



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Brightly Software, Inc.

Doing Business As, if applicable: School Dude Solutions

Business Address: 11000 Regency Parkway North Carolina 27518

Business Phone: 877-639-3833

Business email: accountsreceivable@brightlysoftware.com

Principal or Supervisor: Thomas Lamb/Rebecca Hunt

Agreement Effective Dates: From July 1, 2022 to June 30, 2023

Total amount: \$40,472.10

Funding Source & Acct # including location code:

2022-2023 Capital Projects

3C22-2261-58101

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

Purchase Order with Brightly (formerly SchoolDude) for proprietary software for facilities related work order system, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$36,792.82

Submitted by: Thomas Lamb/ Rebecca Hunt



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Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb/Rebecca Hunt
Date: September 13, 2022
Re: Purchase Order for Brightly work order software

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: Brightly Software, Inc.

Contractor Address: 11000 Regency Parkway North Carolina 27518

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

Renewal or Award of Contract/Agreement? PO Renewal

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$40,472.10

Contract or Agreement #: N/A

Funding Source & Account #: 2022-2023 Capital Projects
3C22-2261-58101

Key Questions:

- 1. What specific service will the contractor provide:** Proprietary Software for maintenance and work order system. And backup support.
- 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:** This is a renewal as we have utilized the work order system successfully to provide documentation to verify daily repairs and fixes.
- 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?**
- 4. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** This is a renewal and the vendor has provide excellent support as needed.



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Operations Memorandum

5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
Increase of 10%
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much? N/A**
7. **Is this a service existing staff could provide? Why or why not?** No this is a software product that is utilized by existing staff to support the district facilities needs.