

**For: Office Use Only**

Vendor No.	Date Entered
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Mail
  Fax
  Email

Vendor:  
 Committee for Children  
 2815 Second Avenue, Suite 400  
 Seattle, WA 98121-3207

Deliver To:  
 T. Jackson/M. Abbott  
 New Haven BOE  
 54 Meadow Street, 3rd floor  
 New Haven, CT 06519

**CITY OF NEW HAVEN**  
 Department of Education  
 54 Meadow St., New Haven, CT 06519  
**VENDOR PURCHASE ORDER**

**SPECIAL FUNDS**

Fiscal Year: 2023-2024

P.O.
▲
This number must appear on all invoices and package of shipment

**PURCHASE ORDERS NOT  
 COMPLETED AND DELIVERED  
 WITHIN 60 DAYS ARE  
 AUTOMATICALLY CANCELLED**

Date Prepared	Fund	Agency	Program	Object	Project Code
07/20/23	2552	900	6363	56697	0490

Quantity	Description	Unit Cost	Total Cost
28	Second Step Grades K-8, Multi-Site pricing - 1 year licenses Renewing Subscription ID: 80020416 Item # 904101 Quote# 5034297 Customer ID#: 10112278  Discount (\$6,045.20)  Phone #: 800-634-4449 Fax #:206-343-1445 Email: orders@cfchildren.org	2,159.00	54,406.80
<b>PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING</b> Name: Derricka Suggs    Email: derricka.suggs@new-haven.k12.ct.us    Phone: 1-475-220-1383			

Authorized Supervisor's Signature	Business Office Approval	Principal's Signature	<b>TOTAL AMOUNT</b>	<b>\$54,406.80</b>
Date:	Date:	Date: 7/11/23	<b>SUBMIT PURCHASE ORDERS TO:</b> SpecialfundsPO@new-haven.k12.ct.us	

**FOR PAYMENT:** Send Your Invoice Electronically or By Mail:  
 Email: [NHinvoice@newhavenct.gov](mailto:NHinvoice@newhavenct.gov)  
 Mail: New Haven Public Schools, Attn: Dept. of Special Funds  
 54 Meadow Street, New Haven, CT 06519  
 Fax: 1-203-946-5740



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Committee for Children

Doing Business As, if applicable:

Business Address: 2815 Second Avenue, suite 400, Seattle, WA 98121-3207

Business Phone: 800-634-4449, FAX 203-343-1445

Business email: [orders@cfchildren.org](mailto:orders@cfchildren.org)

Funding Source & Acct # including location code: ESSER III, account # 2252-6363-56697, Location Code: 0490

Principal or Supervisor: Typhanie Jackson, Executive Director of Special Education and Student Services Department.

Agreement Effective Dates: From 08/28/2023. To June 30, 2024.

Hourly rate or per session rate or per day rate. \$2,159 for 28 licenses for the school year 2023-2023

Total amount: \$56,349.90

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

Second Step Grades K-8 explicit instruction for SEL, Multi-Site digital pricing 1-year license.

Submitted by: Typhanie Jackson Phone: 475-220-1760



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Special Education/Student Services  
**Date:** July 20, 2023  
**Re:** Calm.com renewal

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Please answer all questions and attach any required documentation as indicated below. 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. **Contractor Name:** COMMITTEE FOR CHILDREN
2. **Description of Service:** Committee for Children is a license that will provide grades K-8 with explicit instruction for SEL. In addition to supporting their own well-being, they can use the application within their classrooms to support students social emotional learning.
3. **Amount** of Agreement and hourly or session cost: \$56,349.90
4. **Funding Source** and account number: ESSER III, account # 2552-6363-56697, Location Code: 0490
5. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? renewal
  - b. What would an alternative contractor cost: Comparable cost
  - c. If this is a continuation, when was the last time alternative quotes were requested?  
Annually
  - d. For new or continuation: is this a service existing staff could provide. If no, why not?  
No. Company provides a specific service.
6. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development?
    - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No
  - b. After School or Extended Hours Program? No
  - c. School Readiness or Head Start Programs? No
  - d. Other: (Please describe)
7. **Contractor Classification:**  
**Answer all questions:**
  - a. Is the Contractor a Minority or Women Owned Business? No

- b. Is the Contractor Local? No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: it will help to keep the wellness of the staff, as well as administrators and students. This agreement allows for individualized self-management resources to ensure our staff is taking care of their own well-being. Additionally, this product can be presented to students as a tool to engage and support their self-awareness and self-management.

## 8. Contractor Selection:

### Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. This agreement allows for individualized self-management resources to ensure our staff is taking care of their own well-being. Additionally, this product can be presented to students in grades K-8 as a tool to engage and support their self-awareness and self-management.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Quotes and Comparable cost.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: Feedback survey from students, staff and administrators.

## 9. Evidence of Effectiveness & Evaluation

### Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? Social emotional well-being, self-awareness and self-management, (SEL).
  - b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. Data is available via the calm portal that allows us to manage and monitor staff usage and we also have feedback from surveys that provides interest from students and staff.
  - c. How is this service aligned to the District Continuous Improvement Plan? This agreement is aligned to the District's continuous improvement plan as it ensures the well-being of staff, administrators and students as it supports social emotional learning, self-awareness and self-management. It aligns to the strategic priority area of culture and climate.
10. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as it ensures the well-being of our staff members and students.
11. What are the implications of not approving this Agreement? The implication of not approving this agreement is that staff, administrators and students will not have the ability to take advantage to have individualized self-management resources, social emotional learning to ensure that they are taking care of their own well-being.



2815 Second Avenue, Suite 400  
 Seattle, WA 98121-3207 USA  
 800-634-4449 FAX: 206-343-1445  
 orders@cfchildren.org

Quote	
Quote #	5034297
Date	5/16/2023
Customer ID	10112278

Bill To	Ship To
New Haven Public Schools 54 Meadow Street New Haven CT 06519 United States	Monica Abbott New Haven Public Schools 54 Meadow Street New Haven CT 06519 United States

Requested By	Ship To	Setup Admin	Entered By
Monica Abbott	Monica Abbott	Name: Monica Abbott Email: <a href="mailto:MONICA.ABBOTT@new-haven.k12.ct.us">MONICA.ABBOTT@new-haven.k12.ct.us</a>	Jackie Mahedy

Item	Description	Months	Start Date	End Date	QTY	Rate	Amount
904101	Second Step Grades K-8, Multi-Site Pricing, 1-Year Licenses		7/31/2023	7/31/2024	28	\$2,159.00	\$60,452.00
Renewing Subscription ID: 80020416							

Subtotal	\$60,452.00
Discount	(\$6,045.20)
Shipping & Handling	\$0.00
Sales Tax* (%)	\$0.00
<b>TOTAL</b>	<b>\$54,406.80</b>

Please remit in US Funds.  
 Make check payable to: Committee for Children  
 \*Sales tax rates are based on the ship to address. All rates are estimates until shipped. If tax was included in this quote and your organization is state sales tax exempt, email your state sales tax exemption ID and certificate to orders@cfchildren.org.

**Client Memo: K-8 Renewal, 1 Year**

Shipping Method: UPS Ground (UPS)

Your Second Step program License purchase is governed by the applicable License Agreement at: <https://secondstep.org/license-agreements>

Prices valid for 30 days from quote date.

Please include quote ID:5034297 on your order to guarantee pricing.