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: SUPPORTING FORMATIVE INSTRUCTION IN EARLY LEARNING AND DEVELOPMENT PROGRAMS

CONTRACT NUMBER: CSP901515 EFFECTIVE DATES: 07/01/14 TO 12/31/15

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP901515 that opened on May 16, 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

CLARIFICATIONS

1. Staffing Plan

Year 1

PERSONNEL	Del. 1 % FTE	Del. 2 % FTE	Del. 3 % FTE	Del. 4 % FTE	Del. 5 % FTE	Subtotal % a. FTE
Key Personnel						
Mangione, Peter L	12%	8%	0%	0%	0%	20%
Brookshire, Melinda	8%	4%	4%	4%	0%	20%
Greenwald, Deborah	4%	40%	4%	0%	0%	48%
Barrett, Tamarra	0%	80%	0%	0%	0%	80%
Leahy, Jenae	13%	0%	0%	0%	0%	13%
Total	37%	132%	8%	4%	0%	181%
Other Personnel						
Senior Research Associate II	0%	0%	0%	12%	0%	12%
Research Associate II	0%	0%	0%	100%	0%	100%
Program Assistant I	0%	0%	40%	0%	0%	40%
Research Assistant II	0%	0%	0%	20%	0%	20%
Program Assistant II	0%	20%	0%	0%	0%	20%
Administrative Assistant II	0%	0%	0%	0%	0%	0%
Total	0%	20%	40%	132%	0%	192%

Year 2

PERSONNEL	Del. 1 % FTE	Del. 2 % FTE	Del. 3 % FTE	Del. 4 % FTE	Del. 5 % FTE	Subtotal % FTE
Key Personnel						
Mangione, Peter L	2%	1%	0%	0%	2%	5%
Brookshire, Melinda	2%	2%	2%	2%	2%	9%
Greenwald, Deborah	2%	36%	5%	2%	5%	50%
Barrett, Tamarra	0%	36%	7%	2%	5%	50%
Leahy, Jenae	2%	0%	0%	0%	0%	2%
Total	9%	76%	13%	6%	13%	116%
Other Personnel						
Senior Research Associate II	0%	0%	0%	2%	0%	2%
Research Associate II	0%	0%	0%	9%	0%	9%
Program Assistant I	0%	18%	0%	0%	0%	18%
Research Assistant II	0%	0%	0%	2%	0%	2%
Program Assistant II	0%	11%	0%	0%	0%	11%
Administrative Assistant II	0%	0%	0%	0%	4%	4%
Total	0%	29%	0%	14%	4%	46%

Year 3

PERSONNEL	Del. 1 % FTE	Del. 2 % FTE	Del. 3 % FTE	Del. 4 % FTE	Del. 5 % FTE	Subtotal % FTE
Key Personnel						
Mangione, Peter L	3%	4%	0%	0%	4%	10%
Brookshire, Melinda	5%	5%	5%	0%	5%	18%
Greenwald, Deborah	5%	5%	5%	0%	9%	23%
Barrett, Tamarra	9%	9%	23%	0%	9%	50%
Leahy, Jenae	5%	0%	0%	0%	0%	5%
Total	26%	22%	32%	0%	26%	105%
Other Personnel						
Senior Research Associate II	0%	0%	0%	0%	0%	0%
Research Associate II	0%	0%	0%	0%	0%	0%
Program Assistant I	0%	0%	36%	0%	0%	36%
Research Assistant II	0%	0%	5%	0%	0%	5%
Program Assistant II	0%	5%	0%	0%	0%	5%
Administrative Assistant II	0%	0%	0%	0%	7%	7%
Total	0%	5%	41%	0%	7%	52%

WestEd is a national organization that has a diverse and dedicated staff whose members' range of expertise and reach are wide. WestEd Center for Child and Family Studies has over 12 years of experience working on state level assessments and providing professional development on state assessments and early learning foundations. In addition, WestEd has a large national pool of consultants highly qualified in all areas related to the project. Specifically, the Center for Child and Family Studies has extensive experience in the early childhood field and has personnel that can be utilized on this project that have Master's or a Doctorate Degree in Early Childhood Education and vast experience in providing and developing training both in person trainings and online trainings and courses. WestEd's early childhood personnel currently work on projects for various clients that include the California Department of Education (several major projects), the Illinois State Board of Education (statewide kindergarten assessment), the Missouri Department of Education (statewide early childhood assessment), the Early Head Start National Resource Center, and First 5 California (large scale training and technical assistance project).

The grouping of staff under "Other Personnel" is positions to be filled upon reward of the Contract.

Program Assistant II and Research Assistant II will have a Master's in Early Childhood, experience developing materials for state departments of education that includes developing online trainings, courses and resources as well as training professional development staff to deliver trainings or experience and expertise in the technology required for this project. Program Assistant I and II will have expertise in Moodle, which is the platform for iLearn. The Administrative Assistant II will include staff responsible for all administrative duties related to the project; including, but not limited to logistics, event coordination, staff support, and web support. All administrative staff will have Bachelor's degrees and career experience in working on projects with state departments of education and early childhood agencies and organizations.

2. Project Management And Reporting

Project management and reporting will be performed under the direction of Melinda Brookshire and Jenae Leahy. They will monitor and coordinate all aspects of the project. Melinda Brookshire has directed projects of similar size or bigger than the Supporting Formative Instruction in Early Childhood Learning and Development Programs project. For the past twelve years, Brookshire has directed the California Department of Education (CDE) Desired Results Training and Technical Assistance project. This project's scope of work involves developing and delivering formative assessment professional development and training to all CDE-funded early education and care programs. Professional development modes of delivery include in-person with print and video resources and online delivery developed by Brookshire's team under her leadership. Annual funding for the Desired Results project exceeds $600,000. Brookshire, with Leahy's support, also directs the implementation component of the Illinois State Board of Education's Kindergarten Individual Development Survey. Brookshire has led the development of professional development materials and in-person and online delivery of training for all kindergarten teachers in Illinois. This project has required managing work under tight timelines in order to meet established assessment schedules. The budget for the implementation component of this multi-year project exceeds $1 million per year. Brookshire has worked closely with Jenae Leahy to ensure that all project activities and deliverables are being completed on time and within budget. Together, Brookshire and Leahy will manage and coordinate the work of leads for specialized content development and delivery of professional development.

WestEd has organized the specialized content development and delivery around the birth to 36 months module content and 36 months to kindergarten entry module content. The birth to 36 month lead will be Deborah Greenwald, and the 36 month to kindergarten entry lead will be Tamarra Barrett. Greenwald has extensive experience in the development of the Program for Infant/Toddler Care (PITC) training materials and is a core faculty member of the PITC. She has also played a key role in the development of online birth-to-36 months courses for the Office of Head Start. Barrett has led the development of training content and delivery for the Desired Results System in California. Her main focus has been on the preschool age, but she has also supported the birth-to-36 months part of the Desired Results System.

As Greenwald and Barrett work on their respective age periods for the Supporting Formative Instruction in Early Childhood Learning and Development Programs project, they will also collaborate in the development and delivery of the Introduction to Formative Assessment: Birth to Kindergarten Entry. Their ongoing collaboration and close consultation will ensure that project materials and professional development will have the same look and feel for all three modules and adhere to the specifications from Ohio. Greenwald and Barrett will meet regularly with Brookshire and Leahy.

In addition, Peter Mangione, who has worked on several projects in Ohio over the past decade, will collaborate with Greenwald and Barrett in the development and delivery of the modules and in the conducting of the pre- and post-survey. Mangione's experience in working with the Ohio Department of Education, the Ohio Child Care Resource and Referral Agency, the Ohio Department of Job and Family Services, professional development networks in Ohio, and higher education faculty will allow him to provide ongoing guidance to the project team on early childhood landscape in Ohio.

Brookshire and Mangione have directed many projects that require regular reporting to state agencies. In several different states, they have successfully worked with stakeholders, regional PD providers and State Agency Committees to review projects and to develop project plans. WestEd's Center for Child & Family Studies has an outstanding record in helping stakeholders reach consensus under challenging circumstances and is known for its inclusive approach to diverse points of view. Brookshire and Mangione have developed effective sustainability plans and have extensive experience meeting federal and state reporting requirements. Several projects they have directed have called for coordinating with an external evaluator and providing all necessary data for the evaluation. Brookshire will be primarily responsible for these functions in the proposed project, with support from Leahy. Mangione will provide guidance in these areas and review and contribute to all deliverables.

Under Brookshire and Leahy's supervision, all staff will use online tools to stay on task and track progress. WestEd is familiar with reporting on grants and funding in a variety of formats and will have the expertise, experience and capacity to report to The State of Ohio in the manner required. The general project plan and timelines for module development, the pre- and post-survey, professional development, and coordination and management of the project are delineated in the project's RTT – ELC Gantt chart.

The RTT – ELC Gantt chart seen below in Figure 1 is a snapshot of what the project team will keep updated daily in the Gantt chart in our Smartsheet account. WestEd uses Smartsheet as a way to make projects and work accessible to all team members. Smartsheet automatically notifies all team members when anything is updated and is accessible via any computer with an Internet connection.

RTT-ELC

A	Module Development	Due	May	June	July	Aug	Sept	Nov	Dec	Jan	Feb
1	**Module 1**										
1	Develop Session 1	Jun-14									
1	Develop Session 2	Jun-14									
2	**Module 2**										
2	Develop Session 1	Sep-14									
2	Develop Session 2	Sep-14									
3	**Module 3**										
3	Develop Session 1	Dec-14									
4	**Modules for iLearn**										
4	Begin hosting modules in iLearn	Jun-14									
4											
B	**Pre-and-Post Survey**										
1	Develop pre and post survey for module delivery	Jun-14									
2	TBD										
3	TBD										
C	**Professional Development**										
1	Development of Training and PD Materials										
2	Train SST and CCR&R staff, CPDS Coordinators										
3	Meeting space, logistics										
4	Training 1										
5	Training 2										
6	Training 3										
D	**Coordination & Mgmt of Project**										
1	Coordinate Module delivery with CPDS coordinators										
2	Management of budget										
3	Management of Implementation schedule										
4	Work Plans										
5	Performance Measures										

Completed

Projected

COST SUMMARY

CSP908714
UNSPSC CATEGORY CODE: 86000000, 6010000

Deliverables	***Year 1 - Year 2** Award Date- June 30 2015	**Year 3** July 1 , 2015- Dec 30, 2015
OAKS Item Number: 26187 Management of the budget, implementation, schedule, performance measures and work plans for the Project.	$ 69,399.00	$ 10,000.00
OAKS Item Number: 26188 Develop Modules to support the early childhood professionals' use of formative instruction and format modules so they may also be disseminated electronically and hosted in iLearn.	$ 182,080.00	$ 53,400.00
OAKS Item Number: 26189 Coordinate Module delivery with CPDS Coordinators.	$ 73,690.00	$ 74,370.00
OAKS Item Number: 26190 Develop pre and post survey for module delivery.	$ 70,101.00	
OAKS Number: 26191 Train SST staff and CCR&R staff, CPDS Coordinators and other PD providers as determined by ODE on Formative Introduction modules as they are roll out and provide materials and meeting space.	$ 105,980.00	$ 65,680.00
*Total	$ 501,250.00	*$ 203,450.00
***Total Project Not-to-Exceed Cost**	***$704,700.00**	

All costs must be in U.S. Dollars.

CONTRACTOR AND TERMS:

*BID CONTRACT NO.: CSP901515-2

91774
WestEd
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San Francisco, CA 94107

TERMS: Net 30

CONTRACTOR'S CONTACT:

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Jenae Leahy

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*Indicates change 07/01/15.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
2	07/01/15	To correct total cost for FY16 and the total cost for the project.
1	09/09/14	To combine Year 1 and Year 2 of the Cost Summary and, to add the Summary of Amendments page.