

**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:** Effectiff LLC

**Amount:** \$ 550,000.00

**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):**   July 1, 2022- June 30, 2023

**PPSD Contact Name:**   Jennifer Efflandt

**Contract Type:**      New                     Renewal                     Extension                     Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Effectiff LLC (vendor name) for Interpretation & Translation Services (type of services) amounting in \$ 550,000.00 (total amount in dollars) for all district staff (school name(s)). If approved, the contract will begin July 1, 2022 (date) and end June 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?*

Effectiff LLC will provide video interpretation services, in person interpretation services and document translation services for all district schools/ offices in over 350 languages including the district's major languages: Spanish, Arabic, Swahili, Khmer, Portuguese and Creole. This service supports TAP goals related to Family & Community Engagement and MLL services. Based on the usage of these services so far this year, we project that the district will need to allocate 550,000 for these services.

### **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.*

This vendor provides, on average, the lowest price per minute for video and in person interpretation services in over 350 languages including American Sign Language. Additionally the vendor has a deep understanding of specialized educational terminology in English and in the District's major languages in order to provide requested interpretation services accurately, and all interpreters are trained in the ethics of interpretation. This service supports our compliance with our agreement with the DOJ.

### **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)?*

Jennifer Efflandt, Executive Director of Multilingual Learners will work closely with the MLL team to lead accountability and performance metrics which include the following: Technical assistance to District when needed; Troubleshooting and resolution of issues when needed; Detailed monthly usage reports of services completed.

**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
Interpretation Services	\$150,000.00
Translation Services	\$400,000.00
<b>Total</b>	<b>\$550,000.00</b>