



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

August 31, 2026

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

REQUESTED ACTION

Pursuant to MOP 150, VII (C), authorize the Department of Information Technology, on behalf of the Department of Revenue (DRA), to enter into a **Retroactive** and **Sole Source** renewal for annual software and hardware maintenance and support with Fairfax Imaging Inc (VC#219548), Tampa, FL, at a cost of \$134,595.68, effective upon Governor and Council approval from October 1, 2026 through September 30, 2027. **100% Other Funds.**

Funds are available in the following account for Fiscal Year 2027 with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

CAT#-DEPT#-AGENCY#-ACTIVIT#-ACCOUNTING UNIT #- DEPT NAME- AGENCY NAME -ACCOUNTING UNIT NAME CLASS- OBJECT - DESC - JOB#	SFY 27
01-03-03-030010-76840000-IT for Revenue Administration- 038-500165-Software License/Maintenance	\$134,595.68

EXPLANATION

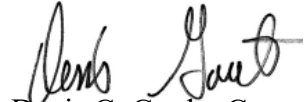
This request is **Retroactive** and **Sole Source** due to corresponding invoice received August 11, 2026 for a twelve-month period beginning October 1, 2026. Consequently, this procurement must proceed through the Department of Administrative Services (DAS) procurement waiver process.

This request seeks annual software and hardware maintenance and support to DRA's document imaging and electronic remittance application. Utilizing module software and specialized scanner hardware, the system efficiently process more 300,000 paper documents annually using barcodes and Optical Character Recognition (OCR). The system handles financial transactions exceeding \$640,000,000.00 per year, routing payments collected and remitted to the State's financial institution via Image Cash Letter to provide critical same day credit.

Her Excellency, Governor Kelly A. Ayotte
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August 31, 2026
Page 2

Fairfax is uniquely qualified as the only vendor capable of supporting the integration of this specialized software and the IBML high-speed scanners. This request is essential to maintain performance, reliability and long-term operational longevity.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Denis Goulet", is positioned above the printed name.

Denis C. Goulet Commissioner/CIO
Department of Information Technology

DG/lmr
RID#105757



State of New Hampshire Purchase Order

PURCHASE ORDER NUMBER
1114533

This number must appear on all invoices, packages,
cartons, bills of lading, and packing slips.

Date: 08/28/2026
Status: DRAFT
Ship Via:
FOB: Destination
Freight Terms: Vendor Paid
Terms: Net 30
Due Days: 30

Bill To: DOIT DEPT OF REVENUE
ATTN: BUSINESS OFFICE
27 HAZEN DR
CONCORD NH 03301

FAIRFAX IMAGING; INC.
550 N REO ST STE 202
TAMPA FL 33609

Ship To:

DOIT DEPT OF REVENUE
DEPT OF INFORMATION TECHNOLOGY
109 PLEASANT ST
CONCORD NH 03301

Vendor #: 219548
Contact: Mike Minter

Phone: 703 802 1220
Fax: 91 703 802 2878

AGENCY CONTACT: CHRIS LEWIS (603) 223-5754

In accordance with DRA Quick Modules

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			Deliver on or before August 31, 2026 unless specified by line RID NO.: 105757 POINT OF CONTACT INFORMATION Department of Revenue Administration ATTN: Karen Sampson PHONE NO.: 603-230-5990 EMAIL ADDRESS: karen.m.sampson@doit.nh.gov **EMAIL INVOICE TO** AccountsPayable@doit.nh.gov		
1	1.00	EA	ANNUAL RTO COST TERM: 10/01/2026-09/30/2027 Vendor Item Number: SOFTWARE & HARDWARE MAINT Vendor Item Desc:	3,625.00000	3,625.00
2	1.00	EA	IBML FUSION 111740 HW MAINTENANC TERM: 10/01/2026-09/30/2027 Vendor Item Number: SOFTWARE & HARDWARE MAINT Vendor Item Desc:	50,033.70000	50,033.70
3	1.00	EA	IBML IT6 84977 HW MAINTENANCE TERM: 10/01/2026-09/30/2027 Vendor Item Number: SOFTWARE & HARDWARE MAINT Vendor Item Desc:	57,099.98000	57,099.98
4	1.00	EA	QUICK MODULES SW MAINTENANCE TERM: 10/01/2026-09/30/2027 Vendor Item Number: SOFTWARE & HARDWARE MAINT Vendor Item Desc:	23,837.00000	23,837.00
			Purchase Order Summary		
			Goods Total:		\$134,595.68
			Order Total:		\$134,595.68

Buyer: Corrine Tatro
Phone: 603-271-4308
Process Level: 00300

Total Amount: \$134,595.68

1. The State of New Hampshire engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State Proposal and the Vendor's proposal, bid or quotation, any of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws. In addition, the Vendor shall comply with all applicable copyright laws.

3. TERM. The contract and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the proposal or bid invitation and the Vendor's response. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the contractor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the Vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may repurchase similar items from any other source without competitive process, and the original Vendor may be liable to the state for any excess costs.

If a Vendor is unable to complete delivery by the date specified, he must contact the using branch and or agency. However, the branch and or agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipment.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty(30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default").

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty(30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof regarding any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. INDEMNIFICATION. The Vendor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the state, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1. PATENT PROTECTION. The Vendor agrees to indemnify and defend the State of New Hampshire from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the Vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.



DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
CONCORD, NEW HAMPSHIRE 03301-6398

DATE: 08/24/2026

TO: CHARLES ARLINGHAUS, COMMISSIONER
DEPT. OF ADMINISTRATIVE SERVICES

Requester: Chris Lewis	Agency: Dept of Information Technology & Dept of Revenue
Commodity: 208 Software	Vendor: Fairfax Imaging Inc (VC 219548)
RFB/RFP/RFQ (if applicable) RQ 260933	Contract: N/A
Est. Amount: \$134,595.68	

IN ACCORDANCE WITH RSA 21-I:11, I(2)(B), IT IS HEREBY REQUESTED TO WAIVE THE COMPETITIVE BID REQUIREMENTS OF RSA 21-I:11, I(A)(3) AND ADMINISTRATIVE RULE 600 FOR THE FOLLOWING REASONS:

Department of Information Technology (DoIT) on behalf of Department of Revenue and Administration (DRA) is requesting renew their annual software and hardware maintenance and support for DRA's Document Imaging and Electronic Remittance Application through FairFax Imaging Inc (V#219548) for \$134,595.68. FairFax's Quick Modules software and IBML scanner hardware is used to process more than 300,000 paper documents, utilizing barcodes and Optical Character Recognition (OCR). All payments collected are remitted to the State's financial institution by an Image Cash Letter (ICL), which in turn provides the State with same day credit of more than \$640,000,000.00 per year. Fairfax Software is the sole provider of the Quick Module software. The software is not available through resellers. Fairfax is also the only vendor that can support the integration of the software with the IBML high-speed scanners. The preventative maintenance on the two high-speed scanners is essential to maintaining performance, reliability, and longevity. To replace one damaged scanner would cost approximately \$300,000.00. To procure a new solution would not only require DRA to spend funds that are not appropriated but also potentially require additional funds to reintegrate the Document Imaging and Electronic Remittance Application into the Revenue Information Management System.

Fairfax is the sole manufacturer and distributor of Quick Module software, the IBML hardware is specifically interfaced with Quick Module; therefore this purchase request is a sole source request to Fairfax Imaging Inc.

The fiscal year 27 purchase term dates 10/01/2026- 9/30/2027 totals \$125,890.00, to be completed upon approval of Governor & Executive Council.

SUBMITTED FOR ACCEPTANCE BY:

CET
Digitally signed by
Carmen E. Tarasiga
DN:
cn=Carmen E. Tarasiga,
o=State of New Hampshire,
ou=Department of Administrative Services,
c=US

Digitally signed by
Mathew T. Stanton
Date: 2026.08.24
13:33:41 -04'00'

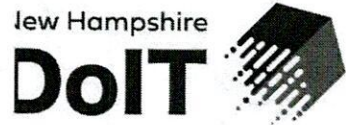
PA / ADMIN / DEPUTY DIRECTOR
BUREAU OF PURCHASE AND PROPERTY

APPROVED FOR ACCEPTANCE BY:

Digitally signed by
Gary S. Lunetta
Date: 2026.08.25
14:48:30 -04'00'

GARY S. LUNETTA, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES
*ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER
THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE
REVISED STATUTES, ANNOTATED 21-I:14, XII.*

CHARLES M. ARLINGHAUS, COMMISSIONER **DATE**
DEPARTMENT OF ADMINISTRATIVE SERVICES



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*

August 11, 2026

Department of Administrative Services
25 Capitol Street
Concord, NH 03301

RE: FairFax Sole Source Purchase of Quick Modules Software Maintenance and IBML High-Speed Scanner Maintenance

Department of Information Technology (DoIT) on behalf of Department of Revenue and Administration (DRA) is requesting to renew their annual software and hardware maintenance and support of DRA's Document Imaging and Electronic Remittance Application through FairFax Imaging Inc (VC#219548) in the amount of \$134,595.68 for the period of October 1, 2026, through September 30, 2027.

FairFax's Quick Modules software and IBML scanner hardware are used to process more than 300,000 paper documents, utilizing barcodes and Optical Character Recognition (OCR). All payments collected are remitted to the State's financial institution by an Image Cash letter (ICL), which in turn provides the State with same day credit of more than \$640,000,000.00 per year.

FairFax software is the sole provider of the Quick Module software. The software is not available through resellers. FairFax is also the only vendor that can support the integration of the software with the IBML high-speed scanners. Preventative maintenance on the two high-speed scanners is essential to maintain performance, reliability, and longevity. To replace one damaged scanner would cost approximately \$300,000.00. To procure a new solution would not only require DRA to spend funds that are not appropriated but also potentially require additional funds to reintegrate the Document Imaging and Electronic Remittance Application into the Revenue Information Management System.

Thank you for your consideration.

Loretta M. Razin
Department of Information Technology
Director, Bureau of Finance and Administration

INFORMATION BELOW for BFA-DoIT USE ONLY	
Request ID # (RID)	105757



July 15, 2026

Karen Sampson
IT Manager - Department of Revenue Administration
New Hampshire Department of Revenue
109 Pleasant Street
Concord, NH, 03301

Dear Ms. Sampson:

The following is a quote for software and hardware maintenance quote provided by Fairfax Software.

Coverage Dates: 10/01/2026 – 09/30/2027

Coverage Times: Monday – Friday 8:00am to 5:00pm, Excluding Fairfax holidays & IBM hardware

Software Response Time: 30 min

Quick Modules Software Maintenance:

- [01] Configuration Manager
- [01] Security Manager
- [01] Log Manager
- [01] Audit Manager
- [01] Fairfax Workflow Manager
- [01] FileService
- [01] WFInput
- [01] Quick Batch Integrity
- [01] FFX Check21 Import
- [01] FFX Check21 Export
- [01] Transform Service
- [01] Quick Key License
- [01] Quick Review License
- [01] Quick Output License
- [01] Quick Reports License
- [01] Quick Check 21 Deposit Monitor
- [01] QStatsImporter
- [01] QStatsPublisher
- [01] Statistic Service
- [01] Customer Reports

Total Software Cost: \$23,837.00

Coverage Dates: 10/01/2025 – 09/30/2026

Coverage Times: Monday – Friday 8:00am to 5:00pm, Excluding Fairfax holidays & ibml hardware

Hardware Response Time: 4 hours

IBML IT6 84977 Hardware Maintenance:

- [01] IBML IT6 - ImageTrac 6400
- [01] Power Option – 220v US
- [01] ibml FUSiON 7400 Four Frame 5 Dec 2 Full Sz Pkta w/Rnt
- [01] MICR Module Option
- [01] Fusion Post Image, Single Head IJP
- [01] Computers, Embedded Application Controller, Dell 7920XL-6226R
- [01] ICS Scan Advanced for ibml Scanner
- [01] DocNetics Barcode 1D
- [01] Scan, DocNetics 2D AND PostNet Add-On
- [01] DocNetics, ChecksAll, Dual Camera

Annual Maintenance Cost: \$57,099.98

IBML FUSiON 111740 Hardware Maintenance:

- [01] Power Option – 220v US
- [01] ibml FUSiON 7400 Four Frame 5 Dec 2 Full Sz Pkta w/Rnt
- [01] MICR Module Option
- [01] Fusion Post Image, Single Head IJP
- [01] Computers, Embedded Application Controller, Dell 7920XL-6226R
- [01] ICS Scan Advanced for ibml Scanner
- [01] DocNetics Barcode 1D
- [01] Scan, DocNetics 2D AND PostNet Add-On
- [01] DocNetics, ChecksAll, Dual Camera

Total Annual Hardware Cost: \$50,033.70

Annual RTO Cost: \$ 3,625.00

Total Software and Hardware Maintenance Cost: \$134,595.68

If you choose to renew your maintenance, please issue a purchase order for the above-mentioned items. You may email to oksana.salem@fairfaxsoftware.com

If you choose to cancel maintenance, please provide 90-day cancelation notice.

Please contact me with any questions or concerns at 813.420.4977

Regards,

Oksana Salem
Fairfax Software



August 11, 2026

Karen Sampson
IT Manager – ASD at Department of Revenue Administration
State of New Hampshire
Department of Information Technology
109 Pleasant Street
Concord, NH 03301

Dear Ms. Sampson:

Fairfax Software is the sole provider of the Quick Module software. We do not sell through resellers and are the only vendor that can offer the support to the Quick Modules software.

Furthermore, the IBML hardware is interfaced with the Quick Modules software to provide an integrated solution. As such Fairfax Software is the only vendor to supply support for this integrated approach as no other vendor will have the experience to maintain this interface.

Sincerely,

Oksana Salem

Oksana Salem
Fairfax Software
813-420.4977