



## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:**  
**Date:**  
**Re:**

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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:**
2. **Description of Service:**
3. **Amount** of Agreement and hourly or session cost:
4. **Funding Source** and account number:
5. **Continuation/renewal or new Agreement?**  
Answer all questions:
  - a. If continuation/renewal, has the cost increased? If yes, by how much?
  - b. What would an alternative contractor cost?
  - c. If this is a continuation, when was the last time alternative quotes were requested?
  - d. For new or continuation: is this a service existing staff could provide. If no, why not?
6. **Type of Service:** (Answer all questions):
  - a. Professional Development?
    - 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?
  - c. School Readiness or Head Start Programs?
  - d. Other: (Please describe)
7. **Contractor Classification:** (Answer all questions below):
  - a. Is the Contractor a Minority or Women Owned Business?
  - b. Is the Contractor Local?
  - c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
  - d. Is this a renewal/continuation Agreement or a new service?
  - e. If it is a renewal/continuation has cost increased? If yes, by how much?
  - f. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

**8. Contractor Selection:**

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:

**9. 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?
- b. If this is a renewa/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?

10. Why do you believe this Agreement is fiscally sound?

11. What are the implications of not approving this Agreement?