



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

Lori A. Weaver
Commissioner

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October 8, 2026

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner, to make a **Retroactive, Sole Source** amendment to a lease with the Concord Litho Group, Inc. (Vendor #174084), Concord, NH, for warehouse space at 19 and 23 Terrill Park Drive in Concord, by adjusting the source of funds budgeted in State Fiscal Year 2027, with no change to the price limitation of \$3,959,228 and no change to the completion date of January 31, 2027, effective retroactive to October 1, 2026, upon Governor and Council approval. 100% General Funds.

The original lease was approved by Governor and Council on May 18, 2022, Item #6B.

Funds are available in the following accounts for State Fiscal Year 2027, 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.

05-095-094-940010-24650000 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: NEW HAMPSHIRE HOSPITAL, NEW HAMPSHIRE HOSPITAL, ARPA DHHS FISCAL RECOVERY FUNDS (100% Federal Funds)

Fiscal Year	Class/ Object	Class Title	Job Number	Current Budget	Increase/ Decrease	Revised Budget
2022	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$67,500	\$0	\$67,500
2023	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$811,669	\$0	\$811,669
2024	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$831,755	\$0	\$831,755
2025	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$852,540	\$0	\$852,540
2026	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$874,054	\$0	\$874,054
2027	022-500248	Rents-Leases Other than State	OOFRF602 PH9521A	\$521,710	(\$298,120)	\$223,590
Total				\$3,959,228	(\$298,120)	\$3,661,108

05-095-095-953010-56850000 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: COMMISSIONER'S OFFICE, OFFICE OF ADMINISTRATION, MANAGEMENT SUPPORT (100% General Funds)

Fiscal Year	Class/ Object	Class Title	Job Number	Current Budget	Increase/ Decrease	Revised Budget
2027	022-500248	Rents-Leases Other than State	95307996	\$0	\$298,120	\$298,120
Total				\$0	\$298,120	\$298,120

EXPLANATION

This request is **retroactive** due to the timeline on which the Department identified the exhaustion date for the source of funds in the original contract for State Fiscal Year 2027. This request is **sole source** because MOP 150 requires amendments to all agreements originally approved as sole source to be marked as sole source.

The purpose of this amendment is to adjust the source of funds for the State Fiscal Year 2027 budget to support the balance of the contract term for 71,492 square feet of leased warehouse space at 19 and 23 Terrill Park Drive, Concord, New Hampshire. As originally approved, the budget for this lease was to be paid entirely with American Rescue Plan Act (ARPA) funds. However, ARPA funding was exhausted as of September 30, 2026. The lease remains active and needed through January 31, 2027, and the Department is adjusting the source of funds to make the remaining payments for this lease. The original item was approved in 2022 and other federal funding sources identified at the time as potential contingency are no longer available requiring the Department to utilize General Funds to meet this ongoing need.

The Department has occupied warehouse space at 19 and 23 Terrill Park Drive since 2020. The warehouse facility is currently used to store materials and equipment that serves communities and facilities across the state during emergency events requiring enhanced medical, behavioral, or mental health services. Assets are available for Department activities or use by community or healthcare partners to address a range of emergency scenarios including medical surge events, infectious disease or chemical agent exposures, disaster sheltering, and others. Maintaining the warehouse in Concord provides a centralized distribution point for statewide needs and is in close proximity to the Department's Bureau of Emergency Preparedness, Response, and Recovery who manage its operation and oversight.

This facility also serves the Department's obligations in support of federal Strategic National Stockpile (SNS) requirements. SNS assets include life-saving supplies distributed by the federal government in the event of exposure to a biological release, nerve agent, anthrax, and other high-risk biological and chemical agents. The facility is appropriately outfitted to allow for the receipt of SNS materials from the federal government in the event of an emergency event in New Hampshire requiring their deployment and is the only facility available to the Department that meets these needs.

In addition to deployable emergency assets, the warehouse provides secure and sustainable storage for assets required by New Hampshire Hospital (NHH), which cannot be effectively maintained onsite at the facility. The Department is responsible under RSA 135-C:4 for the operation and upkeep of state-owned psychiatric facilities, including New Hampshire Hospital and Glencliff Home. Because these services must operate 24 hours a day without interruption, NHH depends on reliable, secure storage for supplies, equipment, and emergency reserves. Continued access to the warehouse at 19 and 23 Terrill Park Drive is essential to fulfilling the needs of patients and meeting the Department's regulatory obligations.

Should the Governor and Council not authorize this request, the Department will not be able to pay the vendor per the existing agreement. In addition, the Department will not have a location to store emergency response materials and equipment for the State of New Hampshire, which will greatly limit the ability to provide lifesaving assets and countermeasures for emergencies requiring enhanced medical capacity, as well as other core response functions. In addition, the Department will need to incur disposal and distribution expenses in an unknown amount to remove assets currently held in storage at the facility.

Respectfully Submitted,

A handwritten signature in black ink that reads "Lori Weaver". The signature is written in a cursive, flowing style.

Lori A. Weaver
Commissioner