



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Computer Consulting System LLC

Doing Business As, if applicable: Computer Consulting System LLC

Business Address: 18 Murray St. Hamden, CT 06514

Business Phone: 203-886-9325

Business email: tbot38@gmail.com

SS# OR Tax ID #: 01-0944686

Funding Source & Acct # including location code: 2552-6363-56697-0100

Prepared by: Lynn Brantley

Principal or Supervisor: Iline Tracey

Agreement Effective Dates: From 7/5/22 To 7/31/22

Hourly rate or per session rate or per day rate. \$200.00 day

Total amount: \$3,800.00

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

Supporting all software utilized for Summer of Fun Programs. Configuration and distribution of computers to classrooms, assistance with programs for the SAMS Lab, literacy programs, math programs (Soars), and troubleshooting all problems that arise from summer programming requiring computer programming.

Submitted by: *Lynn Brantley* Phone: 475-220-1212



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Lynn M. Brantley, Supervisor of Literacy
Date: May 16, 2022
Re: Computer Support For Summer Of Fun

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:** Computer Consulting System LLC
2. **Description of Service:** Supporting all software utilized for Summer of Fun Programs. Configuration and distribution of computers to classrooms, assistance with programs for the SAMS Lab, literacy programs, math programs (Soars), and troubleshooting all problems that arise from summer programming requiring computer programming.
3. **Amount of Agreement and hourly or session cost:** Total agreement \$3,800.00
19 days of service at \$200.00 day/consultant
4. **Funding Source and account number:** 2552-6363-56697-0100
5. **Continuation/renewal or new Agreement? Continuation**
Answer all questions:
 - a. Continuation from a previous contract
 - b. What would an alternative contractor cost:
 - c. If this is a continuation when was the last time alternative quotes were requested? n/a
 - d. For new or continuation: Is this a service existing staff could provide. If no, why not?
This is our contractor for all Literacy programming. The IT department has expressed that they can not uphold the work that is required with the staffing they are allotted.
6. **Type of Service:**
Answer all questions:
 - a. Professional Development?
 - i. No
 - b. After School or Extended Hours Program? No
 - c. School Readiness or Head Start Programs? n/a
 - d. Other: Technical support for various online platforms used for instruction
7. **Contractor Classification:**
Answer all questions:
 - a. Is the Contractor a Minority or Women Owned Business? Yes
 - b. Is the Contractor Local? Yes
 - 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? Continuation
- f. If it is a renewal/continuation, has the cost increased? If yes, by how much? No cost increase.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: yes. Students and teachers will have a continuation of services that only an in house technical support can provide.

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? n/a
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Sole Source
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: As our Internal Consultant Mr. Moore has provided this service for a number of years resulting in tailoring the work for NHPS.

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? This service provider has proven to not only be timely but has gone above the requests to ensure job-embedded troubleshooting for all staff members utilizing online personalized learning platforms.
- b. If this is a renewal/continuation service attach a copy of the evaluation of archival data that demonstrates effectiveness. Yes, this is a continuation of services. Mr. Moore's consulting company provides a staff person dedicated to NHPS.
- c. How is this service aligned to the District Continuous Improvement Plan? Promotes students' achievement.

10. Why do you believe this Agreement is fiscally sound?

11. What are the implications of not approving this Agreement? This agreement allows for expertise that is often attached to other costs if this service was provided by a staff member. Also, if this service is not in place we risk having all programming available for the summer programs, inclusive of a new coding program for grades 2 and 3.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Computer Consulting LLC

FOR DEPARTMENT/PROGRAM:

Summer School IT Support

This Agreement entered into on the 20th day of May 2022, effective (*no sooner than the day after Board of Education Approval*), the 5th day of July, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Computer Consulting, LLC located at, 18 Murray Street, Hamden, CT 06514 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$200.00 per day, hour or session, for a total of 19 days, hours or sessions. The maximum amount the contractor shall be paid under this agreement (\$3,800.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by ESSER II of the New Haven Board of Education, **Account Number:** 2552-6363-56697-SS32

This agreement shall remain in effect from 7/05//2022 to 7/31/2022.

SCOPE OF SERVICE: Supporting all software utilized for Summer of Fun Programs. Configuration and distribution of computers to classrooms, assistance with programs for the SAMS Lab, literacy programs, math programs (Soars), and troubleshooting all problems that arise from summer programming requiring computer programming.

Exhibit A: Scope of Service: *Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.*


Exhibit B: Student Data and Privacy Agreement: *Attached*

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees

that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.


Contractor Signature

President
New Haven Board of Education

05-20-22
Date

Date

Anthony T. Moore
Contractor Printed Name & Title

Revised: 12/3/19

SCOPE OF WORK

Name of Company: Computer Consulting System LLC
Project Name: Summer School I.T Support
Project Manager: Anthony T. Moore
Prepared by: Anthony T. Moore
Date: 05/20/2022

The Scope of Work is the official description of the work that is to be completed during the contract. The Scope of Work must be consistent with the project timeline.

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Technology support for schools that are hosting summer school classes.

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1	Configuration and Distribution of Devices. In the classrooms, administration of projectors or Smart Board/display panels to show the slides.	300 Chromebook Tablets Mobile and Stationary Charging Stations	06/27/2022	Lynn Brantley
2	Device Power-wash at the end of the session to wipe all student data in preparation for storage until the summer 2023 session			Anthony T. Moore
3	Administration of technology devices for both Teachers and students.			Anthony T. Moore
4	Any Assistance that students will need logging into the software. ie, SAM Labs software, or any Literacy, Math applications being used. Troubleshooting any pc/tablet issue that may arise during daily sessions and resetting passwords for any and all students/Teachers as needed.			Anthony T. Moore

KEY CONTRACTORS AND SUBCONTRACTORS

Task No.	Name of Key Contractor	Role / Title	Responsibilities
1 - 4	Anthony T Moore	Technology Consultant	<p>Distribution and Collection of Technical Devices at the beginning and end of the summer school sessions.</p> <p>Device Power-wash at the end of the session to wipe all student data in preparation for storage until the summer 2023 session</p> <p>Administration of technology devices for both Teachers and students.</p> <p>Any Assistance that students will need logging into the software. ie, SAM Labs software, or any Literacy, Math applications being used.</p> <p>In the classrooms, administration of projectors or SmartBoard/display panels to show the slides.</p> <p>Troubleshooting any pc/tablet issue that may arise during daily sessions and resetting passwords for any and all students/Teachers as needed.</p>

PROBLEM STATEMENT

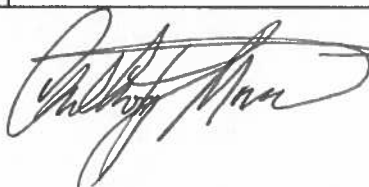
Having a centralized point of contact for device distributions and collection.
A contact person for troubleshooting any technical problems.

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures			
Project Name:	Summer School I.T Support		
Project Manager:	Anthony T. Moore		
<p><i>The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.</i></p>			
<p><i>I have reviewed the information contained in this Project Scope Statement and agree:</i></p>			
Name	Title/Role	Signature	Date

Anthony T Moore

Technology Consultant



05-20-2022



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Anthony Tracy Moore	
2 Business name/disregarded entity name, if different from above Computer Consulting System LLC.	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 18 Murray St	Requester's name and address (optional)
6 City, state, and ZIP code Hamden, Connecticut, 06514	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
0	4	1	-	5	6	-	7	6	2 8
or									
Employer identification number									
0	1	-	0	9	4	4	6	8	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 05-20-2022
------------------	--	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ANTHONY T. MOORE

18 Murray St.
Hamden, CT. 06514

Home: 203.634.6887 Cell: 203.886.9325
Email: Tbot38@gmail.com

INFORMATION TECHNOLOGY

An IT Specialist with nineteen years' experience, who delivers technological explanations to multifaceted professional difficulties. Skilled at analyzing existing systems and implementing appropriate strategies, processes, and technologies, in order to improve productivity and efficiency, while providing business continuity. Able to complete simultaneous mission critical projects on time and within budget-thus can multi-task in a very cost effective manner. Strong expertise on the following Operating Systems: Windows 7, 8 & 10 (*20+Years' Experience*), Linux Ubuntu, OpenSuse, (*5+ Years' Experience*). I am highly accomplished in the following Software: MS Office suites XP/2003-2016/365 (*20+ Years' Experience*) Proprietary Application Experience: {Read 180 Next Generation & Universal, System-44, and Breakthrough to Literacy} (*12+ Years' Experience*).

OTHER AREAS OF KNOWLEDGE

- | | | |
|--|---|---|
| ▪ Microsoft 2003/2008/2012 server - Active Directory | ▪ Open Office | ▪ Goto Assist remote support tool |
| ▪ Track-It Ticketing System | ▪ Crystal Reports | ▪ Webex |
| ▪ Powerhelp v. 8.2 Ticketing system | ▪ My-task ACD Monitoring system | ▪ Altiris - Carbon Copy/Remote support tools |
| ▪ ServiceWise Tech Excel Ticketing system | ▪ Remedy Ticketing system | ▪ Citrix Metaframe - password manager 2.8.6.0.2 |
| | ▪ Virtual Private Networking Administration (VPN) | |

DISTINCTIONS

- IT Consultant Business Owner
- Network Setup & Administration
- Information Technology Trainer / Instructor / Lead
- Team Lead - 10 direct reports
- Hardware / Software, Telephone & Desk-side Support
- Microsoft MCP Certification

KEY SKILLS ASSESSMENT

Help-Desk Institute Certified - Service Center Team Lead (SCTL) 02/2006

HELP DESK SUPERVISOR- US Tennis Association US Open event. 08/2006

Professional Experience

ABBTECH PROFESSIONAL RESOURCES, INC **CONSULTANT / TECHNICAL LEAD (08/2018)**

2018 - 2019

- Technical Project work serving as a Computer Technician / Technical Lead with one to three subordinate technicians according to site size.
- Duties onsite were:
 - Basic pc installation
 - De-installation
 - Installation of docking stations
 - Data migration

PEG-Branford Hall Career Institute **TECHNICAL INSTRUCTOR**

2012 To 2014

- Information Technology Certification Instructor Specializing in Microsoft A+, Security + and Net + Certifications
- Interim Lead Instructor

Computer Consulting System, LLC. **Business Owner \ Chief Consultant**

2007 TO PRESENT

- District Literacy IT Specialist for City of New Haven CT. Board of Education Supporting approximately twenty five hundred end users in twenty eight schools district wide.
- Troubleshooting Windows 7 & 10 computer operating systems
- Phone Support utilizing both Dameware and Remote Desktop for remote troubleshooting.
- Desk-side Support Break-fix both hardware and software solutions for several different models of Desktop and laptop computers i.e. *(Dell OptiPlex series desktops, Dell Latitude series laptop and HP Pro series Microtowers.)*
- Server Maintenance, Administration & Upgrades *(Working within the MS Server 2003 & 2012 environments)*
- Active Directory Account creation and administration.
- Hardware Support – Maintenance & Replacement as needed
- Software Testing and Implementation
- Data Collection and Administration
- Database Administration

Global Helpdesk Services Inc.

2004 To 2009

Technical Lead / Phone Support Technician

- Help-Desk Institute Certified Team Leader – 10 Support Analysts
- Off Site Team Supervisor (U.S Tennis Association 5 support Analysts)
- Weekly Client meetings both conference calls and on-site
- Daily Analysts performance evaluation and feedback sessions with team members.
- Responsible for Quarterly & Annual reviews on all team analysts.
- Knowledge-base Administration
- Phone Support
- Technical Trainer
- Creation of trending reports when necessary to evaluate shift needs for scheduling purposes.
- Prepare Daily Status / SLA reports
- HR Duties - 1st level New Hire resume review, contact and Interview
- Client Implementations - (International Travel)

DSL.net, Inc.

2003 To 2004

2nd level Support Analyst

- Provided phone support for company clients
- Test and accept phone company circuits
- Remotely configure and troubleshoot DSL, IDSL & T1 routers

PRICEWATERHOUSECOOPERS, LLP

1993 To 2002

Technical Specialist

- Served as Project Lead on several technical implementations, including UTC Pratt & Whitney Conversion and BP Amoco merger & outsourcing.
- Set up and administered Windows XP and MS Office XP Professional on end user workstations.
- Provided LAN / WAN access at remote client sites using broadband (DSL, Cable) routers.
- Set up Frame Relay Circuits and Networks.
- Prepared proposals for potential engagement teams.
- Performed Training for engagement teams on new technology
- Troubleshooting, optimizing, and repairing PCs, performing hardware and Software upgrades.
- Served on setup team during department relocation.
- Participated as an instructor for weekly PC Training & Orientation classes for New Hire employees (30 – 40 students per Session)
- Served as a Helpdesk Liaison providing training to our 3rd party National Helpdesk support employees.
- Performed Second Level desk-side support.
- Set up and configured PCs for new employees
- Made Lease Swap appointments and configured new machines.
- Worked on Remote Site Team troubleshooting off site technical issues