



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gilda Herrera, IT Director  
**Date:** 10/30/2023  
**Re:** Purchase Order, Finals site

**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:	Active Internet Technology LLC
Doing Business as: (DBA)	Finalsite
Vendor Address:	111720 Plaza America Drive, 11 <sup>th</sup> Fl Reston VA 20190
Vendor Contact Name:	
Vendor Contact Email:	
Is the contractor a minority or women owned small business?	N/A
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Purchase Order, Renewal
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From 7/1/2023 To 6/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$126,328.00
Funding Source Name: Acct. #:	3C222263 58704
Contract #: <small>(Local or State)</small>	



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**Key Questions:**

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

*Services provided to the district are as follow; Website transition and support for the district, ParentLink Attendance App, notification system via voice, text, email, push notification, website announcement/alert and social media. Website report on website content to provide accessibility to the learning community, 15-25,000 users. Including news, calendar, social media, notification and school information.*

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_

State Contract #

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***

**Sole Source- The vendor provides a communication tool compatible with PowerSchool. Letter is pending with the City Purchasing Dept.**

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

**John NGuyen, Eric Scholz, Gilda Herrera**

**Key Questions: - Continued**



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
Yes
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
No
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
No
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No

**Agreement/Contract Processing Checklist**



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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 #_15290_
If No or New,	Vendor must provide completed W9
<b>2. A quote 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 must match rider specifications outlined.</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.	



# Invoice

Invoice #: INV052382  
Date: 7/1/2023  
Payment Terms: Upon receipt  
Due Date: 7/1/2023  
PO#:

**Bill To**  
New Haven Public Schools  
54 Meadow St Fl 2  
New Haven CT 06519  
United States

**Ship To**  
New Haven Public Schools  
54 Meadow St Fl 2  
New Haven CT 06519  
United States

Description	Coverage Start Date	Coverage End Date	Qty	Amount
Core Communications Platform - Blackboard WCM Conversion	7/1/2023	6/30/2024	1	Included
AudioEye for Districts - 15,000 - 20,000 students (5YR)	7/1/2023	6/30/2024	1	Included
Reliable mass notification system for sending messages via voice, text, email, push notification, website announcement, website alert, and social media.	7/1/2023	6/30/2024	1	Included
App Store Maintenance Service	7/1/2023	6/30/2024	1	Included
Custom, branded mobile app with access to news, calendars, social media, notifications, and other vital school information.	7/1/2023	6/30/2024	1	Included
CMS Discount	7/1/2023	6/30/2024	1	Included
<b>Subtotal</b>				\$126,328.00
<b>Tax Total</b>				\$0.00
<b>Total</b>				\$126,328.00
<b>Amount Paid</b>				\$0.00
<b>Amount Due</b>				\$126,328.00

Please make all checks payable to Active Internet Technologies, LLC.

**Remittance Address:**  
Active Internet Technologies  
PO Box 783838  
Philadelphia, PA  
19178-3838

**For Courier Deposits (Fed Ex, UPS, etc.):**  
Active Internet Technologies LLC  
Attn: Lockbox 783838  
Wells Fargo Bank  
MAC Y1372-045  
401 Market Street  
Philadelphia, PA 19106

**Wire/ACH Instructions:**  
Bank: Wells Fargo Bank NA  
Bank Add: PO Box 63020, San Francisco, CA 94163  
ABA: 121000248 / SWIFT ID: WFBIUS6S  
Account Name: Active Internet Technologies LLC  
Account Number: 4095186292

**800-592-2469 x6**  
[accounting@finalsite.com](mailto:accounting@finalsite.com)

We appreciate your confidence in us and our products. Please visit us online at [www.finalsite.com](http://www.finalsite.com)