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BEA New Hampshire Department of BUSINESS AND ECONOMIC AFFAIRS

October 13, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of the Business and Economic Affairs (BEA), Division of Economic Development, Office of Procurement and Technical Assistance Center (PTAC) to budget and expend $9,614 balance forward funds for the purpose of replacing computer equipment, effective upon Governor and Council approval through June 30, 2022. **100% Federal Funds.**

Funds to be budgeted as follows:

03-022-022-220510 – Division of Economic Development,
14500000 – Procurement & Govt Contracts as follows:

03-022-022-220510-14500000		FY22 Current Budget	Requested Change	FY22 Adjusted Budget
CLASS	DESCRIPTION	BUDGET REQUEST		
010-500100	Personal Services Perm Class	$ 217,489.55		$ 217,489.55
020-500200	Current Expenses	$ 14,401.23		$ 14,401.23
022-500258	Rents – Leases Other than State	$ 24,683.00		$ 24,683.00
026-500251	Organizational Dues	$ 6,059.89		$ 6,059.89
027-582703	Transfers to DOIT	$ 34,613.01		$ 34,613.01
030-500301	Equipment	$ 0.00	$ 9,614.00	$ 9,614.00
038-500176	Technology – Software	$ 3,353.00		$ 3,353.00
039-500180	Telecommunications	$ 3,432.29		$ 3,432.29
040-501587	Indirect Costs	$ 73,301.81		$ 73,301.81
041-500501	Audit Fund Set Aside	$ 970.00		$ 970.00
042-500620	Additional Fund Set Aside	$ 11,533.00		$ 11,533.00
050-500109	Personal Services - Temp	$ 71,405.10		$ 71,405.10
060-500601	Benefits	$ 149,587.02		$ 149,587.02
070-500704	In State Travel Reimbursement	$ 10,491.28		$ 10,491.28
080-500710	Out of State Travel Reimbursement	$ 39,632.89		$ 39,632.89
	TOTAL EXPENSES	**$ 660,953.07**	**$ 9,614.00**	**$ 670,567.07**
SOURCE OF FUNDS				
000 - 400338	Federal Funds	$ 503,432.07	$ 9,614.00	$ 513,046.07
	General Funds	$ 157,521.00		$ 157,521.00
	TOTAL REVENUE	**$ 660,953.07**	**$ 9,614.00**	**$ 670,567.07**

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The following appropriation authorities are being requested:

Class 030 – Equipment purchased to replace computers and monitors

EXPLANATION

PTAC, a cooperative agreement program of the Division of Economic Development and Defense Logistics Agency (DLA), provides technical assistance to New Hampshire businesses navigating the complexities of government contracting. In Federal FY20, federal contracts and subcontracts in New Hampshire were valued at just under $7 billion, with $630+ million awarded to small businesses.

NH PTAC is due to perform a DoIT-scheduled 5-year update of its computer hardware, replacing its three desktop and three laptops with four new "2 in 1" laptop/tablets and monitors, at a cost of $9,614. In order to do this, it is necessary to budget balance forward revenue to cover the cost.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Taylor Caswell
Commissioner