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: ___Instructure, Inc_____

Amount: $_____314,500_____

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)*: _____March 1, 2022 –June 30 2023_____

PPSD Contact Name:_Jennifer Carney_____

Contract Type: ☑ New ❑ Renewal ❑ Extension ❑ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with _Instructure, Inc for _Data Warehouse amounting in $_287,500.00_for use in Central office and all schools within PPSD. Also, $27,000 for professional learning services. If approved, the contract will begin _March 14th and be assessed annually.

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?

The Providence Public School Department (PPSD) wants to give their educators and leadership every tool available to drive student success, including ensuring that any PPSD educator or administrator working with or for students has the right data at the right time to make decisions that improve student learning and outcomes. A contract with Instructure, Inc will provide the district with a data warehouse that will provide holistic student level data that will provide a full picture of a student's successes and challenges.

The Turnaround Action Plan requires Efficient District Systems. This data warehouse will systematize how data is collected and used by stakeholders. Student data is necessary for decisions made at every level of the LEA.

In addition to the Turnaround Action Plan, the Education Accountability Act of 2019 requires every school to have a School Improvement Plan that is grounded and operationalized in data. When our schools have plans, we can share a vision with the school community and measure the success along the way.

This system will also be critical in implementing Professional Learning Communities for administrators and teachers so that gaps in student learning may be anticipated and closed for grade level success and beyond.

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 Instructure-eScholar Solution tackles these challenges head-on by delivering a solution that leverages our commercial-off-the-shelf (COTS), fully hosted and managed SaaS applications designed specifically for K12.

The Instructure-eScholar Solution leverages Instructure's comprehensive data analytics application, Videri, and eScholar's complete data warehouse, eScholar CDW(TM). The proposed solution is composed of the following products and services:

• Data Warehouse, delivered through the eScholar CDW as a SaaS solution, hosted on AWS

• Operational Data Store, delivered through Videri, Instructure's managed Ed-Fi ODS, hosted on AWS

• Off-the-Shelf Dashboards for District and School Leaders, delivered through Videri and access to the eScholar Tableau dashboard catalog

• Professional Services provided by both Instructure and eScholar to provide data integration services

• Training

• Maintenance and Support

This contract was a result of the RFP process. There was a collaborative team between PPSD and RIDE who scored the proposals.

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 Chief of Data and Assessment will serve as the lead for tracking accountability performance metrics. Instructure will provide the following:

To support and oversee the implementation, rollout, and adoption of Videri, Instructure assigns a dedicated implementation team. The district's dedicated implementation team consists of a Project Consultant (PC), Implementation Consultant (IC), and a Customer Success Manager (CSM). During the implementation phase, the PC is the district's point of contact. The PC will develop and communicate a detailed project plan, schedule and holds weekly status meetings, coordinated Instructure project team resources and document and monitor issues through resolution. Instructure uses professional project management tools, including Asana, to prepare and track deliverables, giving the Providence Public Schools full visibility of progress through milestones.

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
See attached	

Total	