

**New Hampshire Veterans Home**

139 Winter Street  
 Tilton, NH 03276-5415  
 www.nh.gov/veterans



Kimberly M. MacKay  
 Commandant

Telephone: (603) 527-4400  
 Fax: (603) 286-4242

May 13, 2026

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

**REQUESTED ACTION**

Authorize the New Hampshire Veterans Home (NHVH) to enter into a amendment to an existing **Sole Source** contract with Healthcare Documentation and Development, Inc d/b/a Healthcare Academy (Vendor#519227), Henderson, MN to provide an upgraded module for employee training/credentialing and tracking by increasing the price limitation by \$5,000 from \$16,497 to \$21,497, with no change to the completion date of June 30, 2028, effective upon Governor and Council approval. The original contract was approved by Governor and Council on June 25, 2025, item#150. 100% General Funds.

Funds are available in the following account for State Fiscal Years (SFY) 2026 and 2027, and are anticipated to be available in SFY 2028, upon the 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 state fiscal years through the Budget Office, if needed and justified.

**05-043-043-430010-5359 HEALTH AND SOCIAL SERVICES, NH VETERANS HOME, VETS HOME PROFESSIONAL CARE**

| State Fiscal Year | Class/Account | Class Title       | Current Budget    | Increased (Decreased) Amount | Revised Budget    |
|-------------------|---------------|-------------------|-------------------|------------------------------|-------------------|
| 2026              | 066-500543    | Employee Training | \$5,499.00        | \$0                          | \$5,499.00        |
|                   |               | <b>Subtotal</b>   | <b>\$5,499.00</b> | <b>\$0</b>                   | <b>\$5,499.00</b> |

**01-03-03-030010-76430000 DoIT – IT for NH Veterans Home 038-500177 Software License**

| State Fiscal Year | Class/Account | Class Title      | Current Budget     | Increased (Decreased) Amount | Revised Budget     |
|-------------------|---------------|------------------|--------------------|------------------------------|--------------------|
| 2027              | 038-500177    | Software License | \$5,499.00         | \$2,500.00                   | \$7,999.00         |
| 2028              | 038-500177    | Software License | \$5,499.00         | \$2,500.00                   | \$7,999.00         |
|                   |               | <b>Subtotal</b>  | <b>\$10,998.00</b> | <b>\$5,000.00</b>            | <b>\$15,998.00</b> |

**EXPLANATION**

This request is Sole Source because MOP 150 requires all amendments to contracts originally approved as sole source to be marked as sole source.

This program provides a learning management system for nursing staff and various departments at NHVH to provide continuing education credits to maintain their license to practice as well as a recruitment tool to help NHVH fill vacant positions which results in less reliance on mandatory overtime and temporary staffing agencies. In addition, this learning management system allows all staff at NHVH to complete annual mandatory training to remain in compliance with the Department of Veterans Affairs (VA) laws and regulations. The cost of a full year of Healthcare Academy's unlimited training is less than hiring instructors to complete mandatory training with staff.

This additional Skilled Nursing AHCA Requirements of Participation (RoP) module includes more than 80 prebuilt competencies, 18 of which directly match our existing requirements, reducing setup time and ensuring consistency. The module allows staff to receive clear, step-by-step competency checklists, while evaluators can assess and document performance in real time using any smart device. All results, including reassigned competencies and multiple attempts, are stored and tracked digitally, improving oversight and eliminating our current paper-based processes. Additionally, the platform offers robust reporting and dashboard features that support survey readiness and ongoing compliance monitoring. This module offers significant operational and regulatory benefits that enhance efficiency and accuracy across our competency program.

Respectfully Submitted,



Kimberly M. MacKay  
Commandant, NHVH



Denis Goulet  
Commissioner, DOIT



**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 19, 2026

Kimberly M. MacKay, Commandant  
State of New Hampshire  
New Hampshire Veterans Home  
139 Winter Street  
Tilton, NH 03276-5415

Dear Commandant MacKay:

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 Healthcare Documentation and Development Inc. dba Healthcare Academy, as described below and referenced as DoIT No. 2025-047A.

The purpose of this request is to provide an upgraded module to the Learning Management System for employee training/credentialing and tracking.

The total Price Limitation shall increase by \$5,000 for a new Total Price Limitation of \$21,497, effective upon Governor and Executive Council approval with no change to the end date of June 30, 2028.

A copy of this letter should accompany the New Hampshire Veterans Home 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 #2025-047A

cc: Joe Bentley, IT Manager

**Amendment to contract between the  
NH Veterans Home and Healthcare Documentation and Development**

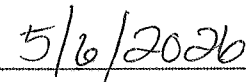
The State of New Hampshire Veterans Home and Healthcare Documentation and Development, Inc d/b/a Healthcare Academy agree to an amendment to the price limitation on the contract and adding an additional Skilled Nursing AHCA Requirements of Participation (RoP) module to the contract previously approved by Governor and Executive Council on June 25, 2025, Item#150.

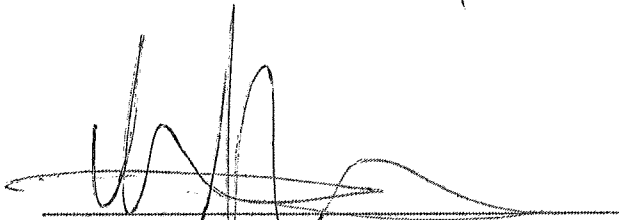
Wherefore, the contract is amended as follows:

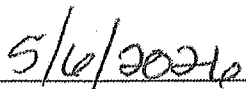
1. Increase services to include the Skilled Nursing AHCA Requirements of Participation (RoP) module for \$2,500 annually starting July 1, 2026 through June 30, 2028.
2. Amend section 1.8 (page 1) of the contract by increasing the price limitation from \$16,497.00 to \$21,497.00

All other provisions of the Contract shall remain the same.

  
\_\_\_\_\_  
Kimberly MacKay, Commandant

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Contractor Signature

  
\_\_\_\_\_  
Date

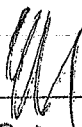
**State of New Hampshire  
New Hampshire Veterans Home  
2025-047 NHVH LMS Provider  
EXHIBIT B - STATEMENT OF WORK - AMENDMENT  
BUSINESS/TECHNICAL REQUIREMENTS AND DELIVERABLES**

This amendment includes the additional of the Skilled Nursing AHCA Requirements of Participation (RoP) module includes more than 80 prebuilt competencies. The module shall allow staff to receive clear, step-by-step competency checklists, while evaluators can assess and document performance in real time using any smart device. All results, including reassigned competencies and multiple attempts, are stored and tracked digitally. Additionally, the platform is to offer reporting and dashboard features that support survey readiness and ongoing compliance monitoring.

All other items in the original Exhibit B shall remain the same and included as part of this amendment.

Contractor Initials: \_\_\_\_\_

Date: \_\_\_\_\_

  
5/6/2020

# State of New Hampshire

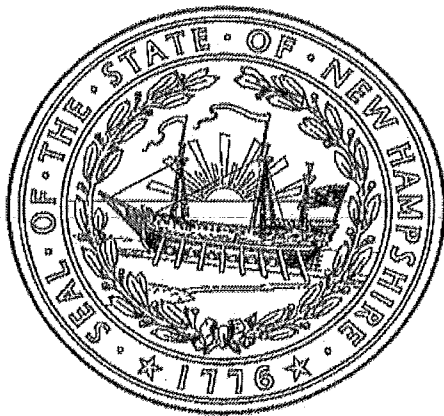
## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that HEALTHCARE DOCUMENTATION AND DEVELOPMENT, INC. is a New Hampshire Profit Corporation registered to transact business in New Hampshire on April 08, 2025. 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 987481

Certificate Number: 0007922090

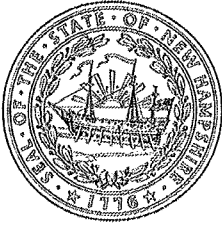


IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 4th day of May A.D. 2026.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a horizontal line.

David M. Scanlan  
Secretary of State



# State of New Hampshire

## Department of State



Business Name : **HEALTHCARE DOCUMENTATION AND DEVELOPMENT, INC.**

Business ID : **987481**

### Filing History

| Filing#    | Filing Date | Effective Date | Filing Type            | Annual Report Year |
|------------|-------------|----------------|------------------------|--------------------|
| 0007918825 | 04/27/2026  | 04/27/2026     | Annual Report          | 2026               |
| 0007736827 | 01/20/2026  | 01/20/2026     | Annual Report Reminder | N/A                |
| 0007178325 | 04/08/2025  | 04/08/2025     | Business Formation     | N/A                |

### Trade Name Information

| Business Name                                 | Business ID | Business Status |
|---|-------------|-----------------|
| No Trade Name(s) associated to this business. |             |                 |

### Name History

| Name                                     | Name Type |
|--|-----------|
| No Name Changes found for this business. |           |

### Principal Information

| Name        | Title                   |
|-------------|-------------------------|
| Judy Hoff   | Incorporator            |
| Judy Hoff   | Chief Executive Officer |
| Judy Hoff   | Director                |
| Erin Moomen | President               |

**Certificate of Authority # 2**

*(Corporation, Non-Profit Corporation)*

**Corporate Bylaws**

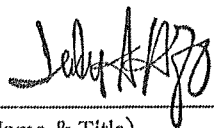
I, Judy Hoff, hereby certify that I am duly elected Clerk/Secretary/Officer of  
*(Name)*  
Healthcare Academy. I hereby certify the following is a true copy of the  
*(Name of Corporation)*

current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or  
Articles of Incorporation authorize the following officers or positions to bind the  
Corporation for contractual obligations Chief Executive Officer.  
*(list officer titles or position)*

I further certify that the following individuals currently hold the office or positions  
authorized: Erin Moonen-President.  
*(list individuals holding positions authorized)*

I further certify that it is understood that the State of New Hampshire will rely on this  
certificate as evidence that the person listed above currently occupies the position indicated  
and that they have full authority to bind the corporation. This authority **shall remain valid**  
**for thirty (30) days** from the date of this certificate.

DATED: May 6, 2026

ATTEST:  CEO  
*(Name & Title)*

