

**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:** Custom Computer Specialists, LLC

**Amount:** \$ 552,500.00

**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): 07/01/2024 to 06/30/2025

**PPSD Contact Name:** Brian Wilson, Sal Pellerano

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

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with  
Custom Computer Specialists, LLC (vendor name) for E-Rate Basic Network Maintenance

\_\_\_\_\_ (type of services)

amounting in \$ 552,500.00 (total amount in dollars) for All E-Rate eligible schools  
\_\_\_\_\_ (school name(s)). If  
approved, the contract will begin 07/01/2024 (date) and end 06/30/2025 (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?*

Purchasing Basic Network Maintenance services is necessary to keep technology equipment in proper working order to support the district's network, which facilitates student academic achievement and day to day operations of all Providence Schools/sites. For the term of 07/01/2024 to 06/30/2025, the cost for Basic Network Maintenance services is \$552,500.00. The Funding Sources for this purchase are E-Rate Federal (85%) and Local (15%). Not purchasing these services would result in the network not being maintained, repaired and kept in good working order. Without Basic Network Maintenance services being purchased, the network would not operate adequately to support day to day operations and student achievement.

### **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.*

Custom Computer Specialists, LLC is a private organization that is experienced with supporting E-Rate and K12 education technology related needs. Custom Computer Specialists, LLC is located in Lincoln, Rhode Island and has been providing K12 Education related services for over 40 years. Custom Computer Specialists, LLC works with public and private schools and they specialist in maximizing E-Rate benefits. The procurement process adheres to E-Rate program rules for RFPs for receiving bids and selecting vendors based upon a scoring matrix and rubric which were included in the RFP (PPSD RFP #269). Providence Schools' E-Rate Specialist and Chief Operating Office were involved in the procurement process. Custom Computer Specialists, LLC has been a vendor partner for Providence Schools for multiple years and has consistently provided reliable, efficient and cost effective solutions.

### **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)?*

Providence Schools' E-Rate Specialist, Chief Operating Officer and Network Facilitator will collaboratively track and ensure accountability and performance. Custom Computer Specialists, LLC will submit invoice to Providence Schools and USAC/E-Rate on a monthly basis, in accordance with E-Rate program rules. Custom Computer Specialists, LLC will provide detailed documentation of the work computer. Custom Computer Specialists, LLC will provide project plans and timelines, where applicable. The maintenance of Providence Schools' network and Technology equipment at schools will facilitate less downtime and provide greater network reliability, leading to increased student achievement and success.

**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
E-Rate Basic Network Maintenance	\$552,500.00
<b>Total</b>	<b>\$552,500.00</b>