

**SCHOOL BOARD
CONTRACT SUMMARY FORM
2021-2022**

Contract Name: Rhode Island Convention Center – Graduation 2022

Action Sought by School Board: Approval of a Contract Approval of an RFP to Solicit Services

Amount: Not to Exceed \$50,000

Source of Funds: Local (Contingent Upon Funding) District-Based School-Based

Length of Contract (list start date and end date): June 13, 2022 to June 17, 2022

PPSD Contact: Laura Hart, Molly Hannon, Mistie Parsons

Contract Type: New Renewal Extension Amendment

(If existing contract that was approved by Board of Contract and Supply, provide dates of BOC approval): N/A

Staff Recommendation & Analysis

Provide 1-2 sentences for staff recommendation.

Provide 3-5 bullet points for staff analysis that supports the recommendation.

Staff Recommendation:

It is recommended that the board approve payments to the Rhode Island Convention Center for the rental of Halls A & B and associated services for Providence Public Schools graduation ceremonies to be held in June 2022. An exact cost for the events is not yet available as the logistics of each event are still being determined. The cost to rent the space is \$12,600, and the district anticipates that the full cost will not exceed \$50,000. An update on final cost and payments made to Rhode Island Convention Center can be provided to the board in July 2022.

Staff Analysis:

Providence Public School District will hold nine (9) graduation ceremonies at the Rhode Island Convention Center from Monday, June 13 to Friday, June 17.

The rental is for five days. The first day of the rental is \$8,400 and each following day is \$4,200. This would be a total of \$25,200, but the RI Convention Center is offering PPSD a 50% discount for the rental of the space (for a total of \$12,600).

PPSD is in the process of finalizing logistics for each ceremony together with high school principals.

One feature of the RI Convention Center contract that is particularly beneficial and exciting is that we will have the ability to livestream each event for individuals who might not be able to attend in person.

Alternatives

Provide a numbered list for what the alternatives are to this recommendation.

The two alternatives to the Rhode Island Convention Center would be 1) renting an alternative facility and 2) using our own space within a PPSD facility.

1. Alternative facilities: In previous years, graduation ceremonies have been held at the Vets Auditorium and RIC auditorium. Neither of these venues had availability in June 2022. Other spaces that were explored did not have the seating capacity to meet PPSD’s needs. The rental of RI Convention Center is also less expensive than the Vets and/or the RIC auditorium in previous years.
2. Use of a PPSD facility: Graduation ceremonies for 2021 were held outdoors at Conley Stadium. Use of this site represented a fairly significant operational lift for the school department as it had to be outfitted (via rental) with a stage, chairs, and a sound system. While it was helpful to have the events outdoors for health and safety reasons at the time, the weather can be unpredictable and planning for rainouts also represents an operational challenge. Use of the PCTA fieldhouse was also discussed, but given that school will still be in session for underclassmen and for other reasons, the team determined that this was not a suitable location for all nine ceremonies.

In one numbered list, describe the deliverables of the contract and the projected impact upon or relationship to student achievement.

Provide a numbered list of every deliverable identified in the contract and summarize the contract’s overall relationship to student achievement.

In no more than three paragraphs, 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.

In a short numbered list, describe spending breakdown by type of service.

If the contract includes multiple components, detail the total proposed contract amount by type of service, i.e. licensing fees, purchased services, professional development, technical assistance, supplies and materials, etc.

The contract includes rental of the space, audiovisual items (including possible livestreaming of each ceremony), parking passes/tickets for attendees at the Convention Center garage and labor. The cost of the rental of the space is 12,600 for the week. An exact cost for the rest of the items is not known at this time.