

RESOLUTION OF THE CITY COUNCIL

No. 26

Approved January 16, 2015

RESOLVED, That the Members of the Providence City Council
hereby Authorize Approval of the following Contract Award by the Board of
Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances.

Young Voices
(School Department) \$9,949.00

IN CITY COUNCIL

JAN 15 2015

READ AND PASSED

PRES.

CLERK

I HEREBY APPROVE

Mayor

Date:

1/16/15

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

November 13, 2014

Ms. Lori Hagen
City Clerk's Office
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.

- *School Department* – Award of contract for the recruiting and vetting of qualified informal educators and community organizations to provide from 6-20 approved expanded learning opportunities per school semester to **Providence After School Alliance** in an amount not to exceed \$80,000 with PASA contributing an in-kind amount of \$73,469 to the total cost.
- *School Department* - Award of contract to **Young Voices** to provide services at Juanita Sanchez Educational Complex and Alvarez High School to provide high quality youth leadership development services to assist with student voice in the high school transformation model being implemented at these two locations. The total contract will not exceed \$9,949.

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

Cc: Alan Sepe, Director of Operations
Francisco Ramirez, Director of Purchasing
Yvonne Graf, Chief of Staff City Council
James Lombardi, City Treasurer
Judith Petrarca, Purchasing Administrator – School Dept.

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

November 7, 2014

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

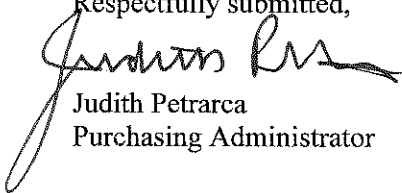
Dear Mayor Taveras:

The Providence School Department/Federal Programs/Title I respectfully requests the Board of Contract and Supply to **approve entering into two contracts with Young Voices in a total amount not to exceed \$9,949.00.**

Young Voices will be providing services at Juanita Sanchez Educational Complex and Alvarez High School. This program provides high quality youth leadership development services to assist with student voice in the high school transformation model being implemented at these two locations. They will provide weekly leadership training to 15 students at each location that includes the development of oral and written communication skills, training on how to analyze policy issues related to high school education and practice in the art of dialogue and debate. Each student will also receive additional training in critical thinking and development of skills to participate in meetings with the principal. (Please see enclosed contract for further details.)

Funding is available in **Title I.** *AV*

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

The Providence School District, hereinafter referred to as "District," and independent contractor, Young Voices, hereinafter referred to as "Consultant," enter into a contract on this the 18th day of September, 2014 for the provision of consultant services.

1. District agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to District, the services described on the attached Program Services Contract.

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) Total number of training and/or curriculum development hours facilitated;
- (c) Any evaluation results, if applicable.

2. Unless discontinued earlier by District, the services are to be performed at the following times and places: Tuesdays and Thursdays from 3:00pm to 5:00pm at Dr. Jorge Alvarez High School (with additional or different days as determined by the parties).

3. District agrees to pay Consultant a fee not to exceed \$4950.00, 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.

Title 1 84-010A

4. This agreement shall be in effect from 9/18/2014 to 6/18/2015, 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.

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Consultant understands products produced as a result of this contract are the sole property of the district and may not be used by consultant without the express written permission of the District.

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:

10/23/14

Consultant: Karen Feldman

K. Feldman

Date: 09/17/14

Social Security/Federal Tax ID Number:

43-210374

Approved as to form and correctness:

Jeff Padwa 9/26/14
Jeffrey M. Padwa, City Solicitor

Signature of PSD Staff Contact

Date of Board Approval: _____

Person: *Janet Hawkins-Gladstone*
Janet Hawkins-Gladstone, Principal

Phone Number: 456-0676

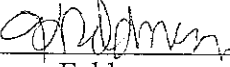
(For contracts of \$5,000 or more)

Revised July 2011

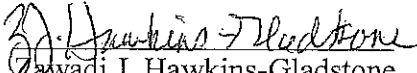
- Willingness to offer feedback on the program as part of annual evaluation activities.

Signify agreement to these terms by signing this Agreement.

Signed,



Karen Feldman
Executive Director
Young Voices



Zawadi J. Hawkins-Gladstone
Principal
Dr. Jorge Alvarez High School



OUR SCHOOLS. OUR FUTURE.

Consultant Service Contract

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1. District agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to District, the services described on the attached Program Services Contract:

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) Total number of training and/or curriculum development hours facilitated;
 - (c) Any evaluation results, if applicable.
2. Unless discontinued earlier by District, the services are to be performed at the following times and places: Tuesdays from 3:00pm to 5:00pm at JSEC Cooley/PAIS High School (with additional or different days as determined by the parties).
 3. District agrees to pay Consultant a fee not to exceed \$4999.00, 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.
 4. This agreement shall be in effect from 11/1/2014 to 6/4/2015, 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.

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Consultant understands products produced as a result of this contract are the sole property of the District and may not be used by Consultant without the express written permission of the District.

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.

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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

Scope of Work for Young Voices

This represents a program services contract for Young Voices (YV) to provide high quality youth leadership development services to assist with student voice in the high school transformation model being implemented at Juanita Sanchez Educational Complex (JSEC) in Providence. This agreement is with JSEC, 182 Thurbers Avenue, Providence, Rhode Island 02905.

Since Young Voices' founding in 2006, more than 360 low-income, minority youth from across RI have participated in our Leadership Transformation Academy (LTA), which transforms youth into powerful leaders who make a difference in their lives and community. Through the LTA, youth gain powerful skills in public speaking, networking, policy analysis, critical thinking, and the ability to relate effectively with high-level leaders. This intensive training is unique, in that it gives the most disadvantaged young people in our State, hands-on experiences in advanced leadership situations, such as meeting with Governor Chafee, or testifying at the State House and Board of Regents hearings. The LTA provides youth with these rare leadership opportunities, through which young people become adept at thinking on their feet and learn how to deal with the adult world in any context.

Responsibilities of YV

YV agrees to provide weekly leadership training to 15 students that includes the development of oral and written communication skills, training on how to analyze policy issues related to high school education, and practice in the art of dialogue and debate. Each youth will also receive additional training in critical thinking and the development of the skills necessary to participate in meetings with the principal.

YV will insure that a minimum of 4 students will earn expanded learning opportunity credits from the upcoming spring ELO session.

YV will insure the safety of all youth within its care and provide appropriate adult supervision at all times during program hours.

YV agrees to uphold the rules and expectations set out in the Providence Student Handbook as well as communicated in the daily routine at JSEC.

Responsibilities of JSEC

JSEC will provide support for the Young Voices Leadership Development project through funding in the amount of \$4,999 that supports staffing costs and youth stipends.

JSEC will also provide:

- Classroom space on the designated afternoon that offers enough space to accommodate 15 students.
- Snacks and beverages for 15 students each week.
- Opportunities to meet with the principal to insure that the program and leadership development strategies are in line with the needs of the students and the school.

- Opportunities to meet with teachers and other school personnel to insure the needs of students are being met.
- Willingness to offer feedback on the program as part of annual evaluation activities.

Signify agreement to these terms by signing this Agreement.

Signed,

Karen Feldman
Executive Director
Young Voices

Michaela Keegan
Principal
Juanita Sanchez Educational Complex