



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Lisa Mack/Gilda Herrera  
**Date:** 9/20/2021  
**Re:** Frontline Technologies Group LLC (Purchase Order)

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**Contractor Name:** Frontline Technologies Group LLC (Education)

**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?** Purchase Order, License Renewal

**Total Amount of Contract/Agreement and the Hourly or Service Rate:**  
\$63,150.93

**Contract or Agreement #:**

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

**Key Questions:** (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. What specific service will the contractor provide:** Absence & Substitute Management, unlimited usage for internal employees, Applicant Tracking, unlimited usage for internal employees
- 2. 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:** Sole Source
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Yes
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**  
Yes, \$2, 921.14
- 5. If this Contractor is New has cost for service increased from previous years? If yes, by how much?** Not a new contract
- 6. Is this a service existing staff could provide? Why or why not?** No, sole source designated

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

**Start Date:** 7/1/2021  
**Due Date:** 7/31/2021

### 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](mailto: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	Absence & Substitute Management, unlimited usage for internal employees	7/1/2021	6/30/2022	14037 New Haven Public Schools	\$50,098.72	\$50,098.72
1	Applicant Tracking, unlimited usage for internal employees	7/1/2021	6/30/2022	14037 New Haven Public Schools	\$13,052.21	\$13,052.21

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 \$63,150.93

**TOTAL DUE** \$63,150.93  
**by 7/31/2021**