

CAMBRIDGE PUBLIC SCHOOLS

135 Berkshire Street, Cambridge, Massachusetts 02141

20-04



6

January 7, 2020

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Software & Maintenance for Time and Attendance System

RECOMMENDATION: That the School Committee award a contract to the following vendor for software and maintenance; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

| <u>Contractor</u> | <u>Period of Contract</u> | <u>Amount</u> |
|---|---------------------------|---------------|
| NOVAtime Technology Inc 1440 Bridgegate Drive Diamond Bar, CA 91765 | 1/24/20 – 1/23/21 | \$49,500.00 |

DESCRIPTION: This contract is for software and maintenance of employee time and attendance system that includes on-line timesheet entry, automated leave accrual calculations, automated approvals routing, and leave balance reporting.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12... "motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

| | | |
|----------|--------|-------------------|
| ACCOUNT: | 55804 | Computer Software |
| FUND: | 15000 | General Fund |
| ORG: | 881720 | Payroll |
| PROJ: | | |

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "KS", written over a faint circular stamp.

Kenneth N. Salim, Ed.D.
CS Superintendent of Schools