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Executive Director

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STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION 19A ^{CJG}
JAN 07 2026

OFFICE OF THE EXECUTIVE DIRECTOR

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December 23, 2025

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

REQUESTED ACTION

Authorize the Office of Professional Licensure and Certification (OPLC) to make a **retroactive** unencumbered payment to SHI International Corp., (VC# 175141), Somerset, NJ in the total amount of \$265,625.00 for digital archive services, effective upon Governor and Council approval. 100% Agency Funds.

Funds are available in the following account for Fiscal Year 2026:

01-21-21-211010-240400000 Division of Administration	<u>FY 2026</u>
38-500175 – Desktop Software	\$265,625.00

EXPLANATION

This is a **retroactive** request because the final invoice for a digital archive project started under purchase order #1102565 exceeded the price limit of the purchase order. The services rendered were in compliance with contract # 8003473, however, the Department of Administrative Services is unable to process retroactive payments for contract purchases. The purchase order was exceeded due to the volume of documents to be archived exceeded the original estimated quantity of 2,688,000 documents.

Pursuant to RSA 310:1, "The purpose of the office of professional licensure and certification is to promote efficiency and economy in the administration of the business processing, record keeping, and other administrative and clerical operations of professional licensing and certification boards", the OPLC began a project to digitally archive millions of documents currently stored in banker boxes. The digital archiving project requires scanned paper documents to be converted to a searchable digital format. Each image captured is verified for image quality and data integrity prior to archiving. Once archived, the documents are stored in a database for authorized users to access and retrieve on-demand. When complete, the database will be merged with the OPLC's new licensing system to increase the efficiency of the licensing process and retrieval of individual documents.

Based on the foregoing, I am respectfully recommending approval to pay the attached invoices to SHI International Corp. for a total of \$265,625.00.

Respectfully submitted,

Deanna E. Jurius
Executive Director



Pricing Proposal
 Quotation #: 26620502
 Created On: 9/10/2025
 Valid Until: 12/31/2025

NH-Office of Professional Licensure and Certification

**Inside Account Manager
 - Public Sector**

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 DocStar Enterprise Software Pif Technologies - Part#: SW/SVCS Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 8003473 Note: Software // ESD 2025-2026 Renewal Includes DocSTAR Ent SW & Pro Services w/ scanning	1	\$0.00	\$0.00
2 Professional Services Software Implementation and Scanning - Includes DocSTAR SW & Pro Pif Technologies - Part#: SW/SVCS Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 8003473 Note: Software // ESD 2025-2026 Renewal Includes DocSTAR Ent SW & Pro Services w/ scanning	1	\$265,625.00	\$265,625.00
Total			\$265,625.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The original 2.7 million pages has been exceeded. This latest invoice covers 1,950,000 pages scanned, bringing the project to 99% completion. The remaining work consists of a small batch of files that fall outside the original scope. OPL is aware of these files and has provided scanning instructions.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.