



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson  
**Date:** September 18 2023  
**Re:** Purchase Order with Learning A-Z to renew school subscriptions for Learning A-Z 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:  | Learning A-Z                                   |
| Doing Business as:<br>(DBA)   |  |
| Vendor Address:   | 1840 E River Rd Suite 202 Tucson AZ 85718-5997 |
| Vendor Contact Name:  |  |
| Vendor Contact Email:   |  |
| Is the contractor a minority or women owned small business?                                 | No   |
| Agreement/Contract Information  |  |
| New or Renewal Agreement/Contract?  | Purchase Order                                 |
| Effective Dates: (mm/dd/yy)<br><small>Multi-yrs. require Board of Aldermen approval</small> | From 09/13/2023 To 06/30/2024                  |
| Total Amount:<br><small>If Multi-yr. include yr. to yr. breakdown</small>                   | \$17,780.00                                    |
| Funding Source Name:<br>Acct. #:  | 190-49000-56694                                |
| Contract #:<br><small>(Local or State)</small>  |  |



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**Key Questions:**

**1. What specific service will the contractor provide:**

To renew curriculum subscriptions from the Learning A-Z programs. Reading, Science, Writing, Vocabulary and more.

**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*

**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 met all obligations under the existing agreement/contract?**

This is a renewal to continue the subscription for the Learning A-Z program.

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

Previously all the products listed would be processed individually. This quote includes all the products consolidated into one package with no overall increase from last year.

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

N/a

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

No this is a curriculum product.



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**Agreement/Contract Processing Checklist**

*To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.*

**Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement\_Contract\_Checklist\2022-2023**

|   |  |
|---|--|
| <b>1. Has this vendor performed service(s) in prior fiscal years?</b>   |  |
| If Yes,   | Vendor # _____   |
| If No or New,   | Vendor must provide completed W9   |
| <b>2. A quotes or proposal submitting regarding the agreement/contract.</b>   |  |
| If RFP  | Attach Vendor Submitted  |
| Other   | Copy of State Contract, Quotes, etc.   |
| <p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></p> |  |
| Rider 300   | Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation            |
| Rider 305   | Professional Services – Onsite Umbrella; No Auto; No Workers Compensation            |
| Rider 310   | Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation            |
| Rider 315   | Professional Services – Onsite Umbrella; w/ Youth under 21                           |
| Rider 320   | Professional Services – Offsite; No Auto; No Workers Compensation                    |
| Rider 325   | Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21 |
| Rider 330   | Professional Services – Offsite Attorney; No Auto; No Workers Compensation           |
| Rider 335   | Professional Services – Onsite; Physician/Dentist; No Auto                           |
| Rider 340   | Professional Services – Onsite Physician/Dentist w/ Youth under 21                   |
| Rider 345   | Professional Services – Onsite Temp Nurses   |
| Rider 350   | Professional Services – Cyber – Onsite   |
| Rider 355   | Professional Services – Cyber – Offsite  |
| <p><b>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</b></p>  |  |
| Emailed Disclosures are acceptable.   |  |

Revised 5/2023

For: Office Use Only

PLEASE DO NOT PROCESS WITHOUT A PO NUMBER!

|               |  |                 |  |
|---------------|--|-----------------|--|
| <b>Faxed:</b> |  | <b>Emailed:</b> |  |
| Vendor No.    |  | Date Entered    |  |

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

|   |
|---|
| P.O.  |
| ▲   |
| This number must appear on all invoices and package of shipment |

Vendor:

**General Funds**

Fiscal Year: **2023-2024**

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

Deliver To:

| Date Prepared | Agency     | Program | Location | Object |
|---------------|------------|---------|----------|--------|
|               | <b>190</b> |         |          |        |

| Quantity   | Description                   | Unit Cost                     | Total Cost          |
|--|-------------------------------|-------------------------------|---------------------|
|  | Shipping Charge               |                               |                     |
| <b>PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING</b> |                               |                               |                     |
| Authorized Supervisor's Signature  | Business Office Approval      | Principal's Signature         | <b>TOTAL AMOUNT</b> |
| Click or tap to enter a date.  | Click or tap to enter a date. | Click or tap to enter a date. |                     |

**FOR PAYMENT:** Send Your Invoice Electronically or By Mail:  
 Email: [NHInvoice@newhavenct.gov](mailto:NHInvoice@newhavenct.gov) or Email Above  
 Mail: **New Haven Public Schools**  
**Attn: Dept. of General Funds**  
**54 Meadow Street, New Haven, CT 06519**  
 Fax: **1-203-946-7436**



# Learning A-Z License Order Form

Date: 09/13/23

1840 E RIVER RD STE 220  
TUCSON AZ 85718-5997  
USA  
toll-free: (866) 889-3729  
fax: (520) 327-9934

Thank you for ordering from Learning A-Z, Florence Constantinople!  
**Your order number is 10394214.**  
Please include this order number on your purchase order.

Please print this page for your records and **submit a copy with your payment**

| Products                | Type  | License Terms            | List Price | Final Cost               |
|-------------------------|-------|--------------------------|------------|--------------------------|
| Raz-Plus.com            | Renew | 29 classrooms,<br>1 year | \$6,989.00 | \$6,989.00               |
| ReadingA-Z.com          | Renew | 1 classroom,<br>1 year   | \$132.00   | \$132.00                 |
| Raz-Kids.com            | Renew | 1 classroom,<br>1 year   | \$132.00   | \$132.00                 |
| ScienceA-Z.com          | Renew | 29 classrooms,<br>1 year | \$3,509.00 | \$3,509.00               |
| Writing A-Z             | Renew | 29 classrooms,<br>1 year | \$3,509.00 | \$3,509.00               |
| VocabularyA-Z.com       | Renew | 29 classrooms,<br>1 year | \$3,509.00 | \$3,509.00               |
|                         |       |                          |            | <b>Final Cost</b>        |
|                         |       |                          |            | <b>Sales Tax: \$0.00</b> |
| <b>YOUR TOTAL COST:</b> |       |                          |            | <b>\$17,780.00</b>       |

**Balance Due: \$17,780.00**

All prices are in U.S. dollars.

This quote is valid for 30 days.

Quoted prices are based on specified quantities and terms.  
Please contact your representative for adjustments.

## Billing Information

Florence Constantinople  
New Haven Public Schools  
54 Meadow St.  
New Haven, CT 06519

860-262-0710  
florence.constantinople@new-haven.k12.ct.us

## Payment Information

Check or PO should be made payable to Learning A-Z.

If you are paying by purchase order, your PO must have:

1. PO number
2. Learning A-Z as the vendor
3. Bill To information
4. The product(s) being purchased
5. Total dollar amount
6. If your PO has a signature line, it must be signed
7. Include a Learning A-Z quote matching your purchase order
8. Email PO and quote to [orders@learninga-z.com](mailto:orders@learninga-z.com) or directly to your account executive.

To pay your order online with a credit card:

1. Log in to your [My Account](#) page.
  - If you don't know your password, use the [Forgot Password](#) link to reset your password
2. Click *Review*
3. Fill out your card information and click *Complete Order*.

## Learning A-Z License Agreement

Licenses grant registered classrooms only permission to use materials on the designated website(s) during the terms of the license. Sharing user information or materials with non-registered classrooms is not authorized.

Please review our terms and conditions carefully before activating your account.

<https://help.learninga-z.com/en/articles/7216732-terms-of-service>

Thank you for your business!

## Activation/User Information

Orders are processed within three business days of Learning A-Z's receipt of the complete order: order form and payment. When the license is processed, Learning A-Z will send a confirmation email to the coordinator.

To ensure receipt of Learning A-Z communications, please white list our domain name: [learninga-z.com](http://learninga-z.com). If you are using a school e-mail address, please provide this domain to your technical department.