



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

REQUIREMENTS CONTRACT: OHIO LEADERSHIP ADVISORY COUNCIL (OLAC) PROJECT MANAGER/FACILTATOR

CONTRACT NUMBER: CSP902009

EFFECTIVE DATES: 09/15/08 TO 06/30/10

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902009 that opened on August 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 (ODE) 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

CONTRACT REQUIREMENT SYNOPSIS. This section gives only a summary of the Project requirements and the Contractor's responsibilities. The Contractor shall be required to provide technical assistance and support aligned with OLAC essential leadership practices, to superintendents (aspiring, new, and veteran), and members of district and building leadership teams across Ohio to develop their knowledge and skills as individual leaders, as well as to help them improve district systems through the development of highly effective leadership teams to address essential practices in:

1. Data and the decision making process.
2. Focused goal setting processes.
3. Instruction and the learning process.
4. Community engagement process.
5. Resource management process.
6. Board development and governance process.

The Contractor shall also:

1. Develop electronic assessment and professional development aligned with the essential practices identified by OLAC.
2. Develop and implement a strategy for communicating the work of OLAC and fostering professional learning communities around this work on a statewide and regional basis.
3. Coordinate the work of OLAC and its committees.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS.

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 Contractors' 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. At the end of the initial term, five (5) additional one (1) year Contract renewal options shall be available with the Contractors. The State may also, at its election, seek to negotiate additional Contractual terms and conditions that would apply for any Contract renewals. Any additional Contractual terms and conditions negotiated pursuant to this provision shall not materially alter the Contract so as to limit or otherwise prejudice the competitive nature of this procurement. The maximum duration of this Contract will be until June 2015.
4. The Contractors shall provide the DAS Office of Procurement Services updated insurance and DMA forms for the respective Contractor's organization on an annual basis, or as appropriate when changes go into effect.

5. Ohio Ethics and Elections Law.

a. Ethics Law

Contractor hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.

In accordance with Executive Order 2007-01S, Contractor, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. The Contractor understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio.

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

b. Political Contributions

The Contractor affirms that, as applicable to the Contractor, all personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract.

6. Equal Employment Opportunity. The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments Web site: <http://www.das.ohio.gov/Eod/AEEO.htm>.

7. The State will pay only for services rendered.

8. All Contractor invoices shall be submitted to:

The Ohio Department of Education
ATTN: Assistant Director, Office for Exceptional Children
25 S. Front St., Mail Stop 203
Columbus, OH 43215

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

ITEM	DESCRIPTION
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., superintendent committee, DLT committee, BLT committee). Agendas shall be disseminated to applicable committee members at least one week prior to any meeting and meeting summaries should be disseminated to Council/committee members within ten (10) calendar days of each 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.
2	<p>Oversee the development 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"> ✓ Completed and fully functional on-line performance assessment that meets specifications agreed to by OLAC, the Core Team, and the OLAC committees (As detailed in scope of work). ✓ Completed and fully functional on-line professional development (PD) modules that meet specifications agreed to by OLAC, the Core Team, and the OLAC committees (As detailed in scope of work). ✓ A project management plan submitted at least on a monthly basis for reporting progress toward completion of on-line assessment and on-line PD modules. ✓ Feedback from pilot testing of draft on-line assessment and on-line PD modules from a representative sample of districts in Ohio that is provided to and considered by OLAC committees prior to finalizing on-line assessment and PD.
3	<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. Criteria shall be established by the end of the second quarter of Project year one. ✓ 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.
4	<p>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.</p> <ul style="list-style-type: none"> ✓ 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.

MONTHLY PROGRESS OBJECTIVES. (Cont'd.)

5	<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 (see Attachment 11) 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.
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 or jointly sponsored informational sessions, training, or PD focused on the OLAC essential practices for district-level and school-level leadership teams across the State.

10. UNSPSC Category Code: 86000000

OAKS Item ID: 14561

11. COST SUMMARY:

DELIVERABLE		Number of Meetings	TOTAL COST (BY DELIVERABLE):	TOTAL ANNUAL COST (BY 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 (i.e., superintendent committee, DLT committee, BLT committee). Agendas shall be disseminated to applicable committee members at least one week prior to any meeting and meeting summaries should be disseminated to Council/committee members within ten (10) calendar days of each 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. 	<u>21</u>	\$ <u>6,977.21</u> (per meeting)	\$ <u>146,521.33</u>
2	<p>Oversee the development 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"> √ Completed and fully functional on-line performance assessment that meets specifications agreed to by OLAC, the Core Team, and the OLAC committees (As detailed in scope of work). √ Completed and fully functional on-line professional development (PD) modules that meet specifications agreed to by OLAC, the Core Team, and the OLAC committees (As detailed in scope of work). √ A project management plan submitted at least on a monthly basis for reporting progress toward completion of on-line assessment and on-line PD modules √ Feedback from pilot testing of draft on-line assessment and on-line PD modules from a representative sample of districts in Ohio that is provided to and considered by OLAC committees prior to finalizing on-line assessment and PD. 	<u>9</u>	\$ <u>28,359.15</u> (per module)	\$ <u>255,232.33</u>
3	<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. Criteria shall be established by the end of the second quarter of Project year one. √ 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. 	<u>2</u>	\$ <u>11,391.17</u> (per meeting)	\$ <u>22,782.33</u>

ATTACHMENT THIRTEEN
COST SUMMARY FORM

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.	N/A	<u>\$ 90,738.33</u> (total for roll out strategy)	<u>\$ 90,738.33</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: ✓ 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 (see Attachment Ten) 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.	11	<u>\$ 7,263.76</u> (total per session)	<u>\$79,901.33</u>
6	Increase understanding and use of the OLAC identified essential leadership practices for district-level and school-level leadership teams across the State, including: ✓ 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 or jointly sponsored informational sessions, training, or PD focused on the OLAC essential practices for district-level and school-level leadership teams across the state.	17	<u>\$ 6,610.08</u> (per session)	<u>\$112,371.33</u>
Indirect Cost				\$42,453.00
TOTAL PROGRAM COST (ANNUALLY)				<u>\$ 750,000.00</u> (ANNUALLY)

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

CONTRACTOR INDEX

TERMS (All Contractors): Net 30 Days

CONTRACTOR AND TERMS:

CONTRACT NO.: CSP902009-1 (06/30/10)

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

CONTRACTOR'S CONTACT:

Kathleen D. Lowery
BASA, Director of Member Development

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