

**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:** Thru Consulting

<b>Amount of Previous Award</b>	<b>\$200,000.00</b>	<b>Date of School Board Previous Approval</b> <u>Nov.15, 2023</u>
<b>Amount Requested</b>	<b><u>\$100,000.00</u></b>	
<b>Amount Total</b>	<b>\$300,000.00</b>	

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

**Check box for fiscal year:**  FY24  FY25  FY26

**Purchase or Contract:**  Purchase  Contract

**Length of Contract (list start date and end date):** September 1, 2023 – October 30, 2024

**PPSD Contact Name:** Dr. Jennifer Connolly & Sandra Stuart

**Contract Type:**  New  Renewal  Extension  Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Thru Consulting LLC per Settlement Agreement between Parties in the class action lawsuit surrounding early childhood special education (ECSE) in Providence (Case 1:03-cv-09917-LAP-KNF), Thru Consulting, LLC (Thru) will begin monitoring for compliance with the agreement. Thru will be reporting monthly to the Court on PPSD's progress fulfilling the obligations in the agreement for a period of 13 months (September 2023-October 2024) amounting to,\$300,000.00 for District Early Childhood Office. If approved, the contract will begin May 1, 2023 and end October 31, 2024, 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?*

PPSD would be out of compliance with the current Settlement Agreement that was court ordered. We are requesting an additional 100,000 be added to the original contract amount of 200,000 making it now a 300,000 contract.

Additional funding is being requested because of the following:

- The initial time and effort to complete the setup for the reporting took longer than expected. Thru had planned on approximately 100 hours and it took them more than 150 hours.
- Initially the estimate included an average of 50 hours/month to complete the reports but based on their experience to date, it takes them an average of 70 hours a month to complete each report.

Specific Challenges that required additional time from Thru:

- PPSD had a single, comprehensive data set needed to track students from point of referral until placement. Thru worked with the PPSD Office of Early Childhood team to compile the dataset ourselves, which often required reformatting and merging existing data each month.
- Some of the key data are only available in narrative form, which requires a significant amount of analysis and coding each month.

Each report requires significant follow up between Thru and PPSD Office of Early Childhood due to the challenge of not having all of the data captured centrally or is required to be pulled individually.

### **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.

This original contract was a sole source since it is a court appointed monitor for a current legal agreement.

Thru has been extremely supportive in assisting the Office of Early Childhood create a data system that captures necessary information as students move through our special education process.

### **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)?

Dr. Jennifer Connolly, Executive Director of the Office of Specialize Instruction & Exceptional Student Support Services and Sandra Stuart, Chief of Student Support Services will be the leads on this contract.

Accountability will be measured by the monthly completed and submitted reports that are submitted to PPSD, Plaintiff Attorneys and court.

**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
Original Award	\$200,000.00
Amendment	\$100,000.00

<b>Total</b>	<b>\$300,000.00</b>
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