



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT COVER SHEET

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

Contractor full name: *ReadyCT*

Doing Business As, if applicable: *ReadyCT*

Business Address: 350 Church Street, 3rd Floor, Hartford, CT 06103

Business Phone: [\(860\) 244-1109](tel:8602441109)

Business email: [shannon.marimon@readyct.org](mailto:shannon.marimon@readyct.org)



Funding Source & Acct # including location code: 2553 6399 0091 56694

Principal or Supervisor: *Derek Stephenson, Principal*

Agreement Effective Dates: *July 1, 2023 to July 30, 2023*

Hourly rate or per session rate or per day rate: 532.25 (8 Sessions)

Total amount: *\$4,250 for 8 sessions*

Description of Service: ReadyCT will provide workshops for summer session students in the following career pathway areas- Personal branding; Effective communication strategies; Workplace professionalism; and Financial literacy. These workshops will support students in career ready skills to use during employment and internships for the next school year.

Submitted by: Derek Stephenson

Phone: 475-220-6701



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Derek Stephenson  
**Date:** 5/31/2023  
**Re:** READY CT Summer Workshops for Riverside High School Students

---

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:** *ReadyCT*

**Description of Service:** ReadyCT will provide workshops for summer session students in the following career pathway areas- Personal branding; Effective communication strategies; Workplace professionalism; and Financial literacy. These workshops will support students in career ready skills to use during employment, internships, etc.

2. **Amount of Agreement and hourly or session cost:** \$4,250 (\$531.25 per session).

3. **Funding Source and account number:** 2553 6399 0091 56694

4. **Approximate number of staff served through this program or service:** N/A

5. **Approximate number of students served through this program or service:** 45

6. **Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much? *This is a new contract for 2023.*
- b. What would an alternative contractor cost: *At this time there are not a need for an alternative cost because it is a sole source/non-profit.*
- c. If this is a continuation, when was the last time alternative quotes were requested? *New Agreement*
- d. For new or continuation: is this a service existing staff could provide. If no, why not? *It cannot be provided by any staff because of the unique skills and information ReadyCT provides regarding career readiness skills.*

**7. Type of Service:**

**Answer all questions:**

- a. Professional Development? *N/A*
  - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? *N/A*
- b. After School or Extended Hours Program? *Not at this time*
- c. School Readiness or Head Start Programs? *N/A*
- d. Other: (Please describe).

**8. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? *No*
- b. Is the Contractor Local? *Yes*
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? *Yes, it is local non-profit (501 c3)*
- d. Is the Contractor a public corporation? *No*
- e. Is this a renewal/continuation Agreement or a new service? *New agreement*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *New agreement*
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: *Not at this time*

**9. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:**

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: <https://readyct.org/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? *READY CT is a non-profit currently contracted with NHPS for services.*
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? *Not Applicable at this time.*
- d. Who were the members of the selection committee that scored bid applications? *Not applicable*
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. – *Not Applicable*

**10. 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? *Provide instruction and different workshops in the different areas of career readiness.*
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. *Not applicable.*

c. How is this service aligned to the District Continuous Improvement Plan? *Academic learning goal 1.4 College and Career Readiness: Improve access to opportunities for internships, vocational experiences, certifications, and other initiatives directly related to career preparation.*

**11. Why do you believe this Agreement is fiscally sound?** *This agreement provides career readiness workshops for our high school students in our district who would like to have prior knowledge before commencing employment/internships. This is the most cost-effective option for students who will be using these skills.*

**12. What are the implications of not approving this Agreement?** *If this agreement is not approved, high school students will not have any access locally to this specific program because none of our high schools are offering any of these college ready seminars at this time. New Haven Public Schools high school students expressed a major interest in this area for post-secondary success and internship completion for the 2023-2024 school year.*



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT

**By And Between  
The New Haven Board of Education  
AND**

**(ReadyCT)**

FOR DEPARTMENT/PROGRAM:

**New Haven Public Schools**

This Agreement entered into on the 28th day of June effective (no sooner than the day after Board of Education Approval), July 1, 2023 by and between the New Haven Board of Education (herein referred to as the “Board” and, READY CT located at, 350 Church Street, 3rd Floor, Hartford, CT 06103 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$4,250 for the summer session workshops.

The maximum amount the contractor shall be paid under this agreement: (\$4,250). Compensation will be made upon submission Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

This agreement shall remain in effect from 6/28/23 to 7/28/23.

**SCOPE OF SERVICE:** *Please provide brief summary of service to be provided.*

ReadyCT will provide workshops for summer session students in the following career pathway areas- Personal branding; Effective communication strategies; Workplace professionalism; and Financial literacy. These workshops will support students in career ready skills to use during employment and internships for the next school year.

***Exhibit A: Scope of Service:*** *Please attach contractor’s detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.  
Please see attached Price Quote for Services*

***Exhibit B: Student Data and Privacy Agreement: Attached***

**APPROVAL:** This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contactors may begin service no sooner than the day after Board of Education approval.

**HOLD HARMLESS:** The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney’s fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor’ breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

**TERMINATION:** The Board may cancel this agreement for any reason upon thirty (30) days’ written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



\_\_\_\_\_  
Shannon Marimón  
Executive Director, ReadyCT

\_\_\_\_\_  
President  
New Haven Board of Education

6.5.23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



NEW HAVEN PUBLIC SCHOOLS

## EXHIBIT B

### STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.