



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 07/01/2022 To 6/30/2023

Total amount: \$66,624.23

Funding Source & Acct # including location code:

General Funds – 190 451 000-56694

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

Frontline Proactive Recruiting Renewal Software License and support services through July 01, 2022 – June 30, 2023.

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: 10/24/2022
Re: Frontline Technologies Group LLC

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

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$66,624.23

Contract or Agreement #:

Funding Source & Account #: General Funds – 190 451 000-56694

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: original / Contract Renewal**
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?**



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

4. **If this Contract/Agreement is a Renewal, has cost increased? If yes, by how much? No**
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**

Revised 6/2022

For: Office Use Only

Vendor No.	Date Entered
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CITY OF NEW HAVEN
Department of Education
54 Meadow St., New Haven, CT 06519
VENDOR PURCHASE ORDER

P.O.

▲
This number must appear on all invoices
and package of shipment

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

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

General Funds

Fiscal Year: 2022-2023

Deliver To:
Lisa Flegler
54 Meadow Street 2nd Fl
New Haven, CT 06519

Date Prepared	Agency	Program	Location	Object
10/24/22	190	451	000	56694

Quantity	Description	Unit Cost	Total Cost
1	Applicant, Tracking, Unlimited usage for internal employees	13,770.08	13,770.08
1	Absence & Substitute Management, unlimited usage for internal employee	52,854.15	52,854.15
	Acct #: 14037		0.00
	Invoice # INVUS163615 (7/1/22-6/30/23)		0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
	Shipping Charge		0.00
<p align="center">PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING</p> <p align="center">SELECT YOUR BUSINESS OFFICE CONTACT IN DROP DOWN</p>			
Authorized Supervisor's Signature Lisa Flegler Click or tap to enter a date.	Business Office Approval Click or tap to enter a date.	Principal's Signature Click or tap to enter a date.	TOTAL AMOUNT \$ 66,624.23

FOR PAYMENT: Send Your Invoice Electronically or By Mail:
Email: NHInvoice@newhavenct.gov
Mail: New Haven Public Schools, Attn: Dept. of General Funds
54 Meadow Street, New Haven, CT 06519
Fax: 1-203-946-7436

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

Start Date: 7/1/2022
Due Date: 7/31/2022

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	Applicant Tracking, unlimited usage for internal employees	7/1/2022	6/30/2023	14037 New Haven Public Schools	\$13,770.08	\$13,770.08
1	Absence & Substitute Management, unlimited usage for internal employees	7/1/2022	6/30/2023	14037 New Haven Public Schools	\$52,854.15	\$52,854.15

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 \$66,624.23

TOTAL DUE \$66,624.23
by 7/31/2022

Shoa O. Flegen
10/24/2022