

**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. The 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: Education Logistics, Inc (Edulog)

Amount of Award \$205,225.00

Source of Funds and Fiscal Year: District-Based School-Based

Check box for fiscal year: FY25 FY26 FY27

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): May 1, 2024 through June 30, 2027

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 Edulog. (vendor name) for upgrade of district wide routing software to service our transportation department, including out of district students (type of services) amounting in \$\$205,225.00 (total amount in dollars) for District Transportation Department (school name(s)). If approved, the contract will begin May 1, 2024 (date) and end June 30, 2027 (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? What is the funding source?*
- d. *What are the implications of not spending this money?*

The Providence School Department has been utilizing the in-house Edulog software for at least 20 years. The district was the first to implement the routing system then and the last customer on the in-house platform. This upgrade to the cloud-based solution will bring the district to Edulog's latest technology allowing for faster, more efficient, and productive routing of our yellow buses.

An upgrade of the Providence Public Schools' current EDULOG Pupil Transportation Software System to the Athena Route Management System with Optimization Suite and Calendaring/Effective Dates—and also Remote Service Level Management Services will allow the district to better serve its customer and make routing decisions grounded in data. The upgrade provides reporting functionalities that are not capable under the in-house platform.

The in-house platform is costing the district additional funds each time a modification needs to be made. The platform is not being serviced by the vendor and they have been very accommodating to the district in recent years as needs have changed over the years.

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 vendor has been servicing the district for at least 20 years. The relationship the district has been able to form with the vendor is one that is collaborative and supportive. This is considered a Sole Source procurement. As stated in the letter provided by the vendor...

All of these EDULOG software modules and systems have unique and proprietary functions and capabilities not offered by any other vendor of K-12 transportation management technology. Therefore, Education Logistics, Inc. is the only firm or institution that can provide the necessary software licensing, training, and continuing support for these vital systems to meet the unique requirements of the Providence Public Schools. Switching vendors (that is, not continuing with EDULOG) would not only incur significant risk of failure, but also substantial unnecessary expenditures for software licensing, implementation, training, and system support.

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)?

This change directly aligns to our "Efficient District System" TAP goal. Upgrading to the latest version of the software, will support the department in making our routes more efficient and in service of our families and students.

The Director of Transportation along with the Chief of Operations will be better positioned to ensure routes and being maximized to its fullest capacity, reduce unnecessary expenditures on vehicles, and better align the services to reduce the amount of time students spend on the bus.

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
See attached quote	\$4, 750 (May-June 2024)
FY-25	\$76,825
FY-26 and FY-27 Total Price, Second and Subsequent Years, Not Including Annual CPI Adjustment*	\$61,825 x 2
Total	\$205, 225.00



Education Logistics, Inc.
a: 3000 Palmer Street | Missoula, MT 59808
t: 406.728.0893
f: 406.728.8754
w: www.edulog.com

May 1, 2024

To: Providence Public Schools
797 Westminster Street
Providence, RI 02903

Re: Education Logistics, Inc. (EDULOG) Order Form Number PROVID 2024—2 and Sole Source Justification for the Upgrade to the Athena Route Management Software System

This letter should serve as confirmation that Education Logistics, Inc. (EDULOG), a Montana corporation, is the sole developer and license provider for the EDULOG collection of copyrighted software products described in our company's Order of April 25, 2024, which includes:

- An upgrade of the Providence Public Schools' current EDULOG Pupil Transportation Software System to the Athena Route Management System with Optimization Suite and Calendaring/Effective Dates—and also Remote Service Level Management Services

As such, this offering is a continuation/update of the software and services EDULOG has provided to the Providence Public Schools over the years. All of these EDULOG software modules and systems have unique and proprietary functions and capabilities not offered by any other vendor of K-12 transportation management technology. Therefore, Education Logistics, Inc. is the only firm or institution that can provide the necessary software licensing, training, and continuing support for these vital systems to meet the unique requirements of the Providence Public Schools. Switching vendors (that is, not continuing with EDULOG) would not only incur significant risk of failure, but also substantial unnecessary expenditures for software licensing, implementation, training, and system support.

If you have any questions about this matter or need additional information, please do not hesitate to call me at (406) 728-0893 extension 3178 or send an electronic message to cyoung@edulog.com.

Sincerely,

Carter Young
Sales Support Manager

Smarter Transportation.