

CAMBRIDGE PUBLIC SCHOOLS

135 Berkshire Street, Cambridge, Massachusetts 02141

20-06



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January 21, 2020-AMENDMENT

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	7/1/19 – 6/30/20	Original Contract \$24,000.00
161 South Main Street		Amendment \$ 6,000.00
Middleton, MA 01949		Amended Contract \$30,000.00

DESCRIPTION:

This contract is for temporary clerical services to provide coverage of vacant clerical positions in schools and departments, as well as 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	

Respectfully Submitted,

Kenneth N. Salim, Ed.D.

CS Superintendent of Schools

SUPPLEMENTAL INFORMATION: The Resource Connection

Purpose: Temporary Clerical Services

Amount of Contract: 30,000.00

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	\$11,800		
CRLS	\$6,500		
School Committee Office		\$5,000	
Purchasing & Accounts Payable	\$3,400		
Potential other vacancies		\$3,300	
	\$21,700	\$8,300	\$30,000