

**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: N2Y, LLC

Amount: \$59,111.52

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): 11/1/24-06/30/25

PPSD Contact Name: Dr. Jennifer Connolly

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with N2Y, LLC (vendor name) for Unique Learning Systems software (type of services) amounting in \$59,111.52 (total amount in dollars) for educational curriculum for students with signifanct disabilities district wide (school name(s)). If approved, the contract will begin 11/1/2024 (date) and end 6/30/2025 (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?*

N2Y/Unique Learning Systems provides a comprehensive curriculum and communication system for students with significant disabilities in order to ensure access to the Common Core Learning Standards. This purchase is connected to the Excellence in Learning pillar of the Turn Around Action Plan, specifically ensuring a challenging, rigorous, engaging, culturally responsive and sustaining curriculum for all students.

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.*

N2Y/Unique Learning Systems is the sole source publisher and copyright holder for the Unique Learning System, the only comprehensive, modified solution designed specifically for special learners featuring SymbolStix, News2You and L3 Skills.

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)?*

Dr. Jennifer Connolly will serve as the lead for tracking accountability and performance metrics via oversight of Unique Learning System platform and the Dynamic Learning Assessment for RI students with significant disabilities.

The different components of the total package are listed below:

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
Unique Learning Systems	37,514.25
News2You	11,097.21
Symbol Stix	7,767.31
L3 Skills	2,732.75
Total	59,111.52