

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 7

TO: THS OHIO DEPARTMENT OF EDUCATION
FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES
SUBJECT: CONTRACT FOR OHIO LEADERSHIP ADVISORY COUNCIL (OLAC) PROJECT MANAGER/FACILITATOR

Attached are pages 1, and 5-7, 13-18 and 29, 30 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to indicate contract renewal through June 30, 2015 by mutual agreement, add Program Progress objectives and Cost Summary information for year 5 (CY 2014 and CY 2015)

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Patrick Means, CPPB
patrick.means@das.ohio.gov

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

0000042721

Buckeye Association of School
Administrators (BASA)
8050 North High St., Suite 150
Columbus, OH 43235

e-mail: lowery@basa-ohio.org



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: OHIO DEPARTMENT OF EDUCATION

CONTRACT NUMBER: CSP902009

EFFECTIVE DATES: 09/15/08 TO 606/30/10
* Renewal through 6/30/15

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902009 that opened on 8/6/2008. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Education as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

Patrick Means, CPPB
patrick.means@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

*Indicates contract renewal through 06/30/15

MONTHLY PROGRESS OBJECTIVES. Monthly progress noted towards the follow Scope of Work activities:

*PROGRESS OBJECTIVES – Year 5. Progress toward the following Scope of Work activities:

| ITEM | DESCRIPTION | Renewal Term Deliverables |
|------|---|---|
| 1 | <p>Coordinate and facilitate all meetings of the OLAC and its related committees. This shall include, but not be limited to, responsibility for the following items:</p> <ul style="list-style-type: none"> ✓ Copies of all meeting agendas and meeting summaries, which include decisions made during meetings of the OLAC, the Ohio Leadership Core Team, and the OLAC committees (i.e. Advisory Committee, Executive Core Committee, and the Ohio Department of Education). Agendas shall be disseminated to applicable committee members prior to any meeting. ✓ Membership lists, updated on at least a quarterly basis. ✓ A meeting schedule and time line for tracking progress toward meeting goals established by the Council, Core Team, and ODE updated at least on a quarterly basis. | <p>We have organized the committees to meet the needs of the implementation process of the OLAC modules. The project supports three (3) committees.</p> |
| 2 | <p>Oversee the enhancement and implementation of performance assessment and professional development aligned with OLAC identified essential leadership practices in such a way as to reach the majority of school districts in the State, including, but not limited to</p> <ul style="list-style-type: none"> ✓ Refinement of resources, tools, and exemplars for nine (9) existing modules. ✓ Implement a workshop for new superintendents and new principals around the OLAC essential practices ✓ Create webinars to support SPDG, SPOC and SST's. ✓ Create regional workshops for superintendents and board of education members attend together. ✓ Create higher education regional meetings to promote and increase the use of OLAC modules in coursework for teachers and administrators. ✓ Project management progress reports submitted on a monthly basis for reporting progress toward completion of OLAC major activities. ✓ Create and monitor an SST Cornerstone on the OLAC website. | <p>Oversee the continued development and refinement of on-line PD modules and accompanying resources aligned with OLAC identified essential leadership practices in such a way as to reach the majority of school districts in the State, including, but not limited to:</p> <ul style="list-style-type: none"> ✓ Update of additional content in areas identified by the OLAC Council, the OLAC Core Team, or the OLAC committees based on feedback from users; ✓ Inclusion of additional and/or revised video exemplars and content for 9 existing modules ✓ Create webinars for SPDG, SPOC's and SST training ✓ Create webinars for leadership teams around fidelity or implementation of OLAC and OIP essential practices. ✓ Incorporate TBT references into the Higher Education module. ✓ Update the Crosswalk in the Higher Education module to include the new module work. ✓ Create and monitor an SST Cornerstone on the OLAC website. |

*Indicates the addition of the Program Progress objectives for Year 5 (CY 2014 & 2015)

*PROGRESS OBJECTIVES – Year 5.

| | | |
|----------|--|---|
| <p>3</p> | <p>Establish a process for making decisions about the degree to which existing resources are aligned with OLAC identified essential leadership practices, including:</p> <ul style="list-style-type: none"> ✓ Criteria agreed to by OLAC for making decisions about the alignment of existing resources to the OLAC leadership development framework. ✓ Bi-annual meetings, to be held following the establishment of vetting criteria, for reviewing requests for the alignment of resources to the OLAC framework and a record of all decisions made. | <p>The Executive Core Committee and Department of Education Committee will be used to critique new modules, resources, tools, and activities.</p> |
| <p>4</p> | <p>Devise a marketing plan for all OLAC activities, including: A communication plan that is updated on at least a quarterly basis.</p> <ul style="list-style-type: none"> ✓ Devise a marketing plan to increase the use of OLAC modules with an increased focus on higher education and board of educations. Continue the marketing effort that focuses on superintendents, principals and teachers. ✓ Documentation of events during which information about OLAC essential practices was disseminated. ✓ Evidence of dissemination of exemplars illustrating OLAC essential practices through multiple media. ✓ Copies of all written publications used to disseminate information about OLAC essential practices. | <p>Continue partnership with <i>Battelle for Kids</i> to promote, publicize, and document OLAC events, including annual Statewide Summit and related statewide events e.g., action forum, communities of practice, etc.; and collaboration with member association endorsement and use of association dissemination mechanisms.</p> <ul style="list-style-type: none"> √ Create and implement a marketing plan to increase use of OLAC website, modules, resources, and tools specific to higher education facility and board of education members. √ Continue marketing plan for superintendents, principals and teachers to increase the use of OLAC modules. |

*Indicates the addition of the Program Progress objectives for Year 5 (CY 2014 & 2015)

*PROGRESS OBJECTIVES – Year 5.

| | | |
|----------|--|--|
| <p>5</p> | <p>Increase understanding and use of OLAC identified essential leadership practices for superintendents on the part of aspiring, new, and veteran school superintendents across the state of Ohio, including:</p> <ul style="list-style-type: none"> ✓ Evidence, including agendas, of the provision of high quality professional development (HQPD) on essential practices identified by OLAC for aspiring, new, and veteran superintendents across the State. ✓ Evidence of the alignment of existing PD with OLAC essential practices. ✓ Evidence, including participant lists, of the development of communities of practice for superintendents in all regions of the state to promote a shared and common understanding of OLAC essential practices and the Ohio Standards for Superintendents through networking and dialogue on a regional and local basis. ✓ Evidence of collaborative or jointly sponsored informational sessions, training, or PD for superintendents focused on the OLAC essential practices. | <p>Same with the following addition:</p> <ul style="list-style-type: none"> √ Provide regional meetings for school leaders, DLT, BLT, and TBT members to strengthen school improvement plans. √ Provide meetings for new superintendents and principals on OLAC essential practices. √ Provide Regional Workshops on OLAC essential practices for superintendents and board of education members. √ Provide Regional Workshops for higher education faculty on OLAC essential practices and the alignment of OLAC to university credentialing process. Also, increase the use of OLAC modules in pre-service teacher preparation and administrative licensure programs. √ Provide centralized training for all new SST's to become OLAC facilitators. |
| <p>6</p> | <p>Increase understanding and use of the OLAC identified essential leadership practices for district-level and school-level leadership teams across the State, including:</p> <ul style="list-style-type: none"> ✓ Evidence, including agendas, of the provision of HQPD on essential practices identified by OLAC for leadership teams at the district-level and school-level. ✓ Evidence of working in partnership with ODE to align PD for district-level and school-level leadership teams with OLAC essential practices. ✓ Evidence of working in partnership with ODE in the collaborative development of communities of practice for district-level and school-level leadership teams in all regions of the state to promote training related to the SPDG grant principles. ✓ Evidence of collaborative or jointly sponsored informational sessions, training, or PD focused on the OLAC essential practices for SST's, SPOC's and SPDG. PD to include facilitation practices and "best practices" in implementation of school improvement. | <p>Continued integration of OLAC essential practices in the work of the statewide system of support through partnership with state support team and educational service center improvement facilitators, and higher education representatives; continued collaboration with member associations to include/refine association-sponsored PD to align with OLAC essential practices.</p> <p>√ Additional PD will be provided in order to assist in implementation of SPDG grant concepts and principles.</p> |

*Indicates the addition of the Program Progress objectives for Year 5 (CY 2014 & 2015)

COST SUMMARY.

*COST SUMMARY (Year 5):

| DELIVERABLE | | Number of Meetings | TOTAL COST 2013-2014 | TOTAL ANNUAL COST 2013-14 | Number of Meetings | TOTAL COST 2014-2015 | TOTAL ANNUAL COST 2014-2015 | Rationale |
|-------------|---|--------------------|----------------------|---------------------------|--------------------|----------------------|-----------------------------|--|
| | | Year 5 2013-14 | (PER DELIVERABLE) | | Year 6 2014-2015 | (PER DELIVERABLE) | | |
| 1 | <p>Coordinate and facilitate all meetings of the OLAC and its related committees. This shall include, but not be limited to, responsibility for the following items:</p> <ul style="list-style-type: none"> √ Copies of all meeting agendas and meeting summaries, which include decisions made during meeting of the OLAC, the Ohio Leadership Core Team, and the OLAC committees. Agendas shall be disseminated to applicable committee members prior to any meeting. √ Membership lists, updated on at least a quarterly basis. √ A meeting schedule and time line for tracking progress toward meeting goals established by the Council, Core Team, and committees updated at least on a quarterly basis. | 8 | \$7367.00 | \$58,936.00 | 8 | \$7500.00 | \$60,000.00 | <p>This budget item is an increase of \$1064.00 due to increase number of participants attending the Executive Core meeting and the increased cost for mileage paid to participants who attend meetings.</p> |
| 2 | <p>Oversee the enhancement and implementation of performance assessment and professional development aligned with OLAC identified essential leadership practices in such a way as to reach the majority of school districts in the State, including, but not limited to:</p> <ul style="list-style-type: none"> √ Revised of nine (9) existing modules so that modules remain current. √ Webinars for superintendents, principals, SPDG, SPOC's and SST's on essential OLAC practices. √ Webinars leadership teams around fidelity and/or implementation of OLAC and OIP essential practices. √ Incorporate TBT references into the Higher Education module. √ Update the Crosswalk in the Higher Education module to include the new module work. √ Create and monitor an SST Cornerstone on the OLAC website. | 4 | \$30,000.00 | \$120,000.00 | 4 | \$36,000.00 | \$144,000.00 | <p>We have increased the budget to account for the creation and monitoring of an SST Cornerstone on the OLAC website.</p> |

*Indicates Cost Summary information for year five (CY-2014 and CY 2015)

*COST SUMMARY (Year 5 - Cont'd):

| DELIVERABLE | | Number of Meetings Year 5 2013-2014 | TOTAL COST 2013-2014 (PER DELIVERABLE): | TOTAL ANNUAL COST 2013-2014 | Number of Meetings Year 6 2014-2015 | TOTAL COST 2014-2015 (PER DELIVERABLE) | TOTAL ANNUAL COST 2014-2015 | Rationale |
|-------------|--|---|---|--------------------------------|---|--|--------------------------------|--|
| 3 | Establish a process for making decisions about the degree to which existing resources are aligned with OLAC identified essential leadership practices, including: ✓ Bi-annual meetings, to be held following the establishment of vetting criteria, for reviewing requests for the alignment of resources to the OLAC framework and a record of all decisions made. | 6 | \$3,000.00 | \$18,000.00 | 3 | \$3,000 | \$9,000.00 | A reduction in this budget item is due to the reduced number of modules being developed for the OLAC website making fewer items to vet. |
| 4 | Develop and implement a roll-out strategy for communicating the work of OLAC including: ✓ A communication plan that is updated on at least a quarterly basis. ✓ Documentation of events during which information about OLAC essential practices was disseminated. ✓ Evidence of dissemination of exemplars illustrating OLAC essential practices through multiple media. ✓ Copies all of written publications used to disseminate information about OLAC essential practices. ✓ Evidence of an updated website to more readily communicate the OLAC essential practices. ✓ Devise a marketing plan to increase the use of OLAC modules with a specific target of higher education and board of educations. ✓ Continue marketing for superintendents, principals, and teachers to increase the use of OLAC essential practices | N/A | \$ 175,884.00 | \$ 175,884.00 | NA | \$183,884.00 | \$183,884.00 | An increase in this budget item is due to the increased focus on a marketing plan for implementation of the OLAC principles. This budget item is to include a more intensified marketing program targeted at superintendents, principals, teachers, higher education faculty and board of education members. |

*Indicates Cost Summary information for year five (CY-2014 and CY 2015)

*COST SUMMARY (Year 5- Cont'd):

| | DELIVERABLE | <u>Number of Meetings</u> <u>Year 5 2013-2014</u> | <u>TOTAL COST 2013-2014</u> <u>(PER DELIVERABLE)</u> | <u>TOTAL ANNUAL COST</u> <u>2013-2014</u> | <u>Number of Meetings</u> <u>Year 6 2014-2015</u> | <u>TOTAL COST 2014-2015</u> <u>(PER DELIVERABLE)</u> | <u>TOTAL ANNUAL COST</u> <u>2014-2015</u> | <u>Rationale</u> |
|---|--|--|---|--|--|---|--|---|
| 5 | Increase understanding and use of OLAC identified essential leadership practices for superintendents on the part of aspiring, new, and veteran school superintendents across the state of Ohio, including: <ul style="list-style-type: none"> √ Evidence, including agendas, of the provision of high quality professional development (HQPD) on essential practices identified by OLAC for aspiring, new and veteran superintendents across the State. √ Meeting for new superintendents and new principals on the essential OLAC practices. √ Regional meetings for Higher Education faculty √ Regional meetings superintendents and board of education members √ Provide centralized training for all new SST's to become OLAC facilitators. | 7.4 | \$ 11,291.00 | \$ 84,030.00 | 15 | \$11,291.00 | \$169,365.00 | The increase in cost for this deliverable is to continue OLAC work as well as the addition of regional meetings for new superintendents and principals, superintendents, board of education members and higher education professionals. |

*Indicates Cost Summary information for year five (CY-2014 and CY 2015)

*COST SUMMARY (Year 5- Cont'd):

| DELIVERABLE | | Number of Meetings | TOTAL COST 2013-2014 | TOTAL ANNUAL COST | Number of Meetings | TOTAL COST 2014-2015 | TOTAL ANNUAL COST | Rationale |
|-------------------------------|---|--------------------|----------------------|--------------------------|--------------------|----------------------|--------------------------|--|
| | | Year 5 2013-2014 | (PER DELIVERABLE) | 2013-2014 | Year 6 2014-2015 | (PER DELIVERABLE) | 2014-2015 | |
| 6 | <p>Increase understanding and use of the OLAC identified essential leadership practices for district-level and school-level leadership teams across the State, including:</p> <ul style="list-style-type: none"> √ Evidence, including agendas, of the provision of HQPD on essential practices identified by OLAC for leadership teams at the district-level and school-level. √ Evidence of working in partnership with ODE to align PD for district-level and school-level leadership teams with OLAC essential practices. √ Evidence of working in partnership with ODE in the collaborative development of communities of practice for district-level and school-level leadership teams in all regions of the state to promote a shared and common understanding of OLAC essential practices through networking and dialogue on a regional and local basis. √ Evidence of collaborative/jointly sponsored sessions, training, or PD focused on the OLAC essential practices for district and school-level leadership teams across the state. | 12 | \$ 8,288.00 | \$ 99,456.00 | 5 | \$9,038.00.00 | \$36,152.00 | The reduction in this line item is due to the decreased need for regional meetings focused on OLAC with the SST, SPOC and SPEC personnel. Additional webinars will address needs of ODE personnel. |
| Indirect Cost | | | | \$ 36,792.00 | | | \$ 40,657.00 | |
| TOTAL PROGRAM COST (ANNUALLY) | | | | \$ 589,684.00 (ANNUALLY) | | | \$ 643,058.00 (ANNUALLY) | |

Pricing includes all costs associated with the services provided. Cost is reflected in U. S. Dollars.

*Indicates Cost Summary information for year five (CY-2014 and CY 2015)

CONTRACTOR INDEX

TERMS: Net 30 Days

CONTRACTOR AND TERMS:

CONTRACT NO.: CSP902009 (06/30/15) *

0000042721
Buckeye Association of School Administrators (BASA)
8050 North High St., Suite 150
Columbus, OH 43235

*CONTRACTOR'S CONTACT:
Debbie A. Campbell
BASA, Co-Director of Member Development

Telephone: (614) 846-4080
FAX: (614) 846-4081
e-mail: campbell@basa-ohio.org

* Indicates an updated contract expiration date and contractor point of contact information.

SUMMARY OF AMENDMENTS

| AMENDMENT NUMBER | REVISION DATE | DESCRIPTION |
|------------------|---------------|--|
| 7 | 7/1/14 | To renew the Contract through June 30, 2015 by mutual agreement, add the Program Progress objectives and Cost Summary information for Year 5 (CY 2014 & CY 2015). |
| 6 | 07/01/13 | To indicate contract renewal through mutual agreement for 12 additional months through 06/30/14. |
| 5 | 08/01/12 | To renew the contract for 12 additional months and change the procurement contact name. |
| 4 | 05/01/11 | To indicate Contract renewal through July 31, 2012 by mutual agreement; update both the Contractor's and Agency's point of contact information; add the Program Progress objectives and Cost Summary information for Year 4 (CY 2011 & CY 2012); and update the Summary of Amendments page. |
| 3 | 07/27/10 | To renew the Contract through July 31, 2011 by mutual agreement, repaginate beginning on page 2 of the Contract; include updated DMA and Affirmative Action information; add the Program Progress objectives and Cost Summary information for Year 3 (CY 2010 & CY 2011); and update the Summary of Amendments page. |
| 2 | 06/30/10 | To indicate a modification to the Contract expiration date resulting from a mutual agreement for a 1-month renewal extension through July 31, 2010 to allow for continued contract negotiations. |
| 1 | 10/28/09 | To indicate Contract repagination beginning with page 6 of the Contract; to modify meeting and development dates, redistribute the cost components to reflect applicable deliverables (Cost Summary), and add the Summary of Amendments page. |