

**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: RISE Engineering

Amount: \$ 1,499,491.00

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): Approximately 14 months

PPSD Contact Name: Peter Kazarian

Contract Type: ☒ New ☐ Renewal ☐ Extension ☐ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with RISE Engineering (vendor name) for Lighting LED Upgrades (type of services) amounting in \$ 1,499,491.00 (total amount in dollars) for Mt. Pleasant HS, Roger Williams MS, Nathanael Greene MS, Feinstein at Sackett ES, Branch Ave A-Venture Academy (school name(s)). If approved, the contract will begin 2-1-2024 (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?*

- a. This project improves the overall learning environment with improved and adjustable lighting levels.
- b. The improvement reduces risks of some defective fixtures and reducing operational costs with lower repair costs in the future.
- c. This project is totally self funded with RI Energy and RI OER, only possible costs that may be incurred is to increase outdoor safety lighting which would be approved on case by case basis with approval.
- d. School safety, maintenance costs would rise and learning environment is negatively impacted, if this project is not approved.

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.*

RISE is a long standing RI based energy and engineering company. Involved in energy improvements since 1977. They maintain local staff and provide energy services across RI in both Commercial & Industrial facilities. Their business is focused on energy improvements with K-12 & College markets.

This project was previously bid with three proposals, however not awarded. The rebid of this project provided PPSD to gain more participation with 6 bidders which greatly improved the competitive bidding and price. Though PPSD has not experienced direct contracting with RISE, OER has long term experiences with RISE and all were positive. The RFP submission was the most comprehensive and clearly written response while at the same time provided the lowest cost for a responsible bidder.

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)?*

