

**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: Various (see attached list)

Amount: \$4,615,718.83

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): July 1, 2025-June 30, 2026

PPSD Contact Name: Michaela Keegan and Jennifer Efflandt

Contract Type: ☒ New ☒ Renewal ☒ Extension ☐ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Various (see attached list) (vendor name) for curriculum licenses and materials (type of services) amounting in \$4,615,718.83 (total amount in dollars) for all elementary, middle and high schools (school name(s)). If approved, the contract will begin July 1, 2025 (date) and end June 30, 2026 (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. This purchase is aligned with the district's vision and Turnaround Action Plan by directly supporting the implementation of high-quality instructional materials (HQIM) in core content areas such as English Language Arts, Science, and Math as well as English Language Development.
- b. The district needs these curriculum resources to maintain continuity in the implementation of HQIM that has been adopted across elementary and middle schools. These materials are essential for delivering instruction aligned with state standards and for supporting ongoing professional development, assessment alignment, and data-driven instruction. Without this purchase, schools would face gaps in instructional materials that are critical to maintaining curriculum fidelity and instructional quality.
- c. The requested amounts are calculated based on continued licensing, renewal costs, updated student enrollment, and expanded access or support. These figures reflect negotiated contracts, often piggybacked off state-approved procurement agreements (e.g., MPA 581), which ensure competitive pricing.
- d. Failing to make these curriculum investments would result in significant instructional disruption. Schools would lose access to digital platforms, updated instructional materials, and aligned assessments.

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.*

Vendor selection was achieved through an academic screening process that focused on academic enrichment for our students and the legal requirement to provide High Quality Instructional Materials to all students. The procurement process followed district and state guidelines for curriculum adoptions and purchases through cooperative contracts, state MPAs and an RFP process for select vendors. The Teaching and Learning Department, Office of MLLs, Office of Student Supports and Data Department collaborated. Please review the attached summary sheet for specific detail.

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 lead for tracking accountability and performance metrics related to curriculum implementation is Michaela Keegan, Executive Director of Curriculum and Instruction. Jennifer Efflandt, Sr. Executive Director of Multilingual Learners, is also responsible for monitoring fidelity of implementation, usage analytics (for digital platforms), instructional walkthrough data, and alignment to TAP goals across all schools. All vendors agree to provide quarterly usage and engagement reports, professional development attendance logs, and implementation support check-ins. Upon request, the vendors will also collaborate with PPSD to conduct curriculum fidelity walkthroughs and provide ongoing coaching aligned with the district's HQIM implementation framework. This purchase directly supports TAP Priority Area 1: "Rigorous, High-Quality Tier 1 Instruction." By investing in HQIM for core content areas

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
American Reading Company	\$510,662.35
Amplify	\$365,937.15
Curriculum Associates	\$1,202,071.99
Great Minds	\$414,639.52
Kendall Hunt	\$301,834.49
McGraw Hill	\$402,309.45
Vista Higher Learning	\$361,673.88
Cengage National Geographic	\$595,000.00
Engage! Learning, LLC	\$245,840.00
Branching Minds	\$215,750.00
Total	\$4,615,718.83