

**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:** Cengage Learning

**Amount:** \$ 1,467,500

**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 to June 30, 2023

**PPSD Contact Name:** Jennifer Efflandt, Maybeth Brazelton

**Contract Type:**      New                     Renewal                     Extension                     Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Cengage (National Geographic Learning) (*vendor name*) for licenses and professional development (*type of services*) amounting in \$ 1,467,500 (*total amount in dollars*) for all secondary schools (*school name(s)*). If approved, the contract will begin 7/1/22 (*date*) and end 6/30/23 (*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?*

Cengage NGL is a nationally known provider of curriculum solutions and has been a vendor used by PPSS for a number of years. Cengage provides a curriculum for secondary English Language Development for multilingual learners stipulated by our Department of Justice agreement and aligned to our TAP initiatives. The curriculum offers a web-based platform and print materials specifically designed to structure learning activities in all language domains and increase English language acquisition. This curriculum is aligned to WIDA language standards, Common Core Standards and will help educators set individual language goals for MLL students in the ELD block. This language focus, in turn, will result in increased language acquisition for MLL students. The district has used Cengage for a number of years and has seen improvements in academic outcomes. We will continue to use Cengage curriculum for secondary curriculum with the addition of writing resources to target improvement in writing.

### **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.*

Cengage NGL is the vendor that we currently use in PPSD for the secondary ELD curriculum. This vendor was selected as part of an RFP review process by MLL team members. We solicited teacher, coach and administrative feedback on the curriculum options. We then independently reviewed all RFP submissions and scored each vendor on a 100 point scale. The highest rated vendors were then invited to present to PPSD staff members. Jennifer Efflandt, Marybeth Brazelton, Lorena Garcia and Luis Rodriguez were the committee members who reviewed the RFP submissions.

### **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)?*

The MLL office, specifically the Executive Director of MLL, Supervisor of MLL, and secondary MLL Managers will be directly responsible for observing and tracking progress of the new curricular resources. We will establish criteria to measure progress and create classroom walkthrough protocols to be performed on a quarterly basis. We will also work to measure language acquisition growth through formative and summative assessments.

The vendor Consultant will be expected to meet mutually agreed upon benchmarks and performance targets in the following performance domains. These metrics will be in alignment to the Districts Strategic goals to revise the performance targets and benchmarks. The Consultant will be required to adhere to accountability requirements that include: Annual performance measures with the following targets: 1. Utilization of effective teaching strategies in each classroom which demonstrates growth along a continuum. 2. Attendance of staff at professional development as evidenced through attendance sheets. 3. Feedback on professional development through exit slips and/or surveys. 4. Evidence of student achievement growth for all subgroups. 5. Additionally, the consultant will evaluate partnership satisfaction using surveys. 6. Quarterly report on student progress across the school year and/or multiple school years. 7. Annual report on all activities and a data summary identifying success and challenges.

**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
District Cengage Licenses	\$350,000
District Cengage Materials	\$1,100,000
District Cengage Professional Development	Free
LaSalle Academy (non-public) Professional Development	\$17,500
<b>Total</b>	<b>\$1,467,500</b>