

-JCM



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



31

William Cass, P.E.  
Assistant Commissioner

Andre Briere  
Deputy Commissioner

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

Bureau of Finance and Contracts  
November 18, 2022

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a **retroactive** authorization for an amount of \$19,431.14 to include \$14,994.00 to a single vender, Lemay & Son's Beef, LLC (Vendor #156032) in Goffstown, NH, for expenses related to NHDOT Safety/Training days in the fall of 2022, effective upon Governor and Council approval. 100% Highway Funds.

Funds are available as follows:	<u>FY 2023</u>
04-96-96-960515-3007 Highway Maintenance 020-500200 Current Supplies	\$11,258.80
04-96-96-960515-3005 Mechanical Services 020-500200 Current Supplies	\$2,742.22
04-96-96-960515-3008 Bridge Maintenance 020-500200 Current Supplies	\$2,682.31
04-96-96-961017-7022 Turnpikes Administration 020-500200 Current Supplies	\$2,747.81

**EXPLANATION**

**Retroactive** payment is requested due to services already provided. The Department of Transportation's Division of Operations supports and encourages the Bureaus and Highway Maintenance Districts to hold semi-annual safety/training days with their staff. This provides an opportunity to gather the staff to disseminate information, provides field personnel access to state services and a platform to present initiatives that Districts or Bureaus are focusing on. It also provides a forum for the Commissioners and Directors to address the field staff and respond to questions.

Due to Covid restrictions on gatherings, the Department had eliminated gatherings for the past several years. Upon approval this year, staff were anxious & appreciative to be able to resume Safety Day events

prior to winter operations. Travel to event locations at each of the 6 districts across the state can be significant for staff. In addition, disbursing 100+ employees locally for lunch significantly reduces available training time at these events. Therefore, in order to maximize the effectiveness of the day's events, the Department has historically funded a light breakfast and lunch for attendees.

Totals spent for food and services exceeded the \$2,500 threshold due to inflation of these items despite increasing vacancy rates in these positions. In addition, several districts and bureaus utilized the same vendor for their events resulting in total costs to the vendor exceeding the \$10,000 threshold. Other contributing factors to the overages include the following:

- Late approval to hold the events required staff to move quickly in early summer for early fall events prior to winter maintenance needs,
- Resulting high turnover in the positions that coordinate the events and resulting lack of training on purchasing rules,
- The decision to utilize a catering service to enable all staff participation in the training vs some involved in the food preparation and distribution,

To address these concerns and to avoid similar issues in the future, the Division of Operations will provide training on the Manual of Procedures (MOP) for the positions involved with event planning, as well refresher training for supervisory and administrative staff. Specifically, sections that are relevant to contract use by Bureaus and Districts, to include spending limits without G&C approval.

Additionally, methods to track state contract usage will be investigated so contract use by multiple bureaus can be tracked. The intent will be to identify and flag contracts to supervisory staff before a commitment is made and a contract is executed.

The Department therefore requests approval to pay these invoices.

Your approval of this resolution is respectfully requested.

Sincerely,



William Cass, P.E.  
Assistant Commissioner

Attachments

