



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Mr. Thomas Lamb, Chief Operating Officer  
**Date:** March 13, 2024  
**Re:** Purchase Order under PEPPM 2022 with CDW Government for renewal of Adobe Creative Cloud subscription

**Answer all questions** and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	CDW Governement	
Doing Business as: (DBA)		
Vendor Address:	75 Remmittance Drive Suite 1515 Chicago IL 60675	
Vendor Contact Name:	Vinny Mulvihill	
Vendor Contact Email:	vinny@cdwg.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Purchase Order - Renewal	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 03/7/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$12,500.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2263-58704	
Contract #: <small>(Local or State)</small>	PEPPM 2022	



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**Key Questions:**

**1. What specific service will the contractor provide:**

Adobe Creative Cloud for Enterprise – All Apps- Subscription renewal.

**2. How was the contractor selected? *\*Attach appropriate supporting documents***

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- PEPPM Contract 2022**
- Exempt Professional**
  - Accountant
  - Actuary
  - Appraiser
  - Architect
  - Artist
  - Dentist
  - Engineer
  - Expert Professional Consultant
  - Land Surveyor
  - Lawyer
  - Physician/Medical Doctor

**3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:**

**a. Please explain how the vendor was chosen? *\*Attach Vendor Proposal***

N/A

**b. Who were the members of the selection committee? *(Minimum 3 members required)***

N/A



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**4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?**

This is a renewal for the subscription for Adobe Creative Cloud apps.

**5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? \*Attach Renewal Letters**

Renewal purchase has no increase from last year.

**6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?**

N/A

**7. Is this a service that existing staff could provide? Why or why not?**

No this is a subscription that is provided by the pre-vetted vendor under PEPPM 2022 purchasing consortium.



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**Agreement/Contract Processing Checklist**

*To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.*

**Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement\_Contract\_Checklist\2022-2023**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # <u>19967</u>
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p><b>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</b></p>	
Emailed Disclosures are acceptable.	



Thank you for choosing CDW. We have received your quote.

Hardware    Software    Services    IT Solutions    Brands    Research Hub

# QUOTE CONFIRMATION

JOSE SOTO,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NTRS518	3/7/2024	ADOBE	8003459	<b>\$12,500.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Adobe Creative Cloud for Enterprise - All Apps - Subscription Renewal - 1 n</a>	2500	5073921	\$5.00	\$12,500.00
Mfg. Part#: 65291811BB04A12				
UNSPSC: 43232102				
Electronic distribution - NO MEDIA				
Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)				

<b>SUBTOTAL</b>	\$12,500.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$12,500.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> NEW HAVEN PUBLIC SCHOOLS DEPT OF EDUCATI 54 MEADOW ST NEW HAVEN, CT 06519-1783 <b>Phone:</b> (475) 220-1000 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> NEW HAVEN PUBLIC SCHOOLS DEPT OF EDUCATI 54 MEADOW ST NEW HAVEN, CT 06519-1783 <b>Phone:</b> (475) 220-1000 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



### Sales Contact Info

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