

STATE OF TEXAS §

COUNTY OF TRAVIS §

Division Number: <u>215</u>	Program <u>21st CCLC Conferences and Meeting Coordination</u>
Org. Code: _____	Legal/Funding Authority: <u>HEA of 1996</u>
Speed Chart: _____	Public Law <u>107-110 ESEA; RFP 701-16-026</u>
Payee <u>Westat Inc.</u>	Payee ID: <u>1840529566</u>
Name: _____	PO #: <u>35674</u>
ISAS Contract #: <u>3483</u>	

Amendment No. 1

**AMENDMENT TO
STANDARD CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY
AND**

Westat Inc.
NAME OF CONTRACTOR

It is mutually understood and agreed by and between the undersigned contracting parties of the above numbered contract to amend said Contract effective **September 1, 2016** as follows:

ARTICLE II. PERIOD OF CONTRACT

TEA is exercising option to renew the contract as allowed in the Contract term from **09/01/2016 to 08/31/2017**.

ARTICLE III. PURPOSE OF CONTRACT

Contractor will maintain technical assistance services as stated in the Revised Attachment A, Description of Services and Activities herein attached and incorporated into the contract.

ARTICLE IV. PAYMENT UNDER CONTRACT

This amendment will not exceed **\$399,996.00** as stated in the attached Revised Attachment B, Budget herein incorporated into the contract.

Contract Amount	\$	249,773.00
Amendment Amount	\$	399,996.00
Estimated Contract Total	\$	649,769.00

It is agreed and accepted by a person authorized to bind Contractor that all Terms and Conditions of the original contract and amendments are effective commencing on the above date.

Typed Name: Babette Gutmann
Typed Title: President


Authorized Signature

This section reserved for Agency use.	
I, an authorized official of Agency, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.	
AGREED and accepted on behalf of Agency this <u>16th</u> day of <u>September 2016</u> (month/year) by a person authorized to bind Agency.	
Return signed copy to: TEAContracts@tea.texas.gov	 Kara Belew Deputy Commissioner for Finance

Revised Attachment A
Description of Services and Activities
9/1/2016-8/31/2017

TASK 1: CONFERENCE PLANNING AND COORDINATION

Contractor will partner with TEA to plan and host a one and a half day Texas ACE Conference for an estimated 500 attendees in June or July of 2017. Contractor will plan, schedule, and execute all components of the conference in coordination with TEA. Staff shall be familiar with the Texas ACE program and expanded learning programs in Texas and provide the highest level of service both to TEA and conference participants. Contractor will employ experienced staff and provide full coverage during the entire conference to register participants and coordinate a successful event.

Upon execution of this agreement, Contractor will present a detailed project schedule to TEA including major project activities and planned completion dates including but not limited to meeting and coordination schedules, site selection, theme selection, website launch, material printing, workshop/breakout presenter selection, keynote selection, and feedback data collection and reporting. Contractor will coordinate closely with TEA and its contractors to ensure the development and delivery of high-quality pre-conference training sessions, keynotes, and breakout sessions. The conference experience will be presented in a format that models for attendees how to provide engaging, relevant content for staff and youth in their programs by employing cutting edge technology and engaging, hands-on learning methods.

Venue options must address cost efficiency, participant convenience, reliability, and welcoming locations that meet the needs of the program. Contractor will negotiate with the selected venue to establish the minimal fee necessary to achieve the goals of the conference. Contractor will offer discounts for participants that register early and reduced fees for registering a group of attendees as appropriate and agreed-upon by TEA. Fees will be collected through an online, secure registration program such as Eventzilla or Crowd Compass. Contractor will accept a variety of payment methods including all major credit cards, Paypal, and Purchase Orders. TEA may consider accepting registrations from participants from states other than Texas. Contractor will coordinate with venue officials to manage all conference-related meals and distribution.

Contractor will implement the use of a TEA-approved conference theme and integrate the theme into the conference experience. Contractor will work with TEA to develop this theme into marketing and promotional materials. Contractor will deploy a comprehensive communication strategy to spread conference awareness across Texas and among other interested parties in the OST field using a mixed-media approach including emails, flyers, in-person announcements through partnership with TEA's Quality Assurance and Program Enhancement contractor, and messaging directly from TEA program staff. Additionally, Contractor will partner with numerous local, state, and national organizations to broadcast conference details to potential participants. Partnerships may include a variety of non-profit organizations, federal and state initiatives, and philanthropic entities that support expanded learning opportunities. Promotional and printed materials must use the Texas ACE brand and the name "Out of School Time Initiatives Conference", or "OSTI-CON". Printed materials must comply with federal grant requirements.

The online system will have the ability to produce a registration conference website that links to an online scheduling system and mobile apps such as SCHED. Contractor will develop and maintain a conference-specific website that will communicate all conference details. The website will include, but will not be limited to, dates, times, hotel options, travel notifications, call for presenters, conference content announcements, and a link to registration. All information on the website will be approved by TEA for public release. Contractor will comply with all TEA rules and regulations related to agency-linked websites.

Contractor will manage all logistics of soliciting and securing three keynote speakers: one motivational speaker for the opening keynote session, one performance-based session during lunch, and one closing keynote. This includes researching potential speakers; contacting each speaker to determine rates, availability, and content; and presenting options to TEA for approval and feedback. No speakers will be finalized without TEA approval to ensure the content aligns with TEA's goals and priorities.

Contractor will work closely with TEA to solicit and select presenters and topics that align the conference content with the selected theme, as well as the goals and priorities of TEA and the Texas ACE program. Contractor will draft the language for a Call for Presenters and submit it to TEA for review prior to release. The call for presenters will also be shared with numerous partners in the OST field and other related programs.

Contractor will ensure that appropriate staff are available to support specific requests from TEA as they arise. Contractor will partner with other federal-and state-funded programs such as Title I, Part A and GEAR UP, as appropriate or requested by TEA. Contractor will also partner with other TEA contractors as appropriate and requested by TEA. Contractor will coordinate the scheduling of all events for the conference. If requested by TEA, Contractor will facilitate development and coordination of a conference committee.

Contractor will coordinate all material development, printing, and distribution related to the conference. All

materials will be reviewed and approved by TEA approval prior to public release. Contractor will ensure proper signage is posted and visible to help participants navigate the conference. All signs and posted materials will match the conference theme and will be submitted to TEA for review and approval. We will also integrate online support options such as Quick Response (QR) and/or Augmented Reality (AR) codes and links to the online schedule application.

Contractor will hire one professional photographer to capture keynotes, workshops, events, and other moments of the conference and will establish an online location for participant photo uploads. Contractor will ensure the conference is supported by sufficient audio/visual equipment and staff. This may include working with audio/visual staff supplied by the venue or by the Contractor. All sessions that TEA determines will be recorded, will be edited, rendered and posted online for individuals who were unable to attend. Contractor may be asked to livestream keynote sessions.

Contractor will promote the conference to potential exhibitors, including vendors for out-of-school time expanded learning programs and related initiatives. Contractor will secure a target of 20 exhibitor booths and three conference sponsorships to help offset the cost of the conference. The content of the exhibitor hall shall be based on participant interest and TEA request. The conference hall hours and Contractor staffing schedule should coincide with the general conference schedule so that participation is convenience to conference-goers. Conference signage and exhibitor signage should allow attendees to easily locate exhibitor booths.

Contractor will work with TEA to schedule at least two pre-conference breakout sessions the day before the conference. The sessions will be aligned to the conference theme and any workshop strands approved by TEA. Sessions may be selected from the Call for Presenters or may be proposed by the Contractor or TEA. TEA will have final approval of the pre-conference workshops.

Through the use of a secure, online software, the contractor will maintain a participant database with contact information, professional affiliations and other relevant data as requested by TEA. Contractor will present data on participation rates and trends in project progress reports and the final report to TEA. Contractor will coordinate participant and speaker feedback collection and reporting using a combination of paper feedback forms at face-to-face events and an online survey to all registrants and presenters to ensure the broadest feedback. Contractor will administer hard-copy surveys to all participants that include questions about each component of the conference and will make every effort to ensure a high completion rate. Contractor will provide TEA with both the raw data and a summary in the final report.

TASK 2: PRE-CONFERENCE MEETING PLANNING & COORDINATION

Contractor will work closely with the TEA-approved venue to secure sufficient pre-conference meeting space for a meeting of about 25 Texas ACE grantees in the same location as the Texas ACE conference and will ensure that the conference is held at a single location. Contractor will coordinate all activities related to pre-conference network meetings with TEA and the Program Enhancement and Quality Assurance contractor to ensure seamless integration in the conference structure including reserving adequate meeting space including rooms for breakout sessions during the meeting if requested by TEA, coordinating all audio/visual and technology needs and extending the state rate for room blocks filled by meeting participants. In addition to managing the meeting logistics, Contractor will provide support to TEA's Quality Assurance and Program Enhancement contractor to guarantee the meeting is an efficient use of state and federal resources. This may include collecting grantee feedback as needed and requested by TEA, and providing updates from TEA to the field.

TASK 3: PROJECT TRACKING & REPORTING SYSTEM

Contractor will develop a detailed schedule. The project schedule will include all contract deliverables, along with the tasks required to complete them including the start and end dates and the assigned individual(s) responsible. Throughout the contract year, the project schedule will be continuously updated and monitored by Contractor's project management team.

Contractor will maintain a project portal to serve as an online repository of all program documentation developed using Box or another secure, cloud-based file sharing system. The project portal should be organized around the tasks and deliverables included in this contract to allow TEA and Contractor project team members to easily locate and access all project documents. All relevant TEA staff and Contractor staff will have access to the information.

Contractor will provide TEA with a monthly status report in electronic format that supports each invoice. The status report must include information required elsewhere in this contract and a budget narrative. The invoice and report will be organized by the tasks and deliverables included in this contract and describe in reasonable detail the work that was completed during the month. Included in the description of the work will be metrics such as the number of conference registrations collected during the month and a report on conference promotion activities.

Contractor will plan and facilitate weekly project status meetings with TEA staff, which may be in person or via

conference call. Contractor staff will communicate with TEA staff outside planned status meetings and offer additional support whenever necessary. Prior to each meeting, Contractor will develop and provide TEA with an agenda for review and modification, if necessary. Other Contractor team members may be asked to participate depending on the agenda for each meeting. Following each meeting, Contractor will post minutes that summarize decisions made and actions items assigned during the call to the project portal.

**Revised Attachment B
Budget
9/1/2016-8/31/2017**

Project Tasks & Activities	2016 - 2017 TEXAS 21ST CCLC CONFERENCE & MEETING COORDINATION			
	Start Dates	End Dates	Projected Cost	Staff Position(s) Charged
Task 1: Conference Planning and Coordination	9/1/16	8/31/17	\$ 376,824	Adams, Celli, Davis, Dean, Franka, Hirschhorn, Larney, Nafziger, Petty, Price, Rolfhus, Schrabie, Woodrow, Proj. Coord. (TBD)
1.1 Facility Management (=50%)			\$ 188,462	
1.2 Communication & Outreach Management (=25%)			\$ 94,231	
1.3 Oversight Management (=25%)			\$ 94,231	
Task 2: Pre-Conference Meeting Planning & Coordination (including all associated subtasks)	9/1/16	8/31/17	\$ 10,834	Adams, Celli, Davis, Dean, Nafziger, Petty
Task 3: Project Tracking & Reporting System (including all associated subtasks)	9/1/16	8/31/17	\$ 12,238	Adams, Nafziger
TOTAL			\$ 399,996	Total FT Staff/Contractors: 0 Total PT Staff/Contractors: 14

Task 1: Conference Planning and Coordination
1.1 Facility Management
Site Selection & Venue Negotiation, etc.
Onsite Registration & Visible Staff Support, etc.
Single Facility for Meetings
Meeting Room & Venue Space Requirements
1.2 Communication & Outreach Management
Communication Strategy
Training & Technical Assistance Needs Content
1.3 Oversight Management
Project Schedule with Major Project Activities & Completion Dates
Project Direction & Management Expertise
Conference Committee
Task 2: Pre-Conference Meeting Planning & Coordination
Venue & Meeting Space Coordination
Single Facility for Meetings
Meeting Room & Venue Space Requirements
Task 3: Project Tracking & Reporting System
Project Schedule
Project Portal
Monthly Reports
Project Status Meetings