



135 Berkshire Street, Cambridge, Massachusetts 02141

June 4, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Incident Reporting System (FY25)

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>
HR Acuity 23 Vreeland Road, #220 Florham Park, NJ 07932	7/1/24-6/30/25	\$25,000.00

DESCRIPTION: This contract is for an incident reporting system that allows students, staff and community members to file anonymous reports.

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	870817	Equity, Inclusion, Belonging/Cultural Proficiency

Respectfully Submitted,

Victoria L. Greer, PhD
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 Superintendent of Schools

SUPPLEMENTAL INFORMATION: HR Acuity/Speakfully

Purpose: HR Acuity/Speakfully is an incident reporting system that allows students, staff and community members to file anonymous reports, investigators to record findings and actions taken, as well as school and district level reporting.

Amount of Contract: \$25,000.00

Description/Scope of Services:

Speakfully is an anonymous reporting tool to empower students, staff and community members to report incidents that occur, either anonymously or with identifying information. By acquiring the upgraded HR Acuity administration module we can continue to support anonymous incident reporting and direct messaging with reporters while enhancing our current administrative functionality for investigators to record findings and actions taken to address an incident, as well as administration to generate reports on the type of incident, location, resolutions, etc.