

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.422.8348

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NOTICE OF CONTRACT MODIFICATION

DATE: September 1, 2016

COMMODITY NAME: Substitute Placement and Absence Management System
*Added VeriTime AESOP software component Oct. 2016 via
Sole Source Justification*

CONTRACT NUMBER: 2017000002 (Norfolk Public Schools)

CONTRACT PERIOD: August 1, 2016 through July 31, 2019

RENEWAL OPTIONS: Seven (7) successive one-year terms

CONTRACTOR: Frontline Technologies Group, LLC
VN: 648843
1400 Atwater Drive
Malvern, PA 19355
Attn: Ben Allston, Educational Sales Exec.
PH: 610-727-0366
FX: 610-363-3710
E-mail: ballston@frontlineed.com

PRICING: See pricing on next page

TERMS: Net 30 Days

DELIVERY: N/A

FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB,
Procurement Manager
Phone: 540.422.8348

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or (540) 422-8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent services, or violation of contract provisions by the Contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing: \$1.05 per person per month for replacement employees (based on previous last contract price as permitted in the Norfolk Public Schools contract noted). Pricing capped at no more than 5% increase per year per contract. *10/2016, VeriTime AESOP software component added via Sole Source Justification; annual cost based on employee count, locked in for FY 2017 and FY 2018 at \$18,360 each year, subject to the same cap for adjustments.*
6. Renewals: As stated on the face of this notice, seven (7) one-year renewals remain on this contract; renewals based on mutual agreement between Frontline and NPS.