

**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:** Urban Schools Human Capital Academy

**Amount:** \$45,000

**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):**   August 1, 2022-June 30, 2023

**PPSD Contact Name:**   Gina D'Addario

**Contract Type:**      New                      Renewal                      Extension                      Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Urban Schools Human Capital Academy (vendor name) for HR professional development (type of services) amounting in \$45,000 (total amount in dollars) for the Office of Human Resources (school name(s)). If approved, the contract will begin August 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?*

Under TAP goal DS7 (embedded under effective district systems), PPSD is tasked with retraining the human resources department. The USHCA would offer targeted professional development throughout SY22-23 to support in this effort and facilitate long lasting and sustained growth and change. The PD will be applicable to all office personnel and center around the areas of recruitment, retention, absence management, equity, and candidate experience. It includes 50 hours of direct coaching from the USHCA CEO, virtual modules, full access to the library of USCHA materials, as well as a 2 day academy experience in Denver for members of the talent team - doubling as a retention strategy for mid-level management in HR.

### **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 Urban Schools Human Capital Academy develops, supports, and networks human capital leaders in school districts and states to drive measurable improvements in teacher and principal quality. They offer a variety of professional learning experiences to provide HR professionals with support needed to ensure that every student has access to effective teaching. The experiences provide relevant content and tools and are focused on connecting talent leaders across the country to advance their work.

This organization was procured by sole source.

### **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)?*

Gina D'Addario, Sr. Human Resources Director, will be lead for tracking performance and accountability metrics. Specifically, the 50 consulting hours will be used to implement recommendations from past audits of HR, as well as cross-team PD and coaching for mid-level management. As far as the conference and the virtual sessions, I'd like the team to come together after each and discuss how we can use what we've learned in practice. We are already using many of the free resources and templates available through USHCA to inform our work now and in the future and know that the paid library of materials will enhance even further.

**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
<b>Total</b>	