

Operations Memorandum

To:	New Haven Board of Education Finance and Operations Committee
From:	Chief Thaddeus Reddish, Security Chief
Date:	October 31, 2023
Re:	Purchase Order under State Contract 18PSX0088 with Utility Communications to provide Milestone renewal 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:	Utility Com	munications Inc.					
Doing Business as: (DBA)							
Vendor Address:	920 Sherman Ave Hamden CT 06514						
Vendor Contact Name:	Michele Lui	Michele Lumley					
Vendor Contact Email: <u>MicheleL@utilitycommunications.com</u>							
Is the contractor a minority or women owned small business? No							
Agreement/Contract Information							
New or Renewal Agreement/Contract? Purchase Order							
Effective Dates: (mm/dd/yy) Multi-yrs. require Board of Aldermen approval	From 11/1/2023		То	06/30/2024			
Total Amount: If Multi-yr. include yr. to yr. breakdown							
Funding Source Name: Acct. #:	$3(17) - 70 \times 4 - 5 \times 101$						
Contract #: (Local or State) 18PSX0088							



	Key Questions:
1.	What specific service will the contractor provide:
2.	How was the contractor selected? *Attach appropriate supporting documents
	□ Quotes
	□ Sealed Bid #
	□ Sole Source #
	□ RFP#
	State Contract # <u>18PSX0088</u>
	 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	



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

This is a subscription renewal for the Milestone surveillance system the security dept uses for the district.

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

The cost has increased by 6.5% which is an increase of 6,631.25.

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 specialized service that can be performed by this vendor on our sole source security system.



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 <u>G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023</u>

If	Yes, Vendor #				
If No or N	New, Vendor must provide completed W9				
	uotes or proposal submitting regarding the agreement/contract.				
•					
	Other Copy of State Contract, Quotes, etc.				
	<u>tificates of Liability Insurance (COI) are required for ALL agreements/contracts</u> , read following and select the applicable Rider.				
submiss	e submitters responsibility to request the COI from the vendor and attach with sion; the COI from the Vendor <u>must match rider specifications outlined</u> . to obtain or incorrect COIs will be returned for revision and will delay its processing.				
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				
	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21				
Rider 325					
Rider 325 Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation				
Rider 330	Professional Services – Onsite; Physician/Dentist; No Auto				
Rider 330 Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto Professional Services – Onsite Physician/Dentist w/ Youth under 21				
Rider 330 Rider 335 Rider 340	Professional Services – Onsite; Physician/Dentist; No Auto Professional Services – Onsite Physician/Dentist w/ Youth under 21 Professional Services – Onsite Temp Nurses				
Rider 330 Rider 335 Rider 340 Rider 345	Professional Services – Onsite; Physician/Dentist; No Auto Professional Services – Onsite Physician/Dentist w/ Youth under 21 Professional Services – Onsite Temp Nurses Professional Services – Cyber – Onsite				



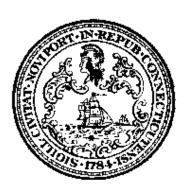
920 Sherman Avenue • Hamden, Connecticut • 06514 Phone: (203) 287-1306 (800) 443-1306 Fax: (203) 248-9167

City of New Haven Board of Education Milestone Support - Renewal Proposal

Qty.	Description	Part Number	List price	Each	Extended
1	Milestone One-year support C-Plus Corporate base license	YXPCOBT	\$ 604.00	\$ 441.00	\$ 441.00
2337	Milestone One-year support C-Plus Corporate device license	YXPCODL	\$ 63.00	\$ 45.25	\$105,749.25

Total Project Price: \$106,190.25

- Milestone Care Plus Support contract term through 10/31/24.
- "Connecticut State Contract" Pricing utilized #19PSX0088.
- Milestone support renewal for M01-C01-222-01-6C4EB9.
- One-year warranty parts & labor.
- Allow one-week delivery ARO.
- Pricing valid for 30 days.



MEMORANDUM BUREAU OF PURCHASES CITY OF NEW HAVEN

Michael V. Fumiatti, Purchasing Agent 200 Orange Street, New Haven, Connecticut 06510 Telephone (203) 946-8201 Facsimile (203) 946-8206



SLSRC # 29132x

DATE: May 14, 2014

TO: William Clark – Chief Operating Officer BOE

FR: Michael Fumiatti, Purchasing Agent

RE: Sole Source request – Milestone – Security / Surveillance Cameras

I have received and reviewed the sole source request for the above referenced vendor and system. This product is being utilized by CONH for all Security / Surveillance Cameras throughout the City. The BOE will be tied into this citywide system.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor, the "Sole Source" vendor to provide the above referenced product/service.

While all else remains the same, this Sole Source does not expire.

Please note: Any non-competitively bid contract which is \$100,000.00 or greater must receive Board of Alderman approval.

Any questions, please feel free to contact me @ x8207.

cc: Carl Carangelo – BOE Nancy Cottrell - Gilbane Accounts Payable File