

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-19



February 7, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Software & Maintenance for Time and Attendance System

RECOMMENDATION: That the School Committee award a contract to the following vendor for Software and Maintenance; 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>
NOVAtime Technology Inc 1440 Bridgegate Drive Diamond Bar, CA 91765	1/24/17 – 1/23/18	\$49,000.00

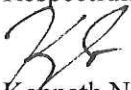
DESCRIPTION: This contract is for software and maintenance of employee time and attendance system that includes on-line timesheet entry, automated leave accrual calculations, automated approvals routing, and leave balance reporting.

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:	55804	Computer Software
FUND:	15000	General Fund
ORG:	881720	Payroll
PROJ:		

Respectfully Submitted,


Kenneth N. Salim, Ed.D.
Superintendent of Schools

SUPPLEMENTAL INFORMATION: NOVAtime Technology Inc.

Purpose: TIME & ATTENDANCE SYSTEM

Amount of Contract: \$49,000

Description/Scope of Services: In FY14 Cambridge Public Schools converted from a manual process for maintaining attendance records and leave accrual balances to a fully automated time and attendance system.

This system eliminated paper timesheets and provides all employees with on-line access to leave balances.