



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Gateway Partners, LLC

Doing Business As, if applicable:

Business Address: 755 Main Street, Suite 1245 Hartford, CT 06103

Business Phone:

Business email: mkenny@lexingtonct.com

Principal or Supervisor:

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

Total amount: \$20,362.75

Funding Source & Acct # including location code: 2022-2023 Operating budget
190-47000-56652

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

Agreement with Gateway Partners for lease of 1st Floor of 54 Meadow St, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$20,362.75.

Submitted by: Mr. Thomas Lamb



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: 9/1/2022
Re: Agreement with Gateway Partners for 1st Floor Lease

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: Gateway Partners LLC

Contractor Address: 755 Main Street, Suite 1245 Hartford, CT 06103

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

Renewal or Award of Contract/Agreement? Renewal Agreement

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$20,362.75

Contract or Agreement #:

Funding Source & Account #: 190-47000-56652

Key Questions:

1. **What specific service will the contractor provide:**
This lease provides suitable location to house essential function of the Central Registration and Magnet Schools Office.
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:** N.A
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?** N/A
 - b. **Who were the members of the selection committee?**
4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Renewal



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Operations Memorandum

5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
This agreement is a renewal for the office space located at 54 Meadow Street, 1st Floor New Haven, CT 06519 at the rate of the previous lease agreement done in 2020-2021.
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? N/A**