



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: THE OHIO LONGITUDINAL TRANSITION STUDY

CONTRACT NUMBER: CSP909314

EFFECTIVE DATES: 06/04/14 TO 06/30/20

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP909314 that opened on March 19, 2014. 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:

Therese Gallego, CPPB
therese.gallego@das.ohio.gov

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

www.ohio.gov/procure

MUTUALLY AGREED-UPON CLARIFICATIONS

1. For OEC to effectively utilize the data for LEA Special Education Profiles and the SPP/APR. ODE shall receive:
 - a. By the first week of November, reports of LEA survey status (in Excel format sorted by DIRN), with follow-up communication to OEC on any changes in LEA status before the Special Education Profiles are finalized.

Following receipt of exit and follow up data which are to be submitted by districts by September 1st, the Contractor shall report back to SSTs and contact districts that are delinquent. These districts will be provided an additional two (2) weeks to submit delinquent surveys (which may have been lost or misplaced). The Contractor will then provide reports on LEA survey status in Excel format sorted by DIRN by the first week of November with follow-up communication to OEC on any changes in LEA status before the Special Education Profiles are finalized. The Contractor will report schools as "In Progress, Completed, and Past Due to OEC and each of the SSTs. Delinquent districts will be contacted by the SST or the Contractor to discuss ways they can be brought into compliance.
 - b. By the first week of December, state-level Indicator 14 data in the format specified by OEC for SPP/APR reporting.
2. The Contractor shall attend all OEC SST transition consultant meetings for the period of the contract to plan and implement strategies for utilizing OLTS data in professional development activities.
3. To facilitate co-use of the database, the Contractor shall maintain the database in Excel and SPSS data formats and provide these data upon request to authorized OEC personnel in accordance with the procedures established by Kent State University Institutional Review Board (IRB) for protection of confidentiality. Contractor's staff shall assist OEC in using and understanding the database.
4. The RFP specifies that the "Offeror's Work Plan must include the following: 4. A plan for the OLTS trainings with sample agenda. Trainings are to take place each fall and spring." The proposal submitted states, "OLTS surveyor trainings are generally conducted with SSTs in the Spring, but they may also occur in the Fall". How will the Contractor ensure that trainings take place each fall and spring? Additionally, the proposal included a list of training topics but did not include a sample agenda. Provide a plan for these meetings and submit a sample agenda.

The Contractor proposes that trainings be offered in the Spring and the Fall and provided in consultation with SST coordinators. If the SST cannot find space for both Spring and Fall trainings, the CITE will use Teleconferencing techniques to make OLTS training available to participants for both periods. As indicated in the proposal, the Contractor shall provide training in two parts: (a) training related to administering the survey; and (b) training related to using OLTS findings to improve outcomes for students with disabilities. The surveyor training will be provided in a two-hour format that covers:

- a. Overview of Indicator 14 and the IDEA mandate (30 minutes)
- b. Review of the exit survey and discussion of interview (30 minutes)
- c. Review of the follow up survey and phone interview (30 minutes)
- d. A review of data reporting and confidentiality practices (30 minutes)

The training related to evidence-based practices for improving outcomes will be developed in conjunction with SST coordinators to meet their specific training needs. This training may vary in length and may include multi-day trainings or ongoing technical assistance designed to help SSTs meet the training needs of their LEAs. The SSTs will be provided flexibility in developing these trainings as long as they fall within the Taxonomy for Transition Programs developed by Kohler (1996) which is the basis for Ohio's Transition-to-Work (TTW) endorsement. These areas are:

- g. Evidence-based practices in planning
- h. Evidence-based practices in student development
- i. Evidence-based practices in family involvement
- j. Evidence-based practices in transition service provision
- k. Evidence-based practices in interagency collaboration

5. A plan shall be developed, in cooperation with OEC and Regional State Support Team Personnel, with strategies to connect post school engagement predictors from OLTS findings into IEP professional development

As noted above, the Contractor shall provide training on evidence-based practices to improve outcomes as part of the Fall and Spring trainings. These practices will be derived from analysis of OLTS data using epidemiological models of statistical analysis and will be triangulated with national research published at www.NSTTAC.org. The Contractor shall develop these trainings in conjunction with SST personnel, provide suggestions for trainings, and fit trainings into other SST's professional development activities in flexible formats including ongoing meetings and teleconferences.

6. The Contractor proposes prioritizing: (a) OEC reports first, (b) regional reports second and (c) district-level reports third. Regional reports will be generated after completion of OEC district status reports and submission of Indicator 14 SPP data. Regional reports will be prioritized for SSTs with earlier OLTS training dates and will be completed by the end of December. After completion of regional reports, district-level reports will be distributed with priority given to LEAs who request data for training needs. For schools with less than 10 students, and for reports that contain student-identifiable information, district-level reports will be provided in accordance with confidentiality requirements upon request.

7. The Contractor shall provide two types of training: (a) training related to administering the survey; and (b) training related to using OLTS findings and evidence-based practices to improve outcomes for students with disabilities. The Contractor will therefore conduct at least sixteen (16) trainings on administering the survey and sixteen (16) additional trainings on improving outcomes for students with disabilities. This minimum of thirty-two (32) trainings to each SST were considered of equal importance and were budgeted to include the costs of planning, materials, travel, hotel and follow up contacts. Based on past experience, it is anticipated that SSTs will require additional technical assistance including (in some cases) monthly meetings.
8. Contractor's staff anticipates attending all four SST meetings. Both staff members do not attend meetings when reports are due. In addition, Contractor's staff anticipate additional trips and activities related to conducting technical assistance including: (a) participation in statewide OEC, VR, and DD training, (b) assisting OEC in leveraging additional monies related to personnel development and systems change in transition, (c) assisting in development and reporting related to the State Performance Plan, (d) working with OEC transition-related projects with career-technical education and Employment First, and (e) providing additional supports to OEC as needed.

MUTUALLY AGREED-UPON REVISIONS TO THE TERMS AND CONDITIONS

Per Ohio Revised Code all references to liability, including unspecified damages, would be governed by O.R.C. Chapter 2743. Related references occur in the sections headed Contract Non-Compliance; Suspension and Termination; Contract Remedies; and Representations, Warranties, and Liabilities.

The section headed State Personnel cannot be guaranteed for the entire University. As a public institution hiring is conducted according to equal employment opportunity and an open search process.

As an institution created under the laws of the state of Ohio, the University strives to comply with all applicable laws. However, we are unable to verify, with any reasonable degree of certainty, whether all personal and business associates of the University are in compliance with laws regarding limitations on political campaigns set forth in O.R.C. Chapter 3517.

Ohio Longitudinal Transition Study
 CSP909314
 UNSPSC CATEGORY CODE: 86000000
 BUDGET: \$380,000.00 Annually

Description	Monthly Cost	Annual Cost
1. Project staff will collect, analyze and report data gathered through the OLTS process for the state annual performance report.		
OAKS ITEM NUMBER 26097: Collect, review, scan, manually code, and analyze the exit and follow up survey data received from the applicable LEA cohorts and delinquent LEAs, if any.	\$ 7,666.67	\$ 92,000.04
OAKS ITEM NUMBER 26098: Ensure identified districts submit the exiting and follow-up data through both electronic and manual versions.	\$ 1,516.67	\$ 18,200.04
OAKS ITEM NUMBER 26099: Report to ODE the number of surveys collected, reviewed and coded.	\$ 633.33	\$ 7,599.96
OAKS ITEM NUMBER 26100: Develop an approved report format for co-use and reporting. Input follow up data from delinquent LEAs and exit survey data into an OEC approved database for analysis.	\$ 1,583.33	\$ 18,999.96
2. Provide regional OLTS training to include all OEC selected LEAs and regional state system of support in Ohio in distributing, collecting, coding exit and follow up surveys.		
OAKS ITEM NUMBER 26101: In the fall and the spring of each school year, conduct OEC approved OLTS training in cooperation with Ohio 16 State Support Teams.	\$ 6,333.33	\$ 75,999.96
OAKS ITEM NUMBER 26102: Conduct training for all LEAs targeted to collect follow-up phone interviews for the graduating class of that year.	\$ 6,333.33	\$ 75,999.96
3. Project staff will collect, analyze and report data gathered through the OLTS process for the state annual performance report.		
OAKS ITEM NUMBER 26103: Document which LEAs have received training and how many individuals from each LEA were trained on each training date.	\$ 316.67	\$ 3,800.04
OAKS ITEM NUMBER 26104: Develop and provide OEC approved training evaluations at each LEA training session. Provide ODE summary of each training's evaluation and have raw data available for review.	\$ 316.67	\$ 3,800.04
OAKS ITEM NUMBER 26105: By January of each school year, provide accurate data in the format stipulated by OEC to meet the requirements of SPP/APR reporting for Indicator 14.	\$ 633.33	\$ 7,599.96
OAKS ITEM NUMBER 26106: No later than the end of January of each school year, generate descriptive statistics for Ohio and the SST regions and provide data analysis for SPP/APR reporting requirements	\$ 950.00	\$ 11,400.00
OAKS ITEM NUMBER 26107: Develop, in cooperation with OEC and Regional State Support Team personnel, strategies to connect post school engagement predictors from OLTS findings into IEP professional development.	\$ 633.34	\$ 7,599.96

4. Continue to maintain the current statewide database of OLTS data. Collaborate with OEC to identify and utilize a compatible data collection and communication tool that will provide accurate, reliable, and timely data sharing and reporting related to the OLTS data and analysis process.		
OAKS ITEM NUMBER 26108: Maintain current database of OLTS including the 14,000 individual exiting and 6,000 post school follow-up information.	\$ 1,583.33	\$ 18,999.96
OAKS ITEM NUMBER 26109: By the spring of each school year, provide a final aggregate report to the Office for Exceptional Children.	\$ 1,583.33	\$ 18,999.96
5. Project staff will provide OEC approved technical assistance in cooperation with the regional state system of support to establish the connection of post school data and information to the development of effective transitional components of the IEP as related to State Performance Plan indicator 13.		
OAKS ITEM NUMBER 26110: Attend no less than two OEC sponsored SST transition consultant meetings during 2014-2015 and 2015-2016 and provide technical support.	\$ 950.00	\$ 11,400.00
OAKS ITEM NUMBER 26111: Develop an OTLS annual report publication in the format stipulated by OEC and as part of deliverable #2, participate in statewide training and provide technical assistance.	\$ 633.34	\$ 7,599.96
Total Not-to-Exceed Cost	\$ 31,666.67	\$ 380,000.04

All costs must be in U.S. Dollars.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP909314-1 (06/30/20)



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TERMS: Net 30

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