



NEW HAVEN PUBLIC SCHOOLS

## COVER SHEET

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

### Please Type

Contractor full name: Berchem Moses, PC

Doing Business As, if applicable:

Business Address: 75 Broad St, Milford, CT

Business Phone: 203-783-1200

Business email: [Mlaubin@berchemmoses.com](mailto:Mlaubin@berchemmoses.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 190-49400-56696

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

Agreement with Berchem Moses, PC to provide SPED legal services from July 1, 2022 to June 30, 2023, in an amount not 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 Berchem Moses, PC for SPED legal services.

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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:** Berchem Moses PC

**Contractor Address:** 75 Broad St, Milford, 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 190-49400-56696

**Key Questions:** (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):

**Key Questions:**

- 1. What specific service will the contractor provide:** Outside legal services represent a critical support for the Board of Education on matters of statutory and regulatory interpretation and compliance. In particular Special Education compliance, litigation, investigations, and negotiations is an area of specialized educational law practice where Berchem Moses has provided invaluable guidance to NHPS and the BOE.
- 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:**



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## Operations Memorandum

- a. **Please explain why the vendor was chosen?** N/A
  - b. **Who were the members of the selection committee?** N/A
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.
  6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** No
  7. **Is this a service existing staff could provide? Why or why not?** The firm has specialized in Educational Law, particularly in the area of Special Education, as well as their experience with the Board of Education, in such matters. Their knowledge in regard to Special Education, is working a critical focus under this agreement.