



NEW HAVEN PUBLIC SCHOOLS

## 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 07/01/2023 To 6/30/2024

Total amount: \$71,621.05

Funding Source & Acct # including location code:

General Funds – 190 451 000-56694 OTHER CONTRACTUAL SERVICES

Description of Service: Please provide a one or two-sentence description

Frontline Applicant Tracking, unlimited usage for internal employees.

- Frontline Absence & Substitute Management, unlimited usage for internal employees.

Submitted by:      Lisa J. Flegler      Phone: 475 220-1540



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee  
From: Lisa Flegler, Director of Human Resources & Labor Relations  
Date: August 31, 2023  
Re: Frontline Technologies Group LLC -Purchase Order

---

Please **answer all questions** and 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.

**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?** Renewal (Purchase Order)

**Total Amount of Contract/Agreement and the Hourly or Service Rate:** \$71,621.05

**Contract or Agreement #:**

**Funding Source & Account #:** General Funds – 19045100-56694

OTHER CONTRACTUAL SERVICES

**Key Questions: What specific service will the contractor provide:**

Applicant, Tracking. Unlimited usage for internal employees.

Absence & Substitute Management, unlimited usage for internal employees

1. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process, including other sources considered and the rationale for selecting this method of selection:** Quotes
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?** N/A
3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Yes



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

4. **If this Contract/Agreement is a Renewal, has the cost increased? If yes, by how much?**  
Yes, \$4,996.82
  
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