

E. NEW BUSINESS
4.a.

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
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THE DOVER SCHOOL DISTRICT

TO: Jean Briggs Badger, Superintendent of Schools & Members Dover School Board
FROM: Michael Limanni, Business Administrator
DATE: June 19, 2013
RE: Bid Recommendation: RFP for Sub Calling/Attendance Software with Remote Time Entry Option

The purpose of this Request for Proposal centered around a software solution that could effectively eliminate the manual paper processes for time and leave entry, while automating the District's ability to locate quality substitute employees in a timely manner. With the business office losing a position in the FY14 budget, we were looking for a technology solution that would be compatible with our financial software (Infinite Visions – IV), and save work hours that could be better spent improving our customer service, reporting capabilities, and accuracy of our payroll and employee processing functions.

We reviewed three product offerings from Frontline Placement Technologies, eSchool Solutions, and CRS Advanced Technologies. Frontline Placement Technologies was the only vendor who could offer a single solution for automated/online sub calling, time entry, and attendance. eSchool Solutions provided a nice sub calling/attendance package and partnered with a 3rd party vendor for time entry, while CRS did not offer a full time entry solution, but did have a package that combined employee absence reporting and sub calling with the subs time entry. Pricing was as follows:

Vendor	Annual Cost	One Time Setup & Training	IV Interface (Annual)	IV Interface (Setup)	TOTAL Yr1	TOTAL Yr2
LEAVE/Sub Calling						
*CRS - SubFinder	\$7,177.50	\$4,000.00	\$2,210.00	\$6,536.00	\$19,923.50	\$9,387.50
Frontline - AESOP	\$8,341.50	\$4,500.00	\$505.00	\$5,756.00	\$19,102.50	\$8,846.50
*eSchool - SmartFind Express	\$4,470.50	\$1,950.00	\$1,010.00	\$8,381.00	\$15,811.50	\$5,480.50
TIME ENTRY						
**CRS - SubPay (Sub Only)	N/A	\$2,500.00			\$2,500.00	\$0.00
Frontline - VeriTime	\$6,750.00	\$3,500.00			\$10,250.00	\$6,750.00
eSchool - TimeForce II (3rd Party)	\$9,750.00	\$5,320.00			\$15,070.00	\$9,750.00

*Adjusted for equal employee estimates of 457 employees needing subs, and 43 employees not requiring a sub.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

SUMMARY

	Yr1	Yr2
**CRS Advanced Technology	\$22,423.50	\$9,387.50
Frontline Technologies	\$29,352.50	\$15,596.50
eSchool Solutions	\$30,881.50	\$15,230.50

**Performs time entry for subs only

After a full day of demos, and a thorough review of the RFP response, we recommend the single solution offered by Frontline Placement Technologies. While not a significant advantage in price over eSchool Solutions (coming up slightly more in the annual cost of Yr2 and beyond), we ranked the combination of their AESOP sub calling software and VeriTime virtual timesheet highest in terms of features, usability, security and support. Frontline offered more advanced feedback options that allowed for online communication/reporting between subs and staff, as well as secure reporting and quality ranking for supervisors. The most important feature that made Frontline's product offering stand out, was the single source solution that would require only one login for district employees, when combined with the ability to utilize our active directory, this represents a one click time and leave entry solution into our existing employee web portal. Requiring no hardware or additional phone lines to support, this solution will not impact our valuable IT resources.



**DOVER SCHOOL DISTRICT
TECHNICAL SUPPORT SERVICES**



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TO: Members Dover School Board
FROM: Gayle Osburn, Data Coordinator
DATE: June 19th, 2013
RE: Bid Award for 19" Flat-Panel Monitors

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 60 19" flat-panel monitors. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of the monitors.

I am recommending the bid be awarded to the lowest bidder, **Higgins Office Products, Inc.**

The total bid award is **\$5,832.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [60] Units	Price Includes Shipping/Handling	**Total Price ([60] Units)
Higgins Office Products 777 Broadway S. Portland, ME. 04106	\$97.20	\$5,832.00	\$0.00	\$5,832.00
Staples 50 Staples Drive Framingham, MA 01702	\$112.49	\$6,749.40	\$0.00	\$6,749.40
DayStar, Inc. 121 Shattuck Way, Suite 10 Newington, NH 03801	\$100.00	\$6,000.00	\$0.00	\$6,000.00
SHI, Inc. 290 Davidson Ave Somerset, NJ. 08873	\$97.30	\$5,838.00	\$0.00	\$5,838.00
Royal Technology Manage PO Box 225 Raymond, ME 04071	\$153.01	\$9,180.60	\$0.00	\$9,180.60

****Total price includes shipping/handling.**



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TO: Members Dover School Board
FROM: Gayle Osburn, Data Coordinator
DATE: June 19th, 2013
RE: Bid Awards for Cisco Catalyst 2960 Switches

In an effort to maintain the highest possible standard of technology throughout the district, and to support the new Voice Over IP Phone system, the Technology Department will be purchasing a variety of Cisco 2960 Catalysts. To that end, we solicited a public bid with a deadline of 6/19/13 for the purchase of these switches.

Based on the pricing below, I am recommending the bid be awarded to **Higgins Office Products, Inc.** While not the lowest bidder on all items, Higgins Office Products did provide pricing on the exact specifications we requested in our request for proposal, whereas the vendor with the lowest bid pricing did not.

The table below represents the quantities and model numbers we requested and require. The total bid award is **\$4,842.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

	<u>Higgins</u>	<u>Staples</u>	<u>DayStar</u>	<u>SHI</u>	<u>Quantity</u>	<u>Total Cost</u>
2960-24PC-L	\$ 1,444.00	\$ 1,521.99	\$ 1,665.00	\$ 1,470.10	1	\$ 1,444.00
2960-24TT-L	\$ 839.00	\$ 790.49	\$ 889.00	\$ 763.83	1	\$ 839.00
2960-48PST-L	\$ 2,559.00	\$ 735.99	\$ 2,810.00	\$ 2,639.50	1	\$ 2,559.00
					Total	\$ 4,842.00



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TO: Members Dover School Board
FROM: Gayle Osburn, Data Coordinator
DATE: June 19th, 2013
RE: Bid Awards for Nexlink Small Form Factor Computers

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 30 Nexlink Small Form Factor Computer Systems. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of those systems.

I am recommending the bid be awarded to the lowest bidder, **SHI, Inc.**

The total bid award is **\$15,702.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [30] Units	Price Includes Shipping/Handling	**Total Price ([30] Units)
Higgins Office Products 777 Broadway S. Portland, ME. 04106	\$570.00	\$17,100.00	\$0.00	\$17,100.00
DayStar, Inc. 121 Shattuck Way, Suite 10 Newington, NH 03801	\$585.00	\$17,550.00	\$0.00	\$17,550.00
SHI, Inc 290 Davidson Ave. Somerset, NJ 08873	\$523.40	\$15,702.00	\$0.00	\$15,702.00
Royal Technology Manage PO Box 225 Raymond, ME. 04071	\$581.94	\$17,458.20	\$0.00	\$17,458.20

****Total price includes shipping/handling.**



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TO: Members Dover School Board
FROM: Gayle Osburn, Data Coordinator
DATE: June 19th, 2013
RE: Bid Award for 80 Acer TravelMate Notebooks

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 80 Acer TravelMate Notebooks. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of those systems.

I am recommending the bid be awarded to **SHI, Inc.** While they were not the lowest bidder, the purchase price did include a 3-year warranty. The lowest bidder, Staples, only provided a 1-year warranty on the items. Given the wear and tear of these machines, a 3-year warranty was a bid requirement.

The total bid award is **\$49,608.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [80] Units	Price Includes Shipping/Handling	**Total Price ([80] Units)
Higgins Office Products 777 Broadway S. Portland, ME. 04106	\$674.00	\$53,920.00	\$0.00	\$53,920.00
Staples 500 Staples Dr. Framingham, MA 01702	\$570.49	\$45,639.20	\$0.00	\$45,639.20
DayStar, Inc. 121 Shattuck Way Newington, NH 03801	\$670.00	\$53,600.00	\$0.00	\$53,600.00
SHI 33 Knightsbridge Road Piscataway, NJ. 08854	\$620.10	\$49,608.00	\$0.00	\$49,608.00

****Total price includes shipping/handling.**