



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: May 15, 2023
Re: Agreement with DePino, Nuñez & Biggs for lobbying 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:	DePino, Nuñez & Biggs	
Doing Business as: (DBA)		
Vendor Address:	PO Box 9137, New Haven, CT 06532	
Vendor Contact Name:	Paul Nuñez	
Vendor Contact Email:	Paul@dnblobby.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Agreement	
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>	\$50,000.00	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-47000-56694	
Contract #: <small>(Local or State)</small>	N/A	



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Key Questions:

1. What specific service will the contractor provide:

The Board has historically and successfully leveraged the expertise of lobbying firms to assist in lobbying efforts with the State of CT agencies and elected officials. There are many aspects of the legislative cycle that require close monitoring and advocacy in order to maximize the potential benefit to the New Haven Board of Education particularly in the areas of funding support. There are also areas of the legislation where the Board could be strategically aided in order to influence language and application of laws, which can serve to maximize the positive impact for New Haven students. Over the years the strategic use of DNB lobbying services has helped the Board to realize many millions of dollars in state funding and grants.

In addition, the services have allowed the Board and its representatives to be actively at the table with decision makers during the legislative process to produce positive and supportive legislative results. Given the fiscal issues within the State it is critical that the Board have professional advocates monitoring our interests in Hartford throughout the legislative session.

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- 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 – Exempt Professional

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

N/A – Exempt Professional



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Key Questions: - Continued

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

This firm has been working with the district providing their expertise, and has always met the obligations of the agreements in place.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

N/A

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

The agreement is the same not to exceed amount as the previous year. No increase.

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

DNB will provide specific lobbying at the State Capital and with our Federal Delegation. DNB also serves as the City's lobbying firm. The ongoing development of knowledge of, and cultivation of relationships at the State and Federal level lends itself in favor of continuing with this firm.



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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>31943</u>
If No or New,	Vendor must provide completed W9
2. A quote 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> <p>Emailed Disclosures are acceptable.</p>	