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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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May 16, 2023

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Education, Division of Workforce Innovation, Bureau of Vocational Rehabilitation, to hold an organized event on October 12, 2023, at the Puritan Backroom Restaurant Manchester, NH for a total event cost not to exceed $9,959.75 for the purpose of sponsoring an event titled: "The 14th Annual Employment Leadership Awards" effective upon Governor and Council approval through November 30, 2023. 100% Federal Funds.

Funds to support this request are anticipated to be available in FY2024 in the account titled VR-Field Programs-Federal upon the availability and continued appropriation of funds in the future operating budget as follows:

	FY2024
06-56-56-565010-25380000-102-500731	
Contracts for Program Services	$9,959.75

EXPLANATION

The Puritan Backroom Restaurant (Manchester, NH) was chosen from a list of three quotes for the venue, see Attachment A. The Puritan Backroom Restaurant was chosen because it had the lowest cost. The department will enter into a separate contract with the Puritan.

Additionally, the department will enter into a contract with a local vendor bringing the cost of the event over $2,500.00 to record and produce videos featuring each of the Award-winning

businesses to be shown at the event. These 2-minute videos will feature interviews with business leaders and employees as well as location footage of the businesses. Videos will focus on the business's story and highlight outstanding practices regarding inclusive employment.

The vendor will also attend and record the event and produce an additional video featuring some of the most impactful moments during the event.

The 14th Annual Employment Leadership Awards will recognize five (5) businesses that hire, train, and retain individuals with disabilities on their workforce. The Employment Leadership Committee completes in-depth interviews and spends substantial time getting to know the company and how they incorporate and provide full inclusion for all employees, including individuals with disabilities.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

Attachment A

Venue Selection and Additional Costs

Item	Venue #1	Venue #2	Venue #3
Venue Name	Puritan Confectionary Co., LLC	The Derryfield	Currier Museum of Art
Event Room Rental	Included	$300.00	Reservation and Usage Fee: $675.00 w/10% deposit: $750.00
Audio Visual	(1) LCD Projector, Screen, Wireless Microphone & Podium $225.00	Not Quoted	Not Quoted
TOTAL Food & Beverage	Per Person: $13.50 @ 100 Persons Total for 100 Persons: $1,350.00	Per Person: $13.00 @ 100 Persons Total for 100 Persons: $1,300.00	Per Person: $22.00 @ 100 Persons Total for 100 Persons: $2,200.00
Total cost for Venue	Room Charge: Included Meals: $1,350.00 20% Service Charge: $270 8.5% NH Sales Taxes: $114.75 Audio/Visual: $225.00 **Total: $1,959.75**	Room Charge: $300.00 Meals: $1,300.00 20% Service Charge: $260.00 8.5% NH Sales Tax: $110.50 Audio/Visual: Not Quoted Total: $1,970.50	Room Charge: $750.00 Meals: $2,200.00 Audio/Visual: Not Quoted Total: $2,950.00

Pre-event Videos	Video Recording and Production Five (5) Two (2) minute videos One (1) of each Award-Winning Business
Event Video	Video Recording and Production Attend and record the live event Produce a three to five (3-5) minute video featuring snippets of the most impactful moments of the event
Total Cost for Video	$8,000
Venue Cost	$1,959.75
Grand Total	**$9,958.75**

The Employment Leadership Award Ceremony
Department of Education
Bureau of Vocational Rehabilitation
The NH Council on Developmental Disabilities

October 12, 2023

The Puritan Conference Center (TBD)
Manchester, New Hampshire

October 12, 2023

9:00am - 9:15am: Welcome Announcement Lisa Hinson-Hatz, Vocational Rehabilitation (VR)

9:15am - 10: 00am: Networking and Breakfast

10:00am – 11:30am Presentation of the 2023 Award Winners

Including

- Message from Department of Education Commissioner (TBD)
- Thank you and recognition to the members of the Employment Leadership Committee: Tracey Frye, Department of Education, Vocational Rehabilitation
- Introduction and acceptance of award for each of the 5 winning businesses (to be chosen on June 26,2023)

DRAFT