

**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:** TNTP

**Amount:** \$317,746

**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):** 07/01/2022-09/30/2023

**PPSD Contact Name:** PPSD TSL Leadership Development

**Contract Type:**      New                      Renewal                      Extension                      Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with TNTP (vendor name) for Professional Development (type of services) amounting in \$317,746 (total amount in dollars) for the Providence Public School System (school name(s)). If approved, the contract will begin July 1st, 2022 (date) and end September 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?*

TNTP will work the Assistant Superintendents, and the Leadership Development Team to provide targeted Professional Development and support to district leaders so that they can help support both student and teacher growth. TNTP will help PPSD to support the rollout of a new evaluation system for principals, onboarding and Professional Development for new school leaders, School Leader Academy, as well as any additional support that PPSD may need to help best support school leaders throughout the year. These funds will be used to help PPSD to fulfill the Turnaround Action Plan goal of World Class Talent.

This request includes two scopes of work. In Scope of Work 1, TNTP will focus on onboarding Assistant Superintendents, Executive Directors of Principals, and the Executive Director of Leadership in addition to onboarding new principals and APs. This will also include the creation and launching of a leadership development program aligned to a revised evaluation system across levels of leadership at PPSD. In Scope of Work 2, TNTP will lead cycles of development spanning leadership levels, including cycles on indicator analysis, strategic planning, and pivoting based on trends.

This work is funding through the US Department of Education Teacher and School Leader Incentive Grant.

### **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.*

TNTP has been an integral part of the TSL Work over the past eighteen months. TNTP originally answered a RFP during the 2019-2020 school year. TNTP has worked collaboratively with PPSD on a wide array of projects under the TSL Grant, and has been a major partner in this work so far with PPSD. This contract is a continuation of the previous contract that TNTP had with PPSD, and this contract will carry through September 30, 2023

### **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)?*

Claire Turner and Krystal Lofton will serve as the leads for tracking accountability and performance metrics. Additionally, PPSD, is working with Brown University and the Annenberg Institute, and Annenberg will also be providing additional evaluation on TSL Grant Work. Turner and Lofton are working with Annenberg to develop accountability metrics. This contract will help to support overall student achievement by ensuring all schools are led by a strong transformational turnaround leader.

**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
Scope of Work 1: 7/1/22 - 9/30/22	\$62,369
Scope of Work 2: 10/1/22 - 9/30/23	\$255,377
<b>Total</b>	<b>\$317,746</b>