



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Mark Sweeting, Principal of Hillhouse High School  
**Date:** May 15, 2023  
**Re:** Agreement with SFC Lisa Rodriguez as an Instructor of the JROTC Program at Hillhouse High School

**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:	Department of the Army, 2 <sup>nd</sup> ROTC Brigade U.S. Army Cadet Command	
Doing Business as: (DBA)	Department of Defense	
Vendor Address:	21 Barrows St, Stratford, CT 06614	
Vendor Contact Name:	SFC. Lisa Rodriguez	
Vendor Contact Email:	Lisa.Rodriguez@new-haven.k12.ct.us	
Is the contractor a minority or women owned small business?	N/A	
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, 2022	To June 30, 2023
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	Army Portion: \$41,546.28 BOE Portion: \$51,153.53 <b>Total amount: \$92,699.81</b>	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-43362-50135	
Contract #: <small>(Local or State)</small>		



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**Key Questions:**

**1. What specific service will the contractor provide:**

The JROTC program is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline.

**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*

The Department of Defense fills a need for school districts that has developed a contract to have the JROTC program in high schools. The process goes through a rigorous vetting certification for exemplary retired military personnel prior to interviewing.

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

N/A – Federal program



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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?**

All requirements were met and standards exceeded. The JROTC program has created a culture of family with the students and staff the JROTC instructors have demonstrated their dedication to Hillhouse and our community in New Haven.

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

No increase from previous year. Salary is comprised of the following:

Army Reimbursement: \$41,546.28

BOE Portion: \$51,153.53

For a total amount not to exceed \$92,699.81

**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, not only do the instructors have to be retired from the military, their curriculum focuses on leadership and soft skills that enhances the opportunities in today's workforce. The relationships developed and maintained with our JROTC program and our community, are long-lasting and beneficial for community service graduating requirements, future potential scholarships and internships.



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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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor #
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p> <p>Emailed Disclosures are acceptable.</p>	