

City of Providence
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 428

EFFECTIVE September 29, 2014

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.

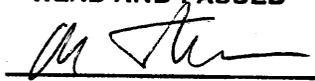
Inspiring Minds
(School Department)

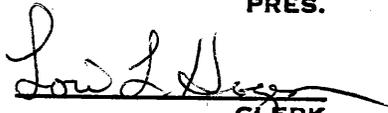
\$80,000.00

IN CITY COUNCIL

SEP 18 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

August 7, 2014

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

Dear Ms. Hagen:

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* – Approval of a sole-source contract with Inspiring Minds in an amount not to exceed \$80,000 to provide the Kid's Bridge Program at seven locations during the months of July and August.

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.", 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
Jim Lombardi, City Treasurer
Judith Petrarca, Purchasing Administrator – School Department

ANGEL TAVERAS
Mayor

Providence Schools

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

SUSAN F. LUSI, Ph.D.
Superintendent

July 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-School Improvement Grant -Part A respectfully requests the Board of Contract and Supply to **approve entering into a contract with Inspiring Minds-Sole Vendor (formerly Volunteers in Providence Schools) in an amount not to exceed \$80,000.00.**

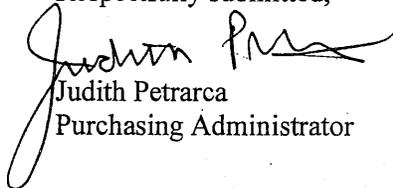
Inspiring Minds will provide Kid's Bridge- a summer readiness program for incoming students . The program will accelerate learning and increase kindergarten readiness of low performing students with an emphasis on ELL. Inspiring Minds volunteers work with students during the duration of the summer program and throughout the school year. Parents are also engaged throughout the program and attend a family literacy training to support their children's academic performance. The program will run from July-August, 2013 from 8:00AM - 1: PM at the following 7 locations: Fogarty, Lillian Feinstein @ Sackett, Asa Messer, Carl Lauro, Woods and Youn and Broad Street. This is a 5 week, 100 hour intense summer program that runs Monday - Thursday..

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 - **School Improvement Grant-Part A.**

Acv

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 7/10/14
 Purchasing Adm OP 79 Chief Financial Officer _____ Purchasing Adm _____

Contract/Agreement Transmittal Form

Providence School Department:		Contracting Party:	
Contact Person:	<u>Carrie Feliz</u>	Organization:	<u>Inspiring Minds</u>
Department/School:	<u>Dir. Strategic Community Partnerships / Office of Educational Partnerships / T&L</u>	Contact Person:	<u>H. Terri Adelman Executive Director</u>
Phone #:	<u>401-456-9100 x11374</u>	Address:	<u>763 Westminster St., Providence, RI 02903</u>
Fax #	<u>401-456-9252</u>	Phone # :	<u>401-274-3240</u>
Email:	<u>Carrie.Feliz@ppsd.org</u>	Email:	<u>tadelman@inspiringmindsri.org</u>
Proposed School Board Agenda Submission Date: 07/07/14			
Proposed Board of Contract & Supply Submission Date (contracts of \$5000 or more):			
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:			
3. Source: Title -I \$80,000 Requisition #: <u>13/14 SIG A</u>			
4. Desired Start Date: 07/14/14			
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>Carrie Feliz</u> Originator's Signature			<u>7/7/14</u> Date
<u>[Signature]</u> Budget Office Signature			<u>7/18/14</u> Date
<u>[Signature]</u> Authorized Signature (Senior Staff)			<u>7-7-14</u> Date

The Providence School District, hereinafter referred to as "District," and independent contractor, **Inspiring Minds**, hereinafter referred to as "Consultant," enter into a contract on this the **14th day of July, 2014** for the provision of consultant services.

1. District agrees to engage Consultant, and Consultant agrees to perform, in a manner satisfactory to District, the following services:

Consultant proposes to combine their existing resources with financial support from the District to provide a Kindergarten Preparation summer program (8 sections at \$10,000) to run 7/14/14 – 8/15/14, ~~5~~⁴ days a week for 5 hours per day.

<i>Program, Grades, Schools</i>	<i>Students</i>	<i>Support/Time</i>	<i>Outcomes</i>	<i>Cost per Student</i>	<i>Investment</i>
<i>K-Prep</i> 5-yr olds 6 schools	PPSD: 8 classes = 144 IM: 2 classes = 36	5 week, 100 hour intense summer program 1:3 adult to student ratio	67% skill readiness vs. 37% on entry.	\$556	<u>10 classes total, 180 students total</u> PPSD (8): \$80,000 IM (2): \$20,000

Programmatic Activities

- *Kindergarten Readiness:* Consultant will accelerate learning and increase kindergarten readiness for moderate/low performing students with a focus on students lacking pre-school experience. Students in Consultant's kindergarten transition programs will continue to receive academic interventions through the school year, provided by Consultant's lead teachers, Americorps members, and volunteer tutors.
- *Parent Involvement:* In addition to ongoing communication regarding programming, parents and guardians are engaged and invested from application to program graduation.

The Kindergarten Preparation program involves a 5-week, 100 hour, intense summer program that helps 5-year olds who are already behind catch up. It provides them the focused time and attention to make up deficits in educational experiences. It incorporates extensive aligned basic skill activities, fortified by a 1:3 adult to student ratio that rapidly closes the learning gap of children with little or no pre-school experience. This phase is conducted in the schools the children will attend and also incorporates an emphasis on developing a repertoire of the "soft skills" important to engaging in the dynamics of school and learning -

our young students display a greater self-confidence and readiness for the learning environment.

Inspiring Minds provides pre-service orientation, direct training, in-service observation and coaching, reflection, and on-going professional development to all staff, AmeriCorps members and volunteers involved in student intervention and support. We integrate in our training our own experience and expertise with that of the District's curriculum professionals, coaches and teachers. In addition, we call on community partners to provide training on the social and emotional well-being of students and a better understanding of family and community needs.

Planning Activities

- Consultant will meet with District literacy and math leadership to ensure content is aligned with District curriculum and desired outcomes.
- Consultant will facilitate professional development for all teachers and volunteers participating in the program to ensure identified outcomes.
- Consultant will meet with all identified schools and representatives individually as part of the planning process.
- Consultant will meet with all lead teachers and volunteers as a site based team prior to the start of programming to discuss outcomes, curriculum, and students.
- Consultant has an internal kindergarten transition team that meets weekly to discuss logistics, students, events, and parent engagement.

Coordination and Governance Services

- Consultant will communicate directly with the District to ensure data driven, appropriate participant selection.
- Consultant will communicate directly with the District to review both desired and actual intermediate academic and social/emotional outcomes to ensure alignment with results based framework and goals in Educate Providence report regarding kindergarten readiness and transition to kindergarten.
- Consultant will communicate directly with the District to ensure student access to any supporting, supplemental program activities that can be offered to this cohort of transitioning kindergarteners.
- Consultant will meet with Full Service Community Schools partners to explore integrating services, where possible and appropriate, to increase desired student outcomes.
- Consultant will communicate directly with the District and partners throughout programming to identify and problem solve around challenges relating to facilities, students, partnerships, or attainment of identified outcomes.

2. The Consultant will be required to adhere to accountability requirements that include providing District with a full listing of participation targets, activities, and results including but not limited to:

Process Measures

- Number of students served: 180
- Minimum Hours of Support: 5 hours of programming, Monday-Friday, ^{Thursday} ~~Friday~~, 5 weeks, 3 students per adult

Performance Measures

- 67% skill readiness for kindergarten
- Students make 20-40% gains in core literacy and math skills from beginning of benchmark to end of program benchmark
- 90% daily attendance rate
- 80% parent attendance rate at family orientation
- 100% of K students placed in Inspiring Minds' interventions until 70% skill readiness is achieved

All evaluation data is closely evaluated by Inspiring Minds staff and program partners on a regular basis. Reading and math intervention outputs include but are not limited to the following: The number of students being serviced, how frequently they are being serviced by Inspiring Minds tutors and for how many hours. Volunteers complete progress logs that detail these outputs. While our intermediate outcome data tells a clear student success story, it is also used to determine best practice service delivery as well as a classroom, grade and school's capacity to effectively implement literacy and math intervention programs to the maximum number of students. Targeted early literacy and math skills measured include initial sound fluency, nonsense word fluency, oral reading fluency, phoneme segmentation fluency, vocabulary, comprehension, number sense, basic numeracy and problem solving. All early literacy and math indicators are derived from District's research-based curriculum or standardized assessment tools. All data points are measured in comparison to non-served peers in the classroom, grade, school and District.

Consultant will provide a final report in a format to be provided by the District that describes activities conducted and reports on process and performance measures.

3. Unless discontinued earlier by District, the services are to be performed at the following times and places: 07/14/2014 to 08/15/2014 at Fogarty, Broad St., Messer, Lauro, Sackett, and Young/Woods Elementary Schools.
4. District agrees to pay Consultant a fee not to exceed \$80,000 as compensation for costs incurred. It is understood that the Consultant and partners will contribute in-kind and match resources to complete the activities named in this contract. This amount is inclusive of expenses for materials, supplies, transportation, lodging, meals and materials for all on-site and off-site planning and preparation.

Specifically, this investment includes:

- All advance curriculum development and modifications, staff planning, and preparation
- All consumable materials related to small group math and literacy intervention activities and whole group instruction activities in the classroom (manipulatives, assessments, writing materials, paper products, read aloud books)
- All parent engagement materials related to early learning, school attendance, and school readiness (information packages, books, flyers)
- Bussing and related costs associated with program field trips

Fee Schedule: single payment upon completion of services, submission of final report, and submission of invoice

5. This agreement shall be in effect from 07/14/2014 to 08/15/2014 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.

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: 7-7-14

Consultant: H. T. ...

Date: 7-1-2014

Social Security/Federal Tax ID Number: _____

Signature of PSD Staff Contact

Person: Carrie Feliz

Phone Number: 456-9100 x11374

Approved as to form and correctness:

Jeffrey M. Padwa 7/1/14
Jeffrey M. Padwa, City Solicitor

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