



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

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BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1200
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Warren M. Perry
Deputy Adjutant General

September 28, 2023

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

REQUESTED ACTION

The Department of Military Affairs and Veterans Services, Division of Community Based Military Programs respectfully requests approval to hold an organized meeting on November 07, 2023 at the Puritan Backroom Conference & Event Center, Manchester, NH for a total conference cost not to exceed \$4,099.00 to provide Veteran-Friendly Businesses with essential information related to supporting the mental health and wellness of veteran employees in the workplace and effectively recruiting and retaining veteran employees in the workforce. Effective upon Governor & Council approval through December 30, 2023. **100% General Funds.**

Funds are available in the SFY 2024 operating budget as follows:

02-12-12-120010-32520000 – Military Affairs and Veterans Services – Veterans Services Mental Health and Social Isolation

	Class	Account	FY 2024
Contracts for Program Services	067	500557	\$4,099.00

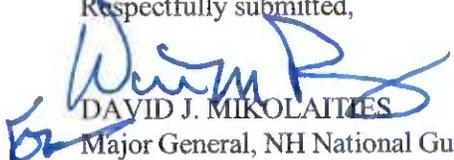
EXPLANATION

The purpose of this event is to convene representatives from NH Veteran-Friendly Businesses for high-level presentations and panel discussions that will provide essential information related to supporting the mental health and wellness of veteran employees in the workplace and effectively recruiting and retaining veteran employees in the workforce. Attendees will hear business success stories and learn about innovative and best-practices that not only benefit the businesses but their veteran employees as well.

The event will be hosted and catered by the Puritan Backroom at their Conference and Event Center in Manchester, NH. The price of the contract is based on an event space capacity and catered buffet for a maximum of 110 attendees. The Department solicited for these services by contacting three vendors in the Concord and Manchester areas with the capability to host and cater the event. Puritan Backroom provided the lowest quoted price for the requested services.

The funds to pay for this project are provided to the Department of Military Affairs and Veterans Services by the NH General Court via HB2 (2021). Should the Governor and Executive Council not approve these requests, the Department will not be able to provide our community partners with the resources needed to support the mental health and wellness of our veteran community.

Respectfully submitted,


DAVID J. MIKOLAITIES
Major General, NH National Guard
The Adjutant General

Name of Project: Annual NH Veteran-Friendly Business Conference

Number of Responses to RFQ: 4

Vendor	Quote Amount	Rank
Puritan Confectionery Co, LLC	\$3,593.75	A
Service Federal Credit Union	\$3,986.00	B
Grappone Conference Center	\$7,260.96	C
The Venue at Portwalk Place	\$7,703.50	D

These four vendors were contacted due to their ability to provide adequate space and catering for the event in combination with their proximity to the State Military Reservation (SMR). The resulting contract was awarded to Puritan Confectionery Co, LLC as they offered the requisite services at the lowest price within 20 miles of the SMR.



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The Adjutant General

Warren M. Perry
Deputy Adjutant General

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September 29, 2023

Organized Event Title: Annual NH Veteran-Friendly Business Conference

Date: November 7, 2023

Location: Puritan Conference & Event Center, Manchester, NH

Hosts: NH Department of Military Affairs and Veteran Services and NH Employment Security

Target Audience: Representatives from businesses recognized as NH Veteran-Friendly and network partners, estimated attendance: 110.

Purpose of Event: Convene representatives from NH Veteran-Friendly Businesses for high-level presentations and panel discussions that will provide essential information related to supporting the mental health and wellness of Veteran employees in the workplace and effectively recruiting and retaining Veteran employees in the workforce. Attendees will hear business success stories and learn about innovative and best-practices that not only benefit the business, but the Veteran employee as well.

Background: Launched in 2020, the NH Veteran-Friendly Business program was established by the Department of Military Affairs and Veterans Services and NH Employment Security to meet the needs of both the Veteran and business communities. The Department of Military Affairs & Veterans Services and NH Employment Security recognize and partner with New Hampshire businesses that support the wellness of military & veteran families through practices & policies that serve to: honor military experience and sacrifice; fortify military families by meeting their unique needs in innovative ways; empower Veteran employees with opportunities for career growth and financial stability; and impact the broader veteran community through collaborations and partnerships.

Budget: The attached estimate includes all costs associated with this event.



2023 NH Veteran-Friendly Business Annual Symposium **November 7, 2023 9:30am – 3:30pm**

AGENDA

- | | |
|----------------|---|
| 9:30am | Coffee and Networking |
| 10:00am | Posting of the colors and Invocation |
| 10:10am | Welcome and Opening Remarks
Major General David J. Mikolaities, The Adjutant General, New Hampshire |
| 10:20am | Recognition of the businesses |
| 11:00am | Morning Panel
Focusing on best practices for recruiting and retaining Veterans, increasing support of veterans and their families through programs and initiatives in the work place, military friendly culture, suicide prevention and alcohol and drug misuse recovery, impact of the housing shortage and a call to action for support to ongoing efforts. |
| 12:15pm | Comfort Break |
| 12:30pm | Lunch |
| 1:30pm | Comfort Break |
| 1:45pm | Afternoon Panel
U.S. DOL "VETS 101" on National Veteran's programs and statistics and specific Federal grants in support of NH, ESGR who they are and what they do, licensing efforts for transitioning military skills to civilian workforce, and programs and initiatives across the State of New Hampshire. |
| 3:00pm | Closing remarks
Mr. Warren Perry, Deputy Adjutant General |
| 3:15pm | Retiring of the colors and Benediction |



**PURITAN CONFERENCE &
EVENT CENTER**

Event Proposal

245 Hooksett Road
Manchester, NH 03104
Phone: 603-666-9893
Fax: 603-669-3199
Email: events@puritanbackroom.com

Party Name	Event Date	Gtd Guests	Booking Contact
Div. Community Based Militar	11/7/2023 (Tue)		Hillson , Kim

EVENT TIMES

Start	End	Serving	Banquet Room
9:30 am	2:30 pm	12:00 pm	Conference Suite B/C

Food/Service Items

Food/Service Items	Price	Qty	Total
Suite B/C Food Minimum \$2500			
(1) Suite B/C Rental Fee	225.00	1	225.00
No Bartender			
(1) LCD Projector, Screen, 3 Wireless Microphone & Podium	200.00	1	200.00
Coffee & Tea Station-All Day			
12:00pm-1:15pm			
(110) Florence Buffet	24.95	110	2,744.50
Toasted Garlic Bread			
Caesar Salad			
Caprese Salad			
Fried Chicken Tender Parmigiana			
Side of Marinara on the Buffet			
Broccoli & Ziti Alfredo			
Meat Lasagna			
Green Beans			
DESSERT:			
(3) Assorted Cookie Tray	38.00	3	114.00

	Food	Ice Cream	Liquor	Wine	AV	Labor	Rent	Minimum	Total
Subtotal	2,858.50	0.00	0.00	0.00	200.00	0.00	225.00	0.00	3,283.50
Service Chg	571.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	571.70
Taxes	242.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.97
Total	3,673.17	0.00	0.00	0.00	200.00	0.00	225.00	0.00	4,098.17