

**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: Rice Education Consulting/RedCon

Amount: \$ 35,939.67

Source of Funds and Fiscal Year: ☐ District-Based ☐ School-Based

Check box for fiscal year: ☒ X FY24 ☐ FY25 ☐ FY26

Purchase or Contract: ☒ Purchase ☐ Contract

Length of Contract (list start date and end date): August 30, 2023-August 30, 2024

PPSD Contact Name: Dr. Nkolika Onye **Contract Type:** ☐ New

☒ X Renewal ☐ Extension ☐ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with

Rice Education Consulting/RedCon (vendor name) for Creation of an additional module & maintenance of Equity University Online Eq (type of services)

amounting in \$ 35,939.67 (total amount in dollars) for Office of Equity and Belonging

_____ (school name(s)). If approved, the contract will begin August 30, 2023 (date) and end August 30, 2024 (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?*

It is critically important that we learn about how race, racism, and bias of all forms have shaped and continue to influence decision making in every area of schooling including the curriculum we select, who we hire, how we think about and implement discipline policies, and how we relate to one another. This work is not to lay blame, but to create policies, practices, and ways of working that ensures the healthy learning and development of all young people. (National Equity Project, 2022)

This purchase supports the District Turnaround Tap Metrics: Efficient Systems, World Class Talent and Engaged Learning Communities. The dollar amount is competitive for 3 years of maintenance and hosting of a platform that will serve all staff. The funding source will be ESSER III.

We will be collaborating with Human Resources to ensure that all new (and eventually, existing) employees complete this training as part of our district compliance requirements. This money must be spent by 9/1/24. Failure to spend this money may hinder our office in the procurement of additional funding.

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.*

RedCon is an organizational development firm based in Cincinnati, Ohio, with satellite offices in Washington, DC, and Las Vegas. They provide training, coaching, and strategic planning to a wide range of industries including, education, municipalities, non-profits, technology firms, and Fortune 500 companies. Equity U, created by RedCon, is a customizable on line equity focused training platform being used by districts across the country. Equity U was designed using The National Equity Project – Lens of Systemic Lens of Systemic Oppression framework and takes participant on the journey of uncovering multiple perspectives/lenses (personal from individual to interpersonal to systemic) that allow for individuals to begin leading with equity. Please note that we piloted this 3.5 hour self-directed training with a cohort of teachers last school year and the feedback was overwhelmingly positive. Completion rate was 100%. The original procurement process occurred in 2021 through Brown University with the former Chief of Equity.

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)?*

N/A

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
Design course shell	\$28,439.67 for 1 year w/ provision for renewal for additional 2 years
Up to 5 hrs. of training with client representatives	
Customize certificate and settings	
Access to up to current and new Equity U courses for 3 years	
Participant and course hosting and maintenance	
2nd level technical support for any IT issues with Equity U	
Create additional module (Sexual Misconduct)	\$7500.00
Total	85, 319.00