

**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:** Stephen Masi

**Amount:** \$20,000

**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 26, 2022 through September 30, 2022

**PPSD Contact Name:** Natalie Fleming, Director of Social Emotional Learning & Mental Health

**Contract Type:**      New                      Renewal                      Extension                      Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Stephen Masi (vendor name) for School Psychologist Intern (type of services) amounting in \$20,000.00 (total amount in dollars) for Esek Hopkins Middle School (school name(s)). If approved, the contract will begin September 1, 2022 (date) and end June 24, 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?*

RIC has partnered with PPSD for several years to provide the district with Masters Level School Psychology interns. PPSD continues to have a shortage of school psychologists. These interns have been instrumental in assisting with service delivery and testing.

Stephen is a second year RIC intern pursuing a Certificate of Advanced Graduate Study in School Psychology. Additionally, Stephen has agreed to sign a contract committing to work at least one year post-Masters as a School Psychologist with PPSD pending a successful interview process.

**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 part of a matching process facilitated between PPSD Director of Social Emotional Learning & Mental Health, the three PPSD Lead School Psychologist and RI College School Psychology professors. Stephen was a successful match with 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)?*

RIC Psychology intern will provide: a mid-year and end of year report of service delivery; comprehensive psychological assessments and accompanying reports, expertise at school based meetings and ongoing progress reports to reflect progress monitoring of services delivered to students with social emotional needs.

**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
September, 2022	\$2,000
October, 2022	\$2,000
November, 2022	\$2,000
December, 2022	\$2,000
January, 2023	\$2,000
February, 2023	\$2,000
March, 2023	\$2,000
April, 2023	\$2,000
May, 2023	\$2,000
June, 2023	\$2,000
<b>Total</b>	<b>\$20,000</b>