



NEW HAVEN PUBLIC SCHOOLS

## COVER SHEET

**Cover Sheet is an Internal Document for Business Office Use**

### Please Type

Contractor full name: CT Association for the Performing Arts (CAPA)

Doing Business As, if applicable:

Business Address: Shubert Theater, 247 College St., New Haven, CT

Business Phone:

Business email: amcdonald@capa.com

Principal or Supervisor: Anthony McDonald

Agreement Effective Dates: From 07/01/2022 To 06/30/2027

Total amount: \$812,269.00

Year 1 2022/2023 - \$147,000.00

Year 2 2023/2024 - \$154,350.00

Year 3 2024/2025 - \$162,068.00

Year 4 2025/2026 - \$170,171.00

Year 5 2026/2027 - \$178,680.00

Funding Source & Acct # including location code: 190-47000-56694

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

Agreement with CT Association for the Performing Arts, to provide COOP Theatre Management Services, from July 1, 2022 to June 30, 2027, in an amount not to exceed \$812,269.00.

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:** October 28, 2022  
**Re:** Agreement with CT Association for the Performing Arts (CAPA) to provide COOP Theatre management services.

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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:** 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:** \$812,269.00

**Contract or Year 1 2022/2023 - \$147,000.00**

**Year 2 2023/2024 - \$154,350.00**

**Year 3 2024/2025 - \$162,068.00**

**Year 4 2025/2026 - \$170,171.00**

**Year 5 2026/2027 - \$178,680.00**

**Agreement #:**

**Funding Source & Account #:** 190-47000-56694

### Key Questions:

**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,



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## Operations Memorandum

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:**

CAPA has been a Sole Source vendor for these services since 2013  
See attached – Sole Source Letter SLSRC #29117x

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**

4. **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.

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

This agreement has a built-in cost of living increase over the length of the (5 Year) agreement which equates to a 5% cost of living expenses increase for each year.

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?**

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.



**Anthony McDonald**  
Executive Director

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Ruby H. Melton, Chair  
LaKisha Jordan, Vice-Chair  
Michael Bailey, Treasurer  
Matthew Susman, Secretary

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Medria Blue-Ellis  
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Patricia Melton  
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Jesse Phillips  
Franklyn D. Reynolds  
Erik Scaranuzzo  
Leonardo H. Suzio  
\*Ex-Officio

November 2, 2022

Mr. Thomas Lamb  
Chief of Operations, NHPS  
54 Meadow Street  
New Haven, CT 06519

Dear Mr. Lamb,

Thank you for inquiring about moving forward with a 5 year contract for the Theater Management of Co-Op High School. I would propose that we include a 5% cost of living/expenses increase for each year to align with state standards. The breakdown would be as follows:

22/23	\$147,000
23/24	\$154,350
24/25	\$162,068
25/26	\$170,171
26/27	\$178,680

We have already submitted a disclosure affidavit for this year's contract and have continued in good faith to manage Co-Op spaces since July 1, 2022. We hope to have a signed contract for this year through 2027 as soon as possible.

Please let me know if you need any additional information.

Sincerely,

Anthony McDonald  
Executive Director, Shubert Theatre

**Shubert Theatre**  
Owned and Operated  
by CAPA - A Connecticut  
Not-For-Profit Organization

247 College Street  
New Haven, CT 06510  
(203) 624-1825  
shubert.com