

**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:** District Management Group

**Amount:** \$ 115,000

**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):** August 21, 2023 - June 30, 2024

**PPSD Contact Name:** Zack Scott

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

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with District Management Group (vendor name) for Student-Based Budgeting support (type of services) amounting in \$ 115,000 (total amount in dollars) for district-wide support (school name(s)). If approved, the contract will begin August 21, 2023 (date) and end June 30, 2024 (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?*

A key pillar of PPSP's Turnaround Action plan is Efficient District Systems, and in particular, creating systems that support equity and that empower school leaders to make decisions that are in the best of interest of students. One of three metrics in the Efficient District Systems is to increase the percentage of funding available for school-based decision making (out of local/Title 1 funds). To support this goal, PPSP has implemented a student-based budgeting (SBB) approach to budget allocation and decision-making over the past two years. In February 2022, the School Board approved a contract with District Management Group to support PPSP's design and implementation of SBB across the district. As shared at the April 2023 board meeting, through this support, PPSP was able to successfully launch SBB this past budget cycle during Winter 2022/2023. Feedback from school and central office leaders has been very positive, and it has enabled the district to surpass its TAP goal related to funds supporting school-decision making. We are seeking to increase and extend the current scope of the contract for additional support in refining SBB in year 2. Key to this additional support is expanding SBB to additional funding streams and portions of the budget, as well as testing various refinements to the model and impact on school funding allocations. Both of these efforts are critical as the district will be transitioning away from the use of federal stimulus dollars in FY25.

### **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 PPSP 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.*

Founded in 2004, District Management Group (DMG) seeks to address management challenges facing American public-school leaders. DMG has extensive experience working with Providence Public Schools (PPSP) as well as various other urban districts across the country. A key area of focus for DMG is district finances, and particularly supporting district moving towards a student-based budget approach. PPSP has a multiyear partnership with DMG supporting S88, and their expertise will be critical as we seek to further refine the SBB model.

### **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 PPSP 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)?*

This contract is directly tied to the Efficient District Systems metric of increasing the percentage of funding available for school-based decision making (out of local/Title 1 funds). Indeed, through the support of DMG over the past few years the district has been able to surpass its TAP goal related to this metric.

*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.*

<b>Proposed Budget</b>	<b>Dollar Amount</b>
Year 2 SBB implementation - expanded scope	\$115,000
<b>Total</b>	