

**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: Energy Efficient Investments

Amount: \$ 1,009,474.65

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): April 25, 2022 to June 30, 2022

PPSD Contact Name: Salvador Pellerano

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Energy Efficient Investments (vendor name) for boilers + boiler work (type of services) amounting in \$ 1,009,474.65 (total amount in dollars) for Kizirian, Hopkins, and Messer (school name(s)). If approved, the contract will begin April 25, 2022 (date) and end June 30, 2022 (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?*

The district is requesting to purchase boilers for three schools and to demolish and remove the existing boilers at these schools.

The three schools are:

- Kizirian
- Hopkins
- Messer

This work is being paid for and coordinated through the District's Capital Revolving Fund.

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.*

Energy Efficient Investments, Inc. (EEI) is a wholly owned subsidiary of ENE Systems, Inc. (ENE). ENE Systems was established in 1988. Energy Efficient Systems is currently performing work in the district; they are installing bottle filling stations at schools throughout the district. This experience has been satisfactory.

Energy Efficient Investments Inc was procured and selected through solicitations conducted via the State of Rhode Island Master Price Agreement (MPA) #574 for Pre-Qualified Prime Contractors for K-12 Construction Projects. The solicitations were sent to three vendors on this MPA and Energy Efficient Investments was the sole bidder for all seven solicitations. The District's Owner's Project Manager (OPM), Jacobs Engineering, assisted the Facilities and Operations teams in reviewing the bids and recommended for approval.

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 district's owner's project manager (OPM), Jacobs Engineering, will lead project management to ensure the boilers are delivered on time to the appropriate locations and to ensure that work is completed.

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 |
|-----------------|-----------------------|
| Asa Messer | \$431,170.62 |
| Hopkins | \$298,546.23 |
| Kizirian | \$279,757.80 |
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| Total | \$1,009,474.65 |