



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: School Readiness Department  
(Requesting Department)

Date: 9/16/2020  
(Submission Date)

For the 9/22/20 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- New Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ 374,608
- Carry-over(s) \$ \_\_\_\_\_

**Approval:**

This request was approved by the Board of \_\_\_ Bristol Preschool Child Care Center ( School Readiness Program) at its meeting held on \_\_\_ July 22, 2020 \_\_\_\_\_.  
(date)

Mary Alice Petrucelli Timek  
(Department Head's signature)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:00 p.m. in the Council Chambers.**

Board of Finance Agenda Request Form

Reason for request:

The City of Bristol is the fiduciary for the Child Day Care (CDC) services grant for Bristol Preschool Child Care Center. The School Readiness Grant Manager monitors this Program on behalf of the City.

BPCCC has been awarded on the current contract allocation of \$374,608.04 for the period of 9/1/2020- 6/30/2021 to serve 31 Infant and Toddler spaces and 16 Preschool spaces.

The final contact will provided in the near future, as the COVID19 pandemic is slowing down the usual process.

Please see the letter from Beth Bye- Commissioner of the Office of Early Childhood

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
<b>1064314 432044 21G</b>	<b>DAY CARE GRANT</b>	<b>\$374,608</b>
<b>1064314 585027 21G</b>	<b>DAY CARE CENTER</b>	<b>\$374,608</b>

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grants:

Total Amount: Grant \$ 374,608

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Connecticut Office of  
Early Childhood

Beth Bye  
Commissioner

August 19, 2020

The Honorable Ellen Zoppo-Sassu  
Mayor  
City of Bristol  
City Hall, 111 North Main Street  
Bristol, CT 06010-8112

**Subject: Letter of Intent between State of Connecticut Office of Early Childhood and City of Bristol for Child Day Care (CDC) services**

CONTRACT #: 20OECDC01BRS  
PERIOD: 09/01/2020 – 06/30/2022  
AMOUNT: \$824,137.68

Dear Mayor Zoppo-Sassu:

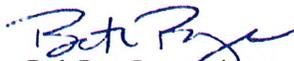
The Office of Early Childhood (OEC) has received permission from the Office of Policy and Management to enter into a new contract with City of Bristol starting September 1, 2020. The anticipated total contract amount for the period 9/1/2020 – 6/30/2022 is **\$824,137.68**. The OEC recognizes that the contract may not be fully executed by September 1, 2020. This letter shall serve as authorization from the OEC for City of Bristol to begin work on September 1, 2020 in anticipation of execution of the new contract. Services rendered for this contract from September 1, 2020 until the contract execution date shall consist of all services detailed in the predecessor contract 18OECDC01BRS executed between the Office of Early Childhood and City of Bristol for similar CDC program services, unless otherwise modified or necessitated by COVID-19 or other public health emergency, with prior approval by the OEC.

In the event that the contract is executed accordingly, costs incurred by City of Bristol on or after September 1, 2020 will be paid under the terms of the contract. In the unlikely event that the OEC fails to issue a contract for the services described herein, City of Bristol shall be reimbursed under this letter of intent for the services articulated above and incurred between the dates of September 1, 2020 and the earlier of October 31, 2020 or the date upon which the OEC affirmatively requires that City of Bristol cease CDC programmatic activity. The OEC shall reimburse your organization for incurred costs deemed reasonable by the OEC at a rate of no more than **\$37,460.80** per month, representing the monthly pro-rated amount based on the current contract allocation of **\$374,608.04** for the period 9/1/2020 – 6/30/2021.

We hope that the terms of this letter will provide your organization with the assurances it needs to implement systems and staffing necessary to begin performing the anticipated scope of the contract. **NO LATER THAN MONDAY, AUGUST 31, 2020, please acknowledge acceptance of the terms and conditions contained herein and a brief description of anticipated services to be provided starting September 1, 2020 via an e-mailed signed PDF of the second page of this letter sent to Annette Carbone at [annette.carbone@ct.gov](mailto:annette.carbone@ct.gov).** Please email Annette Carbone if there are any questions or concerns.

Thank you for your continued patience and partnership with the OEC.

Sincerely,



Beth Bye, Commissioner

Phone: (860) 500-4450 · Fax: (860) 326-0552  
450 Columbus Boulevard, Suite 302  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)

Affirmative Action/Equal Opportunity Employer

On behalf of City of Bristol, I accept the terms of OEC's Child Day Care contract Letter of Intent dated August 19, 2020.

Ellen Zoppo-Sassu

Signature of Authorized Contract Signatory

Ellen Zoppo-Sassu, Mayor

Printed Name & Title of Authorized Contract Signatory

Please fill in table below with anticipated services to be provided:

# Spaces	Categories of Care
31	Infant/Toddler
16	Preschool