



October 10, 2025

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

REQUESTED ACTION

Pursuant to MOP 1200, I.D., and MOP 150, V.A.2., authorize the Department of Business and Economic Affairs, Division of Economic Development, APEX Accelerator Program to **retroactively** renew its membership with the National APEX Accelerator Alliance (VC# 172697), Gallatin, TX, in the amount of \$3,437.32 to provide government contracting news/updates, networking/information sharing platform(s), and essential training required to meet program contract requirements for business counseling, effective upon Governor and Council approval for the period May 1, 2025 through April 30, 2026. 100% Federal Funds.

Funds are available in the following account, Procurement & Govt Contracts as follows:

03-22-22-220510-14500000-026-500251 Organizational Dues	<u>FY2026</u> \$3,437.32
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EXPLANATION

This request is **retroactive** because the National APEX Accelerator Alliance (NAPEX) membership period began at the start of the APEX program fiscal year on May 1, 2025. However, the membership invoice was not issued until October due to federal funding delays and system transitions, which prevented the Department of Business and Economic Affairs (BEA) from submitting the request for approval earlier.

The New Hampshire APEX Accelerator program operates under a federally funded cooperative agreement with the Department of Defense (DoD) and is administered by BEA. Its operation is essential to supporting New Hampshire small businesses in competing for federal, state, and local government contracts. The program provides expertise, training, and resources that enhance the economic development of the state and ensure compliance with federal business contracting requirements.

NAPEX, formerly known as the Association of Procurement Technical Assistance Centers (APTAC), is the only national organization focused exclusively on providing up-to-date information, services, resources, and training designed specifically to address the needs of APEX personnel. NAPEX facilitates the exchange of information and ideas among all operators of procurement technical assistance programs, promotes communication, program development and professional enhancement of all members for business counseling.

Membership dues to NAPEX are strongly encouraged by DoD for states that operate an APEX Accelerator program and enable participation in the national network of APEX Accelerators. The annual dues ensures that the New Hampshire APEX Accelerator remains an active member in good standing and has access to essential training, resources, and collaboration opportunities that support small businesses in competing for government contracts. Membership also provides discounted conference registration, eligibility for leadership roles, and access to member-only information critical to maintaining compliance with federal program requirements. The dues amount is established annually by the NAPEX Board of Directors based on each member organization's size and funding level.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions:

1. **How long has this organization been in existence and how long has this agency been a member of this organization?** *The National APEX Accelerator Alliance (NAPEX), formerly known as the Association of Procurement Technical Assistance Centers (APTAC), was established as the Association of Government Marketing Assistance Specialists (AGMAS) in 1986. The NH APEX Accelerator has been a member since 1993.*
2. **Is there any other organization which provides the same or similar benefits which your agency belongs to?** *No.*
3. **How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?** *Every U.S. state (49 + New Hampshire), many with multiple centers, and three U.S. territories, are dues-paying members of the organization. NH APEX Accelerator is the sole New Hampshire state agency that is a member.*
4. **How is the dues structure established?** *(Standard fee for all states, based on population, and other criteria.) The dues structure is standard across all centers. This cost is a percentage of Total Program Cost (TPC) as established in each Center's Cooperative Agreement with the Department of Defense (DoD).*
5. **What benefit does the state receive from participating in this membership?** *NH APEX Accelerator helps NH companies compete for and perform successfully on Federal, State and Local government contracts and subcontracts. Success in these contracts require that the contractors have complete and current knowledge of government rules, regulations, and opportunities. Federal Government contracts and subcontracts represent more than \$3.5 billion in annual contributions to NH's economy.*
This membership provides the APEX Accelerator with access to critical news and resources regarding procurement development. It also provides an online platform to seek answers, share information, experiences, and resources with over 600 colleagues around the country.
NAPEX facilitates collaboration among APEX Accelerators across all states, offering a platform for sharing resources, tools, and expertise. Members also benefit from professional development opportunities, access to federal agency partners, and participation in national conferences and working groups that align state programs with federal procurement priorities. Overall, NAPEX membership ensures that the New Hampshire APEX Accelerator remains well-informed, connected, and equipped to support the state's small business community.
6. **Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.** *Yes, webinars on specific federal agency initiatives such as Defense Production Act, Military Packaging, Cybersecurity, and FOCI (Foreign Ownership, Control and Influence), and government contracting legal updates are included in the membership which are essential for business counseling. Also included is a website with extensive resources for APEX to use for business counseling, including presentations, web links, help desk contacts, articles, and videos. This website also provides an online platform to seek answers and share information, experiences, and resources with over 600 colleagues around the country, therefore allowing the APEX team to provide the best available information for its clients. NAPEX also provides weekly and quarterly newsletters with updates, procurement developments, notices of training opportunities and news of activities and events that would benefit our New Hampshire business clients.*

7. **Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.** *No.*

Membership is not technically required under the terms and conditions of the Cooperative Agreement. However, participation is strongly encouraged in part because DoD communicates with the 90+ APEX Accelerators almost exclusively through NAPEX and considers NAPEX as the de facto representative of all of the Accelerators. An APEX Accelerator that was not a NAPEX member would be isolated and handicapped by a lack of timely information and opportunities to provide feedback to DoD.

Although the cooperative agreement does not mandate NAPEX membership, it does require that APEX Accelerator staff maintain up-to-date knowledge of federal contracting policies, regulations, and best practices. Membership in NAPEX directly supports this requirement by providing access to essential training, communication channels with DoD's Office of Small Business Programs, and collaboration with other Accelerators nationwide.

8. **Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.** *Travel is not included with this membership fee.*

9. **Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.)** *This is an organizational membership, all employees of any member APEX Accelerator are considered members, and each member is a voting member.*

10. **Explain in detail any negative impact to the State if the Agency did not belong to this organization.** *Federal Government Contracts represent more than \$3.5 billion in annual contribution to NH's economy. NAPEX is comprised of centers from all US states and territories who work collaboratively to increase the Government and Defense industrial base thereby creating and retaining jobs, and in turn supporting the NH economy.*

NAPEX enhances the APEX Accelerator program by advocating on behalf of the program, and therefore states on issues such as government contracting barriers, sharing contracting data, best practices and advocating for continued federal funding. Additionally, NAPEX provides critical training and updates to NH APEX Accelerator on contracting related matters. The convergence of NAPEX members' expertise builds critical mass, facilitates innovation, and expands government contracting opportunities.

In addition, not having access to the professional development and training resources from NAPEX would require attempting to fulfill program Terms and conditions with multiple other platforms, likely incurring additional costs.

Respectfully Submitted,



Taylor Caswell
Commissioner

Association of Procurement Technical Assistance Centers

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INVOICE # 300000154

DATE 09/19/2025

DUE DATE 10/19/2025

ACTIVITY	QTY	RATE	AMOUNT
Operations:NAPEX Membership - Organization PY 2025 (dates variable) NAPEX Membership - Organization	1	0.00	0.00
Operations:NAPEX Membership - Organization PY 2025 (dates variable) Organization Dues based on TPC	1	3,437.316	3,437.32

BALANCE DUE

\$3,437.32

Pay invoice