

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. 1

TO: THE OHIO DEPARTMENT OF EDUCATION

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: COMPETITIVE SEALED PROPOSAL - : **EARLY LANGUAGE AND LITERACY CLASSROOM
OBSERVATION (ELLCO) STUDY**

Attached are pages 1 through 7 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 a change in the Contract expiration date and renewal through June 30, 2012 by mutual agreement; the removal of the Contractor's previous organizational information; the addition of negotiated contractual language and a revised Work Plan for the renewal term; the inclusion of the table which is a summary of the revised Work Plan requirements for the renewal period; the addition of the Cost Summary table with revised negotiated contractual pricing for the period July 1, 2011 through June 30, 2012; updates to the OAKS contract number (-2) and the relevant updated information on the Contractor's organizational structure (effective July 30, 2010) and contact information for the renewal term through June 30, 2012; and updates to the Summary of Amendments page.

All other prices, terms and conditions remain unchanged.

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

Dana King, CPPB
dana.king@das.state.oh.us

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):

00000182065 *

American Institutes for Research *
20 North Wacker Dr. Suite 1231
Chicago, IL 60606-2901

* Indicates a change in the Contractor's organizational structure effective July 30, 2010.



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MANDATORY USE CONTRACT FOR: **EARLY LANGUAGE AND LITERACY CLASSROOM OBSERVATION (ELLCO) STUDY**

CONTRACT NUMBER: CSP904410

EFFECTIVE DATES: 12/01/09 TO 06/30/11
Renewal through 06/30/12 *

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP904410, that opened on October 26, 2009. 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:

Dana King, CPPB
Dana.king@das.state.oh.us

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

www.ohio.gov/procure

* Indicates an update to the Contract expiration date.

COST SUMMARY – INITIAL TERM ONLY

TITLE: Early Language and Literacy Classroom Observation (ELLCO) Study

RFP Number: CSP904410

UNSPSC Number: 86141500

Item Number: 12945

DESCRIPTION	Cost for Time Period 12/1/09 to 6/30/10	Cost for Time Period 7/01/10 to 6/30/11
Budget narrative and budget costs to provide services for Early Language and Literacy Classroom Observation (ELLCO) Study.		
Provide ELLCO observer training	\$ 49,655.00	\$ 29,820.00
Conduct ELLCO observations	\$ 237,008.00	\$ 243,320.00
Provide teacher and administrator reports to ODE	\$ 5,777.00	\$ 5,870.00
Provide raw data files to ODE	\$ 3,109.00	\$ 3,543.00
Provide Program level summary reports	\$ 9,887.00	\$ 40,207.00
Hold debrief meetings with observers twice per year, summarize in report to ODE	\$ 2,847.00	\$ 4,844.00
Annual report of ELLCO results to ODE	\$ 2,627.00	\$ 3,517.00
Provide professional development and training on Introduction to ELLCO and Data Use/Scoring	\$ 17,025.00	\$ 25,188.00
Supplies and equipment	\$ 491.00	\$ 842.00
Support services, if required	\$.00	\$.00
Other identifiable costs/expenses	\$ 18,684.00	\$ 32,787.00
CONTRACTOR'S TOTAL "NOT TO EXCEED COST"	\$ 347,110.00	\$ 389,938.00

*

* Indicates the removal of the Contractor's previous organizational information.

CONTRACT REQUIREMENT SYNOPSIS. This section gives only a summary of the Project requirements and the Contractor's responsibilities.

1. The general Terms and Conditions for the Contract are contained in Attachment Three of the RFP for Project. The Contract consists of:
 - a. The original RFP and any addendums.
 - b. The documents and materials incorporated by reference in the RFP.
 - c. The Contactors' Proposals, as amended, clarified, and accepted by the State.
 - d. The documents and materials incorporated by reference in the Offerors' Proposal and subsequent accepted clarifications.
 - e. Any related amendments issued subsequent to Contract award.
2. The ODE and the Contractor shall notify the DAS, Office of Procurement Services within ten (10) business days in the event of a change in personnel, financial, or contact information.
3. The initial term of the Contract was the period December 1, 2009 through June 30, 2011. The State may solely renew this Contract at the discretion of the Department of Administrative Services for a period of one (1) month. Any further renewals of this Contract will be by mutual agreement between the Contractor and the Department of Administrative Services. The State may renew this contract for two (2) additional twelve (12) month periods; subject to and contingent upon the discretionary decision of the General Assembly to appropriate funds for this Contract in each new biennium. The State may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the State.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS (to include the renewal negotiations, which concluded on June 13, 2011). *

1. WORK PLAN. The Work Plan represents a consolidation of tasks to emphasize the priorities established by the Ohio Department of Education (ODE). Five (5) overall tasks are to be performed by the Contractor. The Contractor shall ensure that the following tasks are successfully accomplished over the course of the 12 month renewal period:
 - A. TASK 1: OBSERVER TRAINING. The Contractor shall conduct recalibration training of current ELLCO observers, including ODE early childhood personnel and early literacy specialists from State Support Teams, as well as Ohio-based AIR employees hired specifically to conduct the ELLCO observations.
 - B. TASK 2: CONDUCT OBSERVATIONS. The Contractor shall complete a total of 300 observations in Preschool Special Education (PSE) classrooms across the state, with two (2) observers participating in each observation. The observations shall be completed in two (2) phases, 150 during Fall 2011 and another 150 during Spring 2012. This task includes:
 - 1) Random sampling of two (2) sets of 100 PSE classrooms from those not previously observed during the Learning Point Associates ELLCO prior contracts; 100 will be selected for the Fall 2011 data collection phase and another 100 will be selected for the Spring 2012 phase.

The Contractor shall isolate the names of PSE teachers who have not been observed during previous studies to create the population from which to draw these samples.
 - 2) Scheduling the 200 PSE classrooms with two (2) observers each, while adhering to ODE restrictions regarding assigning State Support Team personnel to conduct observations only within their geographic regions. It is assumed that ODE staff will provide at least 60 (15 percent) of the 400 site visits necessary to conduct the 200 observations, and the Contractor shall provide up to 340 (85 percent).
 - 3) Providing guidance and support to observers in the field as they conduct the observations, determine the ELLCO ratings, and compose the evidence statements that accompany the ratings.
 - 4) Conducting one (1) debriefing of ELLCO observers via conference call toward the end of the Fall 2011 data collection phase to gain feedback on the observation process.

* Indicates the beginning of negotiated contractual language and a revised Work Plan effective July 1, 2011.

- 5) Preparing an individual classroom ELLCO report for each teacher whose classroom is observed. The classroom report shall include both a rating for each of the 14 ELLCO elements as well as the evidence statements that support the rating. The Contractor shall conduct a quality check on all evidence statements prior to sending the ELLCO classroom report to each teacher.

In addition, an administrator report shall be prepared for any school district or agency that has three (3) or more teachers observed. The administrator report shall provide the mean and standard deviation of the ratings received by three (3) or more teachers for each of the 14 ELLCO elements.

- 6) Upon completion of each data collection phase in December 2011 and June 2012, the Contractor shall submit raw data files to ODE containing the ratings received by each teacher and copies of the classroom and administrator reports. All files shall be deidentified, so that the names of the randomly selected teachers will not be revealed to ODE.

- C. **TASK 3: ANALYSIS AND REPORTING.** At the end of each data collection phase, the Contractor shall analyze the ELLCO data and prepare a report summarizing the findings related to the following four (4) research questions:

- 1) What is the quality of literacy practices in ODE-funded early education programs?
- 2) How do the scores of programs and/or classrooms compare to recognized standards of effective literacy practice (as defined by a 4 or 5 on the ELLCO rating scale)?
- 3) To what extent are teachers (best practices) and programs (capacity) making progress toward reaching or exceeding recognized standards of literacy practice that promotes literacy success?
- 4) Based on the ELLCO results, what are statewide or local professional development needs?

For all four (4) questions, the data shall be analyzed and reported according to the two (2) ELLCO subscores (General Classroom Environment Subtotal and Language, Literacy and Curriculum Subtotal) as well as the Classroom Observation Total. Data sets from previous ELLCO studies conducted by Learning Point Associates shall be used to analyze changes in scores over time to address the third and fourth research questions.

- D. **TASK 4: PROVIDE PROFESSIONAL DEVELOPMENT SESSIONS FOR PSE TEACHERS AND ADMINISTRATORS.** To encourage awareness among PSE teachers and administrators regarding the nature of the ELLCO instrument and the literacy practices being assessed during the classroom observations, five ELLCO Introduction and Awareness sessions will be held across the State during the Contract period. One (1) or more videoconferencing sessions shall be included to increase the availability to a wider audience around the State. The timing for these sessions will be coordinated with ODE and may be targeted for early Fall 2011.

- E. **TASK 5: PROJECT MANAGEMENT AND COMMUNICATION WITH ODE.** To ensure coordination of all aspects of the tasks above and to keep in close contact with the ODE Office of Early Learning and School Readiness, the Contractor shall conduct weekly internal team meetings and bi-weekly conference calls with ODE staff. This approach shall be maintained as an assurance that issues are identified and resolved on an ongoing basis and that the study is completed on time and with adherence to the highest professional evaluation standards.

REVISED WORK PLAN AND RENEWAL PERIOD TIMELINES *

PROJECT TASK	TIMELINE
Task 1: Observer Training (recalibration session)	September 2011
Task 2: Conduct Observations (100 in each period)	September – November 2011; February – May 2012
a) Sampling	September 2011; January 2012
b) Scheduling	September – November 2011; February – May 2012
c) Guidance and support to observers	September – November 2011; February – May 2012
d) Debriefing session	December 2011
e) Prepare classroom reports and administrator reports	October – December 2011; March – June 2012
f) Submit raw data files to ODE	January 2012; June 2012
Task 3: Analysis and Reporting	January 2012; June 2012
Task 4: Provide Professional Development Sessions for PSE Teachers and Administrators	Early Fall 2011 (TBD by ODE)
Task 5: Project Management and Communication With ODE	Ongoing; internal weekly team meetings and bi-weekly conference calls

* Indicates the inclusion of the table which is a summary of the revised Work Plan requirements for the renewal period 07/01/11 – 06/30/12.

COST SUMMARY – renewal term 07/01/11 – 06/30/12 *

<u>PROJECT TASK</u>	<u>COST (FY 2012)</u>
Task 1: Observer Training (recalibration session)	\$13,370
Task 2: Conduct Observations	\$192,309
Task 3: Analysis and Reporting	\$54,741
Task 4: Provide Professional Development Sessions for PSE Teachers and Administrators	\$8,128
Task 5: Project Management and Communication With ODE	\$31,445
CONTRACTOR'S TOTAL "NOT TO EXCEED COST"	\$299,993

CONTRACTOR INDEX **

CONTRACTOR AND TERMS:

00000182065

American Institutes for Research
20 North Wacker Dr. Suite 1231
Chicago, IL 60606-2901 0000089286

CONTRACT NO: CSP904410-2 (06/30/12)

Terms: Net 30 days

CONTRACTOR'S CONTACT: Nancy Zajano, Ph.D.

Telephone: (312) 288-7631
Telehpone: (630) 649-6500
Fax: (630) 649-6700
E-mail: nancy.zajano @air.org

REMIT TO ADDRESS:

American Institutes for Research
C/O Sun Trust Bank
P.O. Box 79498
Baltimore, MD 21279-0498

* Indicates the addition of the Cost Summary table with revised contractual pricing.

** Indicates an updated OAKS Contract number and the relevant updated information on the Contractor's organizational structure (effective July 30, 2010) and contact information for the renewal term through June 30, 2012.

SUMMARY OF AMENDMENTS *

Amendment Number	Revision Date	Description
1	06/30/11	To indicate a change in the Contract expiration date and renewal through June 30, 2012 by mutual agreement; the removal of the Contractor's previous organizational information; the addition of negotiated contractual language and a revised Work Plan for the renewal term; the inclusion of the table which is a summary of the revised Work Plan requirements for the renewal period; the addition of the Cost Summary table with revised negotiated contractual pricing for the period July 1, 2011 through June 30, 2012; updates to the OAKS contract number (-2) and the relevant updated information on the Contractor's organizational structure (effective July 30, 2010) and contact information for the renewal term through June 30, 2012; and updates to the Summary of Amendments page.
	12/01/09	Contract Inception.

* Indicates an update to the Summary of Amendments page.

