



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 Leadership Advisory Council

CONTRACT NUMBER: CSP906316

EFFECTIVE DATES: 01/13/16 TO 06/30/17

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP906316 that opened on 11/09/15. 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.

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 AND MODIFICATIONS

1. The project will use only one screening tool, which will be used to “vet” materials from vendors that want their materials to be made available through the OLAC website. Taylor Consulting will work on the screening tool as far as development of the scoring rubric and meeting with the Executive Core to ensure that the tool abides by the guidelines of the OLAC essential practices. The University of Dayton (Aimee Howley) will provide historical and technical assistance in the development of the “vetting” tool. Aimee has worked with the OLAC project from the inception and will be able to provide technical support for the development of the rubric. University of Dayton will assist at a rate of \$2,000.00. The creation of the vetting tool will be completed for a total cost of \$7,000.00.

2. The revision of the six modules done by University of Dayton is quite different from the work of Dr. Telfer. University of Dayton will be revising the six modules which will include new videos, updated research and added components to make the modules more interactive for the OLAC module user. Adding components for more interaction with the OLAC site is a new feature and will take considerably more time than making the “normal” updates, thus the reduction in the number of modules being updated and no reduction in cost.

Additionally, OLAC has worked in the past to align revisions with the work of the State Personnel Development Grant (SPDG). For example, last year, the work of SPDG consultant Elise Frattura was incorporated into module revisions. Proven practices on implementation with fidelity of the OIP process learned in those meetings will also be included in the new interactive revisions. The University of Dayton will be responsible for making the updates to these interactive modules.

Dr. Telfer will entail working on updating and revising the Facilitator’s Corner, a resource that is separate and distinct from the module development. This resource is used state-wide with and by state support team (SST) personnel, SPDG personnel, and district-level facilitators.

3. Cost of subcontractors (i.e. content experts) to revise six modules was budgeted at a cost of \$37,000.00 these content experts would work with the University of Dayton to revise, update, and make the modules more interactive. It is difficult to anticipate how costs associated with the development of interactive modules will be affected. Due to the level of uncertainty, we agree to reduce the cost of this proposed work by \$3,000.00. We also work with Battelle for Kids disseminating information and supporting messaging related to module revision. We agree to reduce the budgeted amount associated with this work by \$2,500.00. A total reduction of \$5,500.00 could be made to Deliverable 3.

4. BASA/OLAC plan to increase the work with principals in a number of ways:
 - a. Partnerships have been built with the Ohio Association of Elementary School Administrators (OAESA) and the Ohio Association of Secondary School Administrators (OASSA). These professional principal organizations will use the Co-executive Directors of OLAC to provide in-depth professional development to members regarding OIP and OLAC. They will present at several conferences for new and veteran administrators. Specific training dates have been tentatively set.
 - b. Co-executive Directors will be working in collaboration with the Oli4 principal professional development (PD) initiative which used the OLAC resources as a foundation for PD that is delivered to principals from each of the Ohio’s 16 SST regions. Over 200 school principals participate in this project and another cohort of principals will begin receiving PD in August of 2016.
 - c. Co-executive Directors will work with the Office of Improvement and Innovation to provide in-depth PD to SST’s working with the districts using OIP and/or OLAC. Close working relations with the Ohio Department of Education will allow OLAC to address immediate needs. Additionally, OLAC has been flexible in the past when ODE or the Executive Core teams identify areas of concern – BASA/OLAC has been able to address those concerns immediately.

Ohio Leadership Advisory Council (OLAC)
 CSP906316
 UNSPSC CATEGORY CODE: 86000000, 80000000

OAKS Item Code	Deliverable	Total Cost(by deliverable):
29231	<p>Coordinate and facilitate all meetings of the OLAC and its related committees.</p> <p>Copies of all meeting agendas and meeting summaries, which include decisions made during meetings of the OLAC, the Ohio Leadership Core Team, and the OLAC committees (i.e., superintendent committee, DLT committee, BLT committee, TBT committee). Agendas shall be disseminated to applicable committee members at least one week prior to any meeting and meeting summaries should be disseminated to Council/committee members within ten (10) calendar days of each meeting.</p> <p>Membership lists, updated on at least a quarterly basis.</p> <p>A meeting schedule and time line for tracking progress toward meeting goals established by the Council, Core Team, and committees updated at least on a quarterly basis.</p>	<p><u>\$3,634.50</u> per meeting</p>
29232	<p>Evidence of – An established process for making decisions about the degree to which existing resources are aligned with OLAC identified essential leadership practices, including:</p> <p>Evidence of the criteria agreed to by OLAC for making decisions about the alignment of existing resources to the OLAC leadership development framework. Criteria shall be established by the end of the second quarter of Project year one.</p> <p>Evidence of Bi-annual meetings, to be held following the establishment of Screening criteria, for reviewing requests for the alignment of resources to the OLAC framework and a record of all decisions made.</p>	<p><u>\$1,235.37</u> per meeting</p>
29233	<p>Oversee the development and implementation of on line professional development modules aligned with OLAC identified essential leadership practices in such a way as to reach the majority of school districts in the State, including, but not limited to evidence to demonstrate work towards and or completion of:</p> <p>Updated and maintain fully functional on-line professional development (PD) modules that meet specifications agreed to by OLAC, the Core Team, and the OLAC committees (see above description).</p> <p>Completed and fully functional on-line professional development (PD) modules that meet specifications agreed to by OLAC, the Core Team, and the OLAC committees (As detailed in scope of work).</p> <p>A project management plan submitted at least on a monthly basis for reporting progress toward completion of on-line assessment and on-line PD modules.</p> <p>Document and report the established OLAC implementation and impact evaluation criteria;</p> <p>Contract with a third party to evaluate implementation and impact of the OLAC and subsequent online PD modules. Evaluate for implementation fidelity, and impact at district, building and teacher based team level.</p>	<p><u>\$22,929.63</u> per module</p>

OAKS Item Code	Deliverable	Total Cost(by deliverable):
29234	<p>Maintain, update and implement a roll-out strategy for communicating the work of OLAC, including: A communication plan that is updated on at least a quarterly basis.</p> <p>Documentation of events during which information about OLAC essential practices was disseminated.</p> <p>Evidence of dissemination of exemplars illustrating OLAC essential practices through multiple media.</p> <p>Copies of all written publications used to disseminate information about OLAC essential practices.</p>	<p><u>*\$107,876.00</u> total for roll out strategy</p>
29235	<p>Increase understanding and use of OLAC identified essential leadership practices for superintendents on the part of aspiring, new, and veteran school superintendents across the state of Ohio, including: Evidence, including agendas, of the provision of high quality professional development (HQPD) on essential practices identified by OLAC for aspiring, new, and veteran superintendents across the State.</p> <p>Evidence of the alignment of existing PD with OLAC essential practices.</p> <p>Evidence, including participant lists, of the development of communities of practice for superintendents in all regions of the state (see Attachment 11) to promote a shared and common understanding of OLAC essential practices and the Ohio Standards for Superintendents through networking and dialogue on a regional and local basis.</p> <p>Evidence of collaborative or jointly sponsored informational sessions, training, or PD for superintendents focused on the OLAC essential practices.</p>	<p><u>\$5,572.73</u> per session</p>
29236	<p>Increase understanding and use of the OLAC identified essential leadership practices for Principals across the State, including: Evidence, including agendas, of the provision of HQPD on essential practices identified by OLAC for leadership teams at the district and school level.</p> <p>Evidence of working in partnership with ODE to align PD for principals with OLAC essential practices.</p> <p>Evidence of working in partnership with ODE in the collaborative development of communities of practice for principals in all regions of the state to promote a shared and common understanding of OLAC essential practices through networking and dialogue on a regional and local basis.</p> <p>Evidence of collaborative or jointly sponsored informational sessions, training, or PD focused on the OLAC essential practices for principal teams across the state</p>	<p><u>\$1,749.92</u> per session</p>
*29553	Incidental Costs	\$33,600
TOTAL ANNUAL PROGRAM COST		<u>\$560,000.00</u>

*Indicates correction to the total for incidental costs.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP906316-1

42721
Buckeye Association of School Administrators
8050 N. High Street, Suite 150
Columbus, OH 43235

TERMS: Net 30

CONTRACTOR'S CONTACT:

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SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
3	11/14/16	To correct the total for incidental costs. The contract total cost will not increase.
2	04/08/16	To add a line item for incidental costs as requested by the Ohio Department of Education.
1	03/16/16	To correct the price for the Roll Out Strategy and add the Summary of Amendments page.