

**City of Providence**  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 342

EFFECTIVE July 14, 2014

RESOLVED, That the Members of the Providence City Council

hereby Authorize Approval of the following Contract Renewal Award by the  
Board of Contract and Supply, in accordance with Section 21-26 of the Code of  
Ordinances.

Teachscape  
(School Department)


\$288,190.30 for the 2014/2015 school year

IN CITY COUNCIL


**JUL 02 2014**

READ AND PASSED

  
PRES.

  
CLERK  
**ACTING**

Effective without the  
Mayor's Signature

  
Lori L. Hagen  
City Clerk  
**ACTING**

MATTHEW M. CLARKIN, JR.  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



## City of Providence, Rhode Island Office of the Internal Auditor

June 2, 2014

Ms. Lori Hagen  
City Clerk  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Lori:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Education Subcommittee for approval.

- *School Department* – Approval of a contract renewal for licenses with **Teachscape** in an amount not to exceed \$288,190.30 for the 2015/20156 school year.
- *School Department* – Authorization payment of Tuition For Students With Disabilities residing in the City of Providence attending residential or non-residential institutions for the 2014/2015 school year in a total amount not to exceed \$16,012,855.65.

Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", is written over a horizontal line.

Matthew M. Clarkin, Jr.  
Internal Auditor

ANGEL TAVERAS  
Mayor

SUSAN F. LUSI, Ph.D.  
Superintendent

# Providence Schools

Providence Public School District  
Purchasing Office  
797 Westminster Street  
Providence, RI 02903-4045  
tel. 401.456.9264  
fax 401.456.9292

May 20, 2014

The Honorable Angel Taveras, Chairman  
Board of Contract & Supply  
City Hall  
Providence, RI 02903

Dear Mayor Taveras:

The Providence School Department/Federal Programs-Title I & SIG A respectfully requests the Board of Contract and Supply to approve entering into a contract renewal for licenses with Teachscape in an amount not to exceed \$288,190.30.00 for the 2014/2015 school year. The District has been using these licenses for four years. This contract will be in effect from July 1, 2014-June 30, 2015. They will provide the following:

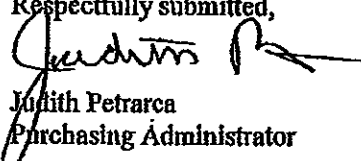
Teachscape Focus™ for Observers License renewal, Teachscape Focus™ Effectiveness Series for Teachers License Renewal, Teachscape Reflect™ License renewal, Teachscape Walk License Renewal and Teachscape Learn™ License Renewal. They will also provide training, coaching and online PD as detailed in the contract with respect to using the product that these licenses provide.

(See enclosed contract for further details)

Federal funds for this project are regulated by the Department of Education. The Federal Office of the School Department is merely the custodian of the funds, and the School Department requests the Board of Contract and Supply approve this program.

Funding is available in account: SIG-A (Approved) & Title I (Pending Approval) ACU

Respectfully submitted,

  
Judith Petrarca  
Purchasing Administrator

MINORITY/WOMEN PARTICIPATION \$ 0 0 %

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's college's and universities, and in their chosen professions.



OUR SCHOOLS. OUR FUTURE.

**Consultant Service Contract-**  
**(License Renewal)**

The Providence School District, hereinafter referred to as "PPSD" or "District," and independent contractor, Teachscape, hereinafter referred to as "Consultant," enter into a contract on this the \_\_\_\_ day of April 2014 for the provision of consultant services.

1. District agrees to purchase licenses from Consultant, and Consultant agrees to provide, the following licenses:

Teachscape <i>Focus</i> ™ for Observers License Renewal
Teachscape <i>Focus</i> ™ Effectiveness Series for Teachers License Renewal
Teachscape <i>Reflect</i> ™ License Renewal
Teachscape <i>Walk</i> License Renewal
Teachscape <i>Learn</i> ™ License Renewal

Teachscape will enable the following:

- a) Focus, Reflect, and Learn product training
- b) Custom coaching-Beginning of Year Preparation and Conference Training
- c) Middle of Year Conference Training
- d) End of Year Conference Training
- e) Comprehensive PPSD Evaluation Management Tool- for teachers and administrators (Reflect)
- f) Evaluation Rubric Online Training (FFTPS) and Certification for administrators (Focus)
- g) Calibration Assessment Tool (Reflect)
- h) Teachscape Online Professional Development for teachers and administrators (Learn)
- i) Walkthrough Tool for Classroom/School Effectiveness (Walk)
- j) Provide final effectiveness rating file data for PPSD based on configurations as required by PPSD (i.e. content, grade level, school, population, etc.)
- k) Export final effectiveness ratings to RIDE at end of year
- l) Support PPSD Face-to-Face/Online Professional Development offerings including cataloging, scheduling, registration, tracking, etc., using Learn product (formerly managed by MLP).

**NOTE:** Please see attached pricing proposal for additional detail on deliverables and associated costs.

The Consultant must adhere to accountability requirements that include providing District staff with a full report of service delivery, listing:

- (a) Number of administrators and teachers trained;
- (b) End user summary reports
- (c) Monthly usage reports

- (d) Number of successfully completed online professional development modules
- (e) Educator evaluation certification results
- (f) Educator evaluation calibration results
- (g) Final effectiveness results to PPSD and RIDE
- (h) Total number of training hours facilitated
- (i) Any evaluation results, if applicable

2. Unless discontinued earlier by District, the services are to be performed at the following times and places:
- a) Use of platforms is web-based and accessible 7 days/week, 24 hours/day.
  - b) Technical support and assistance available via phone, email, and on site when applicable.
  - c) Training and custom coaching on site.
  - d) Training via webinar (with and without facilitation).

**NOTE: Please see attached pricing proposal for additional detail on deliverables and associated costs.**

3. District agrees to pay Consultant a fee not to exceed \$ \$288,190.30, as compensation for services rendered. This amount is inclusive of expenses for materials, supplies, transportation, lodging, and meals for all on-site and off-site planning and preparation. Consultant shall not be paid in advance.

**Fee Schedule: Payment shall be rendered upon receipt of itemized invoice.**

4. This agreement shall be in effect from July 2014-June 30, 2015, unless terminated by either party at any time, with or without cause. In the event of termination by District or Consultant prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Consultant shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

Consultant may not assign this contract to a third party without the written consent of the District. Consultant must conduct a criminal background check, at the Consultant's expense, of all employees employed under this contract, except District employees.

Consultant is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Consultant.

Consultant agrees to hold District harmless from any and all damages incurred by District by reason of Consultant's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one (1) and the same instrument.

IN WITNESS WHEREOF, Providence Public School Department and Consultant have executed this contract, effective the date first herein written.

Providence Public School Department

Superintendent: \_\_\_\_\_  
or  
Chief Financial Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Consultant: Kathleen B. Upton

Date: 5-5-2014

Social Security/Federal Tax ID  
Number: 77-0639457

Approved as to form and correctness:

Jeff Padwa 4/29/14  
Jeffrey M. Padwa, City Solicitor

Signature of PSD Staff Contact  
Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Date of Board Approval: \_\_\_\_\_  
(For contracts of \$5,000 or more)

Revised July 2011

IN WITNESS WHEREOF, Providence Public School Department and Consultant have executed this contract, effective the date first herein written.

Providence Public School Department

Superintendent: \_\_\_\_\_  
or  
Chief Financial Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security/Federal Tax ID  
Number: \_\_\_\_\_

Approved as to form and correctness:

  
Jeffrey M. Padwa, City Solicitor

Signature of PSD Staff Contact  
Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Date of Board Approval: \_\_\_\_\_  
(For contracts of \$5,000 or more)

Revised July 2011



Teachscape, Inc.  
License Renewal  
March 3, 2014

Providence Public School District  
797 Westminster St  
Providence, RI 02903-4045  
Nkolika Onye, Executive Director of Performance Management  
nkoli.onye@ppsd.org | 401-996-1602

Service Item	Quantity	Unit Price	Extended Price
<b>Teachscape Focus for Observers Annual License - New Users</b> A self-paced, online solution for training, assessing, and maintaining observer proficiency when applying the Framework for Teaching Evaluation Instrument to teaching practice. Includes: <ul style="list-style-type: none"><li>• Training Program</li><li>• Scoring Practice</li><li>• Proficiency Assessment</li><li>• Calibration</li></ul> License valid June 30, 2014 through June 29, 2015	15 users	\$399.00 / user	\$5,985.00
<b>Teachscape Focus for Observers Annual License - Recertification</b> A self-paced, online solution for training, assessing, and maintaining observer proficiency when applying the Framework for Teaching Evaluation Instrument to teaching practice. Includes: <ul style="list-style-type: none"><li>• Training Program</li><li>• Scoring Practice</li><li>• Recertification Assessment</li><li>• Proficiency Assessment Extension (if required)</li><li>• Calibration</li></ul> License valid June 30, 2014 through June 29, 2015	116 users	\$249.00 / user	\$28,884.00
<b>Teachscape Focus for Teachers Annual License</b> A self-paced online solution that trains teachers on the value, structure, and content of the Framework for Teaching and guides teachers on applying the Framework to their practice. Includes: <ul style="list-style-type: none"><li>• Master-scored videos illustrating effective teaching</li><li>• Reflective exercises that reinforce instructional strategies</li><li>• Framework Component Modules</li></ul> License valid June 30, 2014 through June 29, 2015	1,781 users	\$30.00 / user	\$53,430.00



<b>Teachscape Reflect Annual License</b> A customizable observation and evaluation system that allows classroom observers and instructional leaders to conduct survey-based classroom walkthroughs and rubric-based teaching observations and evaluations. Includes: <ul style="list-style-type: none"> <li>• Survey-based classroom walkthrough tools and rubric-based observation and evaluation functionality</li> <li>• Capability to integrate multiple measures of teaching performance</li> <li>• Reporting tools that monitor trends and patterns and provide actionable feedback</li> <li>• Compatibility with smartphones, tablets, and laptop computers</li> </ul> License valid June 30, 2014 through June 29, 2015	1,897 users	\$29.00 / user	\$55,013.00
<b>Teachscape Learn Annual License – FFT edition</b> A video-rich, customizable professional learning system with extensive resources and tools for educators to target and refine development areas and to track and evaluate progress. <ul style="list-style-type: none"> <li>• K-12 content library with over 160 courses</li> <li>• Video channels and video capture tools</li> <li>• Online learning communities</li> <li>• Personalized learning plans</li> </ul> License valid June 30, 2014 through June 29, 2015	38 schools	\$2,799.00 / school	\$106,362.00
<b>Learning-focused Conversations Workshop (Summer)</b> One-day workshop that trains up to 35 educational leaders on holding collaborative, feedback-based interactions with teachers. Includes a copy of Learning-focused Supervision: Developing Professional Expertise In Standards-Driven Systems (Lipton & Wellman, 2013) Participants will learn to: <ul style="list-style-type: none"> <li>• Initiate collaborative interactions with teachers</li> <li>• Use data to drive conversations with teachers</li> <li>• Apply tools and templates to classroom-based data</li> </ul>	2 days	\$5,000.00 / day	\$10,000.00
<b>Custom Coaching Days- Learning Focused Conversations</b> Onsite Follow up days to initial training	2 days	\$3,500.00 / day	\$7,000.00
<b>Custom Coaching Days- Coaching Support (Workshops) for New Administrators (Summer &amp; Fall/Wtr/Spring)</b> Onsite full and half day PL	5 days	\$3,500.00 / day	\$17,500.00
<b>Custom Coaching Days - Coaching Support/Follow-up for New Administrators</b> A series of four (4) webinars that will provide support with Focus, Reflect and Learn	4 sessions	\$1,500.00 / webinar	\$6,000.00

<b>Reflective Practice with Video – Face-to-Face</b> Four (4) One-day workshops showing up to 35 educational leaders how to use the Learn video tools to help teachers do reflective practice. Participants will: • Learn four approaches to reflective practice • Choose an ideal approach and develop a plan to implement it	1 days	\$3,500.00 / day	\$3,500.00
<b>Reflect Training (Summer)</b> Beginning of the Year Reflect Refresher and Analysis of Data – these sessions will be focused on going through the details and changes of the 2014-2015 workflow. Also, a review of data from Reflect Observation Reports and how that data can be used to provide differentiated professional development in Learn.	2 days	\$3,500.00 / day	\$7,000.00
<b>Multiple Product Discount</b>			(12,483.70)
<b>TOTAL</b>			<b>\$288,190.30</b>

Payment Schedule	Amount of Payment
Net 30 from receipt of purchase order or signed quote	\$288,190.30
<b>Total Cost</b>	<b>\$288,190.30</b>

<b>Please Note:</b> 1) Prices do not include hardware or sales tax, if applicable. 2) The Teachscape Federal Tax ID # is 77-0630457 3) For additional information, please contact your Teachscape account executive, Susan Wiley at susan.wiley@teachscape.com or (803) 588-1420. 4) Please include the proposal & your Tax Exempt Certificate with your Purchase Order. 5) All terms and conditions of the original agreement remain in effect except the Term of the agreement and/or if specifically amended on this form. 6) By signing below, Customer representative agrees to the terms and conditions herein, certifies that he/she has full authority to make purchasing commitments for the customer.	<b>Please FAX PO to:</b> Fax: 415.651.8848  <b>Teachscape</b> 71 Stevenson Street, Fifth Floor San Francisco, CA 94105  <b>Remit Payments to:</b> Teachscape P.O. Box 48242 San Jose, CA 95161-9242
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**To be completed by customer:**

Please select one of the following options:

- ☐ A purchase order is not required. Please invoice me.  
☐ A purchase order is attached.  
☐ A purchase order is in process and will be issued by (please insert date): \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

**Title:** \_\_\_\_\_

Date: \_\_\_\_\_

**(To pay by credit card, please contact Wendy Walker at [wendy.walker@teachscape.com](mailto:wendy.walker@teachscape.com) or (415) 748-3608).**