

**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: Action Floor Systems LLC

Amount: \$ 365,000

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): July 1, 2022 to June 30, 2023

PPSD Contact Name: Jason Menard

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Action Floor Systems LLC (vendor name) for replacement of the track (type of services) amounting in \$ 365,000 (total amount in dollars) for Providence Career and Technical Academy (school name(s)). If approved, the contract will begin July 1, 2022 (date) and end June 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 district recommends approval of a contract with Action Floor Systems Inc for the replacement of the indoor track at Providence Career and Technical Academy in a total amount not to exceed \$365,000.

In general, the scope of work includes, but is not limited to, the removal and disposal of the existing indoor track in its entirety and furnish and installation of new indoor track with all markings.

This purchase represents an investment in our facilities and an investment in our athletics program. The work will be funded from the Field House revenue fund.

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.*

The district issued a Request for Proposals for this scope of work. The RFP process included a mandatory site visit such that interested vendors had to visit the site with district staff prior to submitting a bid. Two bids were received for this scope of work. The district has selected Action Floors as they were the sole bidder for the type of resurfacing that the district has chosen. This process was led by Jason Menard.

This will be the district's first time working with Action Floor Systems. This vendor has been in business since 1998 and is based out of Wisconsin.

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)?*

This contract will be jointly overseen and managed by Jason Menard on the operations team and by Studio JAED, the architecture firm that drafted the specification for the solicitation.

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
Indoor Track Replacement with Mondo surfacing	\$365,000
Total	\$365,000