



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: W. Martyn Philpot, Jr.

Doing Business As, if applicable:

Business Address: 409 Orange Street, New Haven, CT 06511

Business Phone: 203-624-4666

Business email: lawoffice@philpotlaw.net

Principal or Supervisor: Thomas Lamb, Chief Operating Officer

Agreement Effective Dates: From 07/01/2022 To 06/30/2023

Total amount: \$80,000.00

Funding Source & Acct # including location code:

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

Agreement with W. Martyn Philpot, LLC. for expulsions from July 1, 2022 to June 30, 2023, in an amount to exceed \$80,000.00.

Submitted by: Thomas Lamb, Chief Operating Officer



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: July 25, 2022
Re: Agreement with W. Martyn Philpot, Jr. for Expulsions

Please **answer all questions** and 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.

Contractor Name: W. Martyn Philpot, Jr.

Contractor Address: 409 Orange Street, New Haven, CT

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? Renewal

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$80,000.00.

Contract or Agreement #:

Funding Source & Account #: 2022-2023 Operating Budget 190-47700-56696

Key Questions:

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

The contractor will be primarily be used to address expulsion hearings. Additionally, the following will be encompassed in the scope of services; general legal advice/opinions, contracts/leases, personnel investigations, litigation defense, administrative hearings, including but not limited to proceedings before the commission on human rights and opportunities.

2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** RFQ

3. **If the vendor is not the lowest bidder or a State contract please answer the following:**

a. **Please explain why the vendor was chosen?** Renewal

b. **Who were the members of the selection committee?** No increase.



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4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement? N/A**
5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
No increase.
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much? N/A**
7. **Is this a service existing staff could provide? Why or why not?**

Attorney Philpot and his firm have been strong advocate and legal counsel for the BOE on a variety of student and litigation matters for this past year and years prior. The nature of the BOE business requires the use of legal counsel on matters such as contested expulsions and litigation. Attorney Philpot and his firm have successfully represented the BOE in numerous expulsions matters as well as selective litigation in court and at the CHRO. Over the past year their record both in expulsion matters as well as contested litigation has been excellent.