



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

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doit.nh.gov



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MAR 25 2026

Denis Goulet, *Commissioner*

March 2, 2026

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

REQUESTED ACTION

Authorize the Department of Information Technology, on behalf of the of the Department of Health and Human Services, to enter into a **Sole Source** amendment to an existing contract with Legal Files Software, Inc., (VC# 168989), Atlanta, GA to modify the scope of services for the Legal Files case tracking software to automate the upload of budgetary data into a secure cloud environment, by increasing the price limitation by \$13,600 from \$711,547 to \$725,147 with no change to the contract completion date of June 30, 2030, effective upon Governor and Council approval. 46.97% Federal Funds. 51.99% General Funds 1.04% Other Funds.

The original contract was approved by Governor and Council on August 22, 2012, item #11, amended on June 20, 2018, item #62A, amended on June 24, 2020, item #78, and most recently amended on June 25, 2025, item #48.

Funds are available in State Fiscal Years 2026 with the authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

CAT#-DEPT#-AGENCY#-ACTIVITY#- ACCOUNTING UNIT #- DEPT NAME- AGENCY NAME -ACCOUNTING UNIT NAME CLASS- OBJECT - DESC	ACTIVITY CODE	FY26	Total Amount
01-03-03-030010-76950000 – DoIT- IT for DHHS 038-509038 Agency Application Software	03950323	\$13,600	\$13,600

EXPLANATION

This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. Due to the proprietary nature of this software, the Contractor is the only authorized Contractor able to perform maintenance and support and build a custom application for the proprietary software. No other vendor can access the underlying intellectual code and develop a secure, custom Application Programming Interface (API) for DHHS to automate uploads of budgetary data instead of the current manual process, which will result in greater resource efficiencies.

The purpose of this request is for the Contractor to design and develop a custom Application Programming Interface (API) to automate the generation of a weekly budgetary report from the New HEIGHTS system, which is currently maintained manually through a custom application. This initiative aims to improve efficiency, reduce manual effort, and ensure data accuracy. Additionally,

the Contractor will migrate the API solution from the existing on-premises environment to the Contractor's designated cloud environment, ensuring scalability, security, and compliance with applicable standards.

The Legal Files software is utilized to manage the DHHS legal caseload, including 91-A requests, litigation, general counsel matters, privacy matters, New Hampshire Hospital probate admissions, Estate Recoveries, appeals of public assistance benefits decisions, rulemaking, and reporting. The Contractor provides the capability to track each request and response and ensure that critical deadlines are met. Legal Files serves as a repository for legal research and pleadings that increases staff efficiency by allowing the benefit of prior work.

The Departments will monitor services by ensuring the contractor adheres to technical assistance timeframes and the required response times with DoIT.

Should the Governor and Council not authorize this request, DHHS may lose the ability to generate reports and migrate the custom desktop application to the cloud, which puts the system functionality at risk and may lead to DHHS failing to meet statutory deadlines under RSA 91-A.

The Department of Information Technology and the Department of Health and Human Services respectfully request approval of this contract amendment.

Area served: Statewide

Respectfully submitted,



Denis Goulet
Commissioner, DOIT



Lori A. Weaver
Commissioner, DHHS

DOIT #2012-085D
RID #98154 (94617, 51446)

cc: Ken Gagne, IT Manager

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the DHHS Legal Files contract is by and between the State of New Hampshire, Department Information Technology ("State" or "Department") and Legal Files Software, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 22, 2012, (Item #11), June 20, 2018, (Item #62A), June 24, 2020 (Item #78), and June 25, 2025 (Item #48) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.4., Contractor Address to read:
100 Galleria Parkway Suite 1030, Atlanta, GA, 30339
2. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:
\$725,147
3. Add Exhibit A-1, Additional Scope of Services, Amendment #4, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit B, Payment Schedule, Section 2, Fixed Price Payment Schedule, Paragraph B, Data Conversion Services, to add Section B.4. to read:
B.4. Custom Programming Project to construct a RESTful Application Programming Interface (API); 68 hours @ \$200/hour \$13,600.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Information Technology



March 3, 2026

Date

Name: Denis Goulet
Title: CIO / DOIT Commissioner

State of New Hampshire
Department of Health and Human Services

Signed by:



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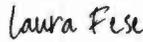
3/5/2026

Date

Name: Morissa Henn
Title: Morissa Henn, Deputy Commissioner

Legal Files Software Inc.

DocuSigned by:



61E15D780081450

3/5/2026

Date

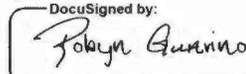
Name: Laura Fese
Title: Chief Legal Officer

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/5/2026

Date

DocuSigned by:


Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
DHHS Legal Files

EXHIBIT A-1 Additional Scope of Services – Amendment #4

Additional Scope of Services

1. Scope of Services

1.1. Custom Application Programming Interface (API)

1.1.1. The Contractor shall design, develop, and deploy a custom API within their cloud environment that programmatically allows and supports the import of data elements defined below to be inserted into the Legal Files system, to facilitate reporting requirements. The Contractor is responsible for hosting, maintaining, and securing the API in their cloud infrastructure. Provided further that any adjustment to the estimate must be within the Contract price limitation as set forth in Form P-37, General Provisions, Block 1.8. The general progression and allocation of responsibility for custom API services includes:

1.1.1.1. Data Requirements

1.1.1.1.1. The API must account for and allow the insert into the Legal Files existing matter the following fields. These fields originate from the State's source system New HEIGHTS and must be mapped by the vendor to the appropriate fields in the vendor's cloud application database:

1.1.1.1.1. Alphanumeric Fields

1.1.1.1.1.1. MID_NUMBER

1.1.1.1.1.2. COMMENTS

1.1.1.1.2. Date Field

1.1.1.1.2.1. EXTRACT_RUN_DT

1.1.1.1.3. Currency Fields

1.1.1.1.3.1. MA_NF_SUB_TOTAL

1.1.1.1.3.2. MA_OAA_SUB_TOTAL

1.1.1.1.3.3. MA_APTD_SUB_TOTAL

1.1.1.1.3.4. MA_ANB_SUB_TOTAL

1.1.1.1.3.5. MA_MEAD_APTD_SUB_TOTAL

1.1.1.1.3.6. MA_MEAD_MOAD_OAA_SUB_TOTAL

1.1.1.1.3.7. MA_MEAD_APTD_SUB_TOTAL

1.1.1.1.3.8. MA_MEAD_MOAD_OAA_SUB_TOTAL

1.1.1.1.3.9. MA_OTHER_SUB_TOTAL

1.1.1.1.3.10. FA_APTD_SUB_TOTAL

1.1.1.1.3.11. FA_OAA_SUB_TOTAL

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**New Hampshire Department of Health and Human Services
DHHS Legal Files**

EXHIBIT A-1 Additional Scope of Services – Amendment #4

- 1.1.1.1.3.12. FA_ANB_SUB_TOTAL
- 1.1.1.1.3.13. TOTAL_NF
- 1.1.1.1.3.14. TOTAL_MA_OTHER
- 1.1.1.1.3.15. TOTAL_MEDICAL
- 1.1.1.1.3.16. TOTAL_CASH
- 1.1.1.1.3.17. TOTAL_ASSISTANCE_PROVIDED
- 1.1.1.1.3.18. TOTAL_NF_PAYMENTS
- 1.1.1.1.3.19. TOTAL_MA_OTHER_PAYMENTS
- 1.1.1.1.3.20. TOTAL_CASH_PAYMENTS
- 1.1.1.1.3.21. TOTAL_PAYMENTS
- 1.1.1.1.3.22. MA_NF_BALANCE_DUE
- 1.1.1.1.3.23. MA_OTHER_BALANCE_DUE
- 1.1.1.1.3.24. CASH_BALANCE_DUE
- 1.1.1.1.3.25. OVERALL_BALANCE_DUE

1.2. Deliverables

1.2.1. The Contractor must ensure the following deliverables are provided:

- 1.2.1.1. The RESTful API will be called by an outside application, passing file/case level data elements to create Custom Window data on an existing file/case.
- 1.2.1.2. Elements to be exposed are:
- 1.2.1.3. Custom Window control types, including Money, Date and note fields.
- 1.2.1.4. Exposed function will allow looking up a File/Case by File name or open file number or a combination of the two (2), and an insert function to add a new Custom Window instance once the file/case is identified.

1.3. Roles and Responsibilities

- 1.3.1. The Department will perform user acceptance testing relative to the custom API configuration requirements that are established during the business analysis.
- 1.3.2. Should a change be requested to the scope of the project, the Contractor and the Department shall jointly assess the impact of that change to the project schedule and update the project plan accordingly. Provided further that any change must be within the Contract price limitation as set forth in Form P-37, General Provisions, Block 1.8.
 - 1.3.2.1. The Contractor shall provide a reasonable bid or estimate of any increased or decreased costs that would be incurred as a result of the change. The Contractor shall not proceed with the change until the parties agree to the

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**New Hampshire Department of Health and Human Services
DHHS Legal Files**

EXHIBIT A-1 Additional Scope of Services – Amendment #4

change in writing. All Services provided by the Contractor are subject to the terms and conditions of the Agreement.

- 1.3.2.2. Once sign-off on data mapping/requirements document occurs the project is submitted to the Contractor's development staff.
- 1.3.2.3. Should changes be necessary to the data mapping or specifications after the sign off, the Contractor shall provide a reasonable estimate of any increased or decreased costs that would be incurred as a result of the changes. The Contractor shall not proceed with the changes until the parties agree to the changes in writing.
- 1.3.3. All Software and Maintenance is provided electronically or via telephone by the Contractor to the Department.
- 1.3.4. The Contractor must provide functional API endpoint(s) capable of Inserting the appropriate data into the Legal Files system.
- 1.3.5. The Contractor must provide documentation detailing API specifications, authentication, and data schema.
- 1.3.6. The Contractor must provide testing and validation to ensure accuracy and completeness of all fields.
- 1.3.7. The Contractor must provide deployment and integration support.

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 LEGAL FILES SOFTWARE, INC. is a Illinois Profit Corporation registered to transact business in New Hampshire on September 06, 2002. 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: **413163**

Certificate Number: **0007815692**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of March A.D. 2026.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Stasha Jain, hereby certify that:

1. I am a duly elected Assistant Secretary of Legal Files Software, Inc.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on March 1, 2026, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Austin Owens – President & Treasurer, Laura Fese – Vice President & Secretary and Stasha Jain – Assistant Secretary is duly authorized on behalf of Legal Files Software, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: March 1, 2026

DocuSigned by:

Stasha Jain

Signature of Elected Officer

Name: Stasha Jain

Title: Assistant Secretary