



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

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FEB 11 2026

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

December 16, 2025

Her Excellency, Governor Kelly A. Ayotte
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 8, 2026, at the Puritan Event and Conference Center in Manchester, NH for a total event cost not to exceed \$19,370.00 for the purpose of sponsoring an event titled: "The 17th Annual Employment Leadership Awards" effective upon Governor and Council approval through November 30, 2026. 100% Federal Funds.

Funds are available in the following account for Fiscal Year 2027 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
2027	102-500731	Contracts for Program Services	\$19,370.00
Total			\$19,370.00

EXPLANATION

The 17th 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.

The Puritan Event and Conference Center (Manchester, NH) was chosen from three quotes for the venue 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 a contract with Puritan Confectionery Co., LLC. separately from this request.

The department will also enter into a separate contract 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.

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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 a separate 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 2026 winners and detailing the updated VR mission, council members and staff, all VR office locations, and contact information.

Respectfully submitted,



Caitlin D. Davis
Commissioner of Education

Attachment A

	Venue #1	Venue #2	Venue #3
Venue Name	Puritan Event and Conference Center	Bedford Village Inn	Manchester Country Club
Event Room Rental	\$200.00	\$500.00	\$450.00
Food and Beverage	\$1,812.50	\$3,500.00	\$2,250.00
Service Charge	\$362.50	\$75.00	\$450.00
Total Cost	\$2,375.00	\$4,075.00	\$3,150.00

Video Recording and Production Services		
Pre-Event Videos	2-minute videos featuring interviews with award-winning business leaders and employees	\$6,000.00
Event Video	Highlights and impactful moments video filmed live at event	\$2,500.00
	Total	\$8,500.00

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

Advertising Services		
Award Winners Magazine Insert	8-page insert in the September 2026 issue of Business NH Magazine	\$7,995.00
	Total	\$7,995.00

Cost Summary				
Venue	Video	Miscellaneous	Advertising	Total
\$2,375.00	\$8,500.00	\$500.00	\$7,995.00	\$19,370.00

The 17th Annual Employment Leadership Award Ceremony
Department of Education
Bureau of Vocational Rehabilitation

October 8, 2026
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 2026 Awards

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