



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

**Cover Sheet is an Internal Document for Business Office Use**

**Please Type**

Contractor full name: Lexia Learning Systems, LLC

Doing Business As, if applicable:

Business Address: 300 Baker Avenue, Suite 320, Concord, MA 01742

Business Phone: 978-405-6200

Business email: leah.klein@lexialearning.com

Funding Source & Acct # including location code: IDEA Handicapped –  
Special Funds Account, account # 2504-5034-56903, location code: 0490

Principal or Supervisor: Typhanie Jackson, Executive Director of Special  
Education and Student Services Department.

Agreement Effective Dates: From September 01, 2023. To June 30, 2024.

Hourly rate or per session rate or per day rate. 2,000 used at a rate of \$33.00  
each

Total amount: \$66,000

Description of Service: Please provide a one or two sentence description of  
the service. *Please do not write "see attached."* Lexia Core5

Reading/PowerUp Literacy Student subscription to develop phonological  
awareness, phonics, oral language, reading, spelling and writing skills.

Submitted by: Typhanie Jackson Phone: 475-220-1760



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson, Executive Director of SPED and Student Services  
**Date:** September 01, 2023  
**Re:** Contract – Lexia Learning Systems, LLC

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Please ***answer all questions and attach any required documentation as indicated below.*** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Lexia Learning Systems, LLC
2. **Description of Service:** Lexia Core5 Reading/PowerUp Literacy Student Subscription Renewal – RENEWAL subscription
3. **Amount** of Agreement and hourly or session cost: \$66,000
4. **Funding Source** and account number: IDEA Handicapped Special Funds Account, account # 2504-5034-56903, location code: 0490
5. Approximate number of staff served through this program or service: 100
6. Approximate number of students served through this program or service: 2,000
7. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? Renewal/increase (6,000)
  - b. What would an alternative contractor cost: Comparable market cost
  - c. If this is a continuation, when was the last time alternative quotes were requested? Annually
  - d. For new or continuation: is this a service existing staff could provide. If no, why not? N/A, this license is used to assist teachers in reading.
8. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development? No
    - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No/this is for a license renewal
  - b. After School or Extended Hours Program? No

- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) No

**9. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?  
No
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much?  
Increase/\$6,000
- g. Will the output of this Agreement contribute to building internal capabilities?  
If yes, please explain:

**10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:**

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: This contractor addresses the development of phonological awareness, phonics, oral language, reading, spelling and writing skills
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes, selected due to previous history
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Contractor is specialized in this type of service/license
- d. Who were the members of the selection committee that scored bid applications?  
N/A
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. N/A

**11. Evidence of Effectiveness & Evaluation**

**Answer all questions**

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? This contractor addresses the development of phonological awareness, phonics, oral language, reading, spelling and writing skills. This contractor's performance will be measured by feedback from district representatives, student growth reports and usage reports.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Renewal
- c. How is this service aligned to the District Continuous Improvement Plan? This service is aligned to the district's continuous improvement plan to address the foundational reading skills for students.

12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as it provides teachers an opportunity to provide a personalized learning experience without the cost of an additional teacher.
13. What are the implications of not approving this Agreement? The implication of not approving this agreement is that we may not meet the legal requirements in cases where it is recommended through a student's IEP.

**Rev: 8/2021**



# QUOTE



**Lexia Learning Systems LLC**  
300 Baker Avenue, Suite 320  
Concord, MA 01742 USA  
Phone: (978) 405-6200  
Fax: (978) 287-0062

**Quote #:** Q-541308-1  
**Created Date:** 8/2/2023

**Prepared By:** Leah Klein  
**Email:** leah.klein@lexialearning.com

**Quote To:**  
Typhanie Jackson  
New Haven Public Schools  
54 Meadow Street  
New Haven, CT 06519 US

**Bill To:**  
Typhanie Jackson  
New Haven Public Schools  
Attn: Dept of General Funds  
54 Meadow Street  
New Haven, CT 06519 US

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
9/1/2023	8/31/2024	2,000	Lexia Core5 Reading/PowerUp Literacy Student Subscription Renewal	\$33.00	\$66,000.00

Total Price \$66,000.00

**Fax or email Purchase Orders with quote number Q-541308-1 to the following:**

Attn: Leah Klein  
Email: leah.klein@lexialearning.com  
Fax: 978-287-0062

**PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.**

#### TERMS AND CONDITIONS

\*\*Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

#### TERM

This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Onsite training fulfilled with virtual training equivalency as needed. Virtual training equivalency = four (4) live online sessions for each onsite training day session. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

#### ORDER PROCESS

To submit an order, please fax this quote along with the applicable Purchase Order to: (978) 287-0062, or send by email to your sales representative's email address listed above.

NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

## CONTRACTOR ASSESSMENT

Vendor Name: Lexia Learning Systems, LLC

Project Description: To provide LexiaCore5 Reading/PowerUp Literacy Students for a subscription for phonological awareness, phonics, oral language, reading, spelling and writing skills.

Evaluator: Typhanie Jackson

Date: September 18, 2023

	Unacceptable			Excellent		Not applicable
	1	2	3	4	5	N/A
<b>Quality of contractor's Work</b>						
1. Attendance					X	
2. Effectiveness of consultation					X	
3. Ability to communicate with staff and parents					X	
4. Monitor and maintain social emotional behavioral records					X	
5. Appropriate recommendations for student programming					X	
<b>Working relationship of contractors with district</b>						
6. Timely submission of department data					X	
7. Positive feedback from staff and families					X	
8. Collegial, collaborative relationships with building professionals					X	
<b>Implementation of practice across the district</b>						
9. Flexibility in scheduling					X	
10. Team work with teacher and other professionals					X	