



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Thomas Lamb, COO  
**Date:** September 20, 2021  
**Re:** F&O Agenda Item Request/Approval  
Renew Agreement with CAPA for COOP Facilities Management

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**Contractor Name:** CT Association for the Performing Arts (CAPA)

**Contractor Address:** Shubert Theater, 247 College St., New Haven, 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:**  
Not to exceed \$140,000.00

**Contract or Agreement #:** N/A

**Funding Source & Account #:** 2021-2022 Operating Budget Acct.# 190-47000-56694

**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:**

CAPA provides invaluable logistical support in managing and scheduling public spaces in the COOP building, prioritizing student and school uses while also managing public building use permitting. CAPA's management of the Shubert and COOP provides creates a vital link between COOP educational programming and COOP students and working professionals in the performing arts. Students are able to receive professional instruction from actors, technical professionals and other industry professionals while also gaining opportunities to work and participate in Shubert events and productions.

**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:**

The services were originally competitively bid and reviewed by a Committee. In August 2013 CAPA was designated as a Sole Source by the Purchasing Agent of the City of New Haven. CAPA is a natural partner for COOP and the now long-standing relationship has been mutually beneficial. CAPA has served as the COOP manager for the decade since the COOP

High School building opened. CAPA also manages the Shubert Theatre and the physical proximity and operational synergies make CAPA the only reasonable manager.

3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**

The COOP Administration works extremely closely with CAPA and monitors the instruction, scheduling and professional work on a daily basis. The COO and Budget office review revenue and rental streams as well as instruction support provided to document the fiscal success of the theatre management relationship.

4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**

Increase of \$20,417.00

5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**

N/A

6. **Is this a service existing staff could provide? Why or why not?**

CAPA is the professional performing arts management company which manages the Shubert Theatre as well as affiliates which manage professional theatres in Columbus Ohio. No one on staff has the capacity or connections to professional theatres to perform the work.