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 Formative Instruction Modules and Professional Development – Race to the Top (RttT)

CONTRACT NUMBER: CSP902612 EFFECTIVE DATES: August 12, 2011 to August 31, 2014

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902612 that opened on June 20, 2011. 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.

The agency listed herein 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 the department will purchase the volume of services as advertised in the Request for Proposal.

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.

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:

http://www.ohio.gov/procure

1. CONTRACT SUMMARY. The objective of this Project is to provide educators a deep understanding of the formative instruction process and how to think more formatively when designing and implementing high-quality instruction and assessment. Ohio will reach this objective through the creation and implementation of formative instruction professional development, including Web-based modules and regional professional development supported by regional formative instruction specialists.

   In summary, the Contractor shall:

   a. Develop a plan, in collaboration with ODE, for the development and implementation plan of the 56 formative instruction modules, blended professional development, and associated regional professional development.

   b. Develop, in partnership with English language arts, mathematics, science, and social studies content experts, approved by ODE, the content for the content-specific formative instruction modules.

   c. Develop five (5) modules on the essentials of formative instruction by modifying the Contractor's existing modules as necessary to meet the needs of ODE.

   d. Develop one (1) instructional leaders module and one (1) instructional supervisors module.

   e. Develop 49 content-specific modules across grade Pre K-12 in English language arts, mathematics, science, and social studies.

   f. Ensure each module is comprised of two (2) to four (4) segments of instruction.

   g. Develop materials to support the formative instruction modules including participant and facilitators' guides, training materials, endorsement criteria, and competencies.

   h. Develop, in collaboration with ODE, a communication plan including managing delivery of Web content, portal design, and research findings.

   i. Provide on-line access to modules for all administrators and teachers in the state of Ohio, free of cost.

   j. Develop training materials for regional formative instruction specialists.

   k. Train and support regional formative instruction specialists.

   l. Develop and provide materials for regional formative professional development meetings (e.g., on-line module training).

   m. Submit quarterly reports on the development and implementation of the Web-based professional development modules, support materials and resources, and training and support of regional formative instruction specialists.

   n. Meet and communicate with ODE identified leadership for approval on every aspect of the development and implementation of the on-line modules and professional development.

   o. Participate in and ensure the timelines for all established deliverables are met.

   p. Provide technical assistance to ODE and educators and administrators in Ohio on the on-line modules and professional development.

   q. Prepare, provide, present, and/or submit annual USDOE, ODE, and DAS project reporting requirements.

   r. Ensure the Project is implemented, executed, and transitioned successfully.

   s. Prepare and submit a final report at the end of the Project.

2. 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 respective Offerors' Proposal and subsequent acepted clarifications.
   e. Any related amendments issued subsequent to Contract award.

3. 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.

4. The term of the Contract will be from the award date through August 31, 2014. The State may solely renew this Contract at the discretion of DAS for a period of one (1) month. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed one (1) year and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS. (To include the finalization of the terms agreed upon during negotiations, which concluded on August 10, 2011).

1. Intellectual property. The state is requesting five (5) of Battelle for Kid's (BFK's) current eight (8) Formative Instructional Practice modules as per the RFP. BFK shall grant perpetual licenses for these courses and shall maintain ownership of the intellectual property of these courses.

   There are two (2) courses which BFK is currently developing around formative instructional practices (FIP) for Leadership for which BFK shall grant perpetual licenses for these courses and shall maintain ownership of the intellectual property of these courses as well.

   In regards to the common core modules which make up the 49 remaining courses, both parties agree that these are "Work for Hire" and shall be property of the state of Ohio. With this acknowledgement we would like to ask that the State grants to Battelle for Kids an irrevocable, perpetual, non-exclusive, transferable, sublicenseable, royalty-free license to the 49 remaining courses to permit Battelle for Kids to modify them for use in projects outside of the state of Ohio.

2. Technology platform.

   a. Technical Support and Assistance. For technical support or assistance, please e-mail Support@BattelleforKids.org or call 1-866-543-7555 during regular business hours.

   b. Data transfer/access security provisions as required by state and federal law.

      Data transfer and access security provisions meet the provisions required by state and federal law. No PK-12 students will have access to the BFK Learn (the Battelle for Kids Learning Management System used to host the courses) or will be taking any on-line courses, thus no student identifiers or other student data is captured, stored or transferred. All on-line courses hosted on BFK Learn are targeted toward educators and education administrators and leaders.

      All users of BFK Learn are required to have a unique logon and password for access to the application. Access to the BFKLearn Web site shall be secured with encrypted communication channels and corresponding security certificates (SSL). Additionally, users of BFK Learn must be granted specific permissions within the application to access any course or learning path, or any course management, administration or monitoring features in the system. User identifier data (username, password, certification ID) and course completion data shall be encrypted and stored in a secure database.

      The BFK Learn solution shall continue to be a hosted enterprise class data center that provides physical security and security cameras inside and around the building. All access shall be protected by a proximity access card system that logs all entries and exits from the data center, access monitoring system and power redundancy, internet redundancy and be a physically secure location with 24x7 monitoring and physical guards. The data center shall also be monitored by a third party security company 24/7/365.

      At the stage where data must be migrated to the State's IIS, Battelle for Kids will work with the State to put in place secure transmission protocols for the data to insure the data migration efforts are secure.

c. Adoption/participation costs for Ohio public entities (e.g., schools) to administer the program, assuming local entities have sufficient counts of hardware built to operate at least WINDOWS XP or later and supporting connectivity. The following are the minimum system requirements for local workstations to be able to view the on-line courses and monitor course completion through BFK Learn:

   Adobe Flash Plug-In: 8 or above
   Browser: Internet Explorer 7,8 and 9; Firefox 3 and 4; Safari 4 and 5; Chrome 4-12
   Adobe Reader or other PDF reader

d. Local software that is required to administer the tasks, record and transmit student records, and retrieve local results. The only local software required for course administration is an Internet browser (see item 2.c. for supported browsers and versions). As noted in item 2.b., no PK-12 students will be accessing the learning management system or taking on-line courses. All on-line courses hosted on BFK Learn are to be targeted toward educators and education administrators and leaders. Recording and transmitting student records are not in the scope of this Contract.

   At the stage where educator course completion records must be migrated to the state's IIS, Battelle for Kids will work with ODE to put in place secure transmission protocols for the data to ensure the data migration efforts are secure. This data transmission will not take place at a local level.

   A third party software tool will be needed if content edits to the courses are desired. The third party tool used to create the modules is called SmartBuilder. In the event the State desires content edits to the modules post-project, a license for SmartBuilder can be purchased by the State. The current license cost for SmartBuilder is $1,970.00 per user per year or $395.00 per user license for a read only copy.

e. The post-project adoption costs. For example, when this Project moves to scale - continuing software fees for operational administration at either the state or local level. There shall be o additional costs to the State beyond this contract with Battelle for Kids. The modules are to be migrated to the State's IIS system post-project. If the IIS isn't ready there will be a nominal system maintenance fee and support costs until such time the IIS is available.

f. Software maintenance costs. Assuming the results of this Contract are adopted and moved to scale, as in item 2.e. there will be no additional costs to the State and the modules shall be migrated to the IIS system.

g. Project specific software related/embodied content - State (or the State's designee) ownership of the both content software (i.e., tasks, items, templates for displaying both, etc.) and the embellishments created using funding from this program or as developed specifically to implement the program. For all modules created as "Work for Hire" the State shall have content ownership including the modules' content, graphics, video, and other media elements.

h. Royalty fees. There are no royalty fees.

i. Perpetuity of use. The transfer of the modules from the BFK LMS system to the IIS system is designed to allow for perpetuity of use. The BFK LMS system will be used for approximately three (3) years (the duration of the initial term of this Contract) until it is transferred to the IIS system.

   A current license for SmartBuilder may be purchased by the State to make content edits to the modules post-project. The current license cost for Smart Builder is $1,970.00 per user per year or $395.00 per user license for a read only copy.

3. Work Plan.

   a. Project Gantt chart. The revised Gantt chart provides a deep view of the tasks and rough timeframes for tasks. All task start and end dates will be solidified upon Contract award as the Project kicks off as the Project start date impacts the overall Project plan.

   b. Generally speaking, for this Contract, referrals to an "acceptable agreed upon response time" (e.g., on page 114 of the Contractor's Technical Proposal) shall be five (5) business days, to ensure both parties are aware of the quantitative and qualitative consequences to the Project.

c. Timeline flexibility due to limited ODE resources. The State would like to ensure both parties are aware of all constraints and time line indicators that could become problematic over the course of time. In the event ODE staff are not available to give items a complete overview (e.g., not all content staff may be in the office on the same day), BFK shall follow a change process which will allow for the assessment of impact to the overall Project. BFK shall ensure the State is aware of the impacts if it is determined there will be a timeline impact for meeting project deliverables (e.g. timely course delivery, training session date, etc). BFK shall likewise notify ODE of any constraints or problematic timelines. This shall be done at the project management meetings where the parties review the impact and with the State's approval, BFK shall make modifications to the Work Plan if required.

d. Project management meetings. The project management meeting(s) shall consistently include updates to the Project's Work Plan, to include the Gantt chart and review of calendars and schedules for both ODE and the Contractor.

4. Subcontractor Staff – Ohio Resource Center (ORC) Project Leadership.

a. Nicole Luthy, Interim Executive Director for ORC, will serve as the Principal Investigator and Project Lead for the Ohio Formative Instruction Modules and Professional Development Project. In this role, Luthy will assume leadership and oversight for the completion of the 49 content-specific modules, ensuring that appropriate staff members are assigned to the project. Additionally, Luthy will work with BFK and ODE staff to craft module specifications and create prototypes to guide development. Luthy will also sit on the advisory board for the project and serve as a liaison to the ODE leadership team.

b. David Majesky, Associate Director, will have responsibility for fiscal management of the project to ensure compliance with university policies. Additional responsibilities will include the supervision of all project staff, production timelines, and the coordination of tasks between technical and content staff.

c. Project Manager (to be determined) will assume responsibilities for the day-to-day management of the module development process. Tasks for the Project Manager include working with discipline specialists to identify and select content development leaders for writing teams, managing daily schedules, monitoring the internal review process, working with staff and external providers to develop material and resources for modules, ensuring that final products are prepared for production and delivery to BFK, and working with technical staff to export modules and related materials for final production. Candidates considered for this position will meet the following qualifications: background in curriculum development, with experience as curriculum supervisor desired; expertise and experience in development and delivery of professional development; experience in the development and delivery of on-line professional development; and experience in project management, with management of state-level projects preferred.

d. Project Development Team:

1) Carol Dodson, Outreach Coordinator/English Language Arts Specialist
2) Teresa Shiverdecker, Science Content Specialist
3) Margaret Kasten, Mathematics Consultant
4) Nancy Brannon, Early Childhood/Elementary Specialist
5) Mathematics Consultant (To Be Determined)
6) Social Studies Consultant (To Be Determined)
7) English Language Arts Consultant (To Be Determined)

e. ORC content specialists will coordinate the development of modules for their respective discipline areas. ORC specialists have extensive knowledge and experience in the development of professional development materials and in aligning resources to academic content standards. Specialists will be accountable for the following responsibilities:

1) Providing leadership for writing teams by creating individual work plans for each module, maintaining communication with development team as necessary.
2) Recruiting and selecting writers for each module.
3) Providing initial training for module development teams.
4) Developing guidelines for development teams.
5) Working with band/program leaders to review content for completion, accuracy, and alignment to academic content standards.
6) Managing the internal and external review processes.
7) Working with teams to respond to feedback and make necessary revisions.
8) Coordinating efforts across grade-level teams to ensure consistency and coherence of content across modules.
9) Monitoring development tasks to meet established deadlines.
10) Aligning modules and related resources with adopted state standards.
11) Reviewing and selecting resources, including Web-based materials, video, and other resources, for inclusion in the modules.
12) Reviewing modules to ensure alignment with formative instruction processes and module specifications.
13) Completing other duties as deemed necessary to achieve the goals of the Project.

f. Discipline-Area Specialists. In addition to the content specialists listed above, ORC is in the process of hiring three (3) additional specialists. Newly appointed specialists in social studies, mathematics, and English language arts will be assigned some responsibilities for module development during the project period. Qualifications for these candidates include the following:

1) Completion of M.A. degree in respective content field, with Ph.D. preferred.
2) Extensive knowledge of content in respective discipline areas, including knowledge of state-adopted academic content standards.
3) Minimum of three years of experience teaching in applicable discipline area at K–12, with at least five years teaching preferred.
4) In-depth understanding of current research and best practice in classroom and on-line instruction.
5) Special education knowledge or experience preferred.
6) Extensive experience in the development and delivery of professional development for teachers within their discipline area.
7) Knowledge of formative assessment practices.
8) Ability to communicate clearly, concisely, and accurately.
9) Knowledge of technology, including the integration of technology into instruction.
10) Proficiency in using the Internet to conduct research and expertise in using search engines.
11) Experience conducting meetings and presentations; experience working in technology-based environments.

g. Edward Hill, 21st Century Learning/Technology Integration Specialist. Responsibilities include working with content specialists to embed 21st century skills, use of technology, and knowledge of Web-based instruction into each module.

h. Technology/Media Team:

1) Richard Huggins, Senior Systems Manager
2) Constance Buckley, Systems Developer/Engineer
3) John Croyle, Media/Program Specialist
4) Margaux Baldridge, Web Developer/Graphic Designer

ORC's technology/media team shall provide internal technical support to the development team and work with BFK's technology staff to coordinate the transfer of module content. As the team leader, Richard Huggins will assume responsibility for monitoring the ongoing tasks and ensuring completion by targeted dates. Team tasks will include the following:

1) Creating and maintaining on-line space for module development and review.
2) Capturing video footage deemed necessary for module development, including editing of video into appropriate segments.
3) Preparing materials for the final state of production.
4) Creating limited graphics where deemed necessary for the module development.
5) Collaborating with BFK staff to accomplish work according to project timelines.

i. Project Support - Gale Martin, Administrative Assistant, will provide ongoing support for the project. Responsibilities include keeping internal records, arranging meetings, scheduling meeting locations and securing materials, communicating with external developers, processing necessary paperwork, ordering materials and supplies needed for development, and processing payments and purchases.

5. The use of ADM counts is Battelle for Kids standard costing approach. ADM is used rather than teacher counts due to the ease of data collection for clients. From the Contractor's perspective, student counts are more readily available than teacher counts and simplifies license coverage in cases of teacher attrition.

6. The State is certain that the IIS will not be available in year 1 of this Project. Please remove this deliverable and any associated costs. The cost of migration of the courses to the IIS is included in the perpetual license fee. There is no assumption that the IIS will be ready in Year 1 of the Project.

7. With respect to the pricing for "Module Overview in the Cost Summary tables: ""When the project is complete ODE will continue to royalty free access to these seven (7) courses." – This reflects the cost of 1/3 the perpetual license fee for the first seven (7) FIP Foundational courses – the courses that BFK maintains rights to, but for which will provide a perpetual license to the State. Additionally, this table lists all other services and costs in Year 1 across all the on-line modules that will be provided at no cost (such as the LMS, the bandwidth, the migration to the IIS – this applies to all modules not just the seven (7) FIP Foundation modules).

   The second table labeled "Content Module Development" covers the costs specifically associated with the development of the 15 FIP grade-subject-specific content modules in Year 1.

8. The State will pay only for services rendered.

9. There will be no separate or additional reimbursement for travel or other related expenses.

10. All Contractor invoices shall be submitted to:

    The Ohio Department of Education
    Office of Assessment
    25 South Front Street, Mail Stop 507
    Columbus, OH 43215

11. UNSPSC Category Code: 86141500 – Educational Guidance Services.

COST SUMMARY

Ohio Formative Instruction Modules and Professional Development – Race to the Top (RttT)

OAKS Item ID No.: 19526

YEAR 1 (2011 -2012)

PROJECT SUPPORT

Manage and development work plan, performance measures and schedules for the Project.	$240,000
1. Overall project leadership and subject matter expertise.	
2. Project management – project plans, change management, project communication.	
3. Scorecard creation and quarterly updates.	
4. Advisory committee meetings and stipend support.	
Total	$240,000

COMMUNICATION SUPPORT

Develop communication plan, oversee delivery of Web content, and portal design, research finding and community research to increase understanding and use of formative assessment.	$15,000
Design materials, Web content, portal design research findings and community outreach documents.	$15,000
Planning and initial development of a communication plan to oversee delivery of Web content, portal design, research finding and community research on the understanding and use of formative assessment.	$5,000
Total	$35,000

MODULE OVERVIEW

FIP Standard Module Release. BFK's FIP standard modules are charged based on the ADM count for clients. The cost for BFK FIP course run at a retail rate of $1.50 per student per year, which includes the support structure required to rollout on-line courses. Battelle for Kids is providing a state discount as a result the courses are being charged at $.67 per student per year. The ADM count at present is approximately 1.8 million students. As part of this Contract once the initial three (3) year term is over, the courses will be migrated to the IIS and ODE will maintain rights to these courses.

Five (5) = Foundations for Formative Instruction Modules and associated materials One (1) = Instructional leaders module and associated materials One (1) = Instruction supervisors module and associated materials	$1,200,000 Annual Fee Perpetual License after year 3
A Learning Management System (LMS) to host, administer and monitor usage of the on-line modules.	
Additional Hardware, Software and Bandwidth for the increase capacity required to host these items.	
Help Desk Support for the Modules and On-line Access.	
Migration from the BFK Learning Management System to ODE's new IIS system.	
When the project is complete ODE will continue to royalty free access to these seven (7) courses.	
Provide access for all Ohio educators to the on-line formative instruction modules.	Already Included
Total	$1,200,000

CONTENT MODULE DEVELOPMENT

Development and Deployment of the eight (8) Formative Instruction Modules. The Work shall include:	
1. FIP oversight leadership and support of the module creation	$125,000
Help Desk Support for the Modules and On-line Access	Included in FIP support
Migration from the BFK Learning Management System to ODE's new IIS system	Included in FIP support
2. Eight (8) = Content – Specific modules(Grades Pre K-12, English language arts, mathematics, science, and social studies) and associated materials	$70,000 per Module * 8 = $560,000
Total	$685,000

PROFESSIONAL DEVELOPMENT MATERIALS AND TRAINING

Planning and initial development of formative assessment PD; BFK PD lead will be responsible for the following deliverables and processes: 1. Professional Development Approach a. FIP Foundation Training Plan b. FIP Leadership Training Plan c. FIP Foundation and Leadership Pilot plans d. FIP Foundation Facilitation Training Plan e. FIP Leadership Facilitation Training Plan 2. Develop and Manage Professional Development Calendar for all trainings and pilots 3. Professional Development Session Agendas (5 sessions) a. Training Event Design b. Content Development c. Meeting Coordination d. Meeting Material Creation (PowerPoint Templates, etc) 4. Develop of Quality Protocols for Endorsement of Regional Instruction Specialists a. Establish and Document Competency Expectations b. Establish and Document Observation Protocols c. Establish Process to Evaluate Competency 5. Manage, coordinate and communicate professional development activities with ODE and RIS 6. Training of Help Desk Staff - Materials, including Q&As, Access Instructions, User Guides, etc.	$31,250
Planning, development and delivery of training process and materials for formative instruction specialists to conduct standardized field-based training. 1. Creation of FIP Foundation Facilitation Guide 2. Creation of FIP Leadership Facilitation Guide 3. Creation of FIP Core Content Facilitation Guide	$31,250

Develop and deliver Formative Assessment Training To Regional Instruction Specialists	
1. FIP Foundation Training Part 1 (modules 1-2)	$18,750
2. FIP Foundation Training Part 2 (modules 3-5)	$18,750
3. FIP Foundation Facilitation Training	$18,750
4. FIP Leadership Training (modules 6-7)	$18,750
5. FIP Leadership Facilitation Training	$18,750
Develop and deliver support to formative instruction specialists in central Ohio and regionally. Regional Instructional Specialists will be conducting training with pilot sites across the state. We will have two pilot groups for each module series. Pilot participants will be invited to facilitated focus group sessions.	
1. FIP Foundation Pilot Feedback Collection Session (2)	$37,500
2. FIP Leadership Pilot Feedback Collection Session (2)	$37,500
3. FIP Foundation and Leadership Pilots Lessons Learned and Next Steps Discussion with RIS	$10,750
4. Organization and Synthesis of Pilot Feedback; Modification of Facilitation Guides Accordingly	$8,000
Total	$250,000

YEAR 2 (2012 – 2013)

PROJECT SUPPORT

Manage and development work plan, performance measures and schedules for the Project.	$240,000
1. Overall project leadership and subject matter expertise.	
2. Project management – project plans, change management, project communication.	
3. Scorecard creation and quarterly updates.	
4. Advisory committee meetings and stipend support.	
Total	$240,000

COMMUNICATION SUPPORT

Develop communication plan, oversee delivery of Web content, and portal design, research finding and community research to increase understanding and use of formative assessment.	$17,500
Design materials, Web content, portal design research findings and community outreach documents.	$17,500
Total	$35,000

MODULE OVERVIEW

FIP Standard Module Release. BFK's FIP standard modules are charged based on the ADM count for clients. The cost for BFK FIP course run at a retail rate of $1.50 per student per year, which includes the support structure required to rollout on-line courses. Battelle for Kids is providing a state discount as a result the courses are being charged at $.67 per student per year. The ADM count at present is approximately 1.8 million students. As part of this Contract once the initial three (3) year term is over, the courses will be migrated to the IIS and ODE will maintain rights to these courses.

Five (5) = Foundations for Formative Instruction Modules and associated materials One (1) = Instructional leaders module and associated materials One (1) = Instruction supervisors module and associated materials	$1,200,000 Annual Fee Perpetual Licenses after year 3
A Learning Management System (LMS) to host, administer and monitor usage of the on-line modules	Include in the yearly cost.
Additional Hardware, Software and Bandwidth for the increase capacity required to host these items	
Help Desk Support for the Modules and On-line Access	
Migration from the BFK Learning Management System to ODE's new IIS system	
When the project is complete ODE will continue to royalty free access to these seven (7) courses	
Provide access for all Ohio educators to the on-line formative instruction modules.	Already Included
Total	$1,200,000

CONTENT MODULE DEVELOPMENT

Development and Deployment of the 19 Formative Instruction Modules. The Work shall include:	
1. FIP oversight leadership and support of the module creation	$125,000
Help Desk Support for the Modules and On-line Access	Included in FIP support
Migration from the BFK Learning Management System to ODE's new IIS system	Included in FIP Support
2. 19 = Content – Specific modules (Grades Pre K-12, English language arts, mathematics, science, and social studies) and associated materials	$70,000 per Module * 19 = $1,330,000
Total	$1,455,000

PROFESSIONAL DEVELOPMENT MATERIALS AND TRAINING

1. Develop and deliver Formative Assessment PD (Developing training materials, endorsement criteria, competencies).	
a. FIP Core Content Training Plan	$8,500
b. FIP Core Content Pilot Plan	$8,500
c. FIP Core Content 1 Training	$18,750
d. FIP Core Content 1 Facilitation Training	$18,750
e. FIP Core Content 2 Training	$18,750
f. FIP Core Content 2 Facilitation Training	$18,750
2. Develop and deliver support to formative instruction specialists in central Ohio and regionally. Because the content modules will be grade-level and subject specific, BFK expects to conduct a greater number of pilots, and will organize the feedback sessions by subject for greater clarity in feedback. Pilot participants will be invited to facilitated focus group sessions.	
a. FIP Core Content 1 Pilot Feedback Collection Session (4)	$75,000
b. FIP Core Content 2 Pilot Feedback Collection Session (4)	$75,000
c. Revise Core Content Training Plan and Pilot Plan	$4,000
d. Revise Core Content Facilitation Guide	$4,000
Total	$250,000

YEAR 3 (2013– 2014)

PROJECT SUPPORT

Manage and development work plan, performance measures and schedules for the Project.	$240,000
1. Overall project leadership and subject matter expertise.	
2. Project management – project plans, change management, project communication.	
3. Scorecard creation and quarterly updates.	
4. Advisory committee meetings and stipend support.	
Total	$240,000

COMMUNICATION SUPPORT

Develop communication plan, oversee delivery of Web content, and portal design, research finding and community research to increase understanding and use of formative assessment.	$17,500
Design materials, Web content, portal design research findings and community outreach documents.	$17,500
Total	$35,000

MODULE OVERVIEW

FIP Standard Module Release. BFK's FIP standard modules are charged based on the ADM count for clients. The cost for BFK FIP course run at a retail rate of $1.50 per student per year, which includes the support structure required to rollout on-line courses. Battelle for Kids is providing a state discount as a result the courses are being charged at $.67 per student per year. The ADM count at present is approximately 1.8 million students. As part of this Contract once the initial three (3) year term is over, the courses will be migrated to the IIS and ODE will maintain rights to these courses.

Development and Deployment of the 15 Formative Instruction Modules. The Work shall include:	$1,200,000 Annual Fee
Five (5) = Foundations for Formative Instruction Modules and associated materials One (1) = Instructional leaders module and associated materials One (1) = Instruction supervisors module and associated materials	Perpetual Licenses after year 3
A Learning Management System (LMS) to host, administer and monitor usage of the on-line modules.	
Additional Hardware, Software and Bandwidth for the increase capacity required to host these items.	
Help Desk Support for the Modules and On-line Access.	
Migration from the BFK Learning Management System to ODE's new IIS system.	
When the project is complete ODE will continue to royalty free access to these seven (7) courses.	
Provide access for all Ohio educators to the on-line formative instruction modules.	Already Included
Total	$1,200,000

CONTENT MODULE DEVELOPMENT

Development and Deployment of the 22 Formative Instruction Modules. The Work shall include: 22 = Content – Specific modules (Grades Pre K-12, English language arts, mathematics, science, and social studies) and associated materials.	
1. FIP oversight leadership and support of the module creation.	$125,000
Help Desk Support for the Modules and On-line Access.	Included in FIP support
Migration from the BFK Learning Management System to ODE's new IIS system.	Included in FIP Support
2. 22= Content – Specific modules (Grades Pre K-12, English language arts, mathematics, science, and social studies) and associated materials.	$70,000 per Module * 21 = $1,470,000
Total	$1,595,000

Note: BFK charged only for 21 modules in year 3 rather than all 22 modules which will be delivered.

PROFESSIONAL DEVELOPMENT MATERIALS AND TRAINING

1. Develop and deliver Formative Assessment PD (Developing training materials, endorsement criteria, competencies).	
a. FIP Core Content 3 Training	$18,750
b. FIP Core Content 3 Facilitation Training	$18,750
c. FIP Core Content 4 Training	$18,750
d. FIP Core Content 4 Facilitation Training	$18,750
e. Lessons Learned Wrap up	$6,000
f. Knowledge transfer with ODE	$15,000
2. Develop and deliver training and support to formative instruction specialists in central Ohio and regionally.	
a. Revise FIP Core Content Training Plan	$4,000
b. FIP Core Content 3 Pilot Feedback Collection Session (4)	$75,000
c. FIP Core Content 4 Pilot Feedback Collection Session (4)	$75,000
Total	$250,000

Not-to-Exceed Total Project Cost *	$8,910,000

All costs are in U.S. Dollars.

The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.

* The Not-to-Exceed Total Project Cost shall be the sum of the year's totals, and includes fiscal years 2012 – 2015.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

OAKS Vendor ID: 73126

Battelle for Kids (BFK)
1160 Dublin Rd., Suite 500
Columbus, OH 43215

CONTRACT NO.: CSP902612-1 (08/31/14)

TERMS: Net 30 Days

CONTRACTOR'S CONTACT(s):

Dr. Mary Peters
Senior Director, Research and Innovation

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