

**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: Blackboard K-12

Amount: \$117,819.18

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): 10/1/22 through 6/30/24

PPSD Contact Name: Nick Domingos

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Blackboard K-12 (vendor name) for mass communication services (type of services) amounting in \$117,819.18 (total amount in dollars) for the entire school district (school name(s)). If approved, the contract will begin 10/1/22 (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?*
- d. *What are the implications of not spending this money?*

-An intuitive, versatile mass communications system is critical for the safety of staff and students.
-Blackboard's mass communication system is more effective and far less expensive than our current service, Kinvo.
-Kinvo costs over \$300,000 per year and cannot email families or call families. Kinvo also cannot text or call staff.
-Blackboard's system automatically translates messages into 110 languages, including all PPSD languages.
-By not acting on this contract, the District would be spending more money for an inferior product.
-All stakeholders have been engaged in this decision and there is widespread support in moving to a platform that allows staff to receive emergency alert messages, and allows families to customize how they receive messages.

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.*

Blackboard is the current provider of PPSD's website platform, as well as the district's robo-call system. The district has found these services to be satisfactory and the vendor to be very responsive. This vendor was selected because of the previously mentioned positive experience, and for the fact that the district is already paying for a portion of these communications services. Switching fully to this vendor for mass communication services will streamline the process (fewer apps or platforms for staff and families to use) while providing more options at a much lower price.

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)?*

Nick Domings, Chief of Communication for PPSD, will serve as the lead for tracking accountability and performance. Please see the attached contract for accountability measures including customer support and training provided by the vendor. This purchase is directly tied to the district's Turnaround Action Plan by ensuring that families and staff receive timely and accurate communication related to district activity, attendance, and emergency notifications.

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
See following pages	
Total	

Blackboard

This Blackboard Order Form ('Order Form') by and between **Blackboard Inc.** ('Blackboard') and **Providence School District** ('Customer') details the terms of Customer's use of the products and services set forth below ('Product and Pricing Summary'). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect to the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by the Customer, any product or service provided by Blackboard to the Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Software & Services Product and Pricing Summary

Period Number	Total
Period 1	\$58,099.18
Period 2	\$59,720.00
Contract Total	\$117,819.18

Period 1				
Qty	Product Code	Product Name	Dates	Net Total (USD)
22000	MCA-APPI	MOBILE COMMUNICATIONS APP INTG	01-Jan-2023 to 30-Jun-2023	\$10,780.00
1	WCM-APPSTM-S	APP STORE MAINTENANCE SERVICE	01-Jan-2023 to 30-Jun-2023	\$99.18
22000	BC-REACH	BB REACH	01-Jan-2023 to 30-Jun-2023	\$9,900.00
1	WCM-PREMSUP	SUPPORT PREMIUM+ SUPPORT PLAN Entitlements for Period 1 Band: More than 20,000 FTE	01-Jan-2023 to 30-Jun-2023	\$9,000.00
1	BC-REACH-IMPL-PREM	PREM IMPL SVC REACH	01-Oct-2022 to 30-Jun-2023	\$2,000.00
1	MCA-IMPL-APPI-PREM	PREMIUM IMPL: MCA INTEGRATED	01-Oct-2022 to 30-Jun-2023	\$3,000.00
22000	MCA-APP	MOBILE COMMUNICATIONS APP	01-Jul-2022 to 31-Dec-2022	\$6,600.00
22000	BC-MN	MASS NOTIFICATIONS	01-Jul-2022 to 31-Dec-2022	\$8,580.00
22000	BC-MN	MASS NOTIFICATIONS	01-Jan-2023 to 30-Jun-2023	\$8,140.00
Period 1 Total				\$58,099.18

Period 2				
Qty	Product Code	Product Name	Dates	Net Total (USD)
22000	MCA-APPI	MOBILE COMMUNICATIONS APP INTG	01-Jul-2023 to 30-Jun-2024	\$22,000.00
1	WCM-APPSTM-S	APP STORE MAINTENANCE SERVICE	01-Jul-2023 to 30-Jun-2024	\$200.00
22000	BC-REACH	BB REACH	01-Jul-2023 to 30-Jun-2024	\$19,800.00
22000	BC-MN	MASS NOTIFICATIONS	01-Jul-2023 to 30-Jun-2024	\$16,720.00
1	AS-ICMK12-MCA	ICM FOR K12 MCA INTEG PREM SVC	01-Jul-2023 to 30-Jun-2024	\$500.00
1	BC-REACH-ICM	ICM K12 COM RCH INT PREM SV	01-Jul-2023 to 30-Jun-2024	\$500.00

			Period 2 Total	\$59,720.00
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B. Terms

1. The Initial Term of this Order Form shall include all Periods included in the Software & Services Product and Pricing Summary above.
2. Following the Initial Term, this Order Form shall renew automatically for successive periods of one (1) year each (each a "Renewal Term"), unless and until Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Effective Date: 01-Jul-2022

C. Payment Terms

1. All initial and subsequent payments shall be due NET30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

The attached Statement of work is incorporated herein by this reference.

In Process