



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Robert McCain, Science Supervisor
Date: February 12, 2024
Re: Award of PO to RocketLit (Inner Orbit) to provide a science assessment platform for grades 3 – 11

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:	RocketLit (Inner Orbit)	
Doing Business as: (DBA)		
Vendor Address:	2378 Watertown Court	
Vendor Contact Name:	RocketLit (Inner Orbit)	
Vendor Contact Email:	brendan@rocketlit.com	
Is the contractor a minority or women owned small business?	Don't Know	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New Purchase Order	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From March 15, 2024	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$82,000	
Funding Source Name: Acct. #:	2553-6399-55100-0414 and 2553-6399-56694-0414	
Contract #: <small>(Local or State)</small>	Sole Source	



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Key Questions:

1. What specific service will the contractor provide:

Currently, we have no mechanism in place to assess students in Science based on NGSS Standards. I am requesting we purchase Inner Orbit which is an online assessment tool, recommended by the State Department of Education, to assess all students in Grades 3 – 11. We will use the data from multiple assessments to drive and tailor instruction in classes to compliment curriculum we are currently writing.

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

- Quotes
- Sealed Bid # _____
- Sole Source # __ **SLSRC #30010 NHPS**
- 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*

N/A – Sole source

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

N/A – Sole source



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4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?
New
5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small>
NA
6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?
New – will hold 10,000 seats for \$7.00 per student
7. Is this a service that existing staff could provide? Why or why not?
No – these assessments are aligned to each standard in the NGSS and has over 500,000 questions to select from



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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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>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></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</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>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.</p>	
Emailed Disclosures are acceptable.	



MEMORANDUM

BUREAU OF PURCHASES

CITY OF NEW HAVEN

Malinda M. Figueroa, Purchasing Agent
200 Orange Street, Room 301
New Haven, Connecticut 06510
Telephone (203) 946-8201
Facsimile (203) 946-8206
Email: mfiguero@newhavenct.gov

SLSRC #30010 NHPS

DATE: November 6, 2023
TO: Robert McCain, Science Supervisor
FROM: Malinda M. Figueroa, Purchasing Agent
RE: Sole Source – RocketLit, Inc.

I have received your sole source request with supportive documentation for RocketLit Inc., a provider of rigorous science assessment tools which meets the State of Connecticut Department of Education standards. The software is unique to the vendor.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" vendor for the above referenced purpose. This Sole Source letter shall be reference for all future transaction associated with this vendor.

While all else remains the same this Sole Source expires in 3 years.

Please note any non-competitively bid contract which is \$100,000.00 or greater may require Board of Alder approval.

Any questions, please feel free to contact me @ x8201.

c: Linda Hannans/Carl Carangelo/Michele Bonanno, NHPS
Arami Martinez, Accounts Payable
File

Quote

2302129



RocketLit

RocketLit Inc.
2378 Watertown Ct.
Thousand Oaks, CA 91360
(323) 456-3137
fax (323) 400-4578
rocketlit.com

DATE **10/12/2023**
VALID FOR **90 Days**

CUSTOMER

New Haven Public Schools
54 Meadow Street
New Haven, CT 06519

CONTACT

Robert McCain
8608344682
robert.mccain@new-haven.k12.ct.us

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
IO-TCH	InnerOrbit Student License - 10,000 student licenses = \$70,000 - 2 in person PDs = \$10,000 - 4 virtual PDs = \$2,000	1	82000.00	82,000.00
			Subtotal	82,000.00

TOTAL \$82,000.00

NOTES

All licenses subject to RocketLit Inc.
Terms of Use and Privacy Policy.

Make all checks payable to
RocketLit Inc.

Please send purchase orders to
sales@rocketlit.com