



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Narrative 4, Inc.

Doing Business As, if applicable:

Business Address: 1178 Broadway, 3rd floor, New York, NY 10001

Business Phone: 332-333-4392

Business email: info@narrative4.com or jen@narrative4.com

Funding Source & Acct # including location code: 2531-6393-56694-0066, SIG

Principal or Supervisor: Cari Strand

Agreement Effective Dates: From 03/14/2023. To 06/30/2023.

Hourly rate or per session rate or per day rate. \$3000 for speaker fee, \$35/hr per facilitator (3.5 hr.), \$350 for travel/lodging/meals for each facilitator
Total amount: \$16,230

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

Narrative 4 will bring 28 trained facilitators to facilitate a schoolwide story exchange (Narrative 4's core methodology) for all 280 students at High School in the Community in conjunction with an artist performance/workshop.

Submitted by: Cari Strand Phone: 475-220-6200



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Cari Strand, High School in the Community (HSC) Building Leader
Date: 17 February 2023
Re: SIG-Funded Agreement with Great Schools Partnership, Inc. (GSP)

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:** Narrative 4, Inc.
2. **Description of Service:** Narrative 4 will bring 28 trained facilitators to facilitate a schoolwide story exchange (Narrative 4's core methodology) for all 280 students at High School in the Community in conjunction with an artist performance/workshop.
3. **Amount of Agreement and hourly or session cost:** \$3000 for speaker fee, \$35/hr per facilitator (3.5 hr.), \$350 for travel/lodging/meals for each facilitator. Total amount: \$16,230
4. **Funding Source** and account number: 2531-6393-56694-0066, SIG
5. Approximate number of staff served through this program or service: 25
6. Approximate number of students served through this program or service: 280
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? We have worked with Narrative 4 previously via purchase order on a much smaller scale; increased costs reflect in-person facilitators, guest artist speaking fee, and related costs.
 - b. What would an alternative contractor cost: Sole source
 - c. If this is a continuation, when was the last time alternative quotes were requested? N/A (sole source)
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? HSC has 3 Narrative 4 trained facilitators on staff, but we both want them to participate in the day's activities and would still need additional facilitators for a school-wide event. We do not have a visiting artist on staff at the level of those on Narrative 4's global network of artists (full list of Narrative 4 artists is available at <https://narrative4.com/artists-network/>).

8. Type of Service:

Answer all questions:

- a. Professional Development? No
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) This will be a one-day event with additional support for planning and data collection and analysis after the event.

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? No. Office is in NY.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes. Narrative 4 is a global organization with offices in the United States, Ireland, Mexico, and Africa
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? New service
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Though we have worked with Narrative 4 in the past, it has been on a much smaller scale. Increased costs reflect this change.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes. Narrative 4's model creates increased empathy and connections, both of which will benefit our faculty and student body.

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:
The story exchange is a unique model for promoting empathy. Participants form small groups (~10 people) led by trained Narrative 4 facilitators. The members of the group pair off and each shares a personal story (usually related to a provided prompt). When they return to the circle, Person A tells Person B's story in the first person ("Hi, I'm Person B," says Person A) and then Person B tells Person A's story in the first person. This methodology is unique because it allows participants to publicly step into their partner's perspective, and the partner gets to experience their own story from the outside. Further, Narrative 4 facilitators are trained to support people as they share, listen, and--at times--struggle during this experience. They are trained and experienced in managing challenging conversations and keeping participants emotionally safe throughout the experience. Narrative 4's website is www.narrative4.com
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Sole source

- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Sole source.
- d. Who were the members of the selection committee that scored bid applications? Sole source
- 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. Attached

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? HSC's absenteeism and suspension rates are both far too high. Creating supportive relationships and skill-building to foster resiliency to help children manage stress is a **STRONG** intervention per the CTSDE ESSA Evidence-Based Guide for Culture & Climate. This event is designed to build relationships and provide students with practice using their voices to connect with others.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
- c. How is this service aligned to the District Continuous Improvement Plan? Goal 3: Development of the Whole Child: this event supports the social-emotional wellness wellness of the whole child.
- Why do you believe this Agreement is fiscally sound? The expected impact on attendance and more successful behavioral supports for students justifies the cost.

From [Promoting Empathy in Adolescents: An Exploratory Study of the Story Exchange](#) (Frausel et al.), *Journal of Character Education*, 2022:

- Schools that used the Narrative 4 model demonstrated increased attendance rates
- Schools that used the Narrative 4 model demonstrated increased graduation rates
- Schools that used the Narrative 4 model demonstrated decreased rates of suspension
- "Regardless of baseline empathy level, students perceived their partner as more similar to themselves after the story exchange, gains maintained after 10 days

From [How do U.S. high school students feel at school? School Report: Emotional Revolution Survey Results: N4 Schools](#) (Brackett et al.), Yale Center for Emotional Intelligence:

- Schools that used the Narrative 4 model demonstrated improved communication skills
- Schools that used the Narrative 4 model demonstrated more positive relationships with teachers
- Schools that used the Narrative 4 model demonstrated feeling that teachers know their interests

- "The students at the N4 Schools experienced all positive emotions more frequently than the national sample."
- "On average, the students in the N4 Schools experienced beneficial experiences more frequently than students in the national sample"
- "The most frequent beneficial experience was having the confidence of being able to do well if putting enough effort into the schoolwork (experienced on average 79.8% of the time in the N4 Schools). Also frequently, the N4 Schools students experienced learning about communication skills (62.9% – 68.8%). Positive relations to teachers were also experienced often in the N4 Schools: 69.7% of the time students felt that there was an adult they could go to if they had a personal problem, and 69.5% of the time they felt that at least one teacher knew their interests."
- "Two experiences that can hinder learning and well-being were less frequent in the N4 Schools than in the national sample. For instance, students in the N4 Schools felt less often than students in the national sample that other people had been mean and cruel to them (less than 30.0% of the time in the N4 Schools) [. . .] The experience that bullying at school was also rare (less than 35.0% of the time at N4 Schools)."
- "While the story exchange's adaptability and ease of administration makes it useful for students in all grade levels, it might be particularly so for adolescent. Bullying, peer pressure, and in/out-group dynamics gain momentum during this period, with potential lifelong consequences (e.g., Erikson, 1959; Qin et al., 2008). Implementation of story exchanges in the often socially-charged period of adolescence could help ameliorate potential conflicts and ostracization by increasing understanding and social connections."

12. What are the implications of not approving this Agreement? While HSC will continue to work to decrease our absenteeism and suspensions, events like this provide a much-needed boost to our daily efforts. This event will engage students and validate that their school cares very much about who they are as individuals and wants them to use their voices to share their stories and their truth.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Narrative 4, Inc.

FOR DEPARTMENT/PROGRAM:

High School in the Community (HSC)

This Agreement entered into on the 14 day of March, 2023, effective (*no sooner than the day after Board of Education Approval*), the 30 day of June, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, Narrative 4 located at, 1178 Broadway, 3rd floor, New York, NY 10001 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$35 per hour for each facilitator, \$3000 for speaker fee, and \$350 for travel/lodging/meals for each facilitator for a total of 3.5 hrs., a 1 day event and related preparation and follow-up work around data collection and analysis.

The maximum amount the contractor shall be paid under this agreement: sixteen-thousand, two-hundred, and thirty dollars (\$16,230). 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 SIG Program of the New Haven Board of Education, **Account Number:** 2531-6393-56694 **Location Code:** 0066.

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

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

Narrative 4 will bring 28 trained facilitators to facilitate a schoolwide story exchange (Narrative 4's core methodology) for all 282 students at High School in the Community in conjunction with an artist performance/workshop.

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 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's 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

2/17/22
Date

Date

Jen McCool, Northeast Regional Manager
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.



NARRATIVE 4

High School in the Community Scope of Services

Narrative 4 event date: April 6, 2023

Statement of Work:

Narrative 4 is thrilled to partner with High School in the Community (HSC) for a unique, schoolwide artist event and story exchange on Thursday, April 6, 2023 from 7:45 am - 11:00 am.

The Narrative 4 mission is to break down barriers and shatter stereotypes by using the power of stories, art and education to equip young people to become powerful forces of change in society. Our vision is to create the world's largest community where every young adult leads with empathy.

Event Description:

Narrative 4 will bring 28 trained facilitators to facilitate a schoolwide story exchange (Narrative 4's core methodology) for all 282 students at High School in the Community in conjunction with an artist performance/workshop.

Narrative 4 Responsibilities:

- Support HSC Magnet Resource Teacher and building leadership to meet our collective goals for both your school and our program.
- N4 Regional Manager and staff will work with HSC Magnet Resource teacher and building leadership to coordinate 2-3 planning meetings prior to the event
- Provide 28 trained N4 Facilitator(s) to lead the story exchange for students, introducing them to N4's core methodology.
- Contract and transport a member of N4's Artist Network who will lead a performance + interactive workshop for all students as the keynote session of the event.
- N4 Regional Manager will debrief with both facilitators and HSC building leadership after the event to ensure program goals were met.
- Narrative 4 will provide a pre/post survey for participants and collect data from HSC staff about the event (including but not limited to participants numbers, staff/faculty feedback and observations)

High School in the Community Responsibilities:

- Attend all trainings and meetings scheduled with N4 program representatives to ensure the success of the event

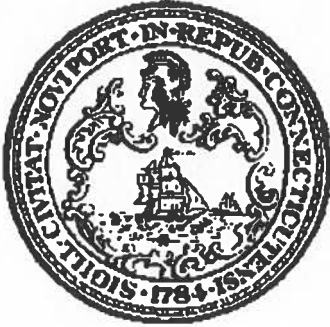
- Provide facilities and space for all activities during the program, including one large gathering space for all participants and breakout spaces for up to 28 small groups, as well as any necessary audio/visual technology needs such as projectors/screens, speakers, microphones, etc.
- Communicate with all participants prior to the event about the format and expectations of the story exchange, including the prompts
- Support Narrative 4 staff in the collection of qualitative and quantitative data
- If agreed upon, help promote this N4 event to local press and the larger New Haven community
- Maintain consistent communication with N4 program representatives and help troubleshoot any obstacles that arise

Key Contacts

<p><u>High School in the Community</u></p> <p>Name: Cari Strand</p> <p>Title: Building Leader</p> <p>Email: CARI.STRAND@new-haven.k12.ct.us</p> <p>Phone: 475-220-6200</p>	<p><u>N4 Regional Manager</u></p> <p>Name: Jen McCool</p> <p>Title: NE Regional Manager</p> <p>Email: jen@narrative4.com</p> <p>Phone: 860-785-0959</p>
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Itemized Pricing Breakdown:

<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
N4 Artist/Speaker Fee (includes travel)	\$3,000	1	\$3,000
Facilitation fees for 28 N4 Facilitators	\$35/hour	3.5 hrs	\$3,430
Travel/lodging/meals for 28 N4 Facilitators	\$350 avg	28	\$9,800
Total			\$16,230



MEMORANDUM

BUREAU OF PURCHASES

CITY OF NEW HAVEN

Shawn J. Garris, Acting Purchasing Agent
200 Orange Street, New Haven,
Connecticut 06510
Telephone (203) 946-8201
Facsimile (203) 946-8206
Email: sgarris@newhavenct.gov

DATE: February 8, 2023
TO: Cari Strand, Building Leader
Carl Carangelo

SLSRC
#20230802NHPS

FROM: Shawn J Garris,
Acting Purchasing Agent

RE: Sole Source – Narrative 4.

I have received your sole source request with supportive documentation for the vendor N4, which provides a curriculum know as story exchange. This proprietary teaching system builds compassion and empathy with participants through a digital platform. This tool enables connectivity with local participants as well global participants. The curriculum also includes teaching resources for educators to be used in the classroom.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" vendor for the above referenced purpose. Please prepare the appropriate procurement documents and include this Sole Source letter with your request.

While all else remains the same, this sole source expires five years from the date of this letter.

Please note any non-competitively bid contract which is \$100,000.00 or greater may require Board of Alderman approval.

Any questions, please feel free to contact me @ x8202.

cc: Arami Martinez, Accounts Payable
File