

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 127

EFFECTIVE ~~APPROX~~ March 18, 2013

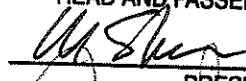
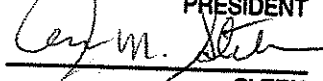
RESOVLED, That the Members of the Providence City Council  
hereby Authorize Approval of the following sole source contract award by the  
Board of Contract and Supply, in accordance with Section 21-26 of the Code of  
Ordinances.

Providence After School Alliance


\$15,000.00

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:

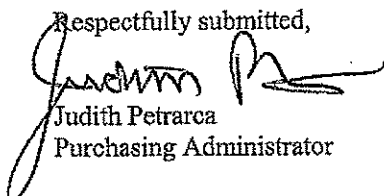
The Providence School Department/Juanita Sanchez Educational Complex/Federal Programs/Title 1 respectfully requests the Board of Contract and Supply to **approve entering into a contract with Providence After School Alliance (Sole Vendor) in an amount not to exceed \$15,000.00..**

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.

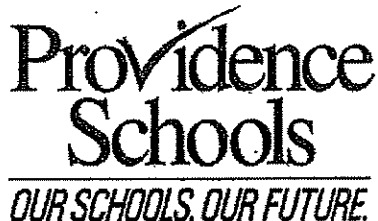
ARV

Respectfully submitted,

  
Judith Petrarca  
Purchasing Administrator

MINORITY/WOMEN PARTICIPATION \$ 0 0 %

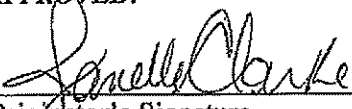
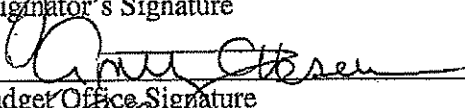
An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader 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 PS-12-21 Chief Financial Officer \_\_\_\_\_ Purchasing Adm \_\_\_\_\_

## Contract/Agreement Transmittal Form

Providence School Department:		Contracting Party:	
Contact Person:	Janelle Clarke	Organization:	Providence After School Alliance
Department/School:	Juanita Sanchez Educ. Complex	Contact Person:	Hillary Salmons
Phone #:	401-456-1781	Address:	140 Broadway, Providence, 02903
Fax #	401-456-1782	Phone # :	401-490-9599 x101
Email:	Janelle.Clarke@ppsd.org	E-mail:	hsalmons@mypasa.org
Proposed School Board Agenda Submission Date: Tuesday, October 9, 2012 Proposed Board of Contract & Supply Submission Date (contracts of \$5000 or more): Monday, December 10, 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			
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"/>
<b>REVIEWED AND APPROVED:</b>			
 Originator's Signature		12/19/12 Date	
 Budget Office Signature		1/2/13 Date	
_____ Authorized Signature (Senior Staff)		1/3/13 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 10<sup>th</sup> 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 the Juanita Sanchez Educational Complex (JSEC) 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 JSEC and at the Consultant offices to coordinate the various aspects of the ELO initiative. The Consultant will also:

- a. 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:

- Juanita Sanchez Educational Complex;
- The Consultant's "Hub" youth facility at 140 Broadway, Providence, RI;

- The program facility of 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 **\$15,000** 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 10/10/2012 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: William Salas

Date: Dec 20, 2012

Social Security/Federal Tax ID Number: 26-0319193

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)