

**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:** Performance Resource Partners

**Amount:** \$ \$100,281

**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):** 8/18/2023 to 11/1/2023

**PPSD Contact Name:** Brian Lemay

**Contract Type:** ☐ New ☐ Renewal ☐ Extension ☒ Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Performance Resource Partners (vendor name) for IFM vendor placement support (ABM transition) (type of services) amounting in \$ 100,281 (total amount in dollars) for all schools in the District (school name(s)). If approved, the contract will begin 8/18/2023 (date) and end 11/1/2023 (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? What is the funding source?*
- d. *What are the implications of not spending this money?*

The District's Turnaround Action Plan identified two areas of need related to this work: the condition of our school facilities and the oversight of large vendor contracts. In August, PPSP began a new Integrated Facilities Management contract with ABM Industries that sets a new standard for cleaning our schools. That contract is a result of a competitive bidding process with support from PRP, which was selected as the technical advisor for that process in 2022. The current work is to support the placement to ABM as facilities manager and ensuring ABM adherence to contract terms via inspections in coordination with PPSP. This change order covers this support during the start of the school year.

### **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 PPSP 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.*

PRP was selected through a competitive bidding process (PPSP RFP) for contract monitoring for custodial, maintenance, and grounds contract in November 2022. Since selection, PRP has met all contract expectations and supported District staff in ensuring vendor compliance with facilities maintenance contract terms.

### **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 PPSP 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)?*

PRP will attend coordination meetings, produce reports based on inspections that are aligned to the integrated facilities maintenance contract terms, and support PPSP in implementing performance-based incentives and penalties for vendors. Performance is tied to the execution of these spot-checks and implementation of new IFM facilities contract.

**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.*

<b>Proposed Budget</b>	<b>Dollar Amount</b>
Guidance/Tactical Support/Meeting Participation: Estimated Lump Sum	<b>\$35,993</b>
Oversight/Tours/Reporting: Estimated Lump Sum	<b>\$64,288</b>
<b>Total</b>	<b>\$100,281</b>