



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: CASELOAD RATIO STUDY

CONTRACT NUMBER: CSP903911

EFFECTIVE DATES: May 5, 2011 TO June 30, 2012
*Renewal through June 30, 2013

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903911 that opened on March 16, 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 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:

*Patrick Means, CPPB
Patrick.means@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>

*Contract renewal through 06/30/13 by mutual agreement, and change buyer contact information.

CONTRACT SUMMARY. In general, the Contractors' duties shall include:

1. The Contract's primary purpose is for the Contractor to conduct further study and evaluation regarding service provider ratios. This work shall build upon the work of the Caseload Ratio committee. Specifically, the Contractor will examine the workload of intervention specialists and related services personnel in school districts and community schools and consider whether this workload can be accurately reflected in the calculation of ratios as currently described in 3301(X)(1)(x) of the Ohio Administrative Code. The study shall include the implementation of service provider ratios by other states, districts and organizations within Ohio, including those participating in the proposed ODE alternative Plans.

In summary, Offerors shall address how they will accomplish the following objectives:

- a. Appoint a Project Manager.
 - b. Consult with the ODE project manager.
 - c. Furnish support staff.
 - d. Address caseload ratios.
 - e. Evaluate alternative ways for districts to use caseloads.
 - f. Provide guidance regarding ratio calculations and incorporation into the evidence-based funding model.
 - g. Provide supply and demand data for related service providers.
 - h. Ensure compliance with state and federal policies regarding data collection and data reporting.
 - i. Prepare, submit, and present periodic Project reports.
 - j. Ensure a timely Implementation Plan is in place and successfully executed.
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 Contractors' Proposals, as amended, clarified, and accepted by the State.
 - d. The documents and materials incorporated by reference in the respective Offerors' Proposal and subsequent accepted 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 June 30, 2012. The State may solely renew this Contract at the discretion of DAS for a period of one 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 three (3) years 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.

1. OHIO'S FINANCIAL MODEL. Currently the Evidenced-Based Model (EBM) is in place, it's highly probable that another financial model will replace the EBM during the next budgeting cycle. The EBM, developed by Odden, Goetz, and Picus (2008) is the current model, as such the State's support for education is funded according to this model.

This funding model, the EBM, is used to calculate the State's support of education. This model identifies those academic strategies that are proven to improve student achievement, defines the cost of these strategies, and then generates a formula that is used to partially fund of the cost of education. Both academic and operational resources are included in this funding model, and the total cost of these resources is determined and provided for educational programs.

Funding calculations for this model are broken down according to areas: School characteristics (e.g., size), instructional services (e.g., special education teachers), additional services support (e.g., counselors), gifted education support, enrichment support, technology resources support, administrative services support (e.g., principals), other support (e.g., instructional materials), and non-EBM elements (e.g., transportation).

As it relates to this Contract, special education teachers are funded at a ratio of 1 teacher per 20 weighted special education students. Various formulas for how these students are weighted shall be evaluated as a result of this Contract.

The Contractor has a clear understanding of the probability of the change, and confirms they have the ability and willingness to adapt to a different financial model. The proposed strategy agreed to during negotiations is as follows:

Assuming a new financial model replaces the evidence-based model, the Contractor's principle investigator shall utilize several strategies in order to demonstrate to the State their ability to learn and adapt to the new funding model.

The Contractor shall attend state level training sessions and review support materials in order to learn and become familiar with the new financial model. In turn, the Contractor's primary investigator shall professionally develop the other members of the research team on the new funding model. In order to further demonstrate the Contractor's research team's ability to adapt to the new funding model, consultation time will be secured from a pupil services director with at least ten (10) years experience in the field and school-based staff member who inputs the Education Management Information System (EMIS) data. These individuals will be used in order to help the research team learn, adapt to, and apply the data to the different financial model.

Consultation time shall also be secured from a statistician in order to ensure that the data collected can be analyzed and applied to the new financial model.

Lastly, a full-time graduate assistant from the statistics department shall be used to code and assist in the inputting of the vast amounts of data that will result from this study and the 20 different alternative plans.

2. PROPOSED DATA AND DETAIL IN REPORTS. The data that shall be collected for this study will be broken down into two (2) main categories. One (1) area of data shall pertain to the supply and demand data. The other area shall apply to the evaluation of the alternative caseload ratio plans.

- a. SUPPLY AND DEMAND DATA.

- 1) Survey to School Districts:

- a) Current supply of appropriately licensed and certificated full- and part-time related service personnel who are employed to work in Ohio's educational agencies.
- b) The contract type of these employed related service personnel (e.g., employed directly by educational agency, contracted through ESC or Board of DD, contracted through contract with private agency).
- c) State where the related service person(s) was licensed.
- d) Number of vacancies.
- e) Length of time there were vacancies.
- f) Number of anticipated vacancies for the year, next school year, and within five (5) years.
- g) Reasons for vacancies.
- h) Experiences with unfilled vacancies (e.g., gaps in service, increased caseload size, due process, compensatory services, etc.).
- i) Strategies to address vacancies (e.g., job postings, recruiting, contracting with contract agencies, etc.).
- j) Other data will be collected once a thorough review of the literature is conducted.

- 2) Survey to Institutions of Higher Education:
 - a) Number of graduates from the universities in year one, year two, and projected year five.
 - b) Availability of school-based internships and externships for students.
 - c) Employment intentions of those related service provider graduates (e.g., work in schools, work in medical settings, move out of state or work in Ohio, unsure).
 - d) Number of applicants who fully apply to the related service program.
 - e) Number of applicants accepted and rejected to admission to the program.
 - f) Analysis of other existing data related to applicants to the related service programs (e.g., Graduating Seniors in Communication Sciences and Disorders Survey, etc.)
 - g) Other data will be collected once a thorough review of the literature is conducted.
- 3) Survey Data Related to Retention and Recruitment:
 - a) A literature review shall be conducted and those variables that are associated with retention and recruitment shall be determined. Once those variables are realized, a survey shall be created to collect data on those variables. Related service personnel shall be surveyed in the context of those identified variables.
 - b) Other data will be collected once a thorough review of the literature is conducted.

b. EVALUATION OF THE ALTERNATIVE CASELOAD RATIO PLANS.

- 1) Summary of the alternative methods for the creation of appropriate ratios (e.g., service provider focus, need, goals, components of project, process used, data and information that was collected, individuals involved).
- 2) Data that show that the alternative methods do not violate the provision of Families and Advocates Partnership for Education (FAPE) (e.g., service logs, teachers' schedules, assurances from staff).
- 3) Data related to the perceived strengths and weaknesses of the alternative methods from the perspective of the participating school district or community school and their constituents.
- 4) Data related to the perceived strengths and weaknesses of the alternative methods from the perspective of the research team and literature review.
- 5) For each participating district or community school, data on the actual time that is needed to complete schedule and complete screenings, assessments, consultation, counseling, training, and other related duties. An average time for each activity shall be calculated. Other duties that are not detailed in the Operating Standards shall be documented.
- 6) For each participating district or community school, data on the type of service, severity of need, level of services, and scheduling and time demands shall be applied to the formulas that the school districts have implemented.
- 7) Review recommended solutions from the districts or community schools related to their methods/plans.
- 8) Since the districts are using different alternative plans, the research team will work with each educational agency to design a clear and comprehensive plan for evaluating the alternative process that includes analysis of data, parent and other stakeholder input, efficiency, and student achievement.

- 9) As it relates to this Contract, special education teachers are funded at a ratio of 1 teacher per 20 weighted special education students. Various formulas for how these students are weighted shall be evaluated as a result of this Contract. Currently, related service personnel have maximum caseload caps and not ratios. The data from the alternative plans will be used to weight students in the context of the maximum caseload caps.
- 10) Other data shall be collected once a thorough review of the literature is conducted and the work with the districts and community schools has begun.

3. PROPOSED FORMAT OF REPORTS.

a. THE INTERIM REPORT.

The interim report is due to be presented soon after contract award (i.e., July 15, 2011). The interim report shall report data related to the progress that each school district and community schools is making toward the implementation of their alternative plans.

b. THE FINAL REPORT. The format of the final report will be divided into several parts.

- 1) First, a review of the literature shall be provided.
- 2) Second, a summary of the alternative plans/methods shall be given.
- 3) Next, a description of the methods for the survey research and the analyzed supply and demand data shall be provided. With regard to the data related to the alternative plans, a description of the data collection process, summary of data sources, detail of average times for scheduling and time demands, strengths and weaknesses, and summary of the perceptions shall be provided.
- 4) An analysis shall be conducted in order to determine how well each method/plan can be incorporated into the new funding model. More specific information with regard to the new funding model shall be developed once information pertaining to the selected model is released.
- 5) Finally, recommendations shall be made to the State about the most appropriate method/plan and how ratio calculations can be incorporated in the new school funding model.
- 6) An appendix shall contain the surveys, tables and figures that represent the data, alternative plans, and any other pieces of information that shall be relevant to the study.

4. The State will pay only for services rendered.

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

6. All Contractor invoices shall be submitted to:

The Ohio Department of Education
Office for Exceptional Children
25 South Front St., Mail Stop 203
Columbus, OH 43215

The State will provide the Contractor with an invoice template to use for submission.

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

COST SUMMARY

CASELOAD RATIO STUDY-CSP903911-EDU087

OAKS Item ID No.: 00000000000019115

*TOTAL PROJECT COST (FOR FY 2013)	\$129,952.62
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*Indicates total project cost for FY2013

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: CSP903911-1 (06/03/12)



OAKS Vendor ID: 704

TERMS: Net 30 Days

The University of Akron
Office of Research Services and Sponsored Programs
302 Buchtel Common
Akron, OH 44325-2102

CONTRACTOR'S CONTACT(s):

Dr. Charles Carlin
Office of Research Services and Sponsored Programs
Office of Speech, Language Pathology & Audiology

Telephone: (330) 972-6556

e-mail: carlin@uakron.edu

Rachel Hammel, Grants Coordinator

Telephone: (330) 972-7666

e-mail : rachel9@uakron.edu

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	6/30/13	The Ohio Department of Education will allow the contract to expire on Jun 30, 2013
2	7/11/12	Change the contract cost for Fiscal Year 2013.
1	7/1/2012	To extend contract twelve (12) additional months and to change the contact name on the contract.