



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gilda Herrera  
**Date:** 10/17/2022  
**Re:** Blackboard INC

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**Contractor Name:** Blackboard Inc

**Contractor Address:** 11720 Plaza America Drive, 11th Floor, Reston VA 20190 USA

**Phone:** +1 202.463.4860

Is the contractor a Minority or Women Owned Small Business? N/A

**Renewal or Award of Contract/Agreement? Purchase Order**

**Total Amount of Contract/Agreement and the Hourly or Service Rate**

\$ 128,710.35

**Funding Source & Account #:** 3C222263 58704

**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):

1. **What specific service will the contractor provide:** Licenses for website hosting, custom templates, communication, monitoring and reports.
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: Sole Source**
3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Yes
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?** N/A
5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** Yes, \$56,450.44 added licenses and template for the district to upgrade the websites for the district and schools. Total licenses 47.
6. **Is this a service existing staff could provide? Why or why not?** No