



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Dr. Michele Sherban, Director of Research, Assessment and Evaluation
 Mr. John Nguyen
Date: June 20, 2023
Re: Purchase Order with DecisionEd, Inc. for K-12 Performance Management Classroom/Student dashboard.

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:	DecisionEd Group, Inc.
Doing Business as: (DBA)	
Vendor Address:	9901 Valley Ranch Parkway East, #1060 Irving, TX 75063
Vendor Contact Name:	Deborah Mason
Vendor Contact Email:	Deborah.mason@decisioned.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Purchase Order
Effective Dates: (mm/dd/yy) <small>Multi-ys. 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>	\$58,200.00
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-54409-0107
Contract #: <small>(Local or State)</small>	N/A



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

The DecisionEd K-12 Performance Management Classroom/Student provides a complete solution to address data and dashboards requirements for a school district. Included are perpetual licenses for Administrators and IBM Cognos software for server administration, report development, query development, dashboard development, and end user access for all district employees, students, and parents. Information from systems across the district is integrated into a single repository for ease of reporting and dashboard views.

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*

RFP Posted in 2022.
The contractor was selected because of the quality of the proposal in addressing the scope and sequence of the RFP. This was the only contractor with a solution that allowed the district to host the services on our own servers.

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

Teachers – David Low, Marianne Maloney, Michael Soares; School based administrators – Paul Camarco, Sequella Coleman; Central office administrators – Ivelise Velazquez, Keisha Redd-Hannans, Lynn Brantley, Michele Sherban, Paul Whyte, Pedro Mendia, Viviana Conner; and IT rep – William Zesner.



NEW HAVEN PUBLIC SCHOOLS

Key Questions: - Continued

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

This product brings data from many different sources into one data warehouse so that it can be linked and visualized on dashboards and in reports. This will greatly increase the ability of building administrators to make decisions informed by their school data. It will also allow us to more easily disaggregate data for subgroups and look at the relationship between different variables. This PO is for annual support for the product which was implemented in 22-23.

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

This agreement is fiscally sound because it meets the needs of the district to have a data warehouse and associated dashboards that we host. The licenses are perpetual and include all staff and students. The annual support fees were significantly less than the annual fees associated with solutions that were hosted in the cloud.

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 a team of professionals that has the necessary equipment to provide the service to the district.



NEW HAVEN PUBLIC SCHOOLS

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 # 13501
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> <p>Emailed Disclosures are acceptable.</p>	