



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: \$21,991.77

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 1,733 square feet on the 1st Floor of 54 Meadow St, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$21,991.77 for the operation of the School Choice Program.

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 1<sup>st</sup> Floor Lease for the operation of the School Choice Program.

---

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:** \$21,991.77

**Contract or Agreement #:**

**Funding Source & Account #:** 190-47000-56652

### Key Questions:

1. **What specific service will the contractor provide:**  
This lease provides location for district school choice program.
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



NEW HAVEN PUBLIC SCHOOLS

## 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 lease of 1,733 square feet of office space located at 54 Meadow Street, 1st Floor New Haven, CT 06519. Lease costs remained flat from 2016/2017 at \$20,362.75 until 2022/2023 at \$21,991.77 adjusting for increased building operating costs. The rate of this lease is 8% or \$1,629.02 higher over the lease agreement 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**