



To: Joel D. Boyd, Ed.D Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: March 10, 2022
Re: Family Resource Center Audit Scope of Services

At the January 19 regular meeting, the School Committee approved a Permission to Enter request to begin the contracting process for Public Consulting Group, the vendor who submitted the lowest priced quote to conduct the review of the Family Resource Center school assignment process. Attached is the original scope of work that the vendor intended to engage in over a 6 week period, ending originally in early March.

After waiting in the contract review queue, communication between the vendor and the Solicitor's office finally commenced on February 17. I received confirmation from the district's Finance Office today that the final agreed upon contract was sent to the vendor for signatures yesterday, March 9.

On Tuesday, March 8, the vendor agreed to begin the work under an approved purchase order since the contract language was close to final. Attached is the new estimated timeline and scope of work the vendor has proposed. They are still proposing a 6-7 week timeline with the work concluding at the beginning of May, given that the review process is now being conducted simultaneously while preK registration is underway and FRC staff priority is to ensure the preK lottery can be implemented prior to the opening of K-12 registration in May.

The goal is to receive immediate short term recommendations that can be instituted for the 2022-23 K-12 registration process and longer term goals that would require more planning for the 2023-24 registration process and school year.