

CAMBRIDGE PUBLIC SCHOOLS

22-154



135 Berkshire Street, Cambridge, Massachusetts 02141

June 21, 2022

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Computer Software

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Easy Access 7321 Heritage Square Suite 2140 Granger, IN 46530	7/1/22 – 6/30/23	\$39,700.00

DESCRIPTION: This contract is for an Accounts Payable invoice processing system. See the attached supplemental information for additional details.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money require the affirmative vote of four members."

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	55804	Computer Software	880710	Purchasing/Accounts Payable

Respectfully Submitted,

Victoria L. Greer, PhD
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: Easy Access LLC

Purpose: To automate the CPS Accounts Payable invoice processing system

Amount of Contract: \$39,700

Year One Implementation
& Set up Cost \$17,500

Annual Processing Cost \$22,200

Description/Scope of Services:

The Easy Access Invoice processing workflow system will automate the current CPS Accounts Payable manual invoice payment process. The current manual process creates backlogs in payments, resulting in long payment timelines for vendors. The Easy Access system will give the CPS Accounts Payable staff the ability to electronically manage the workflow from matching POs to invoices, obtaining invoice approval and submitting all required documentation to the City Auditing Office to process the approved payments, as well as providing schools and departments the ability to monitor the status of pending invoices. Automating this process will result in CPS vendors being paid in a more efficient, accurate and timely manner.