



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gilda Herrera  
**Date:** 10/19/2023  
**Re:** Purchase Order, Microsoft 365 Subscription 23-24

**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:	SHI International, Inc
Doing Business as: (DBA)	
Vendor Address:	290 Davidson Ave, Somerset NJ 08873
Vendor Contact Name:	Quenten Howard
Vendor Contact Email:	
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	<b>CT RESC Alliance Term 11/01/2022-10/31/2023</b>
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From November 1, 2023 To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$100,035.48
Funding Source Name: Acct. #:	3C222263 58704 COMPUTERS & TELECOMMUNICATIONS
Contract #: <small>(Local or State)</small>	# 2018011-02-CREC IT Solutions & Services Omnia <a href="https://www.shi.com/Contract/PSContract/ContractRequest?searchtext=Connecticut">https://www.shi.com/Contract/PSContract/ContractRequest?searchtext=Connecticut</a>



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**Key Questions:**

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

Subscription Fee - Site Manager, Ticketing/Helpdesk and Asset Management  
SyAM Software - Part#: NPN

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

- Quotes**
- Sealed Bid #** \_\_\_\_\_
- Sole Source #** \_\_\_\_\_
- RFP#**
- CREC Contract #2018011-02-CREC CT RESC Alliance**
  
- 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***

# 2018011-02-CREC  
IT Solutions & Services Omnia

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

**Ed Connelly, Jamin Bulyk, Gilda Herrera**



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**Key Questions: - Continued**

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

**Yes, district is satisfied with SHI services and subcontractors.**

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

**N/A**

**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.**



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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 #_10840_____
If No or New,	Vendor must provide completed W9
<b>2. A quote 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> <p>Emailed Disclosures are acceptable.</p>	



Pricing Proposal  
Quotation #: 23433510  
Reference #: 87595610  
Created On: 5/5/2023  
Valid Until: 11/30/2023

## CT-City of New Haven Public Schools

## Inside Account Executive

### Edward Connelly

54 Meadow Street  
New Haven, CT 06519  
United States  
Phone:  
Fax:  
Email: edward.connelly@new-haven.k12.ct.us

### John Mercurio

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 800-477-6479  
Fax: 800-477-6479  
Email: john\_mercurio@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft 365 A3 - Subscription license - 1 user - hosted - academic - EES - All Languages Microsoft - Part#: AAD-38391 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> FAC	1000	\$36.43	\$36,430.00
2 Microsoft 365 A3 - Subscription license - 1 user - hosted - academic, student - EES - All Languages Microsoft - Part#: AAD-38397 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> STU	24500	\$0.00	\$0.00
3 O365 A1 Edu Sub Per User Microsoft - Part#: M6K-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> FAC	4000	\$0.00	\$0.00
4 Microsoft Phone System - Subscription license - 1 user - academic, Student, Faculty - Campus, School - add-on to Skype for Business Online - All Languages Microsoft - Part#: LK7-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> ADP	25	\$21.76	\$544.00
5 Microsoft Audio Conferencing - Subscription license - 1 user - academic, volume - All Languages Microsoft - Part#: LJ9-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024	25	\$12.00	\$300.00

**Note:** ADP

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6	Power BI Pro - Subscription license - 1 user - hosted - academic - Campus, School, EES - All Languages Microsoft - Part#: NK5-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> ADP	20	\$15.78	\$315.60
7	Microsoft SQL Server Standard Core Edition - License & software assurance - 2 cores - Enterprise, Select, SPLA, Select Plus, EES - Win - All Languages Microsoft - Part#: 7NQ-00302 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> ADP	94	\$219.22	\$20,606.68
8	Microsoft Windows Server Datacenter Edition - License & software assurance - 2 cores - Enterprise - All Languages Microsoft - Part#: 9EA-00039 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> ADP	20	\$58.46	\$1,169.20
9	Visio Professional ALng LSA Microsoft - Part#: D87-01057 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> FAC	1000	\$3.55	\$3,550.00
10	Azure Active Directory Premium P2 A Sub Per User Microsoft - Part#: 6E9-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> adp	4000	\$8.25	\$33,000.00
11	Azure Active Directory Premium P2 A SU AADP P1 A Microsoft - Part#: 6E9-00002 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> adp	1000	\$4.12	\$4,120.00
12	Azure Active Directory Premium P2 A Sub Student Use Benefit Per User Microsoft - Part#: 6E9-00004 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 11/1/2023 – 6/30/2024 <b>Note:</b> stu	24500	\$0.00	\$0.00
13	M365 Apps Enterprise Devices Edu Sub Add-on Microsoft - Part#: RQL-00001 Contract Name: CT RESC Alliance Contract #: CT RESC Alliance Coverage Term: 8/2/2023 – 10/31/2023	25000	\$0.00	\$0.00

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Subtotal	\$100,035.48
Total	\$100,035.48

## Additional Comments

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Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).*