

**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:** Riverside Insights

**Amount:** \$16,850

**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):** 9/1/2022 to 6/30/2023

**PPSD Contact Name:** Natalie Fleming, Amy MelloMessenger

**Contract Type:**      New                      Renewal                      Extension                      Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Riverside Insights (vendor name) for School Psychological assessment material (type of services) amounting in \$16,850 (total amount in dollars) for ten (10) PPSD School Psychologists who have been accepted into the School Neuropsychological Program (school name(s)). If approved, the contract will begin 9/1/2022 (date) and end 6/30/2023 (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?*

This purchase is to provide necessary assessment materials for ten PPSD School Psychologists who were accepted into the School NeuroPsych Program. This aligns with the Turnaround Action Plan in the area of Efficient District Systems as well as Excellence in Learning. Through this purchase, the School Psychologists who are participating in the program will have the recommended assessment materials to participate in the program. Additionally, these assessment material will provide our students with culturally and linguistically appropriate assessments aligned to best practices to meet the needs of Providence Public School population., school psychologists will be able to provide more up to date assessments for students in order to identify their strengths and needs. School psychologists will be able to then provide appropriate recommendations to staff how to best meet students learning styles.

### **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.*

Riverside Insights is the sole source provider for these School Psychological assessment materials. This company's mission includes, "All individuals can excel if we know their aptitude, skills & strengths. Learning is not linear and each learner has a unique learning journey. Multi-dimensional insights are key to unlocking limitless learning potential."

### **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)?*

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**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
Three (3) Woodcock Johnson IV Complete Kit	\$9,459.00
Three (3) Woodcock Johnson IV Test of Oral Language	\$3,198.00
Bateria IV Complete Battery: Cognitive & Achievement	\$2,660.00
Shipping & Handling	\$1,531.70
<b>Total</b>	<b>\$16,848.70</b>



January 2022

To Whom It May Concern:

This letter confirms that Riverside Assessments, LLC dba Riverside Insights is the “sole source vendor” in the United States for the following products:

**Education Assessments**

*Cognitive Abilities Test™ (CogAT®)*, Forms 7 and 8  
*DataManager Scoring and Reporting Platform Services*  
*easyCBM® District Version*  
*Gates-MacGinitie Reading Tests® (GMRT®)*, Fourth Edition  
*Iowa Algebra Aptitude Test™ (IAAT™)*, Fifth Edition  
*Iowa Assessments™*, Forms E, F, and G  
*IowaFlex®*  
*Logramos®*, Third Edition (TERCERA EDICIÓN)  
*Riverside Elevate™*  
Scoring Services for *Iowa Assessments™*, *IAAT™*, *CogAT®*, *Logramos®*, and *GMRT®*

**Clinical and Special Needs Assessments**

*Battelle® Early Academic Survey (BEAS™)*  
*Battelle® Developmental Inventory*, Second Edition (BDI-2®)  
*Battelle® Developmental Inventory*, Second Edition, Normative Update (BDI-2 NU®)  
*Battelle® Developmental Inventory*, Second Edition – *Spanish* (BDI-2® Spanish)  
*Battelle® Developmental Inventory*, Third Edition (BDI-3®)  
*BDI™ Mobile Data Solution (MDS)*  
*BDI-2® DataManager*  
*Batería IV Woodcock-Muñoz (Batería IV®)*  
*Bilingual Verbal Ability Tests™ (BVAT™)*  
*Bilingual Verbal Ability Tests™ – Normative Update (BVAT-NU™)*  
*Inventory for Client and Agency Planning™ (ICAP™)*  
*Riverside Score™*  
*Scales of Independent Behavior-Revised™ (SIB-R™)*  
*Woodcock-Muñoz Language Survey® III (WMLS™ III)*  
*WMLS™ III Teacher and Parent Intervention System*  
*Woodcock-Johnson® IV (WJ IV®)*  
*Woodcock-Johnson® IV Tests of Achievement*  
*Woodcock-Johnson® IV Tests of Cognitive Abilities*  
*Woodcock-Johnson® IV Tests of Oral Language*  
*Woodcock-Johnson® Tests of Early Cognitive and Academic Development (ECAD®)*  
*WJ IV Interpretation and Instructional Interventions Program™ (WIIIP®)*

This list is valid until December 31, 2022. We hope this information will be helpful to you.

To place an order for any assessment products published or distributed by Riverside Insights, please visit our website at [riversideinsights.com](http://riversideinsights.com) or contact us at [orders@service.riversideinsights.com](mailto:orders@service.riversideinsights.com).

If you have any questions about the information in this letter, please contact Riverside Insights' Legal Department at [contracts@riversideinsights.com](mailto:contracts@riversideinsights.com).

Sincerely,

Riverside Insights