

**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: Curriculum Associates, LLC

Amount: \$ 217,045.50

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- June 30, 2023

PPSD Contact Name: Jennifer Efflandt

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Curriculum Associates LLC (vendor name) for MLL Data Management System (type of services) amounting in \$ \$217,045.50 (total amount in dollars) for all district staff (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?*

Curriculum Associates, LLC (Ellevation) will provide all district staff with access to the MLL data required by our DOJ agreement. This web-based platform houses and analyzes MLL related data that can be accessed and utilized at the district, school, grade and classroom level to identify trends and group students based on type of MLL service, time in program and English language assessment progress. This web-based tool analyzes MLL student information and achievement data to support educators in setting language acquisition goals, developing and monitoring individual language development plans aligned to the WIDA English language proficiency standards. The web-based platform also supports educators working with MLLs with tools/research based strategies necessary to successfully meet the language acquisition needs of identified MLLs in ESL and Bilingual/ Dual Language (Spanish) programs.

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 received 5 bids for this RFP. All proposals were reviewed by a Technical Review Committee composed of staff from the Providence Public Schools District (PPSD). The proposals that received a minimum of 75 out of a maximum of 100 technical points were considered. Any technical proposals scoring less than 75 points were dropped from further consideration. After reviewing the bids, Curriculum Associates, LLC was the only vendor who scored more than 75 points (92/100). Curriculum Associates is capable of providing a web-based platform that houses and analyzes MLL related data that can be accessed and utilized at the district, school, grade and classroom level to identify trends and group students based on type of MLL service, time in program and English language development. The web-based tool analyzes MLL student information and achievement data to support educators in setting language acquisition goals, developing and monitoring individual language development plans aligned to the WIDA English language proficiency standards as well as supports educators working with MLLs with tools and research based strategies necessary to successfully meet the language acquisition needs of identified MLLs in ESL and Bilingual/ Dual Language (spanish) programs. The district has contracted with Ellevation for since the 2017-2018 school year.

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)?*

Jennifer Efflandt, Executive Director of Multilingual Learners will work closely with the MLL team to lead accountability and performance metrics which include the following: The solution will work seamlessly with the district's current technology; The vendor will provide a team to coordinate and facilitate the implementation of the solution at the district level; Provide a designated person or team to deliver professional development to district team members; Provide timely and efficient technical support; provide opportunities for feedback on professional development through exit slips and/or surveys; provide evidence of increased MLL teaching strategies implemented in the district through the platform; provide quarterly report on all activities and a data summary identifying successes and challenges; and evaluate partnership satisfaction using surveys.

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
Ellevation Data for 7598 MLLs	\$100,673.50
Strategies for 7598 MLLs	\$106,372.00
Professional Development	\$10,000.00
Total	\$217,045.50