox"/> INSURER D: <input type="checkbox"/> INSURER E: <input type="checkbox"/> INSURER F: <input type="checkbox"/>

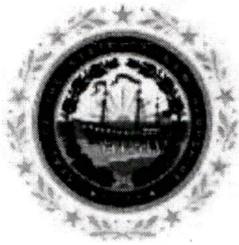
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			94-BA-G987-3	08/25/2025	08/25/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Department of Administrative Services 25 Capital Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

October 16, 2024

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 **retroactive** amendment to an existing contract (Contract #8003031) with Nemon Consulting, LLC (VC# 221651), Londonderry, NH for training and professional development services by extending the completion date from September 30, 2024, to September 30, 2025, with no change to the current price limitation of \$300,000.00, effective upon Governor and Executive Council approval. The original contract was approved by the Commissioner of the Department of Administrative Services on February 7, 2022.

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 #8003031) was approved by the Commissioner of the Department of Administrative Services on February 7, 2022.

This This amendment request is **retroactive** due to the contract lapsing with an end date of September 30, 2024.

The NH Bureau of Education and Training (BET) within the Department of Administrative Services' (DAS), Division of Personnel, provides educational training programs, organizational development support, and training development services for public sector entities throughout the State of New Hampshire, including State Agencies, municipalities, and non-profit organizations. With the ever-changing industry, it would be a disservice to discontinue or lapse this contract.

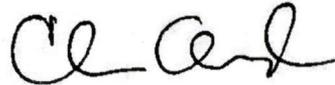
The Department of Administrative Services, through the Bureau of Purchase and Property (BoPP), issued request for information (RFI) 2025-428 on July 15, 2024, with responses due on July 25, 2024. This RFI reached 266 vendors through the NIGP electronic sourcing platform with an additional nine directly sourced. There were eight responses received providing updated pricing and identifying new opportunities in the market. Further assessment of the responses received determined that a one-year extension would be in the best interest of the state in order to prevent service interruption for training and development while evaluating these vendors and the classes they offer.

Further analysis following review of the RFI results identified trends published by the US Bureau of Labor Statistics (Other Schools and Instruction – June 2024 OEWS Industry-Specific Occupational Employment and Wage Estimates (bls.gov)). This analysis confirmed that wages have increased, which would imply an increase in costs for educational training and development.

Upon approval, this requested contract amendment with the incumbent contractor, Nemon Consulting, LLC (Contract #8003031), will allow continued training and development courses with no change to the current price limitation for an additional year, and provide a collaborative partnership with the State to monitor market conditions and extend savings where available. Based on this information it is recommended to extend this contract (Contract #8003031) for an additional year leveraging the contract provision to accept regular price decreases as they become available to the general trade.

Based on the foregoing, I am respectfully recommending approval of the contract amendment with Nemon Consulting, LLC.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner