




NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Robyn Burke, President
Members of the Board

THROUGH: David Vadiveloo, Chief School Administrator 

FROM: Tammy Stromberg, Finance Director 

DATE: May 1, 2023

SUBJECT: Purchases of Over \$10K –
BUSOFF Software Subscription Renewal

Memo No. SB23-173
(Informational Item)

NSBSD Policy Manual:

Board Policy 3300, Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

Board Policy 3311, Bids: The District shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All purchases in the amount of \$20,000 or more shall be based when possible on three competitive bids. The Superintendent or designee shall establish procedures to ensure that formal advertised bids are solicited for purchases over \$50,000.

Board Policy 3312, Contracts: All contracts and Memorandums of Agreement with a dollar value of \$10,000 or greater must be approved by the School Board.

Issue Summary:

Annual renewals for accounting software packages are listed below:

Time Clock Plus is the time keeping software for District classified employees. The Software tracks the time worked across the District as employees and imports electronically into the payroll software reducing time worked manual entries. The quoted price also includes, onetime upgrade to implement electronic synchronization between the timekeeping system and the payroll system for leave and time. Currently employees electronically enter leave into the payroll system, payroll must then manually enter leave into the timekeeping system and subsequently make manual adjustments to leave in the payroll system after reconciling time and leave in the timekeeping system. The upgrade will allow for automated leave and time sync between the two software packages allowing payroll staff to concentrate on payroll accuracy rather than manual entries.

Tyler Technologies is the District general ledger, payroll, human resources, purchasing and accounts payable software. The annual renewal includes software maintenance and updates for tax law changes, software improvement as well as software support and training.

Funding Source and Contract Amount:

Services to be utilized in FY24 will be coded to prepaid expense in FY23 (100.000.000.000.660)

District Administrative Report – Other purchased services 100.200.550.000.410 \$10,776

FY24 Prepaid expenses 100.200.550.000.410 \$27,419

Total \$38,189

Term of Contracts:

Time Clock Plus Annual Renewal \$20,820

One year June 1, 2023 through May 31, 2024

Time Clock Plus Software Upgrade \$7,594

Onetime implementation at scheduled time

Tyler Technologies Renewal \$17,369

One year June 1, 2023 through May 31, 2024

Compliance with BP 3311

This is a sole source procurement with no competitors available to provide the product.

Proposed Motion:

No motion is required. This is an informational Item as the purchases of supplies, materials, and equipment are within the discretion of the Chief School Administrator or designee.

Signature: David Vadiveloo
David Vadiveloo (May 3, 2023 18:56 AKDT)

Email: david.vadiveloo@nsbsd.org

Signature: Tammy Stromberg
Tammy Stromberg (May 3, 2023 18:57 AKDT)

Email: tammy.stromberg@nsbsd.org