



RIO RANCHO PUBLIC SCHOOLS PURCHASING DEPARTMENT
NOTICE OF INTENT TO AWARD SOLE SOURCE PROCUREMENT
August 17, 2017

Chief Procurement Officer: Tom Weeks
Telephone Number: (505) 962-1143

Prospective Contractor:
Frontline Education LLC
Absence & Substitute Management
1400 Atwater Drive
Malvern, PA 19355

Amount of Prospective contract: \$100,000

Price Breakdown: Approximately \$20,000/yr.

Proposed Contract Term: 60 Months (5 years)

Summary:

The Rio Rancho Public Schools Purchasing Department intends to make a purchase for which we believe there is no competition. This will be a “Sole Source” procurement made in accordance with 13-1-126 NMSA 1978. The purpose of this notice is to attempt to identify possible alternatives. Any potential vendor who does not agree that this product or service is available from only the intended source must contact the Rio Rancho Public Schools Purchasing Office within thirty (30) calendar days of the date this notice is posted to the State of New Mexico General Services/Purchasing Division “Sunshine Portal”. Note, the full Notice of Intent - Sole Source Procurement and Contractor Measurement and Verification Plan package may be viewed online at the following website address:

<http://www.rrps.net> >Departments > Purchasing

Your response must be in writing and describe the product or service you are proposing as an equivalent or alternative product and service. Please send your response, via email to: tom.weeks@rrps.net The words “Response to Proposed Sole Source” must appear in the subject line. If you have any questions, please contact this office at that email address.

PROJECT DESCRIPTION:

Frontline Absence & Substitute Management has been the provider of absence management software to the Rio Rancho Public Schools District over the past seven to ten years. **Frontline Absence & Substitute Management** is the sole source manufacturer of the **Frontline Absence & Substitute Management** Software solution which allows employees to log in remotely and report their absence to RRPS. It also allows the district’s substitutes to view open positions with the district based on absences and to notify the district of their desire to fill that opening, all remotely and via the webs based software. Finally, **Frontline Absence & Substitute Management** software has been successfully integrated with the districts Veritime Software as well as the Alio Financial Accounting Software. This allows substitutes to check in to their pre-arranged **Frontline Absence & Substitute Management** jobs and for the district’s Finance department to calculate their rate of pay directly from the software. It also allows the Finance department to calculate the amount of leave taken on the part of the district staff member. All of these integrations are crucial to the operation of the district.

The proposed contract term has been determined so as to run coterminous with term lengths of Veritime and Alio software products identified above.