

**SCHOOL BOARD  
FINANCE SUMMARY FORM**

*The purpose of the document is to present the Providence School Board and Finance Committee with the necessary information to make data-informed decisions about the district's spending as it pertains to contracts.*

**Instructions:**

1. Please complete this form as fully and accurately as possible according to the guidance provided in each section.
  - a. The form must be completed if:
    - i. the total of the purchase or contract exceeds \$200,000
    - ii. the contract is for a term of more than one year
    - iii. the purchase or contract was NOT the result of formal competitive bidding or cooperative purchasing (i.e. it is a sole source purchase)
2. Once this form has been completed, send a copy to the Director of Purchasing and the Board Services Team. They will notify you of the next Finance Committee meeting and host a contract presentation review prior. Finance Committee typically meets the second Wednesday of the month. Only purchases/contracts that have already been reviewed and approved by the Superintendent will be scheduled before the Finance Committee.

**Vendor Name:** Sheehans Office Interiors

**Amount:** \$ not to exceed 400,000

**Source of Funds and Fiscal Year:** ☒ District-Based ☐ School-Based

**Check box for fiscal year:** ☒ FY24 ☐ FY25 ☐ FY26

**Purchase or Contract:** ☒ Purchase ☐ Contract

**Length of Contract (list start date and end date):** 9/1/23-6/30/24

**PPSD Contact Name:** Sandra A. Stuart, Chief of Student Support Services

**Contract Type:** ☒ New ☐ Renewal ☐ Extension ☐ Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Sheehans Office Interiors (vendor name) for Nook Sensory Pods & Installation (type of services) amounting in \$ not to exceed \$400,000 (total amount in dollars) for not to exceed Four Hundred Thousand (school name(s)). If approved, the contract will begin 9/1/23 (date) and end 6/30/24 (date), approximately.

**Justification of Spending:**

*Provide 5-7 points that support the recommendation as to why funds should be spent this way.*

*Use the prompts to help guide your response.*

- a. *How is this connected to the Turnaround Action Plan/ aligned to the district's vision?*
- b. *Why does the district need this purchase?*
- c. *Why is the dollar amount requested the necessary amount? What is the funding source?*
- d. *What are the implications of not spending this money?*

The proposed purchase would support the Excellence in Learning pillars of the Turnaround Action Plan. This contract would support the following initiatives outlined in the TAP plan: Develop and implement a process for regularly assessing the social-emotional health and growth of students and create a plan for social workers to support the social-emotional health of students across the district.

The 22-23 SY PPSD SEL & Mental Health screeners have outlined that our students are struggling with anxiety, social skills and relationship building, etc. Nook Sensory Pods are designed to create a positive mood, and calming, low anxiety environment. This purchase would allow for all Elementary (19) and Middle Schools (7) to have a 1 Nook Sensory Pod. The funding source used for this initiative would be ESSR funds.

### **Justification of Vendor Selection**

*Provide 3-5 bullet points that support the recommendation as to how this vendor was selected. You may attach any documents with additional data on their performance (please note below that this information is attached).*

*Use the below prompts to help guide your response.*

- a. *Provide a 3-5 sentence summary of the vendor (can cut and paste contract Executive Summary) about who they are and what they do.*
- b. *What was the procurement process for selecting the vendor?*
  - i. *Which PPSD staff members were involved in that procurement process?*
- c. *If this is a returning vendor:*
  - i. *Share a summary of our experience with this vendor.*

Sheehan Office Interiors are a collaborative group of sales consultants, strategic project managers, accredited interior designers, space planners, product application specialists, furniture specifiers, and certified installers. The product being purchased and installed by the Sheehan Office Interiors group is the Sensory Pod Nook. NOOK Sensory Pod is also a Certified Autism Resource, and also helps with ADHD, and Dyslexia individuals. They are highly customizable, and available with a large list of options, to fit any environment. The pods can be used in educational, library, office, restaurants, or any environment needing individual and quieter space options.

This vendor was apart of the RI Department of Education MPA 573.

To my knowledge this would be a new vendor for PPSD.

### **Accountability Measures**

*In 3-5 bullet points, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature. Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable. Note: if this contract is a purchase agreement, you can skip this section.*

*Use the below questions to guide your response.*

- a. *Which PPSD staff member will serve as the lead for tracking accountability and performance metrics?*
- b. *What accountability measures have you agreed upon in your contract (can copy and paste from draft contract)?*
- c. *How is this purchase tied to overall student achievement (refer to TAP specific goals if possible)?*

Sandra Stuart, Chief of Student Support Services will be the lead contact for the vendor.

### Spending Breakdown

*In the table below, list the deliverables of the purchase or contract and their associated cost to justify the total cost of the purchase. If easier, please attach an excel file or other document.*

Proposed Budget	Dollar Amount
Nook Sensory Pod-Elementary (19 @ \$12,337.50)	\$234,412.50
Fiber Optic Tail for Elementary Pods (19 @ \$1,370)	\$26,030.00
Nook Sensory Pod-Middle (7 @ \$10,530)	\$73,710.00
Freight to Warehouse (26 @ \$550.00)	\$14,300.00
Instatllation: Regular Time (26 @ \$750.00)	\$19,500.00
	(Average of \$13,628 per Nook)
Total	\$367,952.50