

# CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

14-219



October 21, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Temporary Clerical Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for Temporary Clerical Services; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
The Resource Connection 161 South Main Street Middleton, MA 01949	7/1/14-6/30/15	\$90,000.00

DESCRIPTION: This contract is for temporary clerical services to provide coverage of vacant positions.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..."motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

## BUDGET REFERENCES:

ACCOUNT:	51206	Temporary Clerical Help
FUND:	15000	General Fund
ORG:	899898	Fixed Assets/System-Wide Accounts
PROJ:		

Respectfully Submitted,

Jeffrey M. Young, Ed.D.  
Superintendent of Schools

**Description of Purchase**

**Department or School:** System-wide

**Reason for Purchase**

During the course of the fiscal year, schools and departments may require temporary clerical staff. The hiring of temporary clerical staff is authorized when a clerical staff member is absent from work for an extended period of time due to a leave of absence. Occasionally, temporary clerical staff may be hired to assist with short-term periods of peak work load. During FY 2014, CPS expended approximately \$90K. The contract with The Resource Connection is a not to exceed contract and is system-wide, but funds will only be encumbered/expended as required to fill a vacancy or meet a peak work-load requirement.