

**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:** Catapult Learning, LLC

**Amount:** \$925,000.00 (not to exceed)

**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):** 07/01/2025-06/30/2026

**PPSD Contact Name:** Deb Generali, Lizabeth Mattson

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

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Catapult Learning, LLC (vendor name) for tutoring and professional development (type of services) amounting in \$925,000.00 (not to exceed) (total amount in dollars) for students, educators and families at non-public schools participating in federally mandated equitable services under Title I, II and IV of the ESEA law. (school name(s)). If approved, the contract will begin 07/01/2025 (date) and end 06/30/2026 (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 school board considered and approved contracts for these services by Catapult Learning, LLC in FY20, FY21, FY22, FY23, FY24 and FY25. Catapult has been an effective partner for the district, providing high-quality services to eligible students and faculty at non-public schools. Catapult primarily provides tutoring services, but the district has requested they provide additional education solutions to non-public/private schools, including professional development, extended learning programs, social emotional learning programs, family engagement workshops and additional academic interventions.  
\*SEE ATTACHMENT FOR DETAILED ANSWERS TO ABOVE QUESTIONS

### **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 was selected as the result of a Request for Proposals for "High Quality Tutoring and Academic Intervention Services for ESSA Title I, II, IV Part A Eligible Non-Public/Private Schools", PPSD #343.

**\*\*SEE ATTACHMENT FOR DETAILED ANSWERS TO ABOVE QUESTIONS**

### **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 Federal Programs Office will manage the tracking of Catapult Learning's activities.

As a large service provider, Catapult has systems in place to provide data reporting that the district needs in order to comply with federal monitoring requirements and to provide highly visible accountability.

\*\*\*SEE ATTACHMENT FOR DETAILED ANSWERS TO ABOVE QUESTIONS

**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
Tutoring Services (per hour)	\$71.73
Instructional Aid (per hour)	\$71.73
Small Group Instruction (per hour)	\$91.43
One-hour Parent Involvement Workshop	\$640.93
Counseling/Family Connections (per hour)	\$96.15
Six-hour Professional Development Workshop	\$3,311.65
Three-hour Professional Development Workshop	\$2,241.65
Teacher Coaching (Full Day)	\$1,337.50
Leadership Coaching (Full Day)	\$1,872.50
STEM Instructional Services (per hour)	\$113.59
Total	925,000.00 (not to exceed)