



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Marquelle Middleton
Date: June 28, 2022
Re: SchoolMint – Lottery Software Agreement

Please **answer all questions and attach any required documentation as indicated below.** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** *School Mint, Inc.*
2. **Description of Service:** *Lottery Software management to replace current product; SchoolMint will support the district's school choice application and placement process.*
3. **Amount of Agreement and hourly or session cost: Multi-Year Agreement**
Year 1 - FY 2022-2023 \$33,320;
Year 2 - FY 2023-2024 \$34,986;
Year 3 - FY 2024-2025 \$36,735.30;
For a total of \$105,041.30.
4. **Funding Source** and account number: *General Funds: 190-407-00-56694*
5. Approximate number of staff served through this program or service: *N/A*
6. Approximate number of students served through this program or service: *7,500 (Annually)*
7. **Continuation/renewal or new Agreement?** *New*
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? *N/A*
 - b. What would an alternative contractor cost: *N/A*
 - c. If this is a continuation, when was the last time alternative quotes were requested? *N/A*
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? *This is not a service existing staff in the Office of School Choice & Enrollment can provide. For the past several years this process has been managed via an electronic software, SmartChoice. New Haven Public Schools has been notified that the current SmartChoice product will no longer be supported by the vendor after June 30, 2022. The product has reached its shelf life and New Haven Public Schools will need to invest in a new lottery software product beginning with the 2022-2023 fiscal year. SchoolMint is now the parent company. District staff do not have the capacity to manage the process equitably without use of this software.*

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? *No*
- b. After School or Extended Hours Program? *No*
- c. School Readiness or Head Start Programs? *No*
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? *No*
- b. Is the Contractor Local? *No*
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? *No*
- d. Is the Contractor a public corporation? *No*
- e. Is this a renewal/continuation Agreement or a new service? *New*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *N/A*
- g. Will the output of this Agreement contribute to building internal capabilities? *If yes, please explain: Yes, the results of this agreement will support the district's school choice lottery process and provide a streamlined and user-friendly experience for parents and students to monitor their submitted application and review their placement results.*

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? *This is a unique niche of work. The vendor is now the parent company of the current software the district has used for the past 5+ years. SchoolMint will be able to efficiently migrate all lottery algorithm logic and information for the 2023 lottery cycle.*
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? *A quote was requested and provided.*
- d. Who were the members of the selection committee that scored bid applications? *N/A*
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. *N/A*

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? *The contractor will manage the receipt, submission and prioritization of all applications and placement for all schools of choice. The Director of School Choice & Enrollment will manage the evaluation of the contractor and effectiveness of the product. We intend to survey all applicant about their user experience and interaction with the lottery management product; this will help us*

evaluate the vendor's performance as well. We will look at text/SMS integration capabilities, ease of user access and overall parent user experience (e.g. how easy it to submit and track your child's school choice application?)

b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. *N/A*

c. How is this service aligned to the District Continuous Improvement Plan? *To create a more diverse educational environment. Reaching students throughout the district including the suburban areas.*

12. Why do you believe this Agreement is fiscally sound? *Yes, this contract is fiscally sound and will allow the district to continue the school choice lottery placement process.*

13. What are the implications of not approving this Agreement? *The implications of not approving this agreement will result in defunct district lottery process effective for the 2023 cycle. New Haven Public Schools would not be able to conduct the school lottery and thereby out of compliance with magnet school admissions requirements. There will ultimately be no applications received, projected lower enrollment and decreased revenue to our magnet schools. From a long-term perspective, programming would be impacted and there would be much confusion on how to offer admissions to over-subscribed schools in our district.*

Rev: 8/2021