



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

Denis Goulet, *Commissioner*

26 - 6/3/26



May 8, 2026

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

REQUESTED ACTION

Authorize the Department of Information Technology, for the benefit of the Department of Military Affairs and Veterans Services (DMAVS), to enter into a **Sole Source** contract amendment with Windsor Solutions, Inc (VC #208030) of Portland, Oregon, by increasing the price limitation by \$11,672.00 from \$9,414,532.33 to \$9,426,204.33, with no change to the contract completion date, for the purpose of implementing an online rental submission process for DMAVS facilities by replacing existing manual, paper-based workflows with a fully digital solution using the nForm platform, effective upon Governor and Council approval through June 30, 2029. The Governor and Executive Council approved of the original contract agreement on June 18, 2014, Item # 15, amended on June 21, 2017, Item #83, amended on August 22, 2018 Item # 22, amended on June 24, 2020, Item # 79, amended on May 1, 2024, Item # 46, amended on June 26, 2024, Item #80, amended October 30, 2024, item #35. 100% General Funds.

Funds are available in the following account as follows:

CAT#-DEPT#-AGENCY#-ACTIVITY#-ACCOUNTING UNIT#-DEPT NAME-ACCOUNTING UNIT NAME_CLASS-OBJECT-DESC	FY 2026
010-012-22200000-103-500736 Military Affairs and Veterans Services – <u>Administrator & Armories</u>	\$11,672
Total	\$11,672

EXPLANATION

This is a **Sole Source** amendment because Windsor Solutions currently provides the electronic forms software platform (nForm) for the State of New Hampshire. DoIT and DMAVS agree that it would be the best course of action to leverage all the existing Windsor Solutions-based electronic forms, software licenses, functionality and training, rather than engaging a new software vendor and bearing the cost, delay and uncertainty of integrating DMAVS electronic forms with a different software platform. Windsor is well-positioned to

help DMAVS offer online rental submissions to external customers, streamline internal processes, and enhance public transparency.

Windsor's commitment to keeping its software updated with the latest technologies mitigates the risks and costs associated with technology deprecation and security vulnerabilities. Extending the use of the Windsor Solution's forms product to a centralized platform will allow the staff to review and analyze required online data submissions through an electronic interface and timely present decisions. DoIT and DMAVS's goal has been to significantly enhance the end-user experience in dealing with the State, improving the quality of data entered and reducing the time, effort and expense of these interactions.

The Department of Information Technology, in partnership with the Department of Military Affairs and Veterans Services, respectfully requests approval of this contract amendment.

Respectfully submitted,



Denis Goulet Commissioner,
Department of Information
Technology

MIKOLAITIES.DAVID
.JAMES.1005727029

Digitally signed by
MIKOLAITIES.DAVID.JAMES.1005
727029
Date: 2026.05.11 13:34:23 -04'00'

David J. Mikolaities,
Major General, NH National Guard
The Adjutant General

DG/jd
DoIT #2014-069G

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
AUTOMATED FORMS SUBMITTAL PROJECT
CONTRACT 2014-069
CONTRACT AMENDMENT G**

WHEREAS, pursuant to an Agreement approved by Governor and Council, as a result of contract #2014-069 on June 18, 2014 Item #15, and as amended by Amendment A on June 21, 2017 Item #83 and as amended by Amendment B on August 22, 2018 Item #22, and as amended by Amendment C on June 24, 2020 Item #79, and as amended by Amendment D on May 1, 2024 Item #46, and as amended by Amendment E on June 26, 2024 Item #80, and as amended by Amendment F on October 16, 2024 Item #35 (hereinafter referred to as the "Agreement"), Windsor Solutions Inc. (hereinafter referred to as "Vendor") agreed to supply certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Department of Information Technology (hereinafter referred to as the "Department") acting for the benefit of the Agency, certain sums as specified therein; and

WHEREAS, pursuant to the Agreement General Provisions Section 18. AMENDMENT, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and approved by the Governor and Executive Council; and

WHEREAS, the Vendor and the Department have agreed to amend the Agreement in certain respects; and

WHEREAS, the Department, in partnership with the Department of Military Affairs and Veteran Services (hereinafter referred to as DMAVS), wishes to add functionality; and

WHEREAS, the Vendor agrees to provide the desired additional functionality for the Department and DMAVS; and

WHEREAS, the Department and the Vendor wish to increase the Contract price by an amount not to exceed \$11,672 to bring the total contract price to an amount not to exceed \$9,426,204.33.

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties agree as follows:

1. Amend Section P37 1.8 of the Agreement (Page I) by increasing the Price Limitation by \$11,672 from \$9,414,532.33 to \$9,426,204.33.
2. Amend Part 2 Section 3.5 to add:
Amendment G DMAVS Project Manager
DMAVS shall assign a Project Manager to have the lead responsibility for interacting with the Vendor for successful completion of the work under Amendment G. Amendment G DMAVS Project Manager is:
Quinton Hawkins
One Minuteman Way
Concord, NH 03301

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
AUTOMATED FORMS SUBMITTAL PROJECT
CONTRACT 2014-069
CONTRACT AMENDMENT G**

603-225-1372

Quinton.B.Hawkins@DMAVS.nh.gov

3. Amend Part 3 Exhibit A – Contract Deliverables, Section 2.1 Implementation Schedule – Activities/Deliverables/Milestones by adding Table 5 Activities, Deliverables or Milestones

Table 5 Activities, Deliverables or Milestones for Contract Amendment G			
Reference Number	Task	Projected Start Date	Projected Delivery Date
1	Review and Analyze Rental Forms	06/04/2026	06/08/2026
2	Form Development	06/08/2026	06/22/2026
3	System Testing	06/22/2026	07/06/2026
4	Payment Processor Configuration	07/06/2026	07/08/2026
5	Product Implementation	07/08/2026	07/10/2026
6	Training	07/10/2026	07/13/2026

4. Amend Part 3 Exhibit B Section 1.1 by adding the following Tasks to Table 2, Activity, Deliverable or Milestone Price and Payment.

Table 2 Activities, Deliverables or Milestones for Contract Amendment G					
Reference Number	Task	Projected Start Date	Projected Delivery Date	Cost	10% Holdback
1	Review and Analyze Rental Forms	06/04/2026	06/08/2026	\$2,384	\$238.40
2	Form Development	06/08/2026	06/22/2026	\$4,344	\$434.40
3	System Testing	06/22/2026	07/06/2026	\$2,472	\$247.20
4	Payment Processor Configuration	07/06/2026	07/08/2026	\$824	\$82.40
5	Product Implementation	07/08/2026	07/10/2026	\$1,030	\$103.00
6	Training	07/10/2026	07/13/2026	\$618	\$61.80

State of NH Contract 2014-069 Amend G

Date: 5/11/26

Contractor Initials: SW

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5. Amend Part 3 Exhibit I – Work Plan by adding the following Section 8. DMAVS Project High Level Work Plan:

Section 8. DMAVS Project High Level Work Plan

DMAVS seeks to modernize and streamline its rental agreement process by replacing existing manual, paper-based workflows with a fully digital solution using the nFORM platform. This initiative will consolidate multiple rental documents into a standardized electronic submission process, improving data consistency, submission efficiency, and internal workflow transparency. The system will support structured data collection, automated workflows, and integrated payment processing, reducing administrative burden and eliminating the need for manual data entry. The work will consist of the following:

Review and Analyze Rental Forms

- Review existing rental documents (ECTC documents, turf field agreement, and rental application)
- Identify and document all required data elements and attributes
- Determine conditional logic for sections and fields
- Document current fee structures and calculation methods
- Analyze existing manual workflow and approval processes
- Develop dropdown selection mapping for all single- and multi-select fields
- Identify opportunities for submission inheritance (reuse of prior data)

Form Development

- Develop one or more nFORM digital forms to replace existing paper processes
- Configure all required fields, controls, and conditional logic
- Implement dropdown mappings for consistent data entry
- Design and configure automated workflows, including approval chains and notifications
- Establish internal and external communication triggers within the workflow

System Testing

- Conduct joint review sessions with DMAVS and DOIT stakeholders
- Perform system testing of forms, workflows, and submission processes
- Identify and resolve form-related issues
- Refine configurations based on testing feedback

Payment Processor Configuration

- Configure integration with the payment processor
- Support acquisition and setup of test and production API keys
- Validate payment processing workflows and reporting functionality

Product Implementation

- Deploy finalized forms to the production nFORM environment
- Validate workflow configurations, routing logic, and notification settings
- Support end-to-end testing in the production environment
- Assist with final validation prior to publishing forms

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Training and Knowledge Transfer

- Conduct training sessions on form design, submission processing, and reporting tools (nVisage)
- Provide access to training documentation and knowledgebase resources
- Ensure DMAVS staff are equipped to manage and maintain the system post-implementation

6. Contract History:

CONTRACT AND AMENDMENT NUMBER	AMENDMENT TYPE	G&C APPROVAL DATE	END DATE	CONTRACT AMOUNT
2014-069	Original Contract	June 18, 2014 Item #15	June 30, 2019	\$778,058
2014-069- Amendment A	1 st Amendment	June 21, 2017 Item #83	June 30, 2024	\$940,564
2014-069- Amendment B	2 nd Amendment	August 22, 2018 Item # 22	June 30, 2024	\$409,348
2014-069- Amendment C	3 rd Amendment	June 24, 2020 Item #79	June 30, 2024	\$750,000
2014-069- Amendment D	4 th Amendment	May 1, 2024 Item #46	June 30, 2024	\$15,962
2014-069- Amendment E	5 th Amendment	June 26, 2024 Item #80	June 30, 2029	\$1,595,472.33
2014-069- Amendment F	6 th Amendment	October 16, 2024 Item #35	June 30, 2029	\$4,925,128
2014-069- Amendment G	7 th Amendment	TBD	June 30, 2029	\$11,672
			TOTAL	\$9,426,204.33

State of NH Contract 2014-069 Amend G

Date: 5/11/26

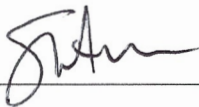
Contractor Initials: SW

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
AUTOMATED FORMS SUBMITTAL PROJECT
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CONTRACTOR

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This modification 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.



Date: 5/11/26

Simon Watson, Vice President
Windsor Solutions Inc.

STATE OF NEW HAMPSHIRE



Date: May 11, 2026

Denis Goulet, Commissioner
Department of Information Technology
State of New Hampshire

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

Approved by the Attorney General



Date: 5/14/26

State of New Hampshire, Department of Justice

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
AUTOMATED FORMS SUBMITTAL PROJECT
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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 New Hampshire

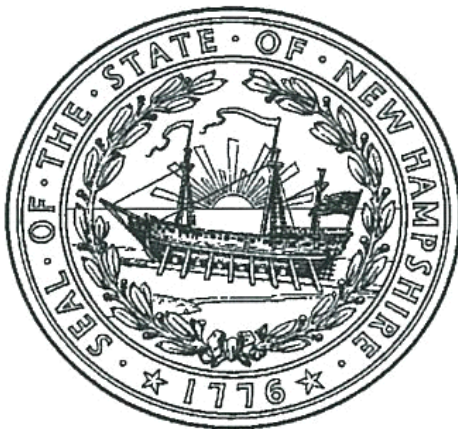
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that WINDSOR SOLUTIONS, INC. is a Oregon Profit Corporation registered to transact business in New Hampshire on March 04, 2010. 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: **627015**

Certificate Number: **0007917453**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 27th day of April 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JD Fulwiler & Co., Insurance 5727 S Macadam Ave Portland OR 97239	CONTACT NAME: Megan McGlohn PHONE (A/C. No. Ext): 503-977-5659 E-MAIL ADDRESS: mmcgljohn@jdfulwiler.com		FAX (A/C. No): 503-977-5859													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Sentinel Ins Company Ltd.</td> <td>11000</td> </tr> <tr> <td>INSURER B : Travelers Casualty & Surety Co</td> <td>31194</td> </tr> <tr> <td>INSURER C : Twin City Fire Insurance Co</td> <td>29459</td> </tr> <tr> <td>INSURER D : At-Bay Specialty Insurance Company</td> <td>19607</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Sentinel Ins Company Ltd.	11000	INSURER B : Travelers Casualty & Surety Co	31194	INSURER C : Twin City Fire Insurance Co	29459	INSURER D : At-Bay Specialty Insurance Company	19607	INSURER E :		INSURER F :
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INSURED Windsor Solutions, Inc 11481 SW Hall Blvd, Suite 201W Tigard OR 97223	WINDSOL-01															

COVERAGES

CERTIFICATE NUMBER: 1652038219

REVISION NUMBER: 17/18 Gen Use

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52SBAAB0332	10/1/2025	10/1/2026	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HAPD-\$250Ded			52SBAAB0332	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ HAPD Limit \$50,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			52SBAAB0332	10/1/2025	10/1/2026	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			52WBCDL0392	10/1/2025	10/1/2026	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B D	Crime Professional/Technology E&O Cyber Liability			107324586 AB661407605	10/1/2025 10/1/2025	10/1/2026 10/1/2026	Limit 2,000,000 Limit 3,000,000 Limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Add'l Crime incl under Pol#52SBAAB0332 - Sentinel Ins Co Ltd - Effective 10/1/25 to 10/1/26 - Limit \$50,000
 Professional Liability and Technology Errors & Omissions Retention: \$5,000

Owners excluded from Workers Compensation policy

RE: 2014-069C DoIT Automated Forms Submittal. All operations of the named insured are subject to policy provisions, conditions and exclusions.

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire Dept of Information Technology
 Attn: Chief Information Officer
 27 Hazen Dr
 Concord NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE
(Corporation Without Seal)

I, KEVIN JEFFERY, do hereby represent and certify that:

- (1) I am VICE PRESIDENT of WINDSOR SOLUTIONS, INC., an S corporation (the "Corporation").
- (2) I maintain and have custody of and am familiar with the Seal and the minutes of the Corporation.
- (3) I am duly authorized to issue certificates with respect to the contents of such books.
- (4) The following statements are true and accurate based on the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on MAY 20, 1998, which meeting was duly held in accordance with OREGON law and the by-laws of the Corporation.
- (5) The signature of SIMON WATSON of this Corporation affixed to any contract instrument or document shall bind the corporation to the terms and conditions of the contract instrument or document.
- (6) The foregoing signature authority has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
- (7) This corporation has no seal.

IN WITNESS WHEREOF, I have hereunto set my hand as VICE PRESIDENT of the Corporation. DATE 4/29/26



KEVIN JEFFERY, VICE PRESIDENT

STATE OF OREGON

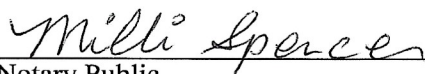
COUNTY OF WASHINGTON

On this the 29th day of APRIL, 2026, before me,

KEVIN JEFFERY, personally appeared and acknowledged himself

to be the VICE PRESIDENT of WINDSOR SOLUTIONS, INC. an OREGON corporation, and that he, as such being authorized to do so, executed the foregoing instrument.

IN WITNESS WHEREOF I hereunto set my hand and official seal.



Notary Public

My Commission Expires:

NOV 3, 2029

