



56 - 9/2/26

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

August 11, 2026

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

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, Office of Nutrition Programs and Services to enter into an amendment to an existing **sole source** contract with Brighton Training Group, LLC (Vendor Code 498924), by increasing the price limitation by \$500,000 from \$675,000 to \$1,175,000 and extending the end date from September 30, 2026 to September 30, 2028, to execute the development and implementation of a web-based Food and Nutrition Training System effective upon Governor and Council approval. The original contract was approved by Governor and Council on August 30, 2024, Item #159. **100% Federal Funds**

Funds to support this request are anticipated to be available in FY 2028, and FY 2029 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 fiscal years through the Budget Office if needed and justified.

06-56-562010-32620000 FNS Child Nutrition Tech Grant

Fiscal Year	Class/ Account	Class Title	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Program Serv	-	-	-
2026	102-500731	Contracts for Program Serv	\$206,750	-	\$206,750
2027	102-500731	Contracts for Program Serv	\$218,250	-	\$218,250
2028	102-500731	Contracts for Program Serv	-	\$250,000	\$250,000
2029	102-500731	Contracts for Program Serv	-	\$250,000	\$250,000
		Subtotal	\$425,000	\$500,000	\$925,000

06-56-562010-23220000 SAE-School Nutrition

Fiscal Year	Class/ Account	Class Title	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Program Serv	250,000.00	-	250,000.00
		Subtotal	250,000.00	-	250,000.00

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

Budget Summary						
Fiscal Year	2025	2026	2027	2028	2029	Total
Amount	\$250,000	\$206,750	\$218,250	\$250,000	\$250,000	\$1,175,000

EXPLANATION

This item is **sole source** because the original item was also sole source. The Department is seeking to amend the existing contract to offer additional years and funding for the online training platform to be utilized by nutrition program operators and staff throughout the state. Approving this amendment will increase the number of years that the Department can offer virtual on demand training for the nutrition program operators and staff for all Child Nutrition programs that the Department oversees.

Brighton Training Group, LLC provides over eighty (80) online child nutrition training courses that are available to all users throughout the state twenty-four (24) hours a day three hundred and sixty-five (365) days a year. The company will continue to maintain the online training platform that has been created for the State and the current trainings that are available on the site for additional years. Throughout the contract, there will be updates made to the existing online training courses and additional courses will be added to the growing training platform. Additionally, Brighton Training Group, LLC will continue to work with the Office of Nutrition Programs and Services to launch the customizable training courses that will incorporate New Hampshire Laws and standards. Brighton Training Group, LLC will provide updates to these trainings at no additional cost.

It has been identified that nutrition program operators and staff across the state need additional training in both Federal and State guidelines due to the increase in staff turnover and federal regulations. The training platform has over 500 registered nutrition staff members currently that participate in trainings throughout the year. Brighton Training Group, LLC provides all courses online, giving flexibility to nutrition program operators to and staff complete the required trainings as they become available in the platform. With this platform the Office of Nutrition Programs and Services can continue to ensure that program operators and staff in need of additional training have the tools to ensure compliance and integrity with the federal programs.

Brighton Training Group, LLC will continue to track all course and training completion. They provide certificates only to users who complete the full training and pass the post training assessment. NHED will be able to view the users who have completed the trainings to ensure compliance with the USDA standards.

Respectfully submitted,



Caitlin D. Davis
Commissioner of Education

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

Now come the New Hampshire Department of Education, NHED, hereinafter “the Agency,” and Brighton Training Group, LLC hereinafter “the Contractor”, and, pursuant to an agreement between the parties that was approved by Governor and Council on August 30, 2024 (Item #159) hereby agree to modify same as follows:

1. Remove September 30, 2026 from box 1.7 of the P-37 and replace with September 30, 2028
2. Amend Section 1.8 Price Limitation by increasing the amount by \$ 500,000 from \$ 675,000 to \$ 1,175,000
3. Amend Exhibit C, Method of Payment, by replacing it with:

Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Subscription Software Licensing Agreement	\$ 8,500	\$8,500	\$8,500	\$8,500	\$8,500
Training Course Fee	\$ 241,500	\$ 198,250	\$ 209,750	\$ 241,500	\$ 241,500
Total	\$ 250,000	\$ 206,750	\$ 218,250	\$ 250,000	\$ 250,000

4. Amend Exhibit C, Funding Source, by replacing it with:

Source of Funding: Funds to support this request are anticipated to be available in FY 2028, and FY 2029 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 fiscal years through the Budget Office if needed and justified.

06-56-56-562010-32620000 FNS Child Nutrition Tech Grant

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		Subtotal	250,000.00	-	250,000.00

Budget Summary						
Fiscal Year	2025	2026	2027	2028	2029	Total
Amount	\$250,000	\$206,750	\$218,250	\$250,000	\$250,000	\$1,175,000

5. Amend Exhibit C, Limitation of Price, by replacing it with:

Limitations on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another with the authority to adjust encumbrances between Fiscal Years thought the Budget Office without further Governor and Council approval, if needed and justified. This contract will not but in no case shall the budget exceed the price limitation of \$ 1,175,000

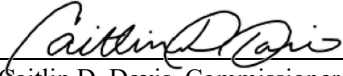
6. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
7. This amendment shall commence upon Governor and Council approval and shall terminate on September 30, 2028.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

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

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

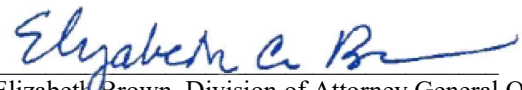
Division of Commissioner's Office

By:  8/12/26
Caitlin D. Davis, Commissioner of Education Date

Brighton Training Group, LLC

By:  [Mike Matukaitis \(Aug 11, 2026 15:42:06 EDT\)](#) Aug 11, 2026
Mike Matukaitis, CEO Date

Approved as to form, substance and execution by the Attorney General this 12 day of August, 2026


Elizabeth Brown, Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 20__

By: _____

Certificate of Authority

Amy Lowe-Matukaitis
I, _____, hereby certify that I am a duly appointed representative of
(Name of person filling out this form)

Brighton Training Group, LLC. I hereby certify that **Mike Matukaitis**, is

(Name & Title of person who signed contract)
authorized to execute contracts on behalf of Brighton Training Group, LLC and may bind the

organization thereby.

I hereby certify that said authority 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 thirty (30) days**. 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: Aug 10, 2026

Attest: 
Amy Lowe Matukaitis (Aug 10, 2026 17:32:50 EDT)
(Name & Title of person filling out this form)

Member

State of New Hampshire

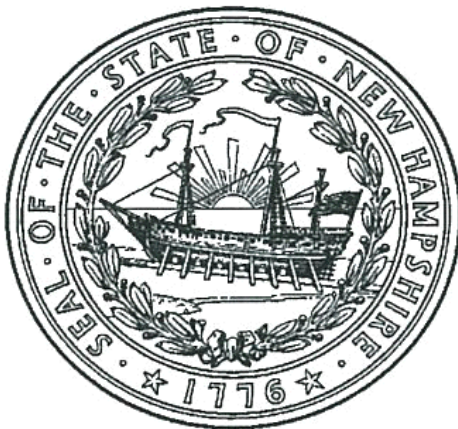
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that BRIGHTON TRAINING GROUP, LLC is a Pennsylvania Limited Liability Company registered to transact business in New Hampshire on June 29, 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: **965339**

Certificate Number: **0007896556**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2026.

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

David M. Scanlan
Secretary of State



BRIGTRA-01

TJARRETT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/6/2026

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 Sholley Agency, Inc. 2409 Old Turnpike Road Lewisburg, PA 17837	CONTACT NAME:		
	PHONE (A/C, No, Ext): (570) 523-3251	FAX (A/C, No): (570) 524-4256	
	E-MAIL ADDRESS: info@sholleyagency.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Insurance Company		25623
INSURED Brighton Training Group, LLC 260 Reitz Blvd Ste 10 Lewisburg, PA 17837	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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	X	COMMERCIAL GENERAL LIABILITY			680-8L728215-25-42	10/14/2025	10/14/2026	EACH OCCURRENCE	\$ 1,000,000
		CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 5,000
								MED EXP (Any one person)	\$ 1,000,000
								PERSONAL & ADV INJURY	\$ 2,000,000
								GENERAL AGGREGATE	\$ 2,000,000
								PRODUCTS - COMP/OP AGG	\$
		GEN'L AGGREGATE LIMIT APPLIES PER:							
		☒ POLICY	☐ PROJECT	☐ LOC					
		OTHER:							
A		AUTOMOBILE LIABILITY			680-8L728215-25-42	10/14/2025	10/14/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		ANY AUTO OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per person)	\$
		HIRED AUTOS ONLY	☒ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
									\$
A	X	UMBRELLA LIAB	☒ OCCUR		CUP-4R240563-25-42	10/14/2025	10/14/2026	EACH OCCURRENCE	\$ 1,000,000
		EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	\$ 1,000,000
		DED ☒ RETENTION \$ 5,000							\$
									\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB-3T866791-26-42	4/6/2026	4/6/2027	PER STATUTE ☐ OTH-ER ☐	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☒ Y ☐ N	N / A				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Owners and officers of an LLC are automatically excluded unless they are specifically included via signed inclusion form

CERTIFICATE HOLDER

CANCELLATION

New Hampshire Department of Education Bureau of Wellness and Nutrition 25 Hall St 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