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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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Citizens Services Line 1-800-339-9900

April 20, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to hold a New Hampshire Statewide Meeting on Competency Education on Monday, May 11, 2015 at the Courtyard Marriott & Grappone Conference Center (vendor code 158921), in Concord, NH 03301 for a total meeting cost not to exceed \$14,495.00, effective upon Governor and Council approval for the period of May 11, 2015. 100 % Other Funds.

Funds are available in the account below.

010-056-6039 NGA ISLS Grant

<u>Fiscal Year</u>	<u>Class/Object Code</u>	<u>Class Title</u>	<u>Total</u>
FY 2015	073-50974	Contracts	\$14,495.00

EXPLANATION

The purpose of the New Hampshire Statewide Meeting on Competency Education is to provide state and local policymakers with an overview of the work being accomplished in New Hampshire regarding competency-based education and performance-based assessments for students. New Hampshire is looked upon nationally as a leading state in this transformative work and building understanding about the impact this process has for students, teachers and the school community at large is critical to its success.

The Department of Education will have up to 300 individuals participate in the meeting. The Courtyard Marriott & Grappone Conference Center was selected based upon the submission of their Response to Bid to the Department. An itemization of the services provided and associated cost is attached.

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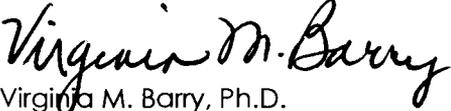
A Request for Bid (RFB) was posted on the NH Department of Education's website on April 2, 2015 with a deadline for receipt of bids on April 8, 2015 at 4:00 pm. The Courtyard Marriott & Grappone Conference Center was the only bidder to submit a proposal.

To measure the success of the meeting, a post meeting survey will be conducted. The Department will also collect and maintain a registration log of the event.

In the event Other Funds no longer become available, General Funds will not be requested to support this request.

Your consideration of this request is appreciated.

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

VMB:hag:tjf

**Department of Education
Division of Educational Improvement**

Total Meeting Costs

Facility Event Fee (300 participants @ \$38.98 per person)	\$11,695.00
Keynote Speaker (reimbursement for travel)	\$ 1,800.00
Panel of Students	\$ 0.00
Panel of Educators (reimbursements for substitutes)	\$ 1,000.00
Total Meeting Cost:	\$14,495.00

ATTACHMENT A

Solicitation Summary		
Summary of Quotes and Information Received in Response to Solicitation for Meeting Space		
Facility/Location	Event Cost based on 300 Participants	Notes
Courtyard Marriott & Grappone Conference Center	\$11,695.00	Accepted

Note: The Courtyard Marriott and Grappone Conference Center was the only entity to submit a response for bid.

Courtyard Marriott & Grappone Conference Center

70 Constitution Avenue Concord, NH 03301
 Phone: 603-225-0303 - Fax: 603-225-8916

Check#: 15,796
 Page: 1 of 1
 Created: 4/11/2015

Banquet Check

Account: New Hampshire Department of Education Post As: New Hampshire Department of Education BEO Name: New Hampshire Department of Education Address: 101 Pleasant Street Concord, NH 03301	Event Date: 5/11/2015 Contact: Heather Gage Phone: 603-271-5992 Fax: 603-271-1953 On-Site: Heather Gage Phone: 603-271-5992 Fax: 603-271-1953
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Quantity	Food	Price	Amount
300	Capital Classic	9.00 Per person	2,700.00
300	Main Street Deli Buffet	17.50 Per person	5,250.00
Subtotal:			7,950.00
Service Charge %: 20.00			1,590.00
Total:			9,540.00

Quantity	Beverage	Price	Amount
300	Asst Soda and j Soda and Juice	2.50	750.00
Subtotal:			750.00
Service Charge %: 20.00			150.00
Total:			900.00

Quantity	Miscellaneous	Price	Amount
1	- Podium and Microphone	25.00 Per item	25.00
2	- Table Microphone	25.00 per item	50.00
1	- 4 Channel Audio Mixer	40.00 per item	40.00
4	Risers for Staging	35.00 per section	140.00
Subtotal:			255.00
Total:			255.00

Room Rental	Price	Amount
Room: Granite Ballroom Function: MTG Room: Granite Ballroom Function: LUN	1,000.00	1,000.00
Subtotal:		1,000.00
Room Rental Tax %: 0.00		0.00
Total:		1,000.00

Grand Total:	11,695.00
Balance Due:	11,695.00

Client Signature _____

Date _____

**NEW HAMPSHIRE STATEWIDE MEETING ON
COMPETENCY EDUCATION**

**MAY 11, 2015
9:00 A.M. - 3:00 P.M.**

TIME	ACTIVITY
9:00-9:15	Opening & Welcome
9:15-10:00	Keynote Speaker
10:00-10:30	Competency Education in New Hampshire
10:30-10:45	Break
10:45-12:00	Panel of Students
12:00-12:45	Networking Lunch
12:45-2:00	Panel of Educators
2:00-2:30	A Conversation with Policymakers
2:30-3:00	Closing Keynote

New Hampshire Statewide Meeting on Competency Education
May 11, 2015
9am – 3pm
List of Participants

Registration is ongoing and a list of those attending will be maintained at the NH Department of Education. Public school educators, state legislators and local school board members have been invited.