



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: Evaluation of the Straight A Fund Program

CONTRACT NUMBER: CSP910314

EFFECTIVE DATES: June 16, 2014 TO June 30, 2017
* Renewal through June 30, 2018

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP910314 that opened on 05/05/14. 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:

Patrick Means, CPPB
patrick.means@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

Minority Business Enterprise Award in accordance with ORC CH. 125.081

*Indicates renewal through 06/30/18

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS.

CH Smith and Associates will meet with the Ohio Department of Education to discuss and revise the specifics of survey generation immediately after contract award.

The C H Smith & Associates team will begin the detailed review of the 24 FY 2014 approved grant applications and evaluation plans in July 2014. We will iteratively review evaluation plans, and if appropriate, work with project sites to have updates to their evaluation plans to improve the efficacy of data collection as long as needed to produce the appropriate data for the evaluation.

C H Smith & Associates can organize the convening of investigators at any point between September 2014- April 2015. If the convening is not required to inform the collection of baseline data in September, our initial suggestion is that a convening be held in mid-November 2014 or late February 2015 to capitalize on the analysis of the baseline data, to minimize the risk of inclement weather cancelling the event, and to host the meeting avoiding common dates for winter and spring breaks.

THE OFFEROR'S FEE STRUCTURE

C H Smith & Associates will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services associated with each deliverable and continued completion of all deliverables. If the Agency and C H Smith & Associates mutually agree to increase or reduce the proposed number of six (6) sites selected for the case studies deliverable, the fixed fee will be pro-rated per site (\$4250 per site) annually. If C H Smith & Associates and the Agency mutually agree to increase or reduce the proposed number of seven (7) focus groups held in Year Two, the fixed fee will be pro-rated per focus group (\$4285 per site). In addition, if the Agency and C H Smith & Associates mutually agree to eliminate a proposed deliverable from the Scope of Work, the work associated with the deliverable will not be conducted and the Agency will not be charged for the cost of the deliverable. All costs are in U.S. Dollars.

***Incorporate Qualitative Phone Survey to Program Managers**

For year one of the Straight A Fund Evaluation, the Ohio Department of Education requests that C H Smith & Associates conduct a phone survey of all 24 program managers in addition to performing the online surveys.

1. Conduct a phone survey of all 24 program managers in lieu of the deliverable to conduct interviews with three case study sites.
2. Shift the time and effort originally allocated for conducting the three case study interviews and the collection and inventory of project artifacts to performing the phone surveys and online surveys in Year One. The cost for the case study interviews (\$5,250) and inventory project artifacts (\$13,500) in Year One would be allocated in total (\$18,750) to the phone surveys.
3. Separate Year One Deliverable #7 "By September 2014 collect first year implementation and baseline outcome quantitative data from projects" into four distinct deliverables for an improved schedule to accommodate the surveys:
 - a) 7a. Collect and analyze baseline program manager online survey. Deliver by December 2014.
 - b) 7b. Collect and analyze teacher, frontline staff and other key stakeholder survey. Deliver by February 2015.
 - c) 7c. Baseline quantitative analysis on fiscal data made available by October 31. Deliver by November 2014.
 - d) 7d. Baseline quantitative analysis on performance data made available by January 1. Deliver by February 2015.

Complete Collection and Review of Project Artifacts in Year Two

In order to accommodate the request for qualitative and quantitative survey data from sites between October 2014- February 2015 and avoid exceeding the annual project budget, the C H Smith & Associates team would like to postpone the performance of the Year One #6 deliverable to collect and review project artifacts to the first quarter of Year Two with a delivery of the artifact inventory in August 2015.

*Indicates changes to items in year one and year two.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS (CON'T.)

Additional Requirements for FY 15 Budget and additional deliverables.

Additional requirements:

1. Expand capacity to evaluate 24 FY 2014 projects and 37 FY 2015 Projects and provide services through June 30, 2018 and subcontract with Carlos Mora, PhD, Marguerite Roza, PhD and Michelle T. Watts, PhD to conduct qualitative research.
2. Additional requirements: Expand capacity to evaluate 24 FY 2014 projects and 37 FY 2015 Projects and provide services through June 30, 2018.

Additional Year Two Deliverables:

1. Review FY15 evaluation plans as submitted during application process to determine revisions in evaluation methodology and training needs for new cohort.
2. Plan for training of principal investigators of the FY 15 projects (possibly merged with PIs of FY 14 cohort).
3. Identify six (up to eight) FY 15 projects for in-depth qualitative and quantitative study.
4. Initiate collection and review of project artifacts for FY 15 projects

Additional Year Three Deliverables:

1. By September, receive initial quantitative outcome data from projects.
FY15 grantees will be asked to provide the end of the grant year report by September 2016 and interim updated by November 30, 2016 regarding their project progress including current outputs, preliminary outcomes, and early data on process and change adoption if available. The data will be analyzed for the annual report and any subsequent reports. In addition, FY15 project managers will be surveyed in November 2016 and frontline implementers will be surveyed in Spring 2017. The evaluation team will also provide further analysis of the financial impact tables against the research questions in November.
2. Conduct site visits selected for in-depth study during year one.
3. Conduct focus group discussions probing ongoing lessons learned, barriers, successes, etc.
4. Assist in provision of needed technical assistance as it pertains to the ability of projects to produce quality data for evaluation.
5. Incorporate FY15 data into ongoing ODE report to Governor and Legislature.

Additional Year Four Deliverables:

1. Receive quantitative trend data from FY 15 projects.
Utilize same data collection methods and procedures as previous years but focused exclusively on FY15 grantees.
2. Conduct focus groups as in previous years for FY15 grantees. Conduct eight focus groups organized into the following:
 - a. Project treasurers/fiscal representatives
 - b. Project managers
 - c. Front-line teachers/ instructional staff (may be up to 2 sessions)
 - d. Front-line site or building administrators
 - e. Frontline non-instructional staff
 - f. Principal investigators
 - g. Key partners/ vendors
3. Complete case studies. Visit case study sites in Spring 2018 and produce a summary of findings to be incorporated into the end of project report.
4. Synthesize all qualitative and quantitative information in relationship to the basic research questions and provide end of project report to ODE.
5. Assist ODE in compiling progress report to Governor and Legislature. As in previous years, the research team will provide information for the December annual report.

*Indicates FY 2015 budget, additional deliverables and repagination

COST SUMMARY

Request for Proposal: Evaluation of the Straight A Fund Program
 CSP910314

UNSPSC CATEGORY CODE: 93131703, 81131500, 80101606

OAKS Item Number: 26140

Year 1 Cost Summary DELIVERABLES YEAR ONE	COST
1. Identify specific data needs of the overall project evaluation.	\$ 15,000
2. Review evaluation plans as submitted during application process to determine training needs.	\$ 28,500
3. Convene an initial training of principal investigators of the projects:	\$ 20,000
4. Identify six projects for in-depth Qualitative study	\$ 11,750
5. Develop a site visit protocol to review programmatic implementation at selected sites	\$ 2,750
Conduct Site Visits	\$ 25,500
6. Phone surveys for 24 sites	\$ 18,750
7. By September 2014 collect first year implementation and baseline outcome quantitative data from projects.	\$ 22,500
8. Assist ODE in compiling June 2015 progress report to Governor and Legislature	\$ 5,250
TOTAL COST FOR YEAR ONE DELIVERABLES	\$ 150,000

Year 2 Cost Summary DELIVERABLES—YEAR TWO	COST
1. By September 2015 receive initial quantitative outcome data from projects.	\$ 15,250
*2. Conduct 6 site visits to sites selected for in-depth study during year one.	\$ 31,100
3. Conduct 7 focus group discussions probing ongoing lessons learned, barriers, successes, etc. with four groups/roles	\$ 30,000
Collection and Review of Project Artifacts	\$13,500
4. Make recommendations to ODE for formative adjustments and needed technical assistance based on early review of Qualitative and quantitative data.	\$ 12,000
5. Assist in provision of needed technical assistance as it pertains to the ability of projects to produce Quality data for evaluation.	\$ 12,000
6. Assist ODE in compiling June 2016 progress report to Governor and Legislature.	\$ 5,250
*TOTAL COST FOR YEAR 2 DELIVERABLES	\$ 119,100

*Indicates change

COST SUMMARY (CONTINUED)

Year 3 Cost Summary DELIVERABLES—YEAR THREE	COST
1. By September 2016 receive quantitative trend data from projects.	\$ 15,250
2. Synthesize all Qualitative and quantitative information in relationship to the basic research questions and provide end of project report to ODE.	\$ 31,750
3. Assist ODE in compiling June 2017 progress report to Governor and Legislature.	\$ 5,250
*Conduct site visits to sites selected for in-depth study during year one.	\$ 21,200
Assist in provision of needed technical assistance as it pertains to the ability of projects to produce Quality data for evaluation.	\$ 5,250
TOTAL COST FOR YEAR 3 DELIVERABLES	\$ 83,000

Total Contract Cost (Three Years)

Description	Cost
Total cost for Year One Deliverables only.	\$150,000
*Total cost for Year Two Deliverables only.	\$ 119,100
Total cost for All Year Three Deliverables only.	\$83,000
*Total Contract Cost	\$352,100

All costs are in U.S. Dollars.

*Indicates change

YEAR TWO ADDITIONAL COSTS

Deliverables (Year 2)	Effort in Days	Costs
Review FY15 plans and identify needs and KPIs	18	\$ 46,000
Artifacts: Inventory version 1	14	\$ 20,200
Artifacts: Inventory v2	2	\$ 2,900
Technical Assistance: October evaluation summit	0	\$ 0
Technical Assistance: Quarterly e-newsletters	0	\$ 0
Technical Assistance: Quarterly webinars	1.5	\$ 1,450
Technical Assistance: Respond to grantee needs as requested	15	\$ 17,400
Quantitative Data: End of Year and Interim Reports	3	\$ 4,400
Quantitative: Financial Impact Tables	3	\$ 6,400
Quantitative: Project Manager survey	1	\$ 1,500
Quantitative: Staff survey	1	\$ 1,500
Quantitative: Fiscal state report cards	2	\$ 2,900
Annual Report	1.5	\$ 2,200
Case Studies (quoted for six sites, additional sites may be added at \$4250 per site)	28-32	\$ 39,700
Formative Report	4	\$ 11,800
TOTAL ADDITIONAL COSTS		\$ 158,350

YEAR THREE ADDITIONAL COSTS

Deliverables (Year 3)	Effort in Days	Costs
*Review FY15 plans and identify needs and KPIs	18	\$ 46,000
Quantitative Data: End of Year and Interim Reports	4	\$ 7,800
Quantitative: Financial Impact Tables	2	\$ 6,900
Quantitative: Project Manager survey	1	\$ 1,500
Quantitative: Staff survey	1	\$ 1,500
Quantitative: Fiscal state report cards	2	\$ 4,900
Annual Report	3.5	\$5,100
Focus Groups	40	\$ 62,500
Case Studies	18	\$ 58,100
Technical Assistance: Quarterly e-newsletters	0	\$ 0
Technical Assistance: Quarterly webinars	1	\$ 1,450
*Technical Assistance: Respond to grantee needs as requested	4	\$ 23,200
*TOTAL		\$ 218,950

*Indicates change

YEAR FOUR ADDITIONAL COSTS

Deliverables (Year 4)	Effort in Days	Costs
*Review FY15 plans and identify needs and KPIs	18	\$ 46,000
Quantitative Data: End of Year and Interim Reports	5	\$ 9,200
Quantitative: Financial Impact Tables	2	\$ 6,900
Quantitative: Project Manager survey	4	\$ 5,800
Quantitative: Staff survey	5	\$ 7,200
Quantitative: Fiscal state report cards	2	\$ 4,900
Annual Report	5	\$ 7,200
Focus Groups	23	\$ 36,175
Case Studies	18	\$ 28,300
Technical Assistance: Quarterly e-newsletters	4	\$ 0
Technical Assistance: Quarterly webinars	2	\$ 1,450
*Technical Assistance: Respond to grantee needs as requested	2	\$ 11,600
Summative Report	32	\$ 52,100
*TOTAL		\$ 216,825

*Indicates change

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

198085
C H Smith & Associates, LLC
1771 Clayburn Circle
Cincinnati, OH 45240

BID CONTRACT NO.: CSP910314-1

TERMS: Net 30

CONTRACTOR'S CONTACT:

Ms. Calista H. Smith

Office: 513-252-8129

E-mail: chs@chsmithassociates.com

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
5	05/17/16	To indicate addition of plan review and increased costs to technical assistance for years 3 and 4.
4	04/07/16	To correct pricing for Year Two, Year Two additional costs, Year Three additional costs and Year Four additional costs.
3	12/15/15	To remove deliverables from year two and three and move funds from year two into years three and four of the contract.
2	03/19/15	To add Fiscal 2015 budget add deliverables for years three and four and renew contract through June 30, 2018.
1	11/04/14	To reallocate funds in year one for phone surveys, to add collection of artifacts to year two of the contract for \$13,500 and to add the Summary of Amendments page.