

**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: Catapult Learning

Amount: \$ 2.0 million (not to exceed)

Source of Funds and Fiscal Year: District-Based School-Based

Check box for fiscal year: FY22 FY23 FY24

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): 07/01/2022 - 06/30/2023

PPSD Contact Name: Debra Generali; Christopher Sanacore

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Catapult Learning (vendor name) for supplemental academic services (type of services) amounting in \$ 2.0 million (not to exceed) (total amount in dollars) for _____ students and staff at non-public/private schools _____ (school name(s)). If approved, the contract will begin 07/01/2022 (date) and end 06/30/2023 (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?*
- d. *What are the implications of not spending this money?*

The School Board considered and approved contracts for Catapult in FY20, FY21, and FY22. Catapult has been a great partner for the district, providing high-quality services to eligible students and faculty at non-public schools. Catapult primarily provides tutoring services but the district has requested they provided additional education solutions to non-public/private schools including professional development, extended learning programs and additional academic interventions.

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.*

Providence Public Schools is seeking a third-party contractor to provide Title I, Title II, and Title IVA-funded supplemental services to students failing or at risk of failing in nonpublic/private schools. Catapult Learning partners with the district's Federal Programs Office to create a comprehensive scope of educational services that non-public schools can access. These services include tutoring, professional development, family engagement and after-school services.

The Federal Programs Office submitted an RFP called "High Quality Tutoring and Academic Intervention Services ESSA Title I, II, IV Part A Eligible Non-Public/Private Schools" in January 2022. The review team included the the Director of Purchasing, the Federal Programs Coordinator, the Director of Grant Funding, the Middle School Transformation Officer and a principal representative from the non-public schools. All parties concluded that Catapult Learning was the most qualified and versatile partner that could best support Providence's non-public students.

Catapult Learning has continually been a proactive, collaborative and high quality vendor. The non-public schools have provided feedback to the Federal Programs Office that Catapult has been consistent in their delivery of services, tailors instruction to the needs of students and has readily rectified any issues that emerge within their programming. Catapult Learning also hires tutors and staff from the Providence community or Rhode Island.

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)?*

The Federal Programs Office will manage the tracking of Catapult Learning's activities. Currently, the Federal Programs Office meets with Catapult monthly to review the implementation of academic programs and to troubleshoot any issues. Throughout the year, the Office captures financial activity reports and shares them with the non-public schools to identify any discrepancies in the administration of educational programs. The Office has also begun to disperse surveys to non-public school leaders to review data on the success of the programs and to articulate needed changes to Catapult accordingly.

During the consultation period, the Office meets with Catapult Learning and the non-public schools to review the scope of services in alignment with the school's annual Title identity of needs forms. The three parties calibrate on the activities and services based upon their permissibility under federal Title guidelines, whether or not the services meet the needs of students and whether or not the cost is reasonable.

For Catapult's FY23 contract, the Office will include explicit provisions that MOY and EOY progress reports must be submitted to the district in a timely manner and address the overall and granular progress of each school's Catapult services.

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
Small Group Instruction (per hour)	\$85.45
Tutoring Services (per hour)	\$67.04
Parent Involvement (per hour)	\$89.86
Six-hour Professional Development Workshop	\$3,095.00
Three-hour Professional Development	\$2,095.00
Teacher Coaching (Full Day)	\$1,250.00
Leadership Coaching (Full Day)	\$1,750.00
Instructional Aids (per hour)	\$67.04
STEM Instructional/Afterschool Services (per hour)	\$106.16
Total	\$2.0 million (not to exceed)