

**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:** Project Lead the Way

**Amount:** \$ 111,170.00

**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):** \_\_\_\_\_

**PPSD Contact Name:** Brett Dickens

**Contract Type:**      New                     Renewal                     Extension                     Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Project Lead the Way (*vendor name*) for supplies, curriculum, instructor training, and site licenses (*type of services*)

amounting in \$ 111,170 (*total amount in dollars*) for professional development, site licenses curriculum, and supplies (*school name(s)*). If

approved, the contract will begin August 1, 2024 (*date*) and end July 31, 2025 (*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?*

All CTE programs are aligned to TAP metric #11 focused on Post-secondary success. "69% of students will graduate with college credit, AP credit or a CTE credential." PPSD has fourteen certified instructors teaching the gateway and high school level courses for students. We currently are running seven middle school programs and thirteen high school CTE programs using their curriculum and content in the fields of BioMedical Technology, Computer Science, and Pre-Engineering. The cost accounts for site licenses, all instructional supplies, and professional development across all programs. It would be highly disruptive for the CTE content areas if we were to remove their courses from the school schedule.

### **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.*

PLTW is a nationally recognized educational platform providing curriculum, supplies, and training for CS & stem programs throughout the country. Project Lead the Way has proven to be an essential and reliable vendor for PPSD as our CTE programs have expanded throughout both the high schools, and now into the middle schools as gateway programs for CTE exploration.

PPSD is committed to ensuring that all students have access to high quality CTE programming and pathways that will allow them to earn industry credentials, post secondary credits, work based learning experiences, and advanced standing in high wage, high growth industries. The programs and credentials offered through PLTW's platforms are essential for our continued growth and allowing our students to receive the highest quality experience during their CTE enrollment and beyond.

### **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)?*

- a- The CTE Instructors have the primary responsibility for tracking accountability and performance metrics with the system and of their students.
- b- The company agrees to provide technical assistance to District and its schools when needed; troubleshooting and resolution of issues with the Product and its functionality, preferably within a 24 hour period; informal training for District and school staff in support of the use of the Product; and end of year usage reports that include both educator and student datapoints.
- c- This product has instructional activities and assessments to prepare students for credentials available as part of the curriculum.

**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
Professional Development for All Participating Schools	\$16,800.00
Nathanael Greene Middle School Supplies	\$2,745.00
West Broadway Middle School Supplies	\$10,800.00
Del Sesto Middle School Supplies	\$23,000.00
Juanita Sanchez High School Supplies	\$32,550.00
PCTA Supplies	\$3,075.00
Mount Pleasant High School Supplies	\$8,550.00
Site Licenses Total for All Participating Schools	\$13,650.00
<b>Total</b>	<b>\$111,170</b>