

**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: Handshake

Amount: \$83,000

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): 5/1/2022 - 4/30/2023

PPSD Contact Name: Jacqueline Duarte

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Handshake (vendor name) for Recruitment & Engagement (type of services) amounting in \$ 83,000 (total amount in dollars) for Providence Public School District (school name(s)). If approved, the contract will begin 5/1/2022 (date) and end 4/30/2023 (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?*

Please see page 4 of this document for this information.

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.**

Handshake is tool/online platform that connects students on college campuses with open positions. With Handshake, we are able to source and find talent from 1250 schools at once, post jobs on our network, and filter students by GPA, school, major, etc.. We can also specify which underrepresented groups we are seeking candidates from (e.g. Black, LatinX, women, veterans or other). Handshake would be a new vendor and is a sole source.

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)?*

Handshake Premium aligns directly with our need for increased diversity recruitment measures, collegiate exposure, and getting in front of candidates early in their career to help build longevity/experience. It increases our social brand and awareness and provides increased data and analytics. Whats more is that with the analytics platform, we can closely monitor things like student engagement and student activity closely, which will provide us with valuable insights to ensure the program is working as intended.

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
Talent Engagement Suite	85,000
School Explorer	15,000
Insights	15,000
10 Ambassador Seats	5,000
Total:	120,000
(if signed by 4/30) School Explorer waived	-15,000
(if signed by 4/30) Ambassador Seats waived	-5,000
(if signed by 4/30) 20% discount on TES	-17,000
Total	\$83,000

Justification of Spending;

Handshake is the number one site for college students to find jobs. Handshake Premium allows increased visibility, access, and communication to 9 million+ candidates, ~4.5m who are considered alumni (1-6 years), and + 1300 educational institutes. In addition to increased candidate exposure, we will also have access to data and analytics that will track things such as talent analytics, personalized branding, market trends, strategic insight reports on DEI initiatives, brand resonance and peer benchmarking, 1:1 advisory, customized reporting and personalized recommendations. By utilizing handshake premium, we will be able to expand our reach further to reach high quality applicants.

The package allows us access to the Talent Engagement Suite which includes: Smart Campaigns based on candidate Segments (with advanced attributes), Candidate Hub Talent Analytics for our program, Personalized branding capability based on candidate profile

Advanced search, messaging, & premium support.

School Explorer would allow us the functionality to strategically identify partner schools to help us meet our hiring needs/goals, and allows us to filter on student skills and attributes.

Insights offers the most value with strategic insights into DEI initiatives, brand resonance, and peer benchmarking.