

**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: SchoolWorks

Amount: \$ 551,900

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): 06/15/22 - 06/30/23

PPSD Contact Name: Evonne Alvarez & Christopher Sanacore

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with SchoolWorks (vendor name) for redesign and school improvement support (type of services) amounting in \$ 551,900 (total amount in dollars) for five hundred fifty one thousand, nine hundred dollars Alvarez HS, Hope HS, JSEC, Mt. Pleasant HS, Gilbert Stuart MS, & DelSesto MS (school name(s)). If approved, the contract will begin 06/15/22 (date) and end 06/30/23 (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?*

PPSD currently has six schools that qualify for redesign as outlined in the Rhode Island State ESSA plan and determined by RIDE's Accountability system. The success of these schools and their ability to develop innovative and enduring academic programs is directly tied to the goals of Turnaround Action Plan's (TAP) and its mission to improve instruction and student outcomes. The district has begun supporting these schools to explore new models and programs (ex. Gilbert Stuart's dual language program) and the nature of the work requires an additional layer of support to synthesize data, collaborate with community members and ultimately provide redesign model recommendations for each of the six schools. Each model will be school and community-informed and will be strictly aligned to the needs of the TAP. SchoolWorks will be able to provide initial diagnostic work of the six redesign schools and will partner with the Redesign and Innovation Department throughout the year to support the district and school leaders with the implementation of redesign plans and models. This is partitioned between Phase 1 and Phase 2 scopes of work. Phase 1 consists of a district-level and school-level needs assessment and root cause analyses to scale the district's ability to provide support to redesign schools and to identify the best-suited academic models, and Phase 2 is geared towards giving specific countenance to each school's implementation of their redesign plans and to provide ongoing problem solving and prescient project management to district and school leaders. The dollar amount reflects the cost of working with a high-quality education solutions partner that is able to provide latitudinal assistance from the district to the school level. The district will work with an assigned project manager to organize school leaders and the parallel planning managers at each school will serve as project teams to develop a redesign model and begin laying the groundwork for a successful implementation. SchoolWorks will be able to triangulate all previously completed redesign and school improvement work done in the district to ensure historic initiatives are recognized and integrated into this next phase of the redesign process.

In sum, the vendor will provide 1) the rigorous needs assessment and root cause analysis of schools, 2) the development of needs-aligned model proposals and transition plans reflective of broad stakeholder input, and 3) ongoing collaboration to support program implementation.

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.*

SchoolWorks is Massachusetts-based education consulting company and certified woman-owned business (WBE), SchoolWorks is a long-term partner to the Rhode Island Department of Elementary and Secondary Education (RIDE) in supporting both Comprehensive School Improvement (CSI) and new school application evaluation and decision-making in the state of Rhode Island. SchoolWorks is also a pre-qualified vendor of the for Massachusetts Department of Elementary and Secondary Education, with a specialized qualification in both Sustainable School Improvement Planning and Secondary Redesign, operational schools (both district and charter) focused on needs-aligned continuous improvement and turnaround.

SchoolWorks is currently engaged by the RIDE Office of School & District Improvement to facilitate state-level objective third- party evaluation of school redesign plans to inform recommendations to the Rhode Island Council for Elementary and Secondary Education and subsequent allocation of Redesign Grants.

Members from the Redesign and Innovation Department crafted the RFP based on the needs of each school and what the district needs in order to support the organization of an intensive redesign effort. Those same members worked with the Chief Data and Assessment Office to review the bids and chose SchoolWorks as the vendor best suited to serve Providence students.

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)?*

SchoolWorks will be managed by the Redesign and Innovation Officer with direct support from the Director of Special Projects for School Improvement.

SchoolWorks will be responsible for crafting detailed reports on how the redesign model recommendations and the methodology by which they were developed were chosen. Any documentation of the vendor's work -- both informal and formal -- will be monitored closely by district and school staff. All reports, documents and other materials will be reviewed by the Redesign and Innovation Office and the Superintendent's Office. SchoolWorks must work lock and step with district and school staff and thus, their success will be evaluated on and on-going basis. The vendor and the district will have constant check-ins, contact points and additional communication measures to ensure the contract is fulfilled and the district and Providence students receive the services they need from the partner.

SchoolWorks' redesign supports are rooted in evidence-based best practices and guided by federal, state, and district requirements and defined expectations. Our process relies on the following resources as a framework for redesign:

- SchoolWorks School Quality Review, adapted for Redesign (aligned to SchoolWorks Quality Criteria research base)
- The Rhode Island Every Student Succeeds Act State Plan
- The Rhode Island Framework for Comprehensive School Improvement
- The Providence Public Schools Turnaround Action Plan

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 |
|---|----------------------|
| P1: Project Management with PPSD Stakeholders | \$1,500 |
| P1: District Needs Assessment | \$15,900 |
| P1: District Root Cause Analysis Session | \$10,200 |
| P1: Quality Review - DeSesto MS | \$23,600 |
| P1: Quality Review - Gilbert Stuart MS | \$23,600 |
| P1: Quality Review - Hope HS | \$23,600 |
| P1: Quality Review - Alvarez HS | \$19,100 |
| P1: Quality Review - JSEC | \$14,600 |
| P1: Quality Review - Mt. Pleasant | \$23,600 |
| P1: Root Cause Analysis - each school | \$61,200 |
| P2: Project Management - District | \$5,000 |
| P2: Redesign Oversight - Check-Ins | \$60,000 |
| P2: In-person Planning Sessions | \$183,600 |
| P2: Virtual Planning Sessions | \$86,400 |
| | |
| Total | \$551,900 |