



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

141 - 6/3/26

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

May 18, 2026

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

## REQUESTED ACTION

Authorize the Department of Administrative Services(DAS) to enter into a **Sole Source** amendment (Contract #8003483) with Facilities Management Express, LLC (VC# 488333), Columbus, OH, by increasing the price limitation by \$301,548.00 from \$298,452.00 to an amount up to and not to exceed \$600,000.00 with no change to the contract completion date for maintenance software, effective upon approval of Governor and Executive Council approval through August 31, 2029. The original contract was approved by the Governor and Executive Council on August 7, 2024, Item #79.

## EXPLANATION

The purpose of this requested **Sole Source** amendment is to increase the price limitation on Contract #8003483 to permit additional licenses for Agencies that have replaced outdated software or will be replacing outdated software using Facilities Management Express, LLC at a later date. The original contract was calculated to establish fixed cost for the set up and implementation of the DAS work order tracking and maintenance ticketing system. Following approval of the contract additional agency needs were identified including the need for comprehensive fleet maintenance tracking for the Department of Corrections (DOC) and the establishment of preventative maintenance tracking for the Department of Health and Human Services (DHHS) facilities teams.

The DAS through quarterly spend reporting has identified that the contract price limitation is close to expended with more than three years remaining in the original contract term. It is important to note that all spend against this contract has ceased until this amendment is approved by the Governor and Executive Council.

Based on an analysis of the spend to date against this contract, over 90% of the assigned price limitation has been expended. After consulting with the primary agency end users DAS, DOC, and DHHS we expect the current spend trends to continue through the contract completion, based on the need to maintain the active ticketing systems for facilities work orders we project an addition of approximately \$125,000 per year to maintain critical access.

In addition the DAS conducts quarterly comprehensive market analysis to determine how contracted pricing compares to the current markets. The most recent findings indicated that

projected increases from the US Bureau of Labor Statistics averages 2.5% when compared to prior year. Additionally, the Computer Software category realized a 8.7% increase compared to prior years pricing. As this contract holds firm fixed costs for software maintenance the data suggests the contract remains the lowest cost available for the state.

The following table represents a summary of the amount necessary to accommodate the requested amendment based on current contract trends through the completion date. Detailed financial tracking is attached for reference.

Contract Financials	
Current spend limitation	\$298,452.00
Add this Amendment	\$301,548.00
New spend limitation	\$600,000.00

Based on the foregoing, I am respectfully recommending approval of the **Sole Source** contract amendment with Facilities Management Express, LLC.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



**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*

May 6, 2026

Charles M. Arlinghaus, Commissioner  
State of New Hampshire  
Department of Administrative Services  
25 Capitol Street  
Concord, NH 03301

Dear Commissioner Arlinghaus:

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 Facilities Management Express, LLC, as described below and referenced as DoIT No. 2024-071A.

The purpose of this request is for maintenance software that will enable state agencies to streamline the maintenance work order process.

The Total Price Limitation shall increase by \$301,548 for a New Total Price Limitation of \$600,000, effective upon Governor and Executive Council approval with no change to the original contract end date of August 31, 2029.

A copy of this letter should accompany the Department of Administrative Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/jd  
DoIT #2024-071A

cc: Cindy Dotlich, IT Manager, DoIT



**FIRST AMENDMENT TO THE CONTRACT BETWEEN  
 FACILITIES MANAGEMENT EXPRESS, LLC  
 AND  
 THE STATE OF NEW HAMPSHIRE,  
 DEPARTMENT OF ADMINISTRATIVE SERVICES,  
 FOR MAINTENANCE SOFTWARE  
 CONTRACT # 8003483**

This First Amendment (hereinafter referred to as the "Amendment") is by and between the State of New Hampshire, Department of Administrative Services (hereinafter referred to as "the State") and Facilities Management Express, LLC (hereinafter referred to as "the Contractor") for maintenance software.

WHEREAS, pursuant to an agreement effective August 7, 2024, (hereinafter referred to as "the Agreement"), the Contractor agreed to provide certain maintenance software for the State in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, pursuant to Section 18 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 1.8 Price Limitation and substitute the following:

1.8 \$600,000.00

Contract Financials	
Current spend limitation	\$298,452.00
Current spend	\$224,340.00
Forecasted spend through contract expiration	\$375,660.00
New spend limitation	\$600,000.00

2. Amend Exhibit C, 1. Contract Price: Change to the following: \$600,000.00.
3. All other provisions of the Agreement, approved by the Governor and Executive Council on August 7, 2024, Item #79, shall remain in full force and effect.

**FACILITIES MANAGEMENT EXPRESS, LLC**

By: Jack Haslup  
Jack Haslup  
(Print Name)

Title: CFO

Date: 2/24/2026

**STATE OF NEW HAMPSHIRE**

By: Charles M. Arlinghaus  
Charles M. Arlinghaus  
(Print Name)

Title: Commissioner  
Department of Administrative Services

Date: 4-22-26

**OFFICE OF THE ATTORNEY GENERAL**

By: Christen Lavers  
Christen Lavers  
(Print Name)

Title: Sr. Assistant Attorney General

Date: 5/14/26

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

Signed: \_\_\_\_\_  
\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

# State of New Hampshire

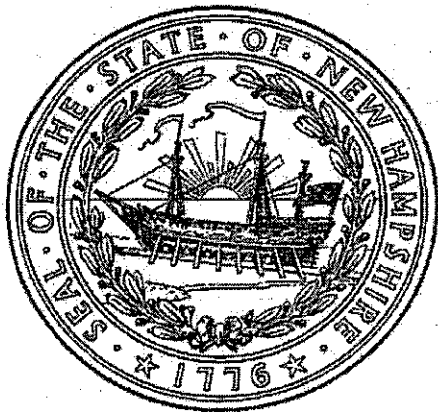
## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that FACILITIES MANAGEMENT EXPRESS, LLC is a Delaware Limited Liability Company registered to transact business in New Hampshire on February 07, 2024. 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: 953707

Certificate Number: 0007361062



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 5th day of January A.D. 2026.

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

David M. Scanlan  
Secretary of State

**Corporate Resolution**

I, Brian D. Gregory, hereby certify that I am a duly elected  
*(Print First and Last Name)*

Officer of Facilities Management Express, LLC. I hereby certify the  
*(Name of Corporation)*  
following is a true copy of a vote taken at a meeting of the Board of Managers, duly

called and held on June 27, 2024, at which a quorum of the Managers were  
*(Month Day, Year)*  
present and voting.

**VOTED:** That Jack Haslup, VP - Finance (may list more than one person) is  
*(Printed Name and Title)*

duly authorized to enter into contracts or agreements on behalf of

Facilities Management Express, LLC with the State of New Hampshire and any of  
*(Name of Corporation)*

its agencies or departments and further is authorized to execute any documents

which may in his/her judgment be desirable or necessary to affect the purpose of

this vote.

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 to which this certificate is attached. This authority remains valid for ninety (90) days from the date of this Corporate Resolution. 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: 23/02/2026

ATTEST: Brian Gregory  
*(Signature)*

