

41 CSJG



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

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

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
TDD Access: 1-800-735-2964

Warren M. Perry
Deputy Adjutant General

October 4, 2024

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

REQUESTED ACTION

Authorize the Department of Military Affairs and Veterans Services, Division of Community Based Military Programs to hold an organized meeting on November 18, 2024, at the Puritan Backroom Conference & Event Center (vendor code #154221), Manchester, NH in the amount not to exceed \$5,313.14 for the purpose of sponsoring a conference entitled "2024 New Hampshire Veteran-Friendly Business Network Annual Symposium" effective upon Governor & Council approval through December 31, 2024. 100% General Funds.

Funds to support this request are available in the following account, Veterans Services Mental Health and Social Isolation, as follows:

| | |
|---|-------------------|
| 02-12-12-120010-32520000-067-500557 – Contracts for Program Services | FY 2024 |
| | \$5,313.14 |

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 event space capacity, audio/visual package to include LCD Projector (with Remote Slide Advancer), Screen, Three Wireless Microphones & Podium, and catered buffet for a maximum of 100 attendees. The Department solicited for these services by contacting three vendors in the Concord, Manchester, and Nashua areas with the capability to host and cater the event. Puritan Backroom provided the lowest quoted price for the requested services.

His Excellency, Governor Christopher T. Sununu
And the Honorable Executive Council
October 4, 2024
Page 2 of 2

Should the Governor and Executive Council not approve this request, 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: 2024 NH Veteran Friendly Business Symposium

Number of Responses to RFQ: 5

| Vendor | Quote Amount | Rank |
|--|--------------|------|
| Puritan Confectionery Co, LLC | \$5,313.14 | A |
| Sothern New Hampshire University | \$6,628.00 | B |
| Grappone Conference Center | \$8,385.53 | C |
| The Venue at Portwalk Place | \$10,661.32 | D |
| AC Hotel Portsmouth Downtown/Waterfront | \$13,762.00 | E |

These five (5) 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 60 miles of the SMR.

COST BREAKDOWN

| | |
|------------------------|-------------------|
| Food & Beverage | \$4,488.14 |
| Audio Visual Equipment | \$200.00 |
| Rental Space | \$225.00 |
| Service Charges | \$760.80 |
| Taxes | \$323.34 |
| Total | \$5,313.14 |



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

DIVISION OF COMMUNITY BASED MILITARY PROGRAMS
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
TDD Access: 1-800-735-2964

Warren M. Perry
Deputy Adjutant General

Organized Event Title: 2024 NH Veteran-Friendly Business Network Annual Symposium

Date: November 18, 2024 (Pending G&C Approval)

Location: Puritan Conference & Event Center, Manchester, NH

Hosts: NH Department of Military Affairs & Veterans Services and NH Employment Security

Target Audience: Representatives from businesses recognized as NH Veteran-Friendly and network partners, estimated attendance: 100

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

Background: Launched in 2020, the NH Veteran-Friendly Business program was established by the Department of Military Affairs & 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 Service Members, Veterans and their Families through practice & 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 the event.



2024 New Hampshire Veteran-Friendly Business Network Annual Symposium

Agenda

November 18, 2024, 9:00am – 2:45pm

- 0900: Registration, Coffee and Networking
- 0930: Welcome and Admin
- 0935: Posting of the colors
- 0945: Opening remarks by Major General David J. Mikolaities, The Adjutant General, New Hampshire and Commissioner George N. Copadis, NHES
- 1015: **Veteran-Friendly Business Update:**
 - Regularly scheduled lunch and learns
 - Business Spotlight
 - Newsletter
 - Outreach: Live Free, Choose NH, TAP, Veteran Conferences and Expos, Regional Veteran Coalitions
 - Established V-FB network Facebook
 - New road map and application
- 1030: **Recognition:**
 - New Businesses since last symposium – recognize by name
 - Businesses who have supported the network...presentation of certificates

- Highlights of businesses who have honored/recognized Veterans in the workplace and/or contributed to Veteran Service Organizations
 - Platinum-Gold-Silver-Bronze – by name/pictures
- 1100: Comfort break
- 1115: **Recruiting Panel:**
 - Apprenticeship opportunities
 - DoD Skill Bridge
 - Hiring Spouses
 - Veteran Recruiter
 - V-FB “Best Practices” on “recruiting”
- 1215: Comfort Break/Transition to Lunch
- 1230: Lunch - Holiday Cards 4 Our Military Challenge - Dr Landerman-Garber
- 1315: Comfort Break/Transition to PM panel and closing
- 1330: **Retention Panel:**
 - Physical Health
 - Mental Health
 - (T) Disabled Veterans in workplace
 - NHES – resources/benefits
 - Opportunities for businesses to participate/contribute to Veteran events/organizations...
 - A Veteran Friendly Business –Best Practices on “Retention”
- 1430: Wrap Ahead, closing comments...
- 1445: End of formal portion of the program/opportunity for continued Networking