

**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: Education Pioneers

Amount: \$ \$30,500, ESSER II

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): May 1, 2022 - June 30, 2023

PPSD Contact Name: Zack Scott

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Education Pioneers (vendor name) for recruiting and professional development support (type of services) amounting in \$ 30,500 (total amount in dollars) for Providence Public Schools (school name(s)). If approved, the contract will begin May 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?*

World Class Talent is a critical pillar of the Turnaround Action Plan. Moreover, bringing strong staff members into Central Office to provide better support to schools is aligned to the Efficient District Systems priority of the TAP.

This contract will support two key goals by enabling the district to hire two fellows to support key district initiatives:

- Education Pioneers (EP) Impact Fellowship: Education Pioneers will support the recruitment and professional development of an EP Impact Fellow. EP Impact Fellows identify rising education leaders with strong analytical and project management backgrounds. PPSD has been actively recruiting for a data specialist in the Office of Human Resources, but has had difficulty in securing strong candidates. Strategically using data to drive decision making is key to all of our work, and in particular our work in the office of human resources - to track recruitment and hiring data, to closely monitor vacancies, to track staff attendance. As the data specialist position is budgeted, the goal would be to retain this individual long-term as an employee of PPSD if their performance is satisfactory. For the Impact Fellowship, EP is responsible for identifying, matching and providing professional development to candidates; PPSD is responsible for paying the individual's salary.
- EP COVID Response Fellowship: Support the hiring of a COVID Response Fellow to help the district plan forward for COVID response over the coming years. EP COVID Response Fellows are experience, senior level of employees with a track record of success in education. One of the key purposes of ESSER funds is to support districts in their response to COVID, and this individual will help the district to systematize its response (with testing, PPE deployment, etc.) with a one-year fellow. Specifically, the Fellow will build a central site/repository to house COVID related information and resources for principals, teachers, and families, as helping PPSD design its strategy for addressing the long-term impacts of COVID-19 (e.g., transition to endemic status, identifying long-term operational changes). EP is responsible for identifying, matching and providing professional development to candidates; PPSD is responsible for paying the individual's salary. PPSD would likely only keep this individual for one year as this position is not currently budgeted long term.

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 identified as a sole source. Education Pioneers is the only organization offering a COVID Response Fellowship specifically geared towards education. Additionally, Education Pioneers is the only institution we are aware of that provides a K-12 specific fellow for COVID relief.

Over the last 15 years, Education Pioneers has partnered with 900+ education organizations in cities across the country to connect them with the talented people they need to drive mission-critical work for students—nearly 4,500 Pioneers to date and counting. Of their Pioneers, more than 50% self-identify as leaders of color and more than 90% remain in education after the Fellowship. In gathering feedback from supervisors:

- 95% of analyst Pioneer supervisors agree or strongly agree that their Pioneer has improved the efficiency and/or effectiveness of their department or team in the short term.
- 95% of analyst Pioneer supervisors agree or strongly agree that their Pioneer has improved the efficiency and/or effectiveness of their department or team in the long term.
- 92% of analyst Pioneers supervisors agree or strongly agree that their team or department is better positioned to make data-driven decisions as a result of their Pioneer.

On the COVID Response Fellowship, Education Pioneers has successfully hired 24 COVID Response Fellows across 23 districts and charter networks.

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)?*

Zack Scott will oversee the COVID Relief Fellow and Gina D'Addario will oversee the Impact Fellow/data specialist. Key accountability and performance metrics include:
 - PPSD will be able to approve or reject potential candidates; if a candidate does not meet PPSD's expectations, we do not need to hire or retain them.

This purchase is tied to the following TAP goals:
 - All World Class Talent metrics - Impact Fellow will help develop and codify systems for tracking and analyzing World Class Talent Data
 - Efficient District System: Increase the percentage of school leaders who respond favorably to questions about PPSD's central office. Each fellow will support improvements in Central Office functioning to better support school leaders.

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
Education Pioneers Impact Fellowship	\$10,500
Education Pioneers COVID Response Fellow	\$20,000
Total	\$30,500