



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Manufacturers Training Group LLC

Doing Business As, if applicable:

Business Address: 2 William Lane, Seymour, CT 06483

Business Phone: (203) 231-0628

Business email: tuttle64@comcast.net

Funding Source & Acct # including location code: ESSER II; Acct. # 2552-6363-56697-0100

Principal or Supervisor: Michele Bonanno

Agreement Effective Dates: From 03/14/23 To 06/30/23.

Hourly rate or per session rate or per day rate. \$5,000-Information and Guidance, Sample reference materials for staff and Detailed CAD drawing (Deliverable #(s) 1, 2, & 3); \$5,000-Detailed document, provides recommended purchases, pricing for CNC equipment, Metrology technologies, Tooling, Software and Materials (Deliverable # 4); \$5,000-An entire curriculum package (Deliverable # 5); \$5,000-All in one package for project-based learning (Deliverable # 6); \$4,500-Teacher training for staff (Deliverable # 7).

Total amount: \$24,500

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

Provide New Haven Public School with consulting services to support the development of two individual Digital Manufacturing & Engineering program. The project would include guiding career data, all documentation, multiple teacher resources and support with developing industrial partnerships. The entire project would span 8-12 months culminating in teacher training after the new department, equipment and documentation are completed.

Submitted by: Janie Lips Phone: 8-1436



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Robert McCain
Date: February 7, 2023
Re: Manufacturers Training Group LLC Agreement

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:** Manufacturing Training Group LLC
2. **Description of Service:** *Provide New Haven Public School with consulting services to support the development of two individual Digital Manufacturing & Engineering program. The project would include guiding career data, all documentation, multiple teacher resources and support with developing industrial partnerships. The entire project would span 8-12 months culminating in teacher training after the new department, equipment and documentation are completed.*
3. **Amount of Agreement and hourly or session cost:** \$5,000-*Information and Guidance, Sample reference materials for staff and Detailed CAD drawing (Deliverable #(s) 1, 2, & 3); \$5,000-Detailed document, provides recommended purchases, pricing for CNC equipment, Metrology technologies, Tooling, Software and Materials (Deliverable # 4); \$5,000-An entire curriculum package (Deliverable # 5); \$5,000-All in one package for project-based learning (Deliverable # 6); \$4,500-Teacher training for staff (Deliverable # 7).*
4. **Funding Source and account number:** *ESSER II; Acct. # 2552-6363-56697-0100*
5. **Approximate number of staff served through this program or service:** *4 teachers*
6. **Approximate number of students served through this program or service:** *90 students*
7. **Continuation/renewal or new Agreement?** *New Agreement*
Answer all questions:
 - a. **If continuation/renewal, has the cost increased? If yes, by how much?** *NA*
 - b. **What would an alternative contractor cost:** *NA*
 - c. **If this is a continuation, when was the last time alternative quotes were requested?** *NA*
 - d. **For new or continuation: is this a service existing staff could provide. If no, why not?**
There are no other contractors or existing staff who could provide this service as no one has this kind of expertise in the areas outlined in the proposal.
8. **Type of Service:**
Answer all questions:
 - a. **Professional Development?** *Yes – will be provided.*

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? *No staff knows to operate and run CNC machines or can program in Solidworks.*
- b. After School or Extended Hours Program? *Teacher training for staff including one on one training in front of the machines and professional development presentations for multiple staff if required, outside of normal school hours.*
- c. School Readiness or Head Start Programs? *No*
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? *No*
- 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? *No*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *NA*
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: *Presently, no teachers/administrators have the knowledge of expertise to run a Manufacturing Lab. This agreement will provide details on the primary career opportunities within Connecticut manufacturing complex and the connection to curriculum content. Additionally, provide support for the creation of an industrial advisory committee which is critical to student opportunities.*
 - *Identify specific equipment, tooling, software, and expenses required for the program.*
 - *Develop basic learning lab floor plans within existing facilities using planned equipment purchasing.*
 - *Provide all necessary program documentation to offer the staff, students and NHPS a productive first year and beyond.*
 - *Provide two all-in-one packages to support a project-based learning environment.*
 - *Provide professional development opportunities for instructional staff.*

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: *Website: <https://platt.cttech.org/programs/career-technical-education/precision-machining-technology/>*
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? *This vendor was selected because of the 28 years of teaching/work experience running CNC machines and programing using MasterCam and Solidworks and has placed hundreds of students into the workforce.*
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? *There was no bidding process associated with this service. They were selected for their experience and knowledge of manufacturing programs in schools and the ability to train teachers and deliver curriculum.*
- d. Who were the members of the selection committee that scored bid applications? *Vendor was selected by the Supervisor of Science in collaboration with the Asst. Superintendent Keisha Hannans.*

- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. *N/A*

11. 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?
- *Information and guidance in the effort to develop relationships with industrial partners which are critical to building bridges for students and their careers.*
 - *Sample reference materials for staff to invite industry partners to the school for planning meetings, program development, improvement, and recruitment of graduates.*
 - *Detailed CAD drawings showing possible layout of equipment and technology.*
 - *A detailed document that provides recommended purchases (linked) and pricing for CNC equipment, metrology technologies, tooling, software, and materials.*
 - *An entire curriculum package that includes the following:*
 - *Master curriculum document*
 - *Gannet chart for content delivery which parallels the NHPS schedule.*
 - *Master skills matrix detailing student outcomes.*
 - *Sample Syllabi for each content area.*
 - *PowerPoint presentations for each content area*
 - *Formative & Summative assessments for every content area.*
- Accountability for the above items will be monitored to ensure our need is met.*
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. *NA*
- c. How is this service aligned to the District Continuous Improvement Plan?

12. Why do you believe this Agreement is fiscally sound? *This service is tailored the construction, lay-out and design of the labs by a person who works in a school and has provide the same resources to other schools. He is an expert of the needs of a manufacturing lab and the training of the teachers. The curriculum he will provide will give us the direction to produce students who are able to go into the workforce.*

13. What are the implications of not approving this Agreement? *If the set-up of this program is not done properly, it will not succeed. A manufacturing program developed by teachers who have little knowledge or expertise in this area will lead to kids not being properly prepared for the workforce. Without proper training, the CNC will not be used.*



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Manufacturers Training Group LLC

FOR DEPARTMENT/PROGRAM:

New Haven Public Schools

This Agreement entered into on the 3rd day of February, 2023, effective (*no sooner than the day after Board of Education Approval*), the 14th day of March, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Manufacturers Training Group LLC located at, 2 William Lane, Seymour, CT 06483 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$5,000**-Information and Guidance, Sample reference materials for staff and Detailed CAD drawings (*Deliverable #(s) 1, 2 and 3*); **\$5,000**-Detailed document, provides recommended purchases, pricing for CNC equipment, Metrology technologies, Tooling, Software and Materials (*Deliverable # 4*); **\$5,000**-An entire curriculum package (*Deliverable #5*); **\$5,000**-All in one package for project-based learning (*Deliverable # 6*); **\$4,500**-Teacher training for staff (*Deliverable # 7*).

The maximum amount the contractor shall be paid under this agreement: Twenty-four thousand five hundred dollars (**\$24,500**). 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 Program** of the New Haven Board of Education, **Account Number:** 2552-6363-56697 **Location Code:** 0100.

This agreement shall remain in effect from March 14, 2023 to June 30, 2023.

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

Manufacturers Training Group will provide New Haven Schools with consulting services to support the development of two individual Digital Manufacturing & Engineering programs. The project would include guiding career data, all documentation, multiple teacher resources and support with developing industrial partnerships. The entire project would span 8-12 months culminating in teacher training after the new department, equipment and documentation are completed.

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

Exhibit B: Student Data Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

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

2-13-2023

Date

Date

DAVID TUTTLE
Manufacturers Training Group LLC

Contractor Printed Name & Title



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.

Revised: 10/2/18

Manufacturers Training Group LLC
David J. Tuttle, Owner
2 William Lane
Seymour CT 06483

February 1, 2023

Proposal
New Haven Public Schools

Attention: Robert McCain
54 Meadow Street
New Haven Ct.
06519

Overview:

Provide New Haven Public School with consulting services to support the development of two individual Digital Manufacturing & Engineering program. The project would include guiding career data, all documentation, multiple teacher resources and support with developing industrial partnerships. The entire project would span 8-12 months culminating in teacher training after the new department, equipment and documentation are completed.

Objectives:

- A. Provide details on the primary career opportunities within Connecticut manufacturing complex and the connection to curriculum content. Additionally, provide support for the creation of an industrial advisory committee which is critical to student opportunities.
- B. Identify specific equipment, tooling, software, and expenses required for the program.
- C. Develop basic learning lab floor plans within existing facilities using planned equipment purchasing.
- D. Provide all necessary program documentation to offer the staff, students and NHPS a productive first year and beyond.
- E. Provide two all-in-one packages to support a project-based learning environment.
- F. Provide professional development opportunities for instructional staff.

Deliverables:

1. Information and guidance in the effort to develop relationships with industrial partners which are critical to building bridges for students and their careers.
2. Sample reference materials for staff to invite industry partners to the school for planning meetings, program development, improvement, and recruitment of graduates.
3. Detailed CAD drawings showing possible layout of equipment and technology.
4. A detailed document that provides recommended purchases (linked) and pricing for CNC equipment, metrology technologies, tooling, software, and materials.
5. An entire curriculum package that includes the following:
 - Master curriculum document
 - Gantt chart for content delivery which parallels the NHPS schedule.
 - Master skills matrix detailing student outcomes.

- Sample Syllabi for each content area.
 - PowerPoint presentations for each content area
 - Formative & Summative assessments for every content area.
6. All in one package for project-based learning. Includes designs, programs, theory assignments, material needs and suggested procedures. This would include exemplar files in various software to fast-track teacher preparation. Additionally, flawed programs will be provided to serve as problem solving projects for the students.
7. Teacher training for staff including one on one training in front of the machines and professional development presentations for multiple staff if required, outside of normal school hours.

Total price entire proposal - \$24,500.00 + Connecticut sales tax if applicable.

The project will be invoiced in four payments.

- Deliverables 1, 2 & 3 \$5000.00
- Deliverables 4 \$5000.00
- Deliverables 5 \$5000.00
- Deliverables 6 \$5000.00
- Deliverables 7 \$4500.00

Payment Terms – 15 days from invoice.

Acceptance of Proposal & Terms.

Please sign and return a copy to schedule with a purchase order # to begin proposal deliverables.

X _____

Date: _____

David J Tuttle

David J Tuttle

Owner - Manufacturers Training Group LLC

Tuttle64@comcast.net

203-231-0628