

For: Office Use Only

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| Vendor No. | Date Entered |
| | |

Mail
 Fax
 Email

Vendor:

Frontline Technologies Group,
 LLC
 1400 Atwater Drive
 Malvern, PA 19355

Deliver To:

Typhanie Jackson, Executive Dir.
 New Haven BOE
 54 Meadow Street, 3rd floor
 New Haven, CT 06519

CITY OF NEW HAVEN
 Department of Education
 54 Meadow St., New Haven, CT 06519
VENDOR PURCHASE ORDER

SPECIAL FUNDS

Fiscal Year: 2021-2022

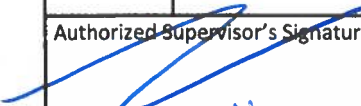
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| P.O. |
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| This number must appear on all invoices and package of shipment |

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

| Date Prepared | Fund | Agency | Program | Object | Project Code |
|---------------|------|--------|---------|--------|--------------|
| 06/01/2022 | 2504 | 900 | 5034 | 56903 | 0490 |

| Quantity | Description | Unit Cost | Total Cost |
|----------|---|-----------|------------|
| 1 | IEP Direct unlimited usage for internal employees July 01, 2022 - June 30, 2023 | 46,923.47 | 46,923.47 |

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: 1-475-220-1383

| | | | |
|---|-----------------------------------|--------------------------------|---|
| Authorized Supervisor's Signature  | Business Office Approval Date: | Principal's Signature Date: | TOTAL AMOUNT \$46,923.47 |
| Date: 6/1/22 | | | SUBMIT PURCHASE ORDERS TO: SpecialfundsPO@new-haven.k12.ct.us |

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



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

PLEASE ATTACH TO AGREEMENT

CONTRACTOR FULL NAME: Frontline Technologies Group, LLC D/B/A Frontline Education

DOING BUSINESS AS, IF APPLICABLE:

BUSINESS ADDRESS: 1400 Atwater Drive, Malvern, PA 19355

BUSINESS PHONE: 1-610-772-9745

BUSINESS EMAIL: renewals@frontlined.com

SS# OR TAX ID #: 46-5125936

PREPARED BY: Typhanie Jackson, Director of Special Education/Student Services Department

PRINCIPAL OR SUPERVISOR: Typhanie Jackson, Director of Special Education/Student Services Department

AGREEMENT EFFECTIVE DATES: From: 07/01/2022 To: 06/30/2023.

HOURLY/ DAY/or PER SESSION RATE:

TOTAL AMOUNT: \$46,923.47

DESCRIPTION OF SERVICE: *Frontline IEP Renewal Software License and support services through July 01, 2022 – June 30, 2023.*

In addition, please attach a detailed scope of service and a copy of the Contractor's resume:

Submitted by: Typhanie Jackson

Phone: 475-220-1760



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Typhanie Jackson, Director of Special Education/Student Services
Date: June 21, 2022
Re: Frontline Technologies Group, LLC

Please ***answer all questions and attach any required documentation as indicated below***. 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. **Contractor Name:** Frontline Technologies Group, LLC
2. **Description of Service:** To provide/renew licenses to create and update students' individualized Educational Plans (IEPs) for the 2022-2023 school year.
3. **Amount of Agreement and hourly or session cost:** \$46,923.47
4. **Funding Source and account number:** General Funds, Contractual Services, 190-494-000-59964
5. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? Continuation, Increase by \$2,446.25
 - b. What would an alternative contractor cost: Comparable Cost
 - c. If this is a continuation, when was the last time alternative quotes were requested? Changing of vendor would require a lot of student data, the state will be utilizing a vendor in 2022 which means this contract would no longer be needed after that time.
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? No
6. **Type of Service:**
Answer all questions:
 - a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No,
 - b. After School or Extended Hours Program? NO
 - c. School Readiness or Head Start Programs? NO
 - d. Other: (Please describe)

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Yes, \$2,058.22
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. Software specific for IEP development.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Quotes and previous service.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: previous history

9. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
The specific service will be monitored by way of access and user ability for staff
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan? This contract is aligned to the strategic plan by way of helping the district to remain in compliance to the district's educational plan, which in turn will approve academic outcomes for students with disabilities.

10. Why do you believe this Agreement is fiscally sound? This contract is fiscally sound as developing an Individual Education Plan that complies with state/federal mandate allowed for a reduced legal cost for any disputes that arise from the PPT.

11. What are the implications of not approving this Agreement? Implications of not approving this agreement is that we may not meet the legal requirements by the state where a child is deemed eligible/not eligible to receive special education services by the planning and placement team by renewing our licenses with Frontline Technologies Group, LLC for the 2022-2023 school year.

CONTRACTOR ASSESSMENT

Vendor Name: Frontline Technologies Group, LLC

Project Description: License Software Renewal for services IEPs

Evaluator: Typhanie Jackson

Date: 05/20/2022

| | Unacceptable | | | | Excellent | | Not applicable |
|---|--------------|---|---|---|-----------|-----|----------------|
| | 1 | 2 | 3 | 4 | 5 | N/A | |
| Quality of contractor's Work | | | | | | | |
| 1. Attendance | | | | | X | | |
| 2. Effectiveness of consultation | | | | | X | | |
| 3. Ability to communicate with staff and employees | | | | | X | | |
| 4. Monitor and maintain records | | | | | X | | |
| 5. Appropriate recommendations for student programming | | | | | X | | |
| Working relationship of contractors with district | | | | | | | |
| 6. Timely submission of department data | | | | | X | | |
| 7. Positive feedback from staff and employees | | | | | X | | |
| 8. Collegial, collaborative relationships with building professionals | | | | | x | | |
| Implementation of practice across the district | | | | | | | |
| 9. Flexibility in scheduling | | | | | x | | |
| 10. Team work with teacher and other professionals | | | | | x | | |

Frontline Education Renewal Notice

Attn: New Haven School District

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. This includes the ability to create a support request.

Below you will find information about the renewal of your subscription(s) that renew on 7/01/2022. Once you have reviewed the pricing for your upcoming subscription you can either:

- Use this [link](#) to confirm the renewal of your subscriptions, or
- If you have questions please reach out to your Client Success Manager

| Description | Start Date | End Date | Qty | Rate | Amount |
|---|------------|-----------|-----|-------------|--------------------|
| IEP- Direct, unlimited usage for internal employees | 7/01/2022 | 6/30/2023 | 1 | \$46,923.47 | \$46,923.47 |
| Total | | | | | \$46,923.47 |

Please use this [link](#) to indicate that you intend to renew your subscriptions and request your invoice if needed.

Need assistance? You can reach us by calling Jesse Goins at 610-727-0317 or by emailing us at renewals@frontlineed.com.



Laura Hughes
Director, Client Retention and Renewals