



135 Berkshire Street, Cambridge, Massachusetts 02141

May 6, 2025

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Computer Software (FY26 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>
SHI International 290 Davidson Avenue Somerset, NJ 08873	7/1/25-6/30/26	\$31,579.00

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

ADDITIONAL INFORMATION:

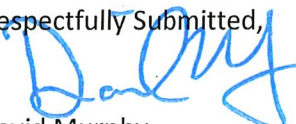
See the attached supplemental information for additional details.

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,


David Murphy
Interim Superintendent of Schools

SUPPLEMENTAL INFORMATION: SHI (Droplet)

Purpose: Droplet allows for the Cambridge Public Schools to digitize manual processes that often rely on paper and spreadsheets. Its central purpose is to streamline workflows, improve efficiency, enhance data accuracy, and ultimately save time and resources. Droplet achieves this by providing a suite of intuitive tools that enables users to build and deploy sophisticated digital solutions.

Amount of Contract: \$31,579.00

Description/Scope of Services:

Droplet is a versatile platform that allows for the Cambridge Public Schools to:

- **Digitize Paper-Based Processes:** eliminate manual data entry, reduce errors, and improve efficiency
- **Automate Repetitive Tasks:** free up valuable employee time to focus on more strategic initiatives
- **Improve Data Accuracy and Accessibility:** centralize data collection and storage, making information readily available and reliable
- **Enhance Collaboration and Communication:** streamline workflows and provide clear visibility into processes

Droplet offers a versatile platform to digitize manual processes, automate tasks, enhance data management, and improve collaboration.