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Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

128

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, N.H. 03301

March 28, 2024

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

**REQUESTED ACTION**

Authorize the Department of Education (NHED), Bureau of Vocational Rehabilitation (VR) to hold an organized event on October 10, 2024, at the Puritan Event and Conference Center in Manchester, NH for a total event cost not to exceed \$18,986.75 for the purpose of sponsoring an event titled: "The 15<sup>th</sup> Annual Employment Leadership Awards" effective upon Governor and Council approval through November 30, 2024. 100% Federal Funds.

Funds are available in the following accounts for Fiscal Year 2025 with the authority to adjust encumbrances within the price limitation through the Budget Office, if needed and justified.

06-56-56-565010-2538000 VR FIELD PROGRAMS - FEDERAL

Fiscal Year	Class/Account	Class Title	Amount
2025	102-500731	Contracts for Program Services	\$18,986.75
Total			\$18,986.75

**EXPLANATION**

The 15th Annual Employment Leadership Awards will recognize five (5) businesses that hire, train, and retain individuals with disabilities in their workforce. The Employment Leadership Committee completes in-depth interviews and spends substantial time getting to know the company and how it incorporates and provides full inclusion for all employees, including individuals with disabilities.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council

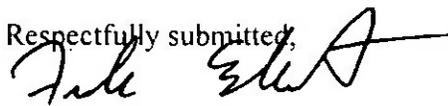
The Puritan Event and Conference Center (Manchester, NH) was chosen from three quotes for the venues to host the event, see Attachment A. The Puritan Event and Conference Center was chosen because it has the lowest cost and has an excellent reputation for hosting large events. The department will enter into an in-house contract with Puritan Confectionery Co., LLC, separately from this request.

The department will enter into an in-house contract separate from this request with a local vendor to record and produce videos featuring each of the Award-winning businesses. The videos will be shown at the event. These 2-minute videos will feature interviews with business leaders, employees, and 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.

Additionally, the department will purchase engraved awards for the recipients.

Finally, the department will enter into an in-house contract with Granite Media Group, LLC, continuing a long-standing relationship with advertising the Employment Leadership Awards in Business NH Magazine. The vendor will produce an 8-page insert in the September issue of Business NH Magazine, highlighting the 2024 winners and detailing the updated VR mission, council members and staff, all VR office locations, and contact information. Granite Media Group, LLC will promote the ELA event in the Business NH Magazine weekly newsletter as a Tower Ad for the months of August 2024 and September 2024 for a total of nine (9) weeks of promotion and advertisement.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

**Attachment A**

	Venue #1	Venue #2	Venue #3
Venue Name	Puritan Event and Conference Center	Courtyard Marriot, Nashua NH	Grappone Conference Center
Event Room Rental	\$384.75	\$1,000.00	\$868.00
Food and Beverage	\$1,350.00	\$1,500.00	\$2,451.19
Audio Visual	\$200.00	\$200.00	\$250.00
Total Cost	\$1,934.75	\$2,700.00	\$3,569.19

Video Recording and Production Services		
Pre-Event Videos	2-minute videos featuring interviews with award-winning business leaders and employees	\$5,750.00
Event Video	Highlights and impactful moments video filmed live at event	\$2,500.00
Total		\$8,250.00

Miscellaneous	
Awards, Gift Wrap, Thank You Cards, etc.	\$500.00

Advertising Services		
Award Winners Magazine Insert	8-page insert in the September 2024 issue of Business NH Magazine	\$7,600.00
Weekly Advertising for Event	Weekly advertisements for the Employment Leadership Awards Event for the months of August 2024 and September 2024	\$702.00
Total		\$8,302.00

Cost Summary				
Venue	Video	Miscellaneous	Advertising	Total
\$1,934.75	\$8,250.00	\$500.00	\$8,302.00	\$18,986.75

The Employment Leadership Award Ceremony  
Department of Education  
Bureau of Vocational Rehabilitation

October 10, 2024

The Puritan Conference Center  
Manchester, New Hampshire

9:00am – 9:15am	Welcome Announcement
9:15am – 10:00am	Networking and Breakfast
10:00am – 11:30am	Presentation of 2024 Awards

**DRAFT**