



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gilda Herrera  
**Date:** 1/29/2024  
**Re:** Total Communications LLC-, Purchase Order-FLEX

**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:	Total Communications, LLC	
Doing Business as: (DBA)		
Vendor Address:	333 Burnham Street, E. Hartford CT 0608	
Vendor Contact Name:	Christopher Garlock	
Vendor Contact Email:	<a href="mailto:chrisgarlock@totalcomm.com">chrisgarlock@totalcomm.com</a>	
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) <small>Multi-yrs. require Board of Aldermen approval</small>	From July 1, 2023	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$250,000	
Funding Source Name: Acct. #:	2553-6399-54409-0105	
Contract #: <small>(Local or State)</small>	State Contract: 18psx0202AB-ST CONTRACT	



NEW HAVEN PUBLIC SCHOOLS

**Key Questions:**

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

System redundancy and upgrade for the hardware and software of the phone system. This upgrade will bring the district compliant with current standards. Includes the servers, voicemail, and emergency responder and call continuity. Include perpetual upgrades to the system.

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

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

**State Contract #18psx0202AB-ST 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***

State Contract #18psx0202AB-ST CONTRACT

**b. Who were the members of the selection committee?  
Edward Connelly, Gilda Herrera, Jamin Bulyk**



NEW HAVEN PUBLIC SCHOOLS

**Key Questions: - Continued**

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

**Yes, the district is satisfied with the services currently being provided by Total Communications, LLC**

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

**N/A**

**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.**



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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 # <b>68060</b>
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 <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.	



**Total Communications Inc.**

Phone: 800-300-0824  
 Fax: 860-528-1904  
 333 Burnham Street  
 East Hartford, CT 06108

**Invoice**

Number: **121244-05**  
 Date: 10/31/2023

**Bill-To**  
**New Haven, City of**  
**Board of Ed**  
**54 Meadow Street**  
**New Haven, CT 06519 U.S.A.**

**Ship-To**  
 New Haven, City of  
 Board of Ed  
 54 Meadow Street  
 New Haven, CT 06519 U.S.A.

**Source: SO No. 308731**

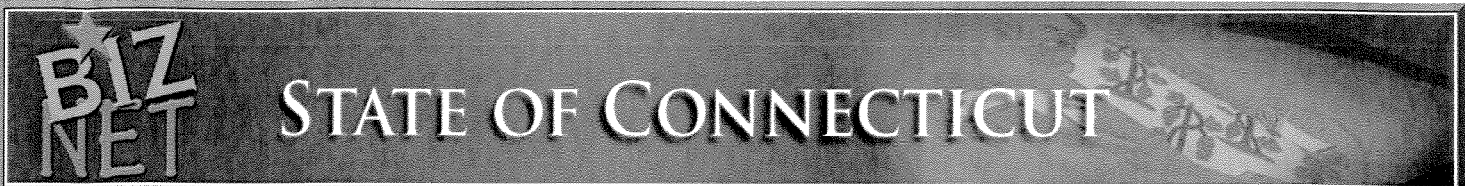
Acct. No.	A/R Cust. No.	Acct. ID	Customer PO	Reference	Sales Rep	Ship Via	Terms
24802	New Haven, City of	24802		1,250,000.00	Chris Garlock		Net 30

Contract term 3/27/21-26  
 Installment 5of5

Qty.	Item ID	Description	UOM	Ea. Price	Total
1	A-FLEX-EAPL-EDU	Cisco Collaboration Flex Plan Enterprise	EA	\$250,000.00	\$250,000.00
				Item Total:	\$250,000.00
				Sales Tax:	\$0.00
<b>Total Amount Due:</b>					<b>\$250,000.00</b>

**ALL RETURNS SUBJECT TO A 20% RESTOCKING CHARGE**  
**SERVICE WILL NOT BE RENDERED ON ACCOUNTS OVER 60 DAYS PAST DUE**  
**INTEREST WILL BE CHARGED AT THE RATE OF 1 1/2 % PER MONTH ON ACCOUNTS PAST 30 DAYS**

(\* denotes repair item)



Current User: Home Budget Menu Log In Out  
 Search Search Results Results Detail Solicitation Detail

SCP Contract Details

State Contracting Portal Contract Results

**Administrative Services, Procurement Services  
 Contract Detail Info For # 18PSX0202**

Dates

Award Date	Start Date	End Date
04/11/2019	04/11/2019	04/10/2024

Description

Cisco Products and Services

Comments

Solicitation and Contract Conditions

Includes SBE/MBE Requirements	Qualified Partnership	DBE	Political Subdivisions	Agencies	CT Recovery
No	No	No	Yes	Yes	No

Contact(s)

Contact	Telephone	FAX	E-Mail
SusanneHawkins	(860) 713-5064	(860) 622-2941	susanne.hawkins@ct.gov

Common Documents

Date	Description
4/15/2019 7:41:10 AM	<a href="#">18PSX0202 Contract Award Document Complete.pdf</a> Contract Document

2 Vendor(s)

Contract #	Cert	Vendor	Contact	Catalog
18PSX0202AA Start: 04/11/2019 End: 04/10/2024	No	<b>ePlus</b> 45 Shawmut Road Canton, MA 02021 Peoplesoft ID: 0000064731	<b>Steve Low</b> Phone: (781) 615-1314 FAX: (781) 615-1401 <a href="#">E-Mail</a>	No
18PSX0202AB Start: 04/11/2019 End: 04/10/2024	No	<b>Total Communications Inc.</b> 333 Burnham Street East Hartford, CT 06108 Peoplesoft ID: 0000022988	<b>Greg Strouth</b> Phone: (860) 622-4128 <a href="#">E-Mail</a>	No

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