

STATE OF TEXAS §

COUNTY OF TRAVIS §

Division Number: <u>215</u>	Program <u>21st CCLC Program Enhancement</u>
Org. Code: _____	Name: <u>and Quality Assurance</u>
Speed Chart: _____	Legal/Funding Authority: <u>HEA of 1996</u>
Payee <u>Westat Inc.</u>	Public Law <u>107-110 ESEA, RFP 701-16-025</u>
Name: _____	Payee ID: <u>1840529568</u>
ISAS Contract #: <u>3487</u>	PO #: <u>35691</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 Attachment A, Description of Services and Activities herein attached and incorporated into the contract.

ARTICLE IV. PAYMENT UNDER CONTRACT

This amendment will not exceed \$1,149,925.00 as stated in the attached Revised Attachment B, Budget herein incorporated into the contract.

Contract Amount	\$ 549,793.00
Amendment Amount	\$ 1,149,925.00
Estimated Contract Total	\$ 1,699,718.00

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: Vice President

Babette Gutmann
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 20th day of September 2016 (month/year)
by a person authorized to bind Agency.

Return signed copy to:
TEAContracts@tea.texas.gov

Mike Morath
Mike Morath
Commissioner of Education

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

TASK 1: TRAINING

Contractor will develop, deliver and coordinate all the training provided by TEA to ACE grantees. Contractor will employ highly skilled individuals who have extensive experience in the afterschool field to complete this work effectively and efficiently.

1.1 Needs Assessment and Training Plan

Contractor will administer an annual assessment of grantee needs and existing resources to determine recommended training and technical assistance activities. The needs assessment will be conducted through multiple qualitative methods such as online surveys, in-person questionnaires, web-based and in-person focus groups, and regional and statewide meetings. Contractor will use new and existing data to determine short term and long-term training needs. Contractor will present a comprehensive report and set of prioritized recommendations to TEA for consideration and next steps within 20 days of contract start date. Based on TEA's feedback on the needs assessment, Contractor will draft a final training plan. Contractor will provide a quarterly progress report, including progress toward required performance measures, and an updated training plan quarterly to TEA.

Contractor will ensure all training products and delivery align with TEA and program goals, best and emerging practices, and the commissioner of education's stated priorities. Contractor will use a multi-level review and approval process prior to releasing any training materials. The process includes weekly progress updates on development, comprehensive internal review and submission of training materials and documentation to TEA at least one week prior to any training event. Contractor staff will maintain the ability to meet evolving goals and priorities of TEA throughout the contract period.

1.2 Training Development and Delivery

Based on the annual training plan and program needs and requirements, contractor will develop and deliver relevant training for all grantees and incoming new grantees in a variety of formats, including in-person and web-based training. Contractor will manage all aspects of the delivery of pre-approved training opportunities. Contractor will present TEA with training materials in advance to solicit modifications or approvals aligned with TEA priorities. A training report on the conference opportunities staff participated in must be included in the monthly report to TEA.

Training opportunities will be scheduled throughout the contract period based on the approved training plan and TEA needs and requirements. All approved training and technical assistance events and opportunities will be maintained in an interactive calendar format on the MyTexasACE website. The calendar will include all training offered by the Texas 21st CCLC program as well as other opportunities for training provided by reputable regional and national organizations. Contractor will provide promotional outreach through email registration announcements of all Texas ACE trainings to all grantees using an updated contact list provided to TEA. Telephone and in-person outreach will also be conducted to ensure maximum attendance and participation. Contractor will promote the use of archived training events in an electronic format via the MyTexasACE website in a manner designed to build program and center-level capacity across the state by encouraging grantees to use the resources for staff and partners who otherwise may not have access. Contractor will employ additional staff or contractors as needed to ensure the level and content of training services clearly supports the Texas ACE program. Staff or contractors will have extensive experience related content areas such as federal monitoring of 21st CCLC programs, out-of-school time and extended day programs, rural education issues, cultural awareness, curriculum development and requirements, special education, early childhood education, STEM education, and teacher effectiveness.

Contractor will develop and produce one significant training course or complete the production of one training course for the current school year as requested by TEA. Contractor will work with TEA to document the course design and its alignment with the program and TEA priorities. Final courses and modules must be made available via the MyTexasACE website in a printable format and an interactive format as appropriate. Contractor will include a train-the-trainer component that will be available to aid in the training of center-level ACE staff and other professionals interested in expanded learning.

Contractor will conduct at least two pre-approved webinars targeted for active Texas ACE grantees. Several topic suggestions will be based on the needs assessment data, TEA input, grantee feedback, and the annual training plan. Possible topics may include (but are not limited to): family engagement, STEM programming, grant management, school day alignment, sustainability and project based learning. Once TEA approves the webinar

topics, Contractor will coordinate all aspects of the webinars including: posting webinar announcements to the MyTexasACE schedule calendar, sending email participation invitations to appropriate Texas ACE staff, sending follow up reminders, securing expert guests if appropriate, posting all materials for download, and coordinating all technology requirements. TEA will be presented a storyboard of the webinar for program approval at least a week in advance. The webinars will be recorded, rendered and posted to MyTexasACE for easy and repeated access.

Contractor will solicit participant feedback after each training opportunity to continue to improve the quality of content and delivery. Contractor will summarize the training evaluation feedback in the quarterly training reports and training plan updates to TEA under 1.1 and as requested. Contractor will provide Continuing Education Units (CEUs) to participants completing in-person training sessions and online training. Contractor will also coordinate with the conferences and meetings contractor to provide CEUs to all participants at the annual Texas ACE state conference and other meetings as applicable.

Contractor will work with TEA to develop new lessons and units that align with the Texas Essential Knowledge and Skills (TEKS) to be added to the existing Activity Database. Contractor will develop a process for vetting and publishing activities submitted to the database by grantees or other content experts and present it to TEA for review and approval. Contractor will maintain a set of up-to-date innovative practice tracking worksheets and provide updated information to TEA quarterly.

Contractor will partner with TEA to provide highly engaging content and resources for the annual Texas ACE conference. Contractor will work closely with TEA and the conference coordination contractor to ensure that content is meaningful to grantees and is aligned with the documented needs from the field and state and federal initiatives. Contractor will also prepare content for the conference as directed by TEA, such pre-conference sessions, breakout sessions, or other supplemental support.

1.3 Websites

Contractor will host and maintain the Texas ACE and MyTexasACE websites, manage content, and manage the online learning platform. This includes regularly updating the landing page with news and resources to maintain grantee interest, incorporating new technologies as they emerge, and analyzing usage trends to ensure that the portal meets the needs of TEA and the grantees. An updated accurate training calendar must be maintained on the MyTexasACE website. Contractor will ensure that MyTexasACE is current and easily accessible by grantees and others, particularly prospective grantees and families interested in out-of-school time, and includes extensive up to date content and archived training resources.

Contractor will continue to ensure that all ACE websites are compatible with all federal, state, and TEA requirements. For example, Contractor staff will conduct a full review of all TEA-approved materials and ensure the updated TEA ACE logo is represented on all online materials. Additionally, Contractor will test each resource prior to posting to guarantee adherence to TEA's accessibility policies and procedures. The contractor will continuously improve website operations and access to electronic resources based on program need.

1.4 Outreach Materials

Contractor will manage ACE-branded outreach materials for TEA. This includes maintaining approved up-to-date digital files of all branded materials for secure grantee download. Additionally, Contractor proposes to update all the branded materials to reflect current TEA branding guidelines and evolving needs of grantees to enhance their sustainability efforts. Requests for expending funds on printing materials for grantees must be pre-approved by TEA.

TASK 2: CONFERENCES AND MEETING ACTIVITIES

2.1 Planning, Hosting and Content Development

Contractor will partner with TEA to plan and host a day and a half meeting for Project Directors in January 2017. Contractor will promote the meeting to participants in advance and collect registration information. The draft agenda and materials will be sent to TEA at least 1 week prior for review and approval. Contractor will ensure that copies of all relevant materials and any other required equipment or technology will be available at the meeting. The meeting will be facilitated by TEA's 21st CCLC State Coordinator with Contractor staff providing support and facilitation as needed.

Contractor will partner with TEA to plan and host a 1/2-day networking/pre-conference meeting at the annual Texas ACE conference in Texas in June or July 2017. Contractor will work with TEA to tailor the meeting agenda to the audience.

Contractor will provide content such as breakout sessions and pre-conference trainings as requested for the ACE annual conference. The team will also promote the conference and provide support for grantees wishing to

present. Contractor may support the development of grantee presentations to highlight best practices and innovative activities. The Contractor will provide additional support to TEA for any state or national conferences as requested. Contractor will work closely with the Conferences & Meetings Coordination contractor as requested and required by TEA.

TASK 3: TECHNICAL ASSISTANCE

3.1 Service Delivery Model

Contractor will provide three general levels of service to differentiate the delivery of training and technical assistance to active Texas ACE grantees. Service levels will be based on the results of program monitoring, grantee requests, and TEA guidance/approval. Information will be continually assessed to determine the most appropriate level of service for grantees at any given time; flexibility is appropriate and necessary to provide responsive appropriate services to Texas ACE programs. Level 1 may consist of a self-service model where grantees can access all available resources from the TexasACE21 or MyTexasACE websites using multiple devices including mobile phones and tablets. Products in the self-service category will include cumulative FAQs, outreach materials, tools and templates, best-practice vignettes & podcasts, research reports, and the ACE Activity Database. Level 2 provides all services in Level 1 as well as interactive services with TACs to include interactive troubleshooting for data entry issues and guidance in finding and using appropriate resources from the program websites, webinars, and in-person trainings. Attendance at webinars and in-person training will be encouraged for level 2 grantees. TAC site visits may be appropriate for many, but not all, grantees. Level 3 provides grantees with intensive facilitated services consisting of directed by TEA and managed by Contractor and the Technical Assistance Coordinators (TACs). TACs are expected to conduct in-person technical assistance site visits to provide assistance that is designed to align with grantee needs, state needs, and monitoring findings and improve the overall operations and continuation of Texas ACE programs. Contractor will report monthly on grantee service levels and demonstrate alignment with monitoring results, grantee need, and TEA priorities.

3.2 Technical Assistance Coordinators

Contractor's technical assistance team must maintain a comprehensive knowledge base about the current and historical activities of all grantees. The TACs are expected to maintain meaningful and positive working relationships with ACE staff and administrative leaders across the state. Contractor will provide to each grantee TEA-approved onsite or remote technical assistance and support that is designed to improve local programs. Every active grantee must be assigned a technical assistance consultant who is responsible for immediate and direct access to program support, coaching, and general communication to improve programs and deliver high quality services to students and families. Contractor must maintain the equivalent of at least three full time technical assistance coordinators on staff who are dedicated to providing individualized technical assistance. Contractor will hire additional qualified staff as required to effectively support the number of active grantees with appropriate levels of service during the life of the contract. Contractor will designate one lead TAC to serve as a point of contact for TEA in addition to the project director.

Contractor will use a highly structured technical assistance process that ensures grantees are connected to the help and resources needed to be successful. Technical assistance activities may minimize travel expenses by integrating digital communication tools such as email, webinar software, and virtual meeting spaces. When travel is necessary and approved by TEA, the TACs will maximize resources by meeting with multiple sub-grantees within a region to provide direct support while also promoting capacity building and networking among individual programs. Contractor will develop a plan to prioritize onsite technical assistance visits with grantees in September 2016.

Contractor will work with TEA to process change requests and specific items needing approval such as educational field trips and summer location changes. All requests pending approval will be documented in the task management web-based application Asana or other management tool agreed upon by TEA. The TAC team will submit requests sent from grantees and make recommendations about suggested action (i.e., approval, denial, clarification) to TEA. All recommendations will be based on applicable statute, rules, guidelines, and best practices.

TACs will participate in all conferences, meetings, and events as requested by TEA and represent TEA with the utmost professionalism and expertise. Contractor will work with TEA to minimize TAC travel expenses through alternative communication methods whenever possible. All TACs must maintain flexible schedules to allow for unscheduled technical assistance, including site visits to programs, as required or requested.

The TACs will provide in-person training at least two times during a full school year. To maximize resources, TACs will focus trainings to specific regional areas in an effort to minimize travel expenses for both the TACs and the grantees, as well as promote grantee capacity building and networking opportunities. Each TAC will also provide additional required training and technical assistance on TX21st data entry and reporting requirements as needed

for all grantees.

Contractor staff will assist in preparing for and participate with TEA and its other contracted partners as requested in federal monitoring reviews and monitoring follow-up activities.

3.3 Texas ACE Help Desk

The Texas ACE Help Desk, which consists of an email account with shared access by all TACs and supervisors, is a key point of contact between grantees and the state's Texas ACE program. Contractor will maintain the Help Desk email account using established procedures. Each request and response will be logged and tracked and grantee issues or change requests will also be documented in the task management web-based application Asana or other management tool agreed upon by TEA. All activities related to the requests are logged including TEA approvals as needed. Statistics on help desk volume must be included in the monthly report to TEA.

All requests will receive a response within 24 hours. If a complete response cannot be provided in that timeframe, the reply will indicate that the inquiry is being researched and a full response is forthcoming. When Contractor staff cannot locate the answer to an inquiry, the item will be elevated to the TEA program or grant staff. Based on questions received through the Help Desk, Contractor will maintain an up-to-date set of frequently asked questions as a resource on the website. TEA shall have access to all requests and responses through the secure project portal.

3.4 Texas ACE Blueprint

Contractor will modify the Blueprint in partnership with TEA as the needs and requirements of the program evolve. In addition to maintaining the current Texas ACE Blueprint, the ACE Training Team and the TACs will review the document at least every six months and recommend changes to TEA. Contractor will make necessary changes, make the updated document available online, update related training and technical assistance materials, and assist TEA in providing any necessary outreach related to Texas ACE Blueprint content.

3.5 Coordinated Response to Monitoring

Contractor will review all monitoring reports from TEA and its contractors and modify the technical assistance plans for each grantee as necessary. Interventions will be prioritized using a risk-based approach where higher risk grantees will be subject to higher-level technical assistance activities, such as site visits and individualized training and resources. Contractor will provide a risk-based plan for technical assistance to TEA by September 30, 2016.

The project director and training manager will review the monitoring reports and TA plans to develop coordinated updates to existing training plans as needed and when possible identify best and promising practices to highlight through webinars and at conferences and meetings. Training plans should specify the level of technical assistance for each grantee and be regularly updated and provided to TEA.

Contractor will document the interventions and interaction with each grantee and will work with each grantee to implement program improvements successfully. TACs will report regularly on each grantee's progress and develop annual reports to describe progress, significant improvements and continuing challenges.

Contractor will work with TEA's program implementation monitoring contractor to ensure an efficient and seamless delivery of relevant responsive technical assistance service to all grantees on behalf of TEA. This includes coordinating with the program implementation monitoring contractor to develop individualized technical assistance follow up plans for program improvement that will be submitted to TEA for review and approval. This may involve immediate deployment of technical assistance resources. Contractor will participate in face-to-face meetings and/or conference calls with monitoring contractors as needed to clarify the monitoring findings and ensure the technical assistance plans will sufficiently address any grantee deficiencies.

TACs will coordinate with the monitoring contractor in responding to monthly TX21st data submission and quality reviews and reporting on grantee performance to TEA. Monthly data reviews will include checks to ensure sub-grantees are current with their TX21st entries as well as entering the data correctly to avoid later problems. When issues are identified, the TACs will contact the sub-grantee to provide immediate assistance and notify TEA per an agreed-upon escalation protocol.

Contractor staff will participate in regular meetings with the program monitoring contractor, conferences and meetings contractor, and TEA. At a minimum, the project director will attend all meetings as requested by TEA. Other members of the technical assistance staff or other project staff will attend if needed and as requested by TEA.

3.6 Granting Process Support

Contractor will assist TEA to develop high-quality Requests for Application (RFAs). Contractor will assist TEA in drafting, reviewing and editing new and continuation RFAs. Contractor will also make programmatic recommendations for TEA consideration based on detailed analysis derived from the ongoing needs assessment activities, training feedback, network meetings, new research (within Texas, statewide, nationally and internationally), and best practices from demonstration sites and sustaining grantees. Contractor will develop program guidelines and other program-specific materials required for the continuation RFAs for Texas 21st CCLC grants in March 2017.

3.7 State and Federal Reporting

Contractor will assist TEA with analysis, writing, and editing of required state and federal performance reporting. Contractor's staff must be familiar with the federal monitoring process and well-equipped to provide support to TEA in gathering documentation, drafting response documents, and participating in meetings with federal staff and contractors as requested by TEA.

Contractor will assist with data collection for state and federal reporting processes. Contractor will provide extensive support during the data entry process and retain a comprehensive understanding of both the data system and the required elements to be entered and reported. When awarded, Contractor will work with TEA staff and its contractors to ensure timely and accurate data entry in accordance with federal deadlines for all data sets required for federal reporting.

Contractor will review the submitted grantee local evaluation summaries and provide a report of findings to TEA on or before August 31, 2017.

TASK 4: NETWORK COORDINATION

Contractor will work with TEA to create a network of stakeholders based on TEA's goals and priorities. The ACE Resource Network meetings will provide a space for TEA and grantees to participate in information gathering and solution development, and for grantees to work with TEA and their peers share ideas about program and policy topics for the benefit of local and state programs.

Contractor will work with TEA to establish an approved process of application, nomination and selection for network members. This process will be based on best practices and subject to full TEA review and approval prior to implementation. The Contractor will solicit, collect and analyze all applications and nominations before making selection recommendations to TEA program staff.

Contractor will work with the program's conferences and meetings contractor to plan and coordinate in-person meetings and virtual meetings. Contractor will plan and coordinate at least two in-person meetings, with one in conjunction with the Texas ACE state conference in June or July. Contractor will promote meetings to participants in advance and administer a registration process for attendance. The draft agenda and materials will be sent to TEA at least 1 week prior for review and approval. Additionally, Contractor will ensure that copies of all relevant materials and any other required equipment or technology will be available at the meeting.

For each of the in-person meetings, Contractor will work with the program's conferences and meetings contractor to secure a suitable meeting location, including overnight accommodations for members travelling from out-of-town. Contractor will also communicate with other Texas ACE contractors to partner when possible for cost and time savings for both network members and TEA. When travelling costs cannot be avoided, Contractor will administer and follow up the travel reimbursement process for members approved for reimbursement by TEA.

TASK 5: TRACKING AND 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 state 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 must have access to the information.

Contractor will provide TEA with a monthly status report in electronic format with 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.

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 modify, 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 TRAINING & TECHNICAL ASSISTANCE			
	Start Dates	End Dates	Projected Cost	Staff Position(s) Charged
Task 1: Training	9/1/16	8/31/17	\$ 397,383	Celli, Davis, Dean, Franke, Hirschhorn, Nafziger, Petty, Proj. Coord. (TBD)
1.1 Needs Assessment & Training Plan			\$ 39,736	
1.2 Training Development & Delivery			\$ 298,022	
1.3 Websites			\$ 39,736	
1.4 Outreach Materials			\$ 19,868	
Task 2: Conferences & Meeting Activities	9/1/16	8/31/17	\$ 69,857	Adams, Celli, Dean, Franke, Nafziger, Petty, Proj. Coord. (TBD)
2.1 Planning, Hosting and Content Development			\$ 69,857	
Task 3: Technical Assistance	9/1/16	8/31/17	\$ 542,212	Celli, Dean, Franke, Nafziger, Petty, Proj. Coord. & TAC (TBD)
3.1 and 3.2 Service Delivery Model and TA Coordinators			\$ 325,327	
3.3 ACE Helpdesk			\$ 54,221	
3.4 Texas ACE Blueprint			\$ 27,111	
3.5 Coordinated Response to Monitoring			\$ 54,221	
3.6 Granting Process Support			\$ 54,221	
3.7 State and Federal Reporting			\$ 27,111	
Task 4: Network Coordination	9/1/16	8/31/17	\$ 48,717	Adams, Celli, Dean, Franke, Nafziger, Petty, Proj. Coord. (TBD)
Task 5: Tracking & Reporting System	9/1/16	8/31/17	\$ 93,776	Adams, Nafziger
TOTAL			\$ 1,149,925	Total FT Staff/Contractors: 0 Total PT Staff/Contractors: 9