



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: March 27, 2023
Re: Year 2 of Multi-Yr agreement with CT Association for the Performing Arts. to provide Coop High School with Theater Management Services.

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

| Company Information | | |
|---|--|------------------|
| Vendor Name: | The Connecticut Association for the Performing Arts. | |
| Doing Business as: (DBA) | CAPA | |
| Vendor Address: | 247 College St, New Haven, CT 06510 | |
| Vendor Contact Name: | Anthony McDonald | |
| Vendor Contact Email: | amcdonald@capa.com | |
| Is the contractor a minority or women owned small business? | No | |
| Agreement/Contract Information | | |
| New or Renewal Agreement/Contract? | Renewal | |
| Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small> | From July 1, 2023 | To June 30, 2024 |
| Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small> | \$154,350.00 | |
| Funding Source Name: Acct. #: | 2023-2024 Operating Budget 19047000-56694 | |
| Contract #: <small>(Local or State)</small> | Year 1 – A23-0271 | |



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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,

2. How was the contractor selected? *Attach appropriate supporting documents

- Quotes
- Sealed Bid # _____
- Sole Source # 29117x
- RFP# _____
- State Contract # _____
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? *Attach Vendor Proposal

N/A, the service the vendor provides is covered under Sole Source designation and is not required to be advertising.

b. Who were the members of the selection committee? (Minimum 3 members required)

N/A



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Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

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 agreement/contract is a Renewal, has the cost increase? If yes, by how much?

As proposed in the submission 2022-2023 this renewal year will include an increase of 5% or \$7,350.00.

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

N/A – Renewal

7. Is this a service that existing staff could provide? Why or why not?

No, this is a service that has always provided by a knowledgeable firm that provides theater management services to the district for Coop High School.



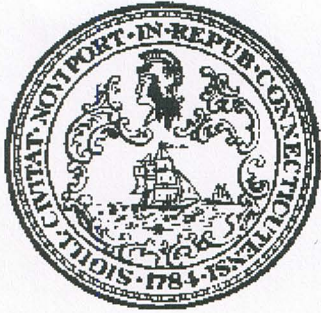
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Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement Contract Checklist\2022-2023

| | |
|---|--|
| 1. Has this vendor performed service(s) in prior fiscal years? | |
| If Yes, | Vendor # <u>33174</u> |
| If No or New, | Vendor must provide completed W9 |
| 2. A quotes or proposal submitting regarding the agreement/contract. | |
| If RFP | Attach Vendor Submitted |
| Other | Copy of State Contract, Quotes, etc. |
| <p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p> | |
| Rider 300 | Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation |
| Rider 305 | Professional Services – Onsite Umbrella; No Auto; No Workers Compensation |
| Rider 310 | Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation |
| Rider 315 | Professional Services – Onsite Umbrella; w/ Youth under 21 |
| Rider 320 | Professional Services – Offsite; No Auto; No Workers Compensation |
| Rider 325 | Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21 |
| Rider 330 | Professional Services – Offsite Attorney; No Auto; No Workers Compensation |
| Rider 335 | Professional Services – Onsite; Physician/Dentist; No Auto |
| Rider 340 | Professional Services – Onsite Physician/Dentist w/ Youth under 21 |
| Rider 345 | Professional Services – Onsite Temp Nurses |
| Rider 350 | Professional Services – Cyber – Onsite |
| Rider 355 | Professional Services – Cyber – Offsite |
| <p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p> | |
| Emailed Disclosures are acceptable. | |



**MEMORANDUM
BUREAU OF PURCHASES
CITY OF NEW HAVEN**



Michael V. Fumiatti, Purchasing Agent
200 Orange Street, New Haven,
Connecticut 06510
Telephone (203) 946-8201
Facsimile (203) 946-8206

SLSRC #29117x

DT: August 19, 2013

TO: William Clark
CFO - BOE

FR: Michael V. Fumiatti, Sr
Purchasing Agent

RE: Sole Source request – CAPA COOP Theater Management

I have received and reviewed your sole source request for the above referenced vendor and purpose. This vendor was the only respondent to the RFP that was done in 2010. The close proximity of the theatre to COOP makes this a unique organization. There appears to be no other entities in the area that provide such services.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above vendor as the "Sole Source" vendor for the above referenced purpose. Please include this sole source number in the vendor sourcing notes of your requisition.

While all else remains the same, this Sole Source designation does not expire.

Please note any non-competitively bid contract which is \$100,000.00 or greater may require Board of Alderman approval.

Any questions, please feel free to contact me @ x8207.

cc: Sonia Flanagan - BOE
Accounts Payable
File



Anthony McDonald
Executive Director

Officers

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

Directors

Drew Alden
Shay Atluru
Medria Blue-Ellis
Diane X Brown
Alexander Clark
Mary Ellen Cody
Jacquelyn Courtmanche
Karen Crane
Mayor Justin Elicker*
John R. Emra
Dr. Dolores Garcia-Blocker
Stephanie Green*
Elizabeth Herlihy
Karaime Holness
Jeff L. Hubbard
Adriane Jefferson*
Michael Loftus
William McAndrew
Patricia Melton
Amy Migliore
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



Legislation Details (With Text)

File #: LM-2022-0569 **Version:** 1 **Name:**

Type: Order **Status:** Passed

File created: 12/7/2022 **In control:** Board of Alders

On agenda: **Final action:**

Title: ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE EXECUTION OF THE CT ASSOCIATION FOR THE PERFORMING ARTS AGREEMENT WITH THE BOARD OF EDUCATION FOR THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2027.

Sponsors:

Indexes:

Code sections:

Attachments: 1. SIGNED CAPA Checklist coord, 2. 0CHECK LIST_BOA_CAPA, 3. 1COVER LETTER CAPA, 4. 2BOA Order CAPA, 5. 3PRIOR NOTIFICATION FORM CAPA, 6. 4Fiscal Impact Statement CAPA, 7. CAPA1_5, 8. Signed checklist LM-2022-0569 BOE CAPA MYAgreement

| Date | Ver. | Action By | Action | Result |
|------------|------|-------------------|------------------|--------|
| 2/6/2023 | 1 | Board of Alders | Passed | Pass |
| 1/17/2023 | 1 | Board of Alders | Noted | |
| 1/9/2023 | 1 | Finance Committee | Favorable Report | |
| 12/19/2022 | 1 | Board of Alders | Referred | |

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE EXECUTION OF THE CT ASSOCIATION FOR THE PERFORMING ARTS AGREEMENT WITH THE BOARD OF EDUCATION FOR THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2027.

WHEREAS, the New Haven Board of Education (the “Board”) and Board of Education, CT Association for the Performing Arts. (the “Vendor”) are the parties (collectively the “Parties”); and

WHEREAS, the Parties reached a tentative agreement on a new Agreement entitled Agreement Between the New Haven Board of Education and CT Association for the Performing Arts., July 1 2022 - June 30, 2027 (the “2022-2027 Agreement”); and

WHEREAS, the district staff submitted the 2022-2027 Agreement to the Board, which approved the 2022-2027 Agreement at its November 14, 2022 Board of Education meeting; and

WHEREAS, the Charter of the City of New Haven requires the approval of the Board of Alders for agreements in excess of one-year.

NOW THEREFORE BE IT ORDERED, by the Board of Alders of the City of New Haven that the 2022 -2027 Agreement is hereby approved.

BE IT FURTHER ORDERED, that the President of the Board of Education or the Mayor is authorized to execute the 2022-2027 Agreement as well as such additional instruments as may be deemed necessary or expedient to implement the terms of the 2022-2027.

