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MAR 25 2026

Caitlin D. Davis  
Commissioner

Richard K. Sala  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
Department of Education  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

February 9, 2026

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

**REQUESTED ACTION**

Authorize the Department of Education, Division of Learner Support, Bureau of Career Development and Adult Education to amend a **sole source** existing contract with LiteracyPro Systems, Inc. (VC# 279684) Miramar, Florida to provide a web-based, commercial-off-the-shelf, vendor-hosted student data management system that meets the federal reporting requirements under the Workforce Innovation and Opportunity Act of 2014, with no change to the price limitation of \$584,923.00 and no change to the completion date of July 31, 2028, effective upon Governor and Council approval. The original contract was approved by Governor & Council on July 10, 2024, Item #45. **100% General Funds.**

Funds are available in the following accounts for Fiscal Years 2026 and 2027 and are anticipated to be available in Fiscal Year 2028 upon availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between Fiscal Years through the Budget Office if needed and justified.

06-56-56-562010-40390000 Adult Education - State

Fiscal Year	Class/Account	Class Title	Current Budget	Increase Decrease Amount	Revised Budget
2025	102-500731	Contracts for Program Services	\$139,820.00	(\$2,995.00)	\$136,825.00
2026	102-500731	Contracts for Program Services	\$144,015.00	\$3,590.00	\$147,605.00
2027	102-500731	Contracts for Program Services	\$148,334.00	(\$595.00)	\$147,739.00
2028	102-500731	Contracts for Program Services	\$152,754.00	\$0	\$152,754.00
		Total	\$584,923.00	\$0	\$584,923.00

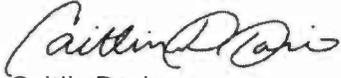
Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
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**EXPLANATION**

This is a **sole source** contract because LiteracyPro Systems, Inc. provides the only commercial off-the-shelf student data management system that meets the requirements for the separation of federally eligible students and state eligible students without additional customization costs.

NHED is requesting this amendment to remove training activities and add system modifications to allow for minor system enhancements to include requested reports. NHED staff have conducted necessary training sessions and will continue as needed.

Respectfully submitted,



Caitlin Davis  
Commissioner of Education



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Drive | Concord, NH | 03301  
Fax: (603) 271-1516 | TDD: (800) 753-2964  
[doit.nh.gov](http://doit.nh.gov)



Denis Goulet, *Commissioner*

January 26, 2026

Caitlin Davis, Commissioner  
Department of Education  
State of New Hampshire  
25 Hall Street  
Concord, NH 03301

Dear Commissioner Davis:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with LiteracyPro Systems Inc., as described below and referenced as DoIT No. 2024-099A.

The purpose of this request is to support system modifications to the web-based, commercial-off-the-shelf, vendor-hosted student data management system that meets the federal reporting requirements under the Workforce Innovation and Opportunity Act of 2014.

The Total Price Limitation shall not change and remains \$584,923, effective upon Governor and Executive Council approval through July 31, 2028.

A copy of this letter must accompany the Department of Education's submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink that reads "Denis Goulet".

Denis Goulet

DG/jd  
DoIT #2024-099A

cc: David Heafey, IT Lead



**STATE OF NEW HAMPSHIRE**

Bureau of Career Development, Office of Adult Education

AMENDMENT TO Adult Education Data System

BAE-2024-099-A

**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

This Amendment (the “Amendment”) is entered into by and between the State of New Hampshire, acting through its Department of Education, Division of Learner Support, Office of Adult Education (the “Department”) and LiteracyPro Systems, Inc. (VC#279684) of Miramar, Florida (“Contractor”). The Department and Contractor are sometimes referred to herein singularly as a “Party” and collectively as the “Parties.”

WHEREAS, the Parties entered into that certain Agreement approved by Governor and Council, as a result of RFP DoIT #BAE-2024-099 on July 10<sup>th</sup>, 2024, item #45 (the “Agreement”) wherein Contractor agreed to provide, and the Department agreed to purchase access to a web-based, commercial-off-the-shelf, vendor-hosted student data management system that meets the federal reporting requirements under the Workforce Innovation and Opportunity Act of 2014 in accordance with the terms and conditions set forth therein; and

WHEREAS, pursuant to Paragraph 18 of the Agreement, the Parties wish to amend the Agreement as further specified herein;

NOW, THEREFORE, for good and valuable consideration exchanged, the receipt and sufficiency of which is hereby conclusively acknowledged, the Parties hereby agree to amend the Agreement as follows:

- The Agreement is further amended as described in Table 1:**

<b>Table 1: Amendment Details</b>	
<b>Exhibit B:</b>	<b>Amended Text</b>
<b>Scope of Work</b>	
<b>Section 2. BUSINESS AND TECHNICAL REQUIREMENTS</b>	<b>Remove:</b> Remove Business and Technical Requirement B1.3
<b>Section 14. TRAINING</b>	<b>Remove Title:</b> “Training”  <b>Replace with Title:</b> “System Modifications”  <b>Remove:</b> “Training provided as determined and arranged between the State and Contractor”  <b>Replace with:</b>

State of NH Contract  
Date: 2/6/2026  
Contractor’s Initials: \_\_\_\_\_

Initial  
MS

**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

	“System modifications provided as determined and arranged between the State and Contractor.”
<b>Exhibit C:</b>	
<b>Pricing and Payment Schedule</b>	<b>Amended Text</b>
<b>Section 4. INVOICING</b>	<p><b>Remove:</b> “Invoices for training shall be submitted in the event that training is provided and will include the date of delivery.”</p> <p><b>Replace with:</b> “Invoices for system modifications shall be submitted in the event that an upgrade or customization is provided.”</p>
<b>Section 10. PAYMENT SCHEDULE</b>	<p><b>Remove:</b> The present Other Cost Pricing table 10.1.4</p> <p><b>Replace with:</b> Other Cost Pricing table 10.1.4 (attachment 1)</p> <p><b>Remove:</b> The present Pricing Summary table 10.1.5</p> <p><b>Replace with:</b> Pricing Summary table 10.1.5 (attachment 2)</p>

State of NH Contract  
Date: 2/6/2026  
Contractor’s Initials: \_\_\_\_\_

Initial  
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**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

**Attachment #1**

<b>Other Cost Pricing - 10.1.4</b>					
	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>Total</b>
<b>System Modifications (Upgrades and Customizations)</b>	\$0	\$6,675	\$2,582	\$3,243	<b>\$12,500</b>
<b>Integrations (EE/BE/Aztec)</b>	\$7,725	\$7,957	\$8,195	\$8,441	<b>\$32,318</b>
<b>Total</b>	<b>\$7,725</b>	<b>\$14,632</b>	<b>\$10,777</b>	<b>\$11,684</b>	<b>\$44,818</b>

**Attachment #2**

<b>Pricing Summary table - 10.1.5</b>					
	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>Total</b>
Planning and Project Management	\$ -	\$ -	\$ -	\$ -	\$ -
LACES/Local Agency Licenses	\$57,000	\$58,710	\$60,471	\$62,285	<b>\$238,466</b>
LACES/SEA License	\$10,300	\$10,609	\$10,927	\$11,255	<b>\$43,091</b>
Student Registration Portal	\$30,900	\$31,827	\$32,782	\$33,765	<b>\$129,274</b>
Full Hosted Service	\$30,900	\$31,827	\$32,782	\$33,765	<b>\$129,274</b>
Integrations (EE/BE/Aztec)	\$7,725	\$7,957	\$8,195	\$8,441	<b>\$32,318</b>
<b>Subtotal for Annual Invoice</b>	<b>\$136,825</b>	<b>\$140,930</b>	<b>\$145,157</b>	<b>\$149,511</b>	<b>\$572,423</b>
System Modifications (Upgrades and Customizations)	\$0	\$6,675	\$2,582	\$3,243	<b>\$12,500</b>
<b>Grand Total</b>	<b>\$136,825</b>	<b>\$147,605</b>	<b>\$147,739</b>	<b>\$152,754</b>	<b>\$584,923</b>

**CONTRACT HISTORY**

State of NH Contract  
Date: 2/6/2026  
Contractor's Initials: \_\_\_\_\_

Initial  
MS

**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

DOCUMENT TYPE	G&C APPROVAL DATE AND ITEM #	COMPLETION DATE	CONTRACT AMOUNT
Original Contract	7/10/2024 #45	July 31, 2028	\$ 584,923.00
Amendment A	TBD	July 31, 2028	\$584,923.00
		Total	\$584,923.00

State of NH Contract  
Date: 2/6/2026  
Contractor's Initials: \_\_\_\_\_

Initial  
MS

**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This amendment shall take effect upon the approval date from the Governor and the Executive Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

CONTRACTOR

Signed by: Matthew Schnittman Date: 2/6/2026  
93D2AEE8D887439

Matthew Schnittman, CEO  
LiteracyPro Systems, Inc.

STATE OF NEW HAMPSHIRE

Caitlin D. Davis Date: 3/3/2026

Caitlin D. Davis, Commissioner  
Department of Education

State of NH Contract

Date: 2/6/2026

Contractor's Initials: MS

Initial  
MS

**AMENDMENT TO Adult Education Data System  
BAE-2024-099 - AMENDMENT #A**

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

**Approved by the Attorney General**

Elizabeth C. Rose Date: 3/3/2026

State of New Hampshire, Department of Justice

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: \_\_\_\_\_

State of New Hampshire, Department of Administration

State of NH Contract

Date: 2/6/2026

Contractor's Initials:

Initial  
MS

# 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 LITERACYPRO SYSTEMS, INC. is a California Profit Corporation registered to transact business in New Hampshire on August 22, 2017. 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: 777427

Certificate Number: 0007747921



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 23rd day of January A.D. 2026.

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

David M. Scanlan  
Secretary of State



