CAMBRIDGE PUBLIC SCHOOLS

135 Berkshire Street, Cambridge, Massachusetts 02141

24-108

May 21, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Computer Software (FY25 Contract)

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.

Contractor	Period of Contract	Amount
SHI International	7/1/24-6/30/25	$25,789.37
290 Davidson Avenue		
Somerset, NJ 08873		

DESCRIPTION: This contract will provide a workflow system (Droplet) to automate paper forms for CPS Departments.

ADDITIONAL INFORMATION:
See the attached supplemental information for additional details.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter II, 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	892780	ICTS/Information Technology

Respectfully Submitted,

Victoria L. Greer, PhD
Superintendent of Schools

SUPPLEMENTAL INFORMATION: SHI International

Purpose:
Workflow system to automate paper forms for any department in CPS.

Amount of Contract: $25,789.37

Description/Scope of Services:
Droplet is a workflow system designed to automate paper forms and the requisite workflow for any department in CPS. ICTS receives a number of requests to automate manual forms and workflows. This system enables ICTS to have multiple staff create electronic forms that are submitted by a caregiver, student or employee and then are sent to appropriate staff members for review and approval. The system is mobile friendly, single sign on, can collect electronic signatures, sends email notifications to requestor and CPS personnel and is more secure than sending forms in interoffice mail or via email. This system enhances ICTS' ability to respond to CPS' need to automate inefficient and error-prone manual processes.