

**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: NewsELA

Amount: \$359,000.00

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*): September 1, 2022-September 1, 2023

PPSD Contact Name: Rebecca Salzman-Fiske

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with NewsELA (*vendor name*) for **site licenses** (*type of services*) amounting in \$359,000.00 (*total amount in dollars*) for all district schools (*school name(s)*). If approved, the contract will begin **July 1, 2022** (*date*) and end **July 1, 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?*

This purchase is connected to the Excellence in Learning goals around high quality curriculum and elementary and secondary literacy achievement.

The district needs this purchase to support literacy instruction in grades K-12, Social Studies instruction in grades K-12, and Science instruction in grade K-5. The total cost is the price of site licenses which includes access to NewsELA Social Studies, Science, and ELA content.

The materials and services to be provided include:

- NewsELA ELA
- NewsELA Social Studies
- NewsELA Science

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.**

NewsELA provides over 10,000 texts across 20+ genres that are curated to align with core content standards and provoke student interest. Texts are coupled with “quizzes” aligned to content standards that will provide information on student progress to teachers and district leaders.

Texts are also published at multiple levels, which ensure that students can approach rigorous and engaging texts at a level most appropriate for their development and learning. NewsELA products will support students in building background knowledge and vocabulary skills to further support their growth as engaged readers.

NewsELA will act as a supplemental resource across core ELA, Social Studies, and Science courses.

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)?

Rebecca Salzman-Fiske, Supervisor of Literacy, will serve as the leads for tracking accountability and performance metrics.

These products will support in the instruction of core ELA (K-12), core science (K-5), and core social studies (K-12). Additional metrics identifying student success in these content areas will be considered.

The Company must adhere to the following expectations for customer service by providing:

- a. Technical assistance to District and its schools when needed;
- b. Troubleshooting and resolution of issues with the Product and its functionality, preferably within a 24 hour period;
- c. Informal training for District and school staff in support of the use of the Product; and
- d. End of year usage reports that include both educator and student datapoints.

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	Unit Price and Quantity	Dollar Amount
NewsELA (PPSD Summer School)	multiple	\$5,000.00
NewsELA Social Studies for grades K-12	multiple	\$133,462.00
NewsELA ELA for K-12	multiple	\$190,570.00
NewsELA Science for grades K-5	multiple	\$27,000.00
Total		\$356,032.00