

RESOLUTION OF THE CITY COUNCIL

No. 25

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.

Providence After School Alliance
(School Department)

\$80,000.00

IN CITY COUNCIL

JAN 15 2015

READ AND PASSED

PRES.

CLERK

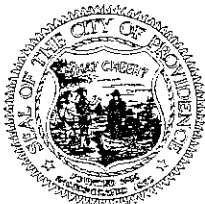
I HEREBY APPROVE

Mayer

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

October 28, 2014

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

Dear Mayor Taveras:

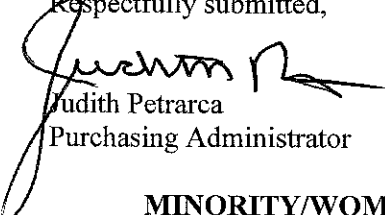
The Providence School Department/Federal Programs/Title I respectfully requests the Board of Contract and Supply to **approve entering into a contract with Providence After School Alliance in an amount not to exceed \$80,000.00. PASA will be contributing an in-kind amount of \$73,469.00 to the total cost of this program.**

Through an open process, PASA will recruit and vet qualified informal educators and community organizations to provide from 6-20 approved expanded learning opportunities per school per semester, with the final number of experiences being determined in partnership with the respective principals, with the programs at Alvarez, Sanchez, Hope and E-Cubed High Schools., recruit between 25-50 students from each school per semester to participate in and successfully complete an expanded learning opportunity, recruit teacher mentors, provide and facilitate appropriate PD and program planning for program providers, work with new program providers to finalize a program curriculum aligned with the Common Core State Standards, coordinate programming at each of the three schools, provide critical support and systems, including program materials and events, program assessment and evaluation of program quality using validated tools and methods and develop and implement rubrics to assess student learning and skill development through use by the teacher mentor, community educator and others observing student demonstration of learning.(Please see enclosed contract for further details.)

Funding is available in account : **Title I.**

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.



Consultant Service Contract

The Providence School District, hereinafter referred to as "District," and independent contractor, Providence After School Alliance, hereinafter referred to as "Consultant," enter into a contract on this the 10th day of November, 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 following services:
 - a. Through an open process, recruit and vet qualified informal educators and community organizations to provide from 6-20 approved expanded learning opportunities (ELO) per school per semester, with the final number of experiences being determined in partnership with the respective principals at Alvarez High School, Hope High School, E-Cubed Academy, and the Juanita Sanchez Educational Complex.
 - b. Recruit between 25-50 students from each school per semester to participate in and successfully complete an expanded learning opportunity, depending upon the targets set jointly with the principal from each school, with stipends provided to community providers for participating in training, program and curriculum development, student recruitment, demonstration projects, and other related activities.
 - c. Recruit teacher mentors to partner with each expanded learning opportunity in each participating school, providing stipends for participating teachers.
 - d. Provide and facilitate appropriate professional development and program planning for program providers and participating school faculty.
 - e. Work with new program providers to finalize a program curriculum aligned with Common Core State Standards and other academic standards to be submitted to District for review and approval; coordinate with District to assure that a process is established for approval of programs before programming begins each semester.
 - f. Coordinate programming at each of the four schools, providing a part-time staff person to be on site throughout the academic year to assure, with the support of school and other partners, that the following services are provided: recruitment, registration, data entry, program assessment, coordination of logistics, including facilities use and designing a transportation plan for students to and from off-site programs.
 - g. Each semester at each school, provide critical support and systems, including the development of recruitment and program materials and events, data collection and analysis, program assessment and evaluation of program quality and informal education practices using validated tools and methods.
 - h. Oversee and manage the implementation of the essential components of a District-approved expanded learning opportunity: student participation in a high-quality learning experience; an open, password-protected on-line platform for students to develop and display all their ELO progress; and a final demonstration where students demonstrate their learning in front of a panel of community representatives, peers, the community educator and the teacher mentor.

- i. Develop and implement rubrics to assess student learning and skill development through use by the teacher mentor, community educator and others observing the student demonstration of learning.
- j. Work with an outside evaluator to implement a student assessment and diagnostic tool to inform individual student's instruction.

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) Number of students participating in each ELO at each school;
 - (d) Assessment and evaluation results.
2. Unless discontinued earlier by District, the services are to be performed at the following times and places:
 - a. In the case of ELO initiative, Consultant staff work will take place at the Consultant offices and at the partner high schools and ELO programs will generally take place between the hours of 3:00-6:30 p.m. on Monday-Friday or during weekend hours, depending upon the individual program. Programs will meet 1-2 sessions weekly and will operate for 10 weeks or more during each semester, the specific frequency and length dependent upon the individual program. Special programs or field trips may occur periodically beyond these hours.

Individual programs will operate at:

- i. Alvarez High School, E-Cubed Academy, Juanita Sanchez Educational Complex, and Hope High School
 - ii. The program facility of the Consultant, individual ELO program providers, or at other community-based locations related to the content of the ELO program.
3. District agrees to pay Consultant a fee not to exceed \$80,000.00 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.

E-cubed: \$12,000

Alvarez: \$24,000

JSEC: \$34,000

Hope: \$10,000

Consultant has committed to provide matching funding for the ELO initiative for the current academic year totaling \$153,469 from sources other than the District.

Fee Schedule: Consultant will invoice District on a quarterly basis for services provided.

4. This agreement shall be in effect from November 10, 2014 to 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 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: _____

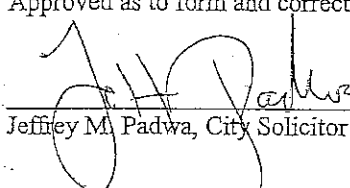
Consultant: _____

Date: _____

Social Security/Federal Tax ID Number: _____

26-0319193

Approved as to form and correctness:


Jeffrey M. Padwa, City Solicitor

10/5/14

Signature of PSD Staff Contact

Person: Carrie B. Feliz, MPH

Phone Number: 401-456-9100 x11374

Date of Board Approval: _____

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