



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Berchem Moses, PC

Doing Business As, if applicable:

Business Address: 75 Broad St, Milford, CT

Business Phone: 203-783-1200

Business email: Mlaubin@berchemmoses.com

Principal or Supervisor: Thomas Lamb, Chief Operating Officer

Agreement Effective Dates: From 07/01/2022 To 06/30/2023

Total amount: \$50,000

Funding Source & Acct # including location code:

2022-2023 Operating Budget 190-47700-56696

Description of Service: Please provide a one or two sentence description of the service. *Do not write, "See attached."*

Agreement with Berchem Moses, PC to provide general legal services from July 1, 2022 to June 30, 2023, in an amount not to exceed \$50,000.00

Submitted by: Thomas Lamb, Chief Operating Officer



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: July 25, 2022
Re: Agreement with Berchem Moses, PC for general legal services.

Please **answer all questions** and 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.

Contractor Name: Berchem Moses PC

Contractor Address: 75 Broad St, Milford, CT

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? Renewal

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$50,000.00

Contract or Agreement #: TBD

Funding Source & Account #: 2022-2023 Operating Budget 190-47700-56696

Key Questions: (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):

Key Questions:

1. **What specific service will the contractor provide:** Outside legal services represent a critical support for the Board of Education on matters of statutory and regulatory interpretation and compliance. This firm will be providing to the district, general legal services.
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** RFQ
3. **If the vendor is not the lowest bidder or a State contract please answer the following:**
 - a. **Please explain why the vendor was chosen?** N/A
 - b. **Who were the members of the selection committee?** N/A



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Operations Memorandum

4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A
5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?** No.
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** No
7. **Is this a service existing staff could provide? Why or why not?** The firm has specialized in Educational Law, their knowledge is critical under this agreement, as well as their experience with the Board of Education, in such matters.