

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 128

EFFECTIVE ~~APPROXIMATE~~ March 18, 2012


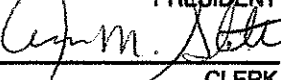
RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following sole source contract award by the Board of Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances.

Providence After School Alliance


\$7,500.00

IN CITY
COUNCIL

MAR 07 2013
FINAL READING
READ AND PASSED


PRESIDENT

CLERK

Effective without the
Mayor's Signature


Anna M. Stetson
City Clerk

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

January 29, 2013

Ms. Anna Stetson
City Clerk
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Madame Clerk:

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 Committee for approval.

- Sole source contracts awarded to the "Providence After School Alliance" in amounts of \$300,000; \$15,000; \$7,500; and \$315,549.

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration 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

Cc: Alan Sepe, Director of Public Property
Judith Petrarca, School Purchasing Director
Francisco Ramirez, Deputy Director of Public Property
Patti Jordan, Purchasing Administrator
Jake Bissaillon, City Council Chief of Staff

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

January 17, 2013

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

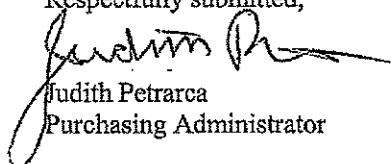
Dear Mayor Taveras:

The Providence School Department/Alvarez High School/Federal Programs/Title I School Improvement Grant Part G-Cohort 2 respectfully requests the Board of Contract and Supply to **approve entering into a contract with Providence After School Alliance (Sole Vendor) in an amount not to exceed \$7,500.00.**

During the 2012-2013 academic year, the Consultant is partnering with the District and the administration, faculty, staff and students at Alvarez High School to implement an initiative allowing students to earn graduation credit for participating in expanded learning opportunities (ELO) learning experiences beyond normal school hours. They will provide an ELO coordinator at Alvarez that will coordinate with students to expedite their participation in credit-bearing ELO experiences, coordinate with 3 or more community partners to offer ELOs focusing on civics and environmental issues, provide technical assistance to align their program content with Common Core Standards, coordinate registration, transportation and attendance. ELO programs will take place between the hours of 3:15-6:30 Monday-Friday or during weekend hours. Programs will meet 1-2 sessions weekly and operate for 10 weeks or more during each semester. (Please see enclosed contract for further details.)

Funding is available in account : Title I School Improvement Grant Part G-Cohort 2. *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.



Routing Information: Initial/date

Budget Office _____ Senior Staff _____
 Purchasing Adm. 8-12-24 Chief Financial Officer [Signature] Purchasing Adm. _____

Contract/Agreement Transmittal Form

<i>Providence School Department:</i>		<i>Contracting Party:</i>	
Contact Person:	<u>Jesse Rivers</u>	Organization:	<u>Providence After School Alliance</u>
Department/School:	<u>Alvarez High School</u>	Contact Person:	<u>Hillary Salmons</u>
Phone #:	<u>401-456-0676</u>	Address:	<u>140 Broadway, Providence, 02903</u>
Fax #	<u>401-456-0679</u>	Phone #:	<u>401-490-9599 x101</u>
Email:	<u>Jesse.Rivers@ppsd.org</u>	E-mail:	<u>hsalmons@mypasa.org</u>
Proposed School Board Agenda Submission Date: Tuesday, October 9, 2012 Proposed Board of Contract & Supply Submission Date (contracts of \$5000 or more): Monday, December 17, 2012			
Have you provided a copy of the PSD Travel Expense Guidelines for Consultant Services with consultant so the consultant is aware of reimbursement limitations and requirements and the method for submitting appropriate receipts and forms? Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			
1. Do you have existing funds and an existing budget code to pay this cost? Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> 2. Budget Codes: _____ /Source: _____ Requisition #: _____ 3. Desired Start Date: 10/10/2012 <u>Title 1 SIG G - Cohort 2</u>			
Have you secured any necessary building service requirements (e.g. building open on non-work day or after hours, food service requirements, security, substitutes, etc.) with appropriate department? Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>			
REVIEWED AND APPROVED:			
<u>[Signature]</u> Originator's Signature		<u>12/17/12</u> Date	
<u>[Signature]</u> Budget Office Signature		<u>1/2/13</u> Date	
_____ Authorized Signature (Senior Staff)		<u>1/3/13</u> Date	

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 October, 2012 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

During the 2012-13 academic year, the Consultant is partnering with the District and the administration, faculty, staff, and students at Alvarez High School to implement an initiative allowing students to earn graduation credit for participating in expanded learning opportunities (ELO) learning experiences beyond normal school hours.

The Consultant will provide an ELO coordinator to work part-time at Alvarez High School and at the Consultant offices to coordinate the various aspects of the ELO initiative. The Consultant will also:

- a. Coordinate with 20-40 students to expedite their participation in credit-bearing ELO experiences;
- b. Coordinate with 3 or more community partners to collaborate with a designated teachers-of-record at the school to offer ELOs focusing on civics and environmental issues for participating students;
- c. Provide technical assistance to community partners and teachers providing ELOs and helping to align their program content it with Common Core State Standards and other related state and national academic standards;
- d. Coordinate registration, transportation, and attendance tracking for students;
- e. Maintain www.hubprov.com as an online Internet tool for posting of information about student involvement in ELOs;
- f. Coordinate an event for students to provide a final demonstration of their learning through the ELOs;
- g. Coordinate with District staff to approve the content of all ELOs, to allow students to be registered in ELOs and to have credit for the ELOs appear on their official transcript.

The Consultant will be required to adhere to accountability requirements that include:

PASA will use data collected through the YouthServices.Net data system to monitor student attendance and program participation.

PASA will also continue to use the validated RI Youth Program Quality Assessment to assess the quality of adult instruction and program quality based upon positive youth development practices. This tool developed by the Weikart Center for youth program quality will be implemented by trained quality coaches to assess the quality of instruction and program activities in targeted programs.

2. Unless discontinued earlier by District, the services are to be performed at the following times and places:

ELO programs will take place between the hours of 3:15-6:30 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:

- Alvarez High School;
- 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 \$7,500 as compensation for costs incurred. . This amount is inclusive of expenses for materials, supplies, transportation, lodging, meals, and materials for all on-site and off-site planning and preparation.

Fee Schedule: Consultant will invoice District on a quarterly basis for each year of the contract for services provided.

4. This agreement shall be in effect from 10/01/2012 to 06/30/2013 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; effect the date first herein written.

Providence Public School Department

Superintendent: _____
or
Chief Financial Officer: _____

Date: _____

Consultant: Hillary Salas

Date: December 20, 2012

Social Security/Federal Tax ID Number: 26-0319193

Approved as to form and correctness:

Jeff Padwa 12/13/12
Jeffrey M. Padwa, City Solicitor

Signature of PSD Staff Contact

Person: _____

Phone Number: _____

Date of Board Approval: September 10, 2012
(For contracts of \$5,000 or more)

IN WITNESS WHEREOF, Providence Public School Department and Consultant have executed this contract; effect 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:

 12/13/12
Jeffrey M. Padwa, City Solicitor

Signature of PSD Staff Contact
Person: _____
Phone Number: _____

Date of Board Approval: September 10, 2012
(For contracts of \$5,000 or more)