

CAMBRIDGE PUBLIC SCHOOLS

19-03



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159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

January 15, 2019

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	7/1/18 – 6/30/19	\$35,000.00

DESCRIPTION: This contract is for temporary clerical services to provide coverage of vacant clerical positions in schools and departments, as well as additional temporary support for short-term special projects.

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: Various
PROJ:

Respectfully Submitted,

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

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SUPPLEMENTAL INFORMATION: Resource Connection

Purpose: Temporary Clerical Services

Amount of Contract: 35,000.00

Description/Scope of Services: The Resource Connection is the State Contract vendor used for temporary clerical services.

	Year to Date	Anticipated	Total
Office of Student Services	\$12,650	\$6,000	
School Committee Office	\$5,500		
Human Resources	\$2,600		
CRLS	\$1,500		
Kennedy Longfellow	\$850		
Assistant Superintendent's Office	\$720		
Potential other vacancies		\$5,180	
	\$23,820	\$11,180	\$35,000