

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Frontline Technologies Group, LLC D/B/A Frontline

Doing Business As, if applicable:

Business Address: 1400 Atwater Drive, Malvern, PA 19355

Business Phone: 1.610.772.9745

Business email: renewals@frontlined.com

Principal or Supervisor: Lisa J. Flegler, Director of Human Resources & Labor Relations

Agreement Effective Dates: From <u>07/01/2023</u> To <u>6/30/2024</u>

Total amount: \$91,059.78

Funding Source & Acct # including location code: Alliance – 2547-6105-56697-0451

Description of Service: Please provide a <u>one or two-sentence description</u> of the service. *Do not write, "See attached."*

Frontline Proactive Recruiting Renewal Software License and support services through July 01, 2023 – June 30, 2024.

Submitted by: ____Lisa J. Flegler Phone: 475 220-1540____



Operations Memorandum

To:

New Haven Board of Education Finance and Operations Committee

From:

Lisa Flegler, Director of Human Resources & Labor Relations

Date:

10/31/2023

Re:

Frontline Technologies Group LLC

Please <u>answer all questions</u> and have someone <u>ready to discuss</u> 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.

Contractor Name: Frontline Technologies Group, LLC DBA Frontline

Contractor Address:1400 Atwater Drive, Malvern, PA 19355

Is the contractor a Minority or Women-Owned Small Business? No

Renewal or Award of Contract/Agreement? Contract Renewal-Year 4

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$91,059.78

Contract or Agreement #:

Funding Source & Account #: Alliance 2547-6105-56697-0451

Key Questions: What specific service will the contractor provide: Frontline Central Solution and Recruiting and Hiring Solution unlimited usage for internal employees.

- 1. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? <u>Please</u> describe the selection process, including other sources considered and the rationale for choosing this method of selection: original / License Renewal Year 4
- 2. If the vendor is not the lowest bidder or a State contract, please answer the following:
 - a. Please explain why the vendor was chosen. N/A
 - b. Who were the members of the selection committee?
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?



Operations Memorandum

- 4. If this Contract/Agreement is a Renewal, has the cost increased? If yes, by how much? Yes, \$4,336.19
- 5. If this Contractor is New, has the cost for service increased from previous years? If yes, by how much? N/A
- 6. Is this a service existing staff could provide? Why or why not? No



INVOICE

Acct #: 14037 #INVUS181208

Accounts Payable New Haven Public Schools 54 Meadow Street New Haven CT 06519

Start Date: 7/1/2023

Due Date:

7/31/2023

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC PO Box 780577 Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

Bank Name: Wells Fargo, N.A.

Account Name: Frontline Technologies Group LLC

ABA/Routing #: 121000248 Account #: 4121566533 Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf.

Qty	Description	Start	End	End User	Rate	Amount
1	Frontline Central Solution	7/1/2023	6/30/2024	14037 New Haven Public Schools	\$68,170.55	\$68,170.55
1	Recruiting & Hiring Solution	7/1/2023	6/30/2024	14037 New Haven Public Schools	\$22,889.23	\$22,889.23

Your timely payment is important to maintain a continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. Therefore, we are unable to address questions based on PO#. If information is needed about your PO#, please contact your organization's financial department.

SUBTOTAL

\$91,059.78

TOTAL DUE by 7/31/2023 \$91,059.78

Bran July 2013

For: Office Use Only Vendor No. **Date Entered** ☐Mail ☐ Fax ☑ Email Check one of the above box Vendor:

Frontline Technologies Group PO Box 780577 Philadelphi, PA 19178-0577

CITY OF NEW HAVEN

Department of Education 54 Meadow St., New Haven, CT 06519 **VENDOR PURCHASE ORDER**

SPECIAL FUNDS

Fiscal Year:

P.O.	
	A
This	number must appear on all invoices

PURCHASE ORDERS NOT COMPLETED AND DELIVERED WITHIN 60 DAYS ARE AUTOMATICALLY CANCELLED

Deliver To: Lisa J. Flegler New Haven Public Schools 54 Meadow Street New Haven, CT 06519

Date Prepared	Fund	Agency	Program	Object	Project Code
10/31/23	2547	901	6105	56697	0451

Quantity		Description	on		Unit Cost	Total Cost			
1	Frontline Central S	Solution			68,170.55	68,170.55			
1	Recruiting & Hiring	Solution			22,889.23	22,889.23			
	Account #14037				-	0.00			
	Invoice #INVUS18	1208 (7/1/23-6/30/24)				0.00			
						0.00			
						0.00			
						0.00			
					97	0.00			
						0.00			
						0.00			
						0.00			
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	Vendor Email:				Shipping Charge				
	Vendor Fax #:	ISINESS OFFICE IF VOLID TO	TAL COST EVELENC OUR TOTAL						
	PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING Name: Derricka Suggs Email: Derricka.Suggs@new-haven.k12.ct.us Phone: 475-220-1383								
	Name: Derricka S	uggs ⊨mail: Derricka.Sugg	s@new-haven.k12.ct.us Phon	e: 475-2	20-1383				
Authorized Su	pervisor's Signature	Business Office Approval	Principal's Signature		<u> </u>				
			10/31/23 Jon Offer	Total A	mount	\$ 91,059.78			
Click or tap to enter a date.		Click or tap to enter a date.	Click or tap to enter a date.	SUBMIT PURCHASE ORDERS TO: SpecialfundsPO@new-haven.k12.ct		RDERS TO:			

FOR PAYMENT: Send Your Invoice Electronically or By Mail:

Email: NHInvoice@newhavenct.gov

Mail: New Haven Public Schools, Attn: Dept. of Special Funds

54 Meadow Street, New Haven, CT 06519

Fax: 1-203-946-5740