

**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: Renaissance Learning

Amount: \$ 230,171.80

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 Carney

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Renaissance (vendor name) for Computer Adaptive Assessment System (type of services) amounting in \$ 230,171.80 (total amount in dollars) for All schools in district (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?*

This contract is connected to the TAP/ aligned to the district vision in that it provides valuable data on student reading and math performance K-12 (including predictors of performance on state exams), and meets the RIDE requirements for reading/math screening. Additionally, the platform provides assessments for early literacy to evaluate students not yet at grade level, and testing in Spanish to aid in understanding/placement of MLL students.

The district needs this purchase for the above stated reasons, as well as the fact that this testing has a long history in the district, providing us a comprehensive longitudinal data set for the majority of our students. The dollar amount requested is the necessary amount as it covers all of the necessary elements of the platform including the platform subscription for all students/faculty/staff, data integration and maintenance (we have an automatic feed with the platform to supply data via clever and extract all raw data files), and PD/training hours. The implication of not spending this money is the loss of all that is stated above, coupled with the necessity of finding a new product/platform to fulfill RIDE's screening requirements, provide additional reading, math and early literacy data to schools and students, and additional personnel hours devoted to launching one (or several) new systems including all necessary training for such an endeavor.

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.*

a. A computer adaptive assessment system in reading and math called Renaissance Star. Renaissance Star Early Literacy® to assess the development of skills in the five essential components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension) for students in kindergarten through grade 1. ii. Renaissance Star Reading® to assess comprehension skills of independent readers in grades 1-12. Renaissance Star Math® to assess the math calculation and problem-solving skills of students in grades 1-12. Renaissance Star Spanish® to assess the Spanish-language reading skills students in grades 1-5.
b. This is a renewal; the product was initially vetted via RFP process.

- i. Staff members included members of the data and teaching and learning teams.

c. Renaissance is a returning vendor that has been providing these services to the district for almost ten years. They have improved their product over time to accommodate ever-changing school needs and educational trends. They have been easy to work with and responsive to our needs throughout or time using them, and have team members dedicated to serving the needs of PPSD.

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)?*

- a. Jennifer Carney, Chief of Data and Assessment, and her team designee(s).
- b. Renaissance must adhere to the following expectations for customer services by providing:
 - Technical Assistance to PPSD and its schools when needed
 - Troubleshooting and resolution of issues with the Product and its functionality, preferably withing a 24 hour period
 - Informal training for district and school staff in support of the use f the platform
 - Reports that include both educator and student data points (annual at minimum).
- c. This purchase is tied to overall student achievement in reading and math - there are TAP goals for increasing the percentage of students meeting or exceeding expectations for all respective state testing in reading and math. This can also indirectly contribute to increasing the number of student attending 2 star schools.

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
Star 360 Subscription, annual all product platform	Cost not broken down by individual aspect
Custom Data integration	
Maintainance	
Renaissance Smart Start Product Training	Cost not broken down by individual aspect
Total	\$230,171.80