



NEW HAVEN PUBLIC SCHOOLS

## COVER SHEET

**Cover Sheet is an Internal Document for Business Office Use**

### Please Type

Contractor full name: Shipman & Goodwin

Doing Business As, if applicable:

Business Address: One Constitution Plaza, Hartford, CT 06103

Business Phone: 860-251-5012

Business email: [TMooney@goodwin.com](mailto:TMooney@goodwin.com)

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:  
2022-2023 Operating Budget - 19047700-56696

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

Agreement with Shipman & Goodwin for labor relations litigation matters from July 1, 2022 to June 30, 2023, in an amount not to exceed \$80,000.00.

Submitted by: Thomas Lamb, Chief Operating Officer



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## 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 Shipman & Goodwin for Labor relations matters.

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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:** Shipman & Goodwin LLC

**Contractor Address:** 1160 Townsend Ave, 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 #:** TBD

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

### Key Questions:

- 1. What specific service will the contractor provide:** To provide legal services to the New Haven Board of Education on matters of statutory and regulatory interpretation and compliance, education law and contract compliance, investigations, negotiations and other legal matters.
- 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 2021
- 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?** Renewal
- 4. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** No, increase.



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## Operations Memorandum

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? No, we don't have the legal staff to handle the caseload.**