

**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: I-SAFE Enterprises, LLC

Amount: \$23,000

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 1, 2022 - June 30, 2023

PPSD Contact Name: Tiffany Cozzolino, Earnest Cox

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with I-SAFE Enterprises, LLC (vendor name) for Internet Security Training, CIPA compliance & E-Rate Reporting (type of services) amounting in \$23,000 (total amount in dollars) for Twenty Three Thousand Dollars All District Schools (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?*

The Turnaround Action Plan calls for greater academic accountability and fiscal responsibility. This purchase provides Child Protection Lessons which will help our students understand proper Internet usage. This is a part of the Child Internet Protection Act (CIPA). In addition, this purchase increases the amount of money we will have based on the 9 to 1 dollar ratio which is our current Federal e-Rate amount.

This program cost \$5.00 per student but because of our continued use we have been grandfathered in at the \$1.00 per student rate. Our projected student attendance for the 2022-2023 school year is 23,000 students.

Without this purchase, we could not meet our Federal e-Rate requirements which would result in us losing critical money to retool our technology.

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.*

I-SAFE provides essential service for providing Child Internet Protection lessons, electronic verification of parent consent for student internet use permission forms and on-demand reports for compliance analysis. All lessons and parent consent forms can be translated with the push of a button on the I-SAFE website. These are all metrics that are required for the Providence Public Schools to be in compliance with the e-Rate requirements. The Turnaround Action Plan calls for greater parental involvement and district accountability. The e-Rate is a federal dollar match for technology purchased in the Providence Public Schools which match money; currently for each \$1 of technology we spend the Federal Government matches with \$9. Not having these services places our e-Rate in danger of being suspended.

The technology department sought a vendor that could provide internet child protection lessons and reporting for the Federal e-Rate program which provides additional technology dollar match. The only company that can provide this combined service is I-SAFE Enterprises, LLC. Their sole source letter is attached. We have used this vendor for the past 10 years.

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. Mrs. Tiffany Cozzolino will serve as the lead administrator for monitoring implementation of the Child Protection Lessons, Internet acceptable use policy and Federal e-Rate report monitoring.

B. The accountability measures agreed upon is as follows:

1. E-Rate Performance Index – Analytical score from 0 – 100 clearly representing the overall status of a District’s CIPA/E-Rate compliance in relation to its specific e-Safety education implementation strategy.
2. Compliance Documentation Reporting – Real-time and detailed reporting, for CIPA/E-Rate and e-Safety education implementation, by teacher, grade level and school.
3. E-Rate Certification and Reporting – Verification from educators on successful completion of their CIPA/E-Rate education implementation.
4. Compliance Analytics – A suite of info-graphs that provide a clear visual representation of all CIPA/E-Rate and general e-Safety education implementation data and trends.

C. This purchase is tied to overall student achievement as it increases the amount of technology for teacher and student use. These are important productive tools needed to succeed in the 21st Century.

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 |
|--|----------------------|
| I-SAFE DC4 Curriculum Speculum Subscription Renewal | \$23,000 |
| I-SAFE Direct Enterprise Solution MSRP \$5.0 Special Pricing \$1 per student | |
| I-SAFE Direct AUP | |
| I-SAFE Direct Permission Slip | |
| I-SAFE Direct Verifiable Parental Consent | |
| I-SAFE Direct Role Guide | |
| I-SAFE Direct MyDocs | |
| I-SAFE MyOK | |
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| Total | \$23,000 |