



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: TRAINING AND TOOLS FOR EVALUATORS OF TEACHERS ON THE OHIO  
TEACHER EVALUATION SYSTEM (OTES) - RACE TO THE TOP

CONTRACT NUMBER: CSP905612

EFFECTIVE DATES: 02/09/12 TO 07/31/14  
\*Renewal through 07/31/16

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP905612 that opened on January 11, 2012. 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](http://www.ohio.gov/procure)

\*Indicates renewal effective 08/01/15.

MUTUALLY AGREED UPON REVISIONS. Contract includes revisions as agreed upon in correspondence dated 01/30/12 and 01/31/12.

1. Principal evaluation online credentialing system. Description of process and materials to be used. The content must follow the Ohio Principal Evaluation System (OPES) or the alignment to the OPES model/ standards.

The NIET Best Practices Center Portal provides a separate but similar online credentialing process for the evaluators of principals as it does for the evaluators of teachers. Through the Web-based portal, principal evaluators will have the opportunity to complete an online certification measuring their competency in the evaluation process and receive immediate results

The same architecture that was used to customize the certification test for the Tennessee project will be used to customize the portal with specifications from the ODE. This online test will require evaluators of principals to demonstrate proficiency in the elements of the OPES model: professional goal-setting, formative assessment of principal performance to include knowledge and understanding of planning conferences, communication and professionalism, summative evaluation, student growth measures and professional growth.

Materials/artifacts and types of certification questions may include, but are not limited to:

- a. Lesson plans (Summative Evaluation; Standard 2)
- b. Video of conferencing (Professional Goal Setting)
- c. Sample school plans/goals (Summative Evaluation; Standard 1)
- d. Data on student progress (Summative Evaluation; Standard 2)
- e. Multiple choice questions (All)
- f. True/False questions (All)

The principal evaluator must pass the test to officially be certified/credentialed to evaluate utilizing the OPES Model and rubric. The passing criteria for the online certification can be modified and customized by NIET at any time with guidance or specifications from the ODE.

In addition to the certification test, the portal offers post-credentialing support to evaluators of principals through the use of training modules and other resources.

2. ODE plans on increasing the number of trainers from 40 to 60 in the spring 2012 training. Training for Year 2 will still need to be required for up to 20 trainers.

NIET is prepared to increase the amount of trainers needed for the Spring 2012 training, and has budgeted accordingly.

3. The training, credentialing, and materials will need to align with the latest Ohio Evaluation models, not only the observation rubrics. This will include professional development plan, improvement plan, student growth measures (simple overview) and how these are combined to determine an overall rating. ODE staff will need to be involved in the planning and development of this. ODE expects face-to-face meetings at ODE to resolve this. Please confirm.

NIET can confirm that the training, credentialing, and materials will align with the latest Ohio Evaluation models, not only the observation rubrics. NIET can also confirm face-to-face meetings at ODE to plan and develop these materials.

4. Describe any potential for re-credentialing with this system after the expiration of the contract.

There is the capacity for re-credentialing on an annual (or other) basis. NIET has engaged in similar re-credentialing contracts with existing partners, in which NIET continued to host re-credentialing functionality on the portal. NIET will work with ODE to create a contract that fits the needs of the state.

5. Training for Ohio evaluators needs to allow for those evaluators that will not be adopting the OTES model but will be aligning a locally developed evaluation system to the framework and standards. This will need to be addressed in the training sessions. Discuss how NIET can meet this need.

Many of the principles that apply to the OTES Model and will be addressed in our OTES training sessions can be generalized to address any locally developed evaluation system. These principles include:

- a. Goal setting;
- b. Evidence collection;
- c. Pre and post conferencing, and;
- d. Inter-rater reliability (IRR).

In addition, the instruction videos that will be used in training for the OTES model can also be used in support of any locally developed evaluative tool.

NIET can support the understanding of these principles for all evaluative tools, and would expect to work with ODE staff to ensure all evaluators received the requisite support to implement their tool(s).

6. The online PD and credentialing system will need to be aligned to the requirements for Ohio. There will need to be an online practice module before participants complete the actual online credentialing assessment.

NIET can provide an online practice module for credentialing prior to the actual online credentialing aligned with the requirements of Ohio. The practice module would include a review of the elements needed to pass the online credentialing assessment, such as the opportunity to watch a lesson and rate it and the opportunity to watch video clips and answer questions about the conferencing process.

7. Expectation is that hard copy materials for ODE printing, etc. would be delivered in March.

The hard copy of the materials for ODE printing will be delivered by NIET to ODE in March.

8. Schedule for training will be three days, not four days. Content needs to be conveyed in three days. If content is not able to be conveyed in this timeframe, possibly an online portion for participants could be used.

NIET will be able to deliver the face-to-face content of the training in three days and will adjust the training timeline to reflect this change. The fourth and final day of the training was originally planned as a culmination day to include revisiting goal setting, answering questions about the evaluation process overall and completing any items that were pending from the previous training days. Rather than including these culminating activities in person, NIET could conduct these activities online.

9. The May training session will be four days for the train-the trainers and three days for participants (inclusive in the four day training). NIET trainers will deliver the three-day training in May while state trainers are expected to be participants. The training out to the Ohio schools will be three days. The additional fourth day in May will be open only to the trainers so that they can practice using the online system and gathering information about general training issues. In the May training session, the trainers and other general school participants will be involved. Those in the audience will be able to complete the online credentialing after the training. The purpose of this configuration is to give the trainers a feel for actual participants. Here is the overview of training:

#### Week of May 7

Days 1-3: All train-the-trainers and participants will be gathered at a central location but there will be three simultaneous trainings (3 sets of trainers so we will need 6 NIET trainers). Ohio will utilize a co-training model and expect that the training is conducted in such a fashion.

Day 4: identified state trainers will be present for training on online information and training logistics. Only one NIET trainer is required for this day.

#### June Training sessions:

ODE will expect that NIET be conduct training with Cohort 1 participants in June. We will need 10 NIET trainers for each of three weeks in June. Dates of availability from NIET will need to be given. These 10 trainers for each week of three weeks will deliver training regionally in Ohio (locations are to be determined). These 10 trainers will co-train and provide feedback to the state trainers. This training in June will be three days in length as the co-training sessions in June will serve as the mechanism to ensure consistency in training delivery.

COST SUMMARY FORM

Train-the-Trainer for the Ohio Teacher Evaluation System (OTES)  
 CSP905612

UNSPSC CATEGORY CODE: 86000  
 OAKS ITEM NUMBER: 21103

Description	Cost
<b>Development of Train-the-Trainer program</b>	
Bi-Weekly and in-person planning meetings with ODE as requested (2012-2014)	\$ 45,000
Design the curriculum for the 4 day evaluation training including PowerPoint's, instructional videos, and handouts.	\$ 60,000
Design of participant handbook and workbook	\$ 20,000
Edit and digitize handbook and workbook + send to ODE.	\$ 5,000
Create the detailed trainer guides for each day of training	\$ 10,000
Percentage of Project Manager Salary (75%)	\$ 70,000
<b>Development of an online "credentialing" system for teacher evaluators</b>	
Create unique Ohio portal for on-line resources and credentialing for teacher evaluation.	\$180,000
Create multiple, scored credentialing videos for teacher evaluation	\$ 25,000
<b>Development of an online "credentialing" system for principals</b>	
Create unique on-line resources and credentialing for principal evaluation.	\$ 50,000
Create multiple, scored credentialing videos for principal evaluation	\$ 55,000
<b>Development of an online professional development modules to support the "credentialing" process for evaluators</b>	
Create training modules for the areas of the rubric and the credentialing process	\$130,000
<b>Conduction of train-the-trainers training for Cohorts 1 and 2</b>	
Deliver the Train the Trainer Training Days for Cohort 1	\$ 20,000
Deliver the Train the Trainer Training Days for Cohort 2 with any adjustments requested by ODE	\$ 20,000
<b>Conduction of on-site training</b>	
Deliver the training directly to participants via 10 trainers for 3 consecutive weeks.	\$100,000
Develop and deliver one two-day training for twenty (20) newly identified teacher leaders.	\$ 7,500
Observation and coaching the twenty (20) new trainers in their first three day session (10 total trainings at 3 days each or 30 days)	\$ 75,000
<b>*Develop and maintain a re-credentialing process</b>	\$ 846,750
<b>*Total Cost</b>	<b>\$1,719,250</b>

All costs must be 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.

\*Indicates change 09/16/15.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP905612-1

7217  
National Institute for Excellence in Teaching  
1250 Fourth Street  
Santa Monica, CA 90401

TERMS: Net 30

\*CONTRACTOR'S CONTACT:

Lisa Z. Morstad

Office: (310) 570-4860  
Cell: (479) 445-8666  
Fax: (310) 570-4863  
E-mail: lmorstatd@niet.org

\*Indicates change 08/01/15.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
6	08/01/16	To notify of contract expiration on July 31, 2016.
5	09/16/15	To add additional funding for FY16 and increase the Total Cost of the project.
4	08/01/14	Renew the contract for an additional twelve (12) months, effective August 1, 2015 to July 31, 2016, update the Cost Summary and update Contractor's Contact.
3	08/01/14	Renew the contract for an additional twelve (12) months, effective August 1, 2014 to July 31, 2015.
2	09/11/13	Add re-credentialing process.
1	10/22/12	Add training for additional twenty (20) participants along with observation and coaching.