

**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: \$ 233,750 _____

Source of Funds and Fiscal Year: District-Based School-Based

Check box for fiscal year: FY24 FY25 FY26

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): July 1, 2024 - June 30, 2025 _____

PPSD Contact Name: Craig Creller _____

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Renaissance Learning _____ (vendor name) for STAR Benchmark _____ (type of services)

amounting in \$ 233,750 _____ (total amount in dollars) for _____ all schools/students in the District _____ (school name(s)). If

approved, the contract will begin July 1, 2024 (date) and end June 30, 2025 (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? What is the funding source?*
- d. *What are the implications of not spending this money?*

- a. This contract is directly connected to the TAP as the product (STAR) serves as our district-wide benchmark in all schools for all students in grades 2-12 for both Mathematics and ELA. It gives us valuable information as a predictor of performance on STATE tests (RICAS) and meets the RIDE requirement of having a universal screener. Additionally, the platform provides an assessment of early literacy for students not yet at grade level, testing in Spanish, a placement test for our Registration Center, and a valuable tool in assessing English Language Learner (MLL students).
- b. This testing platform has been the District screener and Benchmark since 2012, it meets State requirements, and provides valuable year-to-year comparisons and longitudinal data on our students' progress.
- c. The dollar amount (\$233,750) represents a discounted 3-year rate for Providence. This is year 2 of a 3-year quote. The funding source is a combination of local and Title 1 funds.
- d. The implications of not spending this money would be dramatic - We would be out of compliance with State requirements and we would lose a valuable tool in closing the achievement gaps in Providence Public Schools (PPSD).

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. Renaissance Learning produces the "STAR" benchmark in ELA and Math that the District has used successfully in all schools (grades 2-12) for more than a decade. In addition, we use the product for placement testing at both the Registration Center and for our MLL students. We also use the product to assess the development of the five essential components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension) in grades K and 1. In Math, we use it to assess both calculation and problem-solving skills.
- b. The vendor was originally selected via the RFP process, and this contract is a renewal of a multi-year quote (year 2 of 3).
- c. Yes, Renaissance is a returning vendor having provided STAR testing to the District for over a decade. They have improved the product continuously during this period from paper/pencil to the modern computer adaptive products that we now use.

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. PPSD staff member serving as lead: Craig Creller, Chief of School Improvement and Innovation

b. Agreed upon customer expectations:

- Technical assistance to all PPSD schools when needed
- Troubleshooting of any/all issues with the Product and its Functionality within a 24-hour period
- Informal and formal training for school and District staff on system functionality
- Reports, as requested to that include both student and staff usage and results

c. This purchase is directly tied to three important PPSD initiatives: 1) TAP metric goals for increasing ELA and Math performance on State tests (RICAS); and 2) Use by teachers to formulate their Student Learning Objectives (SLOs) for evaluation purposes; 3) Placement testing for MLL students and the Registration Center

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
Renaissance Learning (STAR 360 subscription)	\$233,750
- All schools/All students	included
- Custom Data Integration	included
- Maintenance	included
- STAR product training	included
Total	\$ 233,750