



**Department of
Education**

David N. Ross
Executive Director
Contracts and Purchasing

Revised Committee on Contracts Agenda

Special Note:

Pursuant to section 3-08(e)(A) of the Department of Education's (DOE) Procurement Policy and Procedures, the Committee may deem it necessary to review and recommend the award of an item prior to the publication of the notice of intent to procure. The Committee will review this item at its December 29, 2011 meeting. Approval of this item is contingent upon no expressions of interest in performing services by other parties. Other organizations interested in providing these services to the DOE are invited to indicate their ability to do so in writing to Jay G. Miller at 65 Court Street, Room 1201, Brooklyn, NY, 11201. Responses for item #3 should be received no later than 9:00AM, Tuesday, February, 14, 2012.

Items for Consideration:

3. SumTotal Systems, Inc.

Service(s): The Division of Financial Operations seeks to extend Contract #9301381 with SumTotal, Inc., (SumTotal) effective February 1, 2012, following the approval of the contract's assignment from CyberShift, Inc. The existing terms and conditions will apply for the first six months of the extension, and should a new contract not be in place at that time, a 10% price increase shall take effect for the balance of the extension term.

SumTotal will continue providing service to the DOE's Automated Time and Attendance System, CyberShift. The CyberShift System serves over 13,000 employees. It records employee attendance, maintains leave balances, manages leave requests, allows for supervisor approvals, applies time-keeping rules to employees based on their specific job titles, and interfaces with DOE payroll systems.

Term: 2/1/12 – 1/31/13

Total Contract Cost Not-to-Exceed: \$1,337,298