



135 Berkshire Street, Cambridge, Massachusetts 02141

June 20, 2023

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Computer Software (FY24 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.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Brightly Software 11000 Regency Parkway Suite 400 Cary, NC 27518	9/1/23 – 8/31/24	\$29,950.50

DESCRIPTION: This contract is for the annual subscriptions to maintain the Facilities Management work order and space scheduling systems.

ADDITIONAL INFORMATION

See 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		Computer		
24500	Revolving Fund	55804	Software	883740	Facilities Management/Operations

Respectfully Submitted,

Victoria L. Greer, PhD
Superintendent of Schools

CG

SUPPLEMENTAL INFORMATION: Brightly Software

Purpose: Facilities Department software annual subscriptions for work order system (Maintenance Direct) and space scheduling system (Event Manager)

Amount of Contract: \$29,950.50

Description/Scope of Services:

This contract is for software programs to manage and maintain the CPS Facilities Department work flow and space scheduling system.

Work Order - Maintenance Direct

This program is used for recording and assigning repair and other work that needs to be done by building and location. Senior custodians enter requests, which are then assigned digitally to trades staff and tracked to completion by the Trades Manager.

Event Manager

This program is used to manage the approvals process related to requests for the use of school space outside of regular school hours. The system enables internal and external (community members) requestors to submit an on-line request to reserve space for various purposes. Event Manager provided a digital approval system individualized for the leadership of each building, and allows the Facilities Management Department to track all events, assign overtime custodial, security, theater and food services coverage for events as needed, invoice community users for the use of the space, and track collections of payments for such use. The annual cost of this system is paid out of the Facilities Management Revolving Fund, where the proceeds from school rentals are deposited.