



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: August 08, 2023
Re: Contract – Scenario Learning, LLC d/b/a/ Vector Solutions

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:** Scenario Learning, LLC
2. **Description of Service:** This contractor Vector Solutions will provide Vector Training, Safety & Compliance online staff training for 5,000 clients. Vector Solutions will host and manage maintenance of our district's custom SafeSchools website, allow 24-hour access to your data and provide services and support from the Vector Solutions Client Success Team.
3. **Amount** of Agreement and hourly or session cost: \$20,000
4. **Funding Source** and account number: Alliance District – Talent Program, account # 2547-6105-56694, Location Code: 0490 (*pending receipt of funds*)
5. Approximate number of staff served through this program or service: 5,000
6. Approximate number of students served through this program or service: 0
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much?
Renewal/no increase
 - 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
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
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) N/A

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? No
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: N/A

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 will provide SafeSchools training online for 5,000 staff members for the 2023-2024 school year.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? N/A, selected due to previous service.
- 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 provides online SafeSchools Training for New Haven Public school staff. This contractor will host and manage maintenance of our district's custom SafeSchools website allowing 24-hour access to data and provide service and support to staff.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Renewal/feedback from staff members.

- c. How is this service aligned to the District Continuous Improvement Plan?
This service is aligned to the district's continuous improvement plan as it allows staff members 24-hour access to data and support services.
12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as it provides fundamental tools to support staff members,
 13. What are the implications of not approving this Agreement? The implication of not approving this agreement is that staff members will not be able to retrieve and have access to online data.

Rev: 8/2021