



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 07/01/2023 To 6/30/2024

Total amount: \$91,059.78

Funding Source & Acct # including location code:

Alliance – 2547-6105-56697-0451

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, 2023 – June 30, 2024.

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: 10/31/2023
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? Contract Renewal-Year 4

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$91,059.78

Contract or Agreement #:

Funding Source & Account #: Alliance 2547-6105-56697-0451

Key Questions: What specific service will the contractor provide:

Frontline Central Solution and Recruiting and Hiring Solution 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 choosing this method of selection: original / License Renewal Year 4**
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?**



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Operations Memorandum

4. **If this Contract/Agreement is a Renewal, has the cost increased? If yes, by how much?**
Yes, \$4,336.19
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**



INVOICE

Acct #: 14037
#INVUS181208

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

Start Date: 7/1/2023

Due Date: 7/31/2023

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	Frontline Central Solution	7/1/2023	6/30/2024	14037 New Haven Public Schools	\$68,170.55	\$68,170.55
1	Recruiting & Hiring Solution	7/1/2023	6/30/2024	14037 New Haven Public Schools	\$22,889.23	\$22,889.23

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 \$91,059.78

TOTAL DUE \$91,059.78
by 7/31/2023

Lisa J. Feffer
10/31/2023

