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New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

October 14, 2024

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs (BEA), Office of Workforce Opportunity to host the NHWorks Consortium Conference for NHWorks frontline workforce development staff on November 8, 2024, at New Hampshire Technical Institute (NHTI) for a total conference cost not to exceed $4,500, effective upon Governor and Council approval. **100% Private Board Funds.**

Funding is available in account, Workforce Opportunity BD Fund, as follows:

	FY 2025
03-22-22-220510-22530000-020-500252	$4,500

EXPLANATION

New Hampshire Technical Institute (NHTI) is providing auditorium space and several classrooms at no cost to conduct this Consortium Conference and breakout sessions throughout the day. The Consortium member volunteers will be presenting/educating the front-line staff from the NHWorks Consortium at this conference.

Aladdin Food Management Services has provided a quote for light breakfast, refreshments and a boxed lunch for all registrants. Cost quotes from vendors were based on an estimate of 100 registered attendees. It is likely that attendance may exceed the 100 registered attendees the quote is based on resulting in exceeding the threshold set in MOP 150.

Attached is the menu for meals along with the conference schedule.

The State Workforce Innovation Board (SWIB) has approved the Office of Workforce Opportunity to use these private board funds on this conference.

Respectfully submitted,

Taylor Caswell
Commissioner

100 North Main Street, Suite 100
Concord, New Hampshire 03301
603.271.2341
visitnh.gov nheconomy.com choosenh.com

NHWorks Consortium Presents

2024 nhworks Conference

Friday, November 8, 2024

Located at:

New Hampshire Technical Institute (NHTI)

Concord's Community College

31 College Drive
Concord, NH 03301

Schedule of Events

8:00am-9:00am	Registration & Breakfast
9:00am-9:15am	Welcome from the Commissioner
9:15am-10:15am	Opening Plenary
10:15-10:45am	Networking Break
10:45am-11:45am	First Breakout session
11:45am-12:45pm	Lunch
12:45pm-1:45pm	Second Breakout session
1:45pm-2:15pm	Networking Break
2:15pm-3:15pm	Third Breakout session
3:15pm-4:00pm	Closing Plenary & Awards

NHWorks Consortium Presents

2024 nhworks Conference

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Cost Breakdown:

Deliverable		**Total**
Food for attendees (quote for an estimated 100 attendees)	Hot beverage service (breakfast), boxed lunches, set-up, delivery, break down	$2,113.19
	Total	**$2,113.19**

Department	**Workforce Opportunity**	**Date of Event:**	**11/8/2024**	**Day of Event:**	**11/8/2024**
Function Location:	**Sweeney Hall Auditorium Lobby**			**Set Time:**	**multi**
Event Name:	**NH's Department of Economic Affairs**			**Start Time:**	**multi**
Rain Location	**n/a**			**End Time:**	**1245p**
Contact Person:	**Joseph Doiron**	**Telephone Number:**		**Guests:**	**100**
Order Taken By:	Stan Corneau	Date Ordered:	**9/23/2024**		

Billing Information

Business Name:	Business and Economic Affairs, Office of Workforce Opportunity	Contact Person:	Joseph Doiron
Address:	100 North Main Street, Suite 100, Concord, NH 03301		
PO#:		E-Mail Address:	joseph.a.doiron@livefree.nh.gov
Tax Exempt Number:			

Special Instructions

BF Setup - 730a - Start 8a
BF Breakdown - Lunch delivery
Lunch Setup - 1115a

Menu	**Each Cost**	**# of Servings**	**Total Cost**
			$0.00
Hot Beverage Service	$2.44	100	$244.00
			$0.00
Regular, Decaf Coffee & Assorted Teas			$0.00
Assorted sugars, pc creamers & disposables			$0.00
			$0.00
Assorted Muffins, Danish & Scones - 1doz	$2.49	$100.00	$249.00
			$0.00
OJ - 3gal	$15.73	3	$47.19
Iced Water - 3gal		3	$0.00
			$0.00
Express Boxed Lunches			$0.00
			$0.00
Smoked Turkey & Cheddar	$15.73	40	$629.20
Smoked Turkey w/ Cheddar on Sourdough Roll			$0.00
			$0.00
			$0.00
Ham & Provolone	$15.73	30	$471.90
			$0.00
Ham w/ Provolone on Country White Bread			$0.00
			$0.00
			$0.00
Roast Beef & Swiss	$15.73	20	$314.60
			$0.00
Slow Roasted Beef w/ Swiss on Whole Grain Bread			$0.00
			$0.00
			$0.00
			$0.00
NHTI Vegan Roasted Veggie Wrap	$15.73	10	$157.30
Roasted Vegetables, hummus, lettuce,			$0.00
tomatoes, onions & balsamic glaze			$0.00
on a spinach wrap			$0.00
			$0.00
Dietary options - wil come 1 week prior			$0.00
Condiments, Cookies, Chips, Cutlery - in box			$0.00
Lettuce / Tomato packs - on side		100	$0.00
Bottled water - on side		100	$0.00
			$0.00
		Food Cost	$2,113.19

Linen Service

Item	**Cost**	**# Used**	**Total Cost**
Table Cloth	$0.00		$0.00
Skirting (Rented)	$0.00		$0.00
Napkin	$0.00		$0.00
Total			$0.00

Additional Labor

Item	**Cost**	**# Used**	**Total Cost**
Utility	$0.00		$0.00
Server	$0.00		$0.00
Chef	$0.00		$0.00
Total			$0.00

Misc.

Item	**Cost**	**# Used**	**Total Cost**
Flowers	$0.00		$0.00
Rentals	$0.00		$0.00
Delivery	$0.00		$0.00
Other	$0.00		$0.00
Total			$0.00

Break down

Food	$2,113.19
Linen Service	$0.00
Labor	$0.00
Misc.	$0.00
Tax	$0.00
Total Cost*	**$2,113.19**

Contact Information

Catering Contact:	Stan Corneau
Phone Number:	603.365.8549
E Mail	stan.corneau@aladdinfood.com
Fax Number:	

Client Signature:_____