



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Jennifer Sinal Swingler, Supervisor of Secondary ELA

Date: 8.24.23

Re: Award of PO to HMH to provide student subscriptions to the Read 180 reading intervention program literacy licenses.

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information	
Vendor Name:	HMH
Doing Business as: (DBA)	
Vendor Address:	14046 Collections Center Drive Chicago, IL,60693
Vendor Contact Name:	Scott Nichols
Vendor Contact Email:	scott.nichols@hmhco.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Renewal
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From September 12, 2023 To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	[36,166.50]
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2552-6399-56694-0105
Contract #: <small>(Local or State)</small>	475-220-1212



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

HMH provides online digital subscriptions for reading intervention through the comprehensive Read 180 program.

2. How was the contractor selected? *Attach appropriate supporting documents

- Quotes**
- Sealed Bid # _____**
- Sole Source # _____**
- RFP# _____**
- State Contract #**
- Exempt Professional**
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? *Attach Vendor Proposal

Attached

b. Who were the members of the selection committee? (Minimum 3 members required)



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4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

Yes

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

Yes.

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

Continuation

7. Is this a service that existing staff could provide? Why or why not?

Staff cannot provide this service as there is an online comprehensive reading intervention that is adaptive to the students' reading assessment data. This is a comprehensive system of assessment and instruction that is differentiated and adaptive for both foundational reading skills and comprehension work in the upper elementary and high schools.

For: Office Use Only

Vendor No.	Date Entered
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Mail Fax Email

Check one of the above box

Vendor:

Houghton Mifflin Harcourt
14046 Collections Center Drive
Chicago, IL 60693

CITY OF NEW HAVEN
Department of Education
54 Meadow St., New Haven, CT 06519
VENDOR PURCHASE ORDER

SPECIAL FUNDS

Fiscal Year: 2023-2024

P.O.

▲

This number must appear on all invoices
and package of shipment

**PURCHASE ORDERS NOT
COMPLETED AND DELIVERED
WITHIN 60 DAYS ARE
AUTOMATICALLY CANCELLED**

Deliver To:

Jennifer Sinal Swingler
21 Wooster Place
New Haven, CT 06519



Date Prepared	Fund	Agency	Program	Object	Project Code
08/29/23	2553	900	6399	56694	0105

Quantity	Description	Unit Cost	Total Cost		
1	Proposal #0008774417 Read 180 Universal Stage C/System 44 - Secondary Literacy Licenses	36,166.50	36,166.50		
			0.00		
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	Vendor Email: order@hmfco.com Shipping Charge Vendor Fax# 800-269-5232 PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING Name: Derricka Suggs Email: Derricka.Suggs@new-haven.k12.ct.us Phone: 475-220-1383				
Authorized Supervisor's Signature Typhanie Jackson (cs)	Business Office Approval Click or tap to enter a date.	Principal's Signature Click or tap to enter a date.	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">TOTAL AMOUNT</td> <td style="text-align: center;">\$ 36,166.50</td> </tr> </table>	TOTAL AMOUNT	\$ 36,166.50
TOTAL AMOUNT	\$ 36,166.50				
8/29/23 tap to enter a date.			SUBMIT PURCHASE ORDERS TO: SpecialfundsPO@new-haven.k12.ct.us		

FOR PAYMENT: Send Your Invoice Electronically or By Mail:
 Email: NHInvoice@newhavenct.gov
 Mail: New Haven Public Schools, Attn: Dept. of Special Funds
 54 Meadow Street, New Haven, CT 06519
 Fax: 1-203-946-5740



Houghton Mifflin Harcourt

Proposal #008774417

Prepared For

New Haven Public Schools

54 Meadow St Fl 2
New Haven CT 06519

Attention:

Lynn Brantley

lynn.brantley@new-haven.k12.ct.us

For the Purchase of:

Read 180 (SAMC) 1YR

Non- Title 1 Schools

Prepared By

Scott Nichols

scott.nichols@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Lynn Brantley
lynn.brantley@new-haven.k12.ct.us

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

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**Proposal for
New Haven Public Schools**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Read 180 Stage C						
6003186 9781328028471	READ 180 Universal Stage C/ System 44 Secondary Literacy License Digital Student Subscription Package, 1 Year	\$ 169.00	200	\$33,800.00	\$27,800.00	\$6,000.00
6003186 9781328028471	READ 180 Universal Stage C/ System 44 Secondary Literacy License Digital Student Subscription Package, 1 Year	\$ 169.00	210	\$35,490.00	\$5,323.50	\$30,166.50

Total for Read 180 Stage C **\$36,166.50**

Total Savings:	\$33,123.50
Subtotal Purchase Amount:	\$36,166.50
Shipping & Handling:	\$0.00
Sales Tax:	\$0.00
<hr/>	
Total Cost of Proposal (PO Amount):	\$36,166.50

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Lynn Brantley
 lynn.brantley@new-haven.k12.ct.us

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Total Cost of Proposal (PO Amount): \$36,166.50

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to: New Haven Public Schools 54 Meadow St New Haven, CT 06519-1783	Sold to: New Haven Public Schools 54 Meadow St New Haven, CT 06519-1783
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- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 7/26/2023

Proposal Expiration Date: 9/30/2023



Houghton Mifflin Harcourt

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Lynn Brantley
 lynn.brantley@new-haven.k12.ct.us

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