

**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:** Data Recognition Corporation (DRC)

**Amount:** \$ 608,668.00

**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):**   July 1, 2022- June 30, 2023

**PPSD Contact Name:** Jennifer Efflandt

**Contract Type:**      New                     Renewal                     Extension                     Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Data Recognition Corporation (DRC) (vendor name) for MLL Progress Monitoring Tool (type of services) amounting in \$ 608,668.00 (total amount in dollars) for 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?*

As a leading assessment provider, Data Recognition Corp (DRC) proposes the use of the LAS Links Online as an assessment tool for English and Spanish Language Progress Monitoring Assessments. LAS Links is a research-based assessment for English and Spanish language proficiency, measuring four domains: Speaking, Listening, Reading and Writing. LAS Links can be used to generate diagnostic information for progress monitoring purposes in language development to inform appropriate and timely instruction and interventions—specifically for English language proficiency and development and Spanish language proficiency and development. This progress monitoring tool will allow us to more closely tailor instruction to the needs of our MLLs and support their language acquisition goals as stated in the TAP.

### **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.*

The district received several bids for the following RFP: PreK-12 Curriculum Assessments (Core Content, MLL, Special Education) & Universal Screener Partner(s) (Reading/Literacy & Mathematics). All proposals were reviewed by a Technical Review Committee composed of staff from the Providence Public Schools District (PPSD). The proposals that received a minimum of 75 out of a maximum of 100 technical points were considered. Any technical proposals scoring less than 75 points were dropped from further consideration. After reviewing the bids, it is recommended that the District approve this contract with DRC Insight to support with English and Spanish language progress monitoring assessments for students in ESL and Dual Language/ Bilingual programs. This vendor was the only vendor that met all of the MLL Assessment RFP criteria: English language assessment in all four language domains, Aligned to WIDA and ACCESS standards, Computer-based assessment that can be scored by the vendor.

### **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)?*

Jennifer Efflandt, Executive Director of Multilingual Learners will work closely with the MLL team to lead accountability and performance metrics which include the following: DRC will provide two test administrations for the four language domains (speaking, reading, writing, and listening) for all active MLLs in English and for all students enrolled in Bilingual/ Dual Language programs in Spanish, as well as the hand scoring necessary for tests administered. DRC will also provide 8 professional development sessions; Technical assistance to District and its schools when needed; and troubleshooting and resolution of issues, preferably within a 24-hour period when needed.

**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
English Assessments for 8000 MLLs	\$224,000.00
Scoring of English Assessments for 8000 MLLs	\$253,600.00
Spanish Assessments for 1880 Students	\$52,640.00
Scoring of Spanish Assessments for 1880 Students	\$59,596.00
8 Professional Development Session	\$8,832.00
Automated Student Groups	\$10,000.00
<b>Total</b>	<b>\$608,668.00</b>