

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: Dragonfly Forward, LLC

Amount: \$20,000

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): March 1, 2023-December 30, 2023

PPSD Contact Name: Natalie Fleming, Director of SEL & Mental Health

Contract Type: ☒ New ☐ Renewal ☐ Extension ☒ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with

Dragonfly Forward, LLC	(<i>vendor name</i>) for	Training and consultation on Interconnected Systems Framework	(<i>type of services</i>)
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amounting in \$20,000 (total amount in dollars) for PPSD Leadership Team and Demonstration sites

(school name(s)). If

approved, the contract will begin 3/31/23 (date) and end 12-30-23 (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?*

This contract is funded through the Project AWARE grant to support continued progression of building an integrated multi-tiered system of social-emotional and mental health supports district-wide; implementation of the MTSS policy, and integrated student support teams and collaborative leadership teams at the district and school-based level. This aligns to the TAP goals of efficient district systems, excellence in learning, engaged communities, and world class talent as we continue to build competencies and capacity of district and school based teams in their ability to develop and maintain systems, practices and data-based decision-making the support successful student and familie outcomes for academics and provision of heatlh and social-emotional services holistically.

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.*

Dragonfly Forward, LLC was a selected sole source vendor selected by RIDE through the Project AWARE grant activities to provide consultation and services pertaining to the Interconnected Systems Fraework (ISF) to support integration of Multi-tiered system of supports (MTSS) utilized for positive behavioral interventions and supports (PBIS) with school and community mental health systems of support. This work will be supported and maintained with RIDE and PPSD and other RI districts through their partnerships around the Project AWARE grant activities aligned to district goals and outcomes.

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 department of SEL and Mental Health leadership team will maintain partnership with RIDE School Health Team to schedule and finalize consistent meeting structures, and tracking of performance metrics and action plans for leadership team and demonstration sites. A full report regarding Project AWARE's activities and performance outcomes in effectively supporting district wide monitoring and reporting measures for the number of students and families supported through the ISF and MTSS will be available in December 2023.

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
Project AWARE Grant-Training and consultation to District Level Teams and school-based teams on ISF & Coaching Sessions	\$20,000
Total	\$20,000