

STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number: 300	Program Name: Lesson Study Professional Development Program
Org. Code: _____	Legal/Funding Authority: GAA, Article III, Rider 41 and Rider 53,
Speed Chart: _____	85th Legislature; LOI 701-16-051
Payee Name: Education Service Center Region 14	Payee ID: 1751247833
ISAS Contract #: 3559	PO #: 36720

Amendment No: 02

**AMENDMENT TO
INTERLOCAL COOPERATION CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY (Receiving Party)
AND**

Education Service Center Region 14 (ESCR14)

NAME OF PERFORMING PARTY

It is mutually understood and agreed by and between the undersigned contracting parties of the above referenced contract to amend said contract effective September 2017 as follows:

TEA is exercising the first of two options to renew the contract beginning September 1, 2017 ending August 31, 2019.

Lesson Study is a form of job-embedded, professional development for teachers that uses a systematic process to foster a collaborative, professional environment in which teachers collaborate in teams of 2–5 to:

- identify a research theme and student expectation(s) from the Texas Essential Knowledge and Skills (TEKS) that students have difficulty understanding;
- research best instructional practices for the identified SEs and plan a strategic, research-based lesson;
- teach the lesson to students and collect data on students' responses, levels of engagement, and learning processes;
- reflect on the lesson and options for refinement; and
- share the teacher-designed, research-based lesson and report on the lesson effectiveness with other teaching professionals online via the Texas Gateway.

TXLS was piloted in six education service center (ESC) regions in the 2016–2017 academic year. The program will be in a total of sixteen ESC regions in the 2017–2018 academic year.

The budget is for a minimum of seven (7) full-time employees (FTEs) (i.e., one (1) program manager and six (6) Lesson Study facilitators), a \$500 stipend for each participating teacher in the Lesson Study program, and project expenses.

Attachment A- Scope of Work, Attachment B-Tasks/Activities Timeline, and Attachment C-Budget documents are attached hereto and incorporated herein by reference. As FY2019 gets closer, ESCR14 will submit an FY2019 budget and task activity plan to be added to the contract as an amendment.

Contract Amount: \$640,000.00
Amendment Amount: \$831,000.00 (FY2018)
Total Contract Amount: \$1,471,000.00

TEA Interlocal Cooperative Terms and Conditions, revised 9/22/16 are attached.

Receiving Party shall pay Performing Party in accordance with the approved budget for the services performed described in this ICC. Receiving Party shall pay for services received from the appropriation item or account from which the Receiving Party would ordinarily make expenditures for similar services or resources. Payments received by the Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditure for the services or resources was made.

Performing Party shall bill Receiving Party monthly for services rendered in accordance with the provisions of the ICC. Performing Party may submit invoices electronically to the following email address: TEAAccountsPayable@tea.texas.gov or the Performing Party can direct invoices to:

Texas Education Agency
Attn: Accounting Department
1701 N. Congress Ave.,
Austin, Texas 78701-1494

Purchases of food are generally prohibited and must be preapproved by the TEA Project Manager. Food purchases must be in accordance with Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, §200.432. Purchases must be necessary and reasonable for the successful performance of the Contract. This applies to both federal and state funded contracts. Website to view the regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=f61b41b94d57ed256eb46811a14d243d&mc=true&node=se2.1.200_1432&rqn=div8

TEA follows the Federal Rate Schedule for reimbursement of meal and lodging expenditures adopted by the State of Texas. Performing Agency shall maintain receipts in according. The Comptroller's website for travel rules and regulations – **textravel**: <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>. Receipts must be made available for programmatic or financial audit, by TEA and by others authorized by law or regulation to make such an audit, for a period of not less than seven (7) years. Effective 01/01/17, the mileage rate is .53.5¢.

Contractor must make full disclosure of intent to employ or subcontract with an individual who is a former employee/retiree of TEA. Within the first twelve months of leaving employment at TEA, a former employee/retiree selected by the Contractor for employment or subcontracting, shall not perform services on a project or fill a position that the former employee/retiree worked on while employed at TEA.

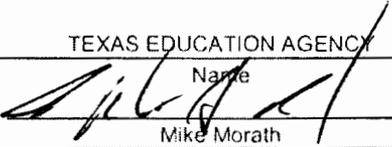
Texas Government Code § 572.069. CERTAIN EMPLOYMENT FOR FORMER STATE OFFICER OR EMPLOYEE RESTRICTED. A former state officer or employee of a state agency who during the period of state service or employment participated on behalf of a state agency in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary (24 months) of the date the officer's or employee's service or employment with the state agency ceased.

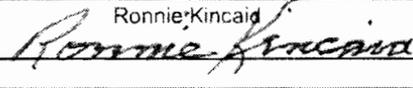
All other terms and conditions of the original contract remain the same and are incorporated herein as if specifically written. It is agreed and accepted by the authorized representatives of the undersigned parties that all terms and conditions of this amendment are effective on the date written above.

RECEIVING PARTY

PERFORMING PARTY

TEXAS EDUCATION AGENCY

By: 
Name
Mike Morath

By: 
Name
Ronnie Kincaid

Commissioner of Education

8/15/17
Date

Executive Director

8/10/17
Date

Return one copy electronically to
TEAContracts@tea.state.tx.us or by mail

ATTACHMENT A - Scope of Work

I. Project Objectives

Participating ESCs will complete the following:

- A.1 Implement the TXLS professional development program in the service center region(s) with fidelity
- A.2 Collaborate with TEA on district, campus, grade-level, subject, and TEKS selection
- A.3 Inform district representatives, administrators, and teachers about the TXLS process
- A.4 Provide training in Texas Lesson Study implementation
- A.5 Provide instructional and technical support to administrators and teachers to assist them in effectively implementing the TXLS process with fidelity
- A.6 Create Lesson Study resources and videos that can be made available statewide on the Texas Gateway
- A.7 Conduct a study that measures the effectiveness of the TXLS program
- A.8 Work collaboratively with other ESC regions and TEA to create statewide Lesson Study support materials

II. Outcomes/Deliverables

The participating ESCs will produce the following outcomes/deliverables:

- B.1 A plan for implementing TXLS professional development including
 - B.1.1 detailed guidelines for campus implementation (e.g., leadership support, scheduling, resources, safeguards)
 - B.1.2 a strategic process for district, campus, grade-level, subject, and TEKS selection
 - B.1.3 projections for campus-wide and district-wide implementation
- B.2 Strategies to gain and maintain district representative, administrator, and teacher interest and participation
- B.3 A minimum of four Lesson Proposals in each semester per FTE (facilitator) (a 50% funded Facilitator will submit two Lesson Proposals in each semester; a 75% funded Facilitator will submit three Lesson Proposals per semester) which can be made available statewide and must include
 - B.3.1 a complete lesson report including the research, lesson activities, and pre- and post-assessment data
 - B.3.2 hyperlinks to lesson materials (e.g., templates, assessments) and original lesson videos with high quality audio, including raw footage and edited versions

- B.3.3 a description of how the Lesson Study group did a deep-dive into the TEKS and unpacked the student expectation(s) being studied
- B.3.4 a lesson score calculated using a rubric with metrics such as the completeness of the Lesson Proposal, the nature, or difficulty, of the assessments, and the effectiveness of the lesson (e.g., student engagement, student achievement growth)
- B.4 A study with measurable objectives that assesses the effectiveness of the TXLS program

Timeline of Major Activities

List of participating campuses	September 1, 2017
Campus action plans	September 29, 2017
Lesson Study fall semester Lesson Proposals and videos on the Texas Gateway	January 31, 2018
Lesson Study spring semester Lesson Proposals and videos on the Texas Gateway	June 15, 2018
Annual report on program effectiveness	June 29, 2018
Monthly reports to TEA	From beginning of contract to August 2018 (Due dates and format will be specified in the contract award phase.)

III. Requirements

Participating ESCs are required to do the following:

- C.1 Maintain well-organized records of all expenditures and activities and make the records available to TEA when requested
- C.2 Attend a project kick-off meeting via conference call
- C.3 Participate in TXLS trainings
- C.4 Maintain regular contact with TEA by providing periodic updates (The schedule and method for updates will be specified in the contract award phase.)
- C.5 Submit drafts and completed versions of all content for review and approval by TEA staff
- C.6 Follow TEA style guides consistently in the development of products
- C.7 Designate one point of contact to assure quality in both services and published materials and to correspond with TEA throughout the project
- C.8 Participate in periodic work sessions (face-to-face or online) called by TEA to review program progress and to adjust program activities if necessary
- C.9 Ensure legal requirements are met for use of student assessment data and video footage

IV. Qualifications and Experience

The ESC TXLS employees must have the qualifications and experience to be responsible for the following activities:

1. Training teachers and administrators in the selected districts/campuses on the TXLS model
2. Working with districts/campuses to identify TXLS teams
3. Providing instructional support to TXLS teams and facilitating their Lesson Study experiences, as they
 - A. identify the standards that will be addressed in each semester's Lesson Study project
 - B. design pre- and post-assessments to measure student mastery
 - C. identify research-based best practices in providing effective instruction in the selected standards
 - D. evaluate and improve the lessons and instruction
 - E. document the Lesson Study process
 - F. complete the Lesson Proposal
 - G. produce final products that can be shared statewide as TXLS models
4. Design and implement a study of the effectiveness of the TXLS program as it was implemented during the school year and produce a report that can be shared statewide
5. Create high-quality, error-free, professional products for sharing statewide

In addition to the activities listed above, the program manager must have the qualifications and experience necessary to

6. facilitate meetings with the service centers' TXLS teams;
7. track budget expenditures and tasks/activities/deliverables;
8. administer a quality assurance check before materials are submitted to TEA;
9. conduct campus calibration visits to ensure implementation fidelity and consistency among lesson study groups; and
10. compile data to submit monthly reports on the project's progress.

ATTACHMENT B - LESSON STUDY PROFESSIONAL DEVELOPMENT PROGRAM

TASKS/ACTIVITIES TIMELINE

REGION 14 ESC

Tasks/Activities	Outcome/Deliverable (if applicable)	Projected Completion Date (s)
Task 1 Employ Project Staff		
Activity 1.1 Post jobs		8/1/2017
Activity 1.2 Interview potential applicants		8/1/2017
Activity 1.3 Offer employment *Contingent upon funding	Employ Necessary Personnel	8/1/2017
Task 2 Collaborate with ESC Project Staff, ESC Partners, School Districts/Charters, TEA, & Institute of Higher Education (IHE)		
Activity 2.1 Schedule phone conference with ESC partners regarding logistics.	Potential Campus List	8/2/2016
Activity 2.2 Contact districts/charters regarding participation in lesson study project.	Commitments from Districts/Charters	8/8/2017
Activity 2.3 Meet with ESC project staff.		Ongoing
Activity 2.4 Meet with ESC partners. (Region 9, 15, 16, 17)		Ongoing
Activity 2.5 Provide TEA periodic project updates including monthly reports.		Ongoing
Activity 2.6 Participate in TEA work sessions.		September 7, 2017
Activity 2.7 Project manager (TEA point of contact) corresponds regularly with TEA to ensure quality of services and published materials.	Consistency of Quality Among Lesson Study Projects	Ongoing
Activity 2.8 Submit data and report on program effectiveness to TEA.		December 2017 & May 2018

Task 3 Develop Plan for Measuring Pilot Effectiveness		
Activity 3.1 Plan meetings with project staff to discuss timeline and protocols for lesson study activities.		Ongoing
Activity 3.2 Complete teacher and facilitator surveys.	Surveys	At the end of each Phase
Task 4 Develop Campus Action Plans		
Activity 4.1 Project manager completes campus action plans for all participating campuses.	Campus Action Plans	September 2017 & May 2018
Activity 4.2 Project manager and facilitators complete teacher summary reports.	Teacher Summary Report	September 2017 & May 2018
Task 5 Lesson Study Trainings		
Activity 5.1 ESC partner & project staff attend TEA/ESC provided lesson study trainings.	Project Staff Prepared to Train Campus Staff on Lesson Study	June 12,13,14,15 July 31, August 1,2,3
Activity 5.2 Update timeline and protocols as needed based on training information	Final Timeline & Protocols	9/30/2017
Activity 5.3 Train campus staff in lesson study implementation.		Fall 2017 - Summer 2018
Activity 5.4 Provide instructional and technical support to administrators and teachers.		Ongoing
Activity 5.5 Inform district/charter personnel of lesson study process.		As needed
Activity 5.6 Provide technical assistance to districts/charters during lesson study implementation		Ongoing
Task 6 Facilitate Lesson Study Sessions		
Activity 6.1 Facilitate weekly campus lesson study meetings/sessions.		Fall 2017 & Spring 2018
Activity 6.2 Complete 2017-2018 lesson studies.	Lessons	September 2017 & May 2018

Activity 6.3 Develop 2017-2018 lesson study videos.	Lesson Study Videos	November 2017 & May 2018
Activity 6.4 Project manager ensures legal requirements and local board policy are met regarding student assessment data and video footage.	Permission Granted to Utilize Student Assessment Data & Video Footage	November 2017 & May 2018
Activity 6.5 Facilitators submit all content for review and approval by ESC and TEA staff.		Ongoing
Activity 6.6 Review content for all ESCs		
Task 7 Develop Lesson Study Implementation Manual/Guidebook and Supporting Materials	Lesson Study Implementation Manual/Guidebook (done by Region 13)	5/26/2017
Activity 7.1 Collect effective and efficient procedures and protocols for lesson study implementation (Project Manager)		Ongoing
Activity 7.2 Assimilate best practices into the development of a step-by-step lesson study implementation manual/guidebook		Ongoing

**ATTACHMENT C - LESSON STUDY PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSED 2017-18 BUDGET**

REGION 14 ESC

Cost Category	Description	Proposed Budget
TASK 1		
6100	Payroll	
6200	Contracted Services	
6299	Telephone, Printing, Computer Lease & Maintenance	
6291	Professional Services	
6300	Materials & Supplies	
6399	General Supplies	
6400	Other Operating Costs	
6411	Travel	
6499	Administrative Costs	4,432
TASK 1 TOTAL		4,332
TASK 2		
6100	Payroll	
6100	Total Payroll Costs	
6200	Contracted Services	
6218	ESC Contracted Services	54,374
6269	Meeting Rooms	2,000
6291	Professional Services	3,000
6299	Telephone	500
6300	Materials & Supplies	
6400	Other Operating Costs	
6411	Travel	6,750
6419	Non-employee Travel	5,750
6499	Administrative Costs	7,179
TASK 2 TOTAL		79,553
TASK 3		

6100	Payroll	
6200	Contracted Services	
6218	ESC Contracted Services	4,143
6300	Materials & Supplies	
6400	Other Operating Costs	
6499	Administrative Costs	411
TASK 3 TOTAL		4,554
TASK 4		
6100	Payroll	
61XX*	Total Payroll Costs	
6200	Contracted Services	
6218	ESC Contracted Services	4,143
6300	Materials & Supplies	
6399	General Supplies	
6400	Other Operating Costs	
6411	Travel	
6499	Administrative Costs	411
TASK 4 TOTAL		4,554
TASK 5		
6100	Payroll	
6200	Contracted Services	
6218	ESC Contracted Services	9,434
6300	Materials & Supplies	
6399	General Supplies	500
6400	Other Operating Costs	
6411	Travel	5,000
6419	Non-employee Travel	1,817
6499	Administrative Costs	1,662
TASK 5 TOTAL		18,413
TASK 6		
6100	Payroll	

6200	Contracted Services	
6218	ESC Contracted Services	544,797
6269	Meeting Rooms	2,000
6300	Materials & Supplies	
6399	General Supplies	30,800
6400	Other Operating Costs	
6411	Travel	10,000
6413	Non-employee Stipends	65,000
6419	Non-employee Travel	500
6499	Administrative Costs	61,843
TASK 6 TOTAL		714,940
TASK 7		
6100	Payroll	
6200	Contracted Services	
6218	ESC Contracted Services	4,143
6400	Other Operating Costs	
6499	Administrative Costs	411
TASK 7 TOTAL		4,554
TASK TOTAL		\$831,000
TOTAL BUDGET AMOUNT:		\$831,000

Administrative fees and indirect costs are allowed. Resulting contracts will be cost reimbursement. The ESC must provide a detailed budget

A. Definitions as used in these Contract Terms and Conditions:

1. *Contract, Interagency Contract, ICC* means the document entered into between TEA and Performing Agency including all of TEA's attachments, appendices, schedules, exhibits (including but not limited to the Terms and Conditions and Attachments), amendments and extensions of or to the Interagency Contract;
2. *TEA, Receiving Agency* means the Texas Education Agency;
3. *Performing Agency* means the party to this Contract or Contractor other than TEA;
4. *Project Manager/Administrator* means the respective person(s) representing TEA or Performing Agency as indicated by the Contract for the purposes of administering the Contract Project;
5. *Contract Project* means the purpose intended to be achieved through the Contract;
6. *Amendment* means a contract document used to formalize additions or changes to the Contract mutually agreed to by both Parties;
7. *Works* means all tangible or intangible material, products, ideas, documents or works of authorship prepared or created by Performing Agency for or on behalf of TEA at any time after the beginning date of the Contract. "Works" includes but is not limited to computer software, data, information, images, illustrations, designs, graphics, drawings, educational materials, assessment forms, testing materials, logos, trademarks, patentable materials, etc. "Works" does not include any pre-existing materials of Performing Agency, or any licensed third party materials provided by Performing Agency;
8. *Intellectual Property Rights* means the worldwide intangible legal rights or interests evidenced by or embodied in: (a) any idea, design, concept, method, process, technique, apparatus, invention, discovery, or improvement, including any patents, trade secrets, and know-how; (b) any work of authorship, including any copyrights, moral rights or neighboring rights; (c) any trademark, service mark, trade dress, trade name, or other indicia of source or origin; (d) domain name registrations; and (e) any other similar rights. The Intellectual Property Rights of a party include all worldwide intangible legal rights or interests that the party may have acquired by assignment or license with the right to grant sublicenses;
9. *TEA Confidential Information* means information that is confidential under the provisions of the Family Educational Rights and Privacy Act (FERPA), the Texas Public Information Act, or other applicable state or federal laws. Examples of TEA Confidential Information include: (a) personally identifiable student information; (b) social security numbers; (c) driver's license numbers; (d) criminal background checks; (e) e-mail address of a member of the public, unless the individual waives his or her right to e-mail confidentiality by affirmatively consenting to disclose the e-mail address or the individual seeks to contract or has a contract with TEA; (e) certain personnel information concerning a TEA employee including home address, home telephone number, emergency contact information, and family member information (if the employee elects in writing to keep this information confidential), personal medical information, and information reflecting personal financial decisions such as the employee's choice of insurance carrier or choice to contribute money to a 401(k); (f) biometric identifiers such as fingerprints; (g) information about security vulnerabilities in TEA systems; and (h) SAS data sets.

B. Funding Out Clause: This Contract is contingent upon the availability of funding. If funds become unavailable through lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruptions of current appropriations, this Contract is void upon the insufficiency (in TEA's discretion) or unavailability of appropriated funds. In addition, this Contract may be terminated by TEA at any time for any reason upon notice to Performing Agency. Expenditures and/or activities for which Performing Agency may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from TEA.

C. Indemnification: For public institutions of higher education (IHEs), and state agencies: Performing Agency, to the extent permitted by law, shall hold TEA harmless from and shall indemnify TEA against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of Performing Agency in performance of the Contract.

D. Assignments, Transfers, Subcontracting and Substitutions: Performing Agency shall not assign, transfer, subcontract or substitute any of its rights or responsibilities under this Contract without prior formal written amendment to this Contract properly executed by both TEA and Performing Agency. Substitutions are not permitted without written approval of the TEA Project Manager. Performing Agency shall also create and maintain a monitoring report to document that it is diligently monitoring and enforcing subcontractor compliance with the Contract. When requested by TEA, Performing Agency shall furnish TEA with satisfactory proof of its compliance with this provision.

E. Encumbrances/Obligations: All encumbrances, accounts payable, and expenditures shall occur on or between the beginning and ending dates of this Contract. All goods must have been received and all services rendered during the Contract period in order for Performing Agency to recover funds due. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures.

- F. Records Retention and the Right to Audit:** Performing Agency shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Performing Agency in connection with the Contract Project. These records and accounts shall be retained by Performing Agency and made available for programmatic or financial audit by TEA and by others authorized by law or regulation to make such an audit for a period of not less than seven (7) years from the date of completion of the Contract Project or the date of the receipt by TEA of Performing Agency's final claim for payment or final expenditure report in connection with this Contract, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed.

Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of Performing Agency or any other entity or person receiving funds from the state directly under this Contract or indirectly through a subcontract under this Contract. The acceptance of funds by Performing Agency or any other entity or person directly under this Contract or indirectly through a subcontract under this Contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, Performing Agency or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Performing Agency will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Performing Agency and the requirement to cooperate is included in any subcontract it awards.

Performing Agency further agrees that acceptance of funds under this Contract acts as acceptance for TEA to conduct an audit or investigation in connection with those funds. Performing Agency, subcontractors, and any entities receiving funds through this Contract shall cooperate fully with TEA in the conduct of the audit or investigation, including providing all records pertaining to this Contract that are requested.

- G. Intellectual Property Ownership:** Performing Agency agrees that all Works are, upon creation, works made for hire and the sole property of TEA. If the Works are, under applicable law, not considered works made for hire, Performing Agency hereby assigns to TEA all worldwide ownership of all rights, including the Intellectual Property Rights, in the Works, without the necessity of any further consideration, and TEA can obtain and hold in its own name all such rights to the Works. Performing Agency agrees to maintain written agreements with all officers, directors, employees, agents, representatives and subcontractors engaged by Performing Agency for the Contract Project, granting Performing Agency rights sufficient to support the performance and grant of rights to TEA by Performing Agency. Copies of such agreements shall be provided to TEA promptly upon request.

Performing Agency warrants that (i) it has the authority to grant the rights herein granted, (ii) it has not assigned or transferred any right, title, or interest to the Works or Intellectual Property Rights that would conflict with its obligations under the Contract, and Performing Agency will not enter into any such agreements, and (iii) the Works will be original and will not infringe any intellectual property rights of any other person or entity. These warranties will survive the termination of the Contract. If any preexisting rights are embodied in the Works, Performing Agency grants to TEA the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license to (i) use, execute, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such preexisting rights and any derivative works thereof and (ii) authorize others to do any or all of the foregoing. Performing Agency agrees to notify TEA on delivery of the Works if they include any such preexisting rights. On request, Performing Agency will provide TEA with documentation indicating a third party's written approval for Performing Agency to use any preexisting rights that may be embodied or reflected in the Works.

Performing Agency agrees, at Performing Agency's expense, to indemnify, hold harmless and defend TEA and the State from claims involving infringement of third parties' licenses, trademarks, copyrights or patents.

For Colleges and Universities: The foregoing Intellectual Property Ownership provisions apply to any colleges and universities and their employees, agents, representatives, consultants, and subcontractors; provided, that for all Works created or conceived by colleges or universities under the Contract, they are granted a non-exclusive, non-transferable, royalty-free license to use the Works for their own academic and educational purposes only. Colleges and universities are prohibited, however, from advertising, offering for sale, selling, distributing, publicly displaying, publicly performing, or reproducing the Works, or making derivative works from the Works that are created or conceived under this Contract, without the express written permission of TEA's Office of Deputy Commissioner for Finance.

- H. Information Security Requirements, FERPA and Confidential Information:**

Access to TEA Confidential Information

Performing Agency represents and warrants that it will take all necessary and appropriate action within its abilities to safeguard TEA Confidential Information and to protect it from unauthorized disclosure. Whenever communications with Performing Agency necessitate the release of TEA Confidential Information, additional TEA Confidential forms will need to be signed by each individual who will require access to or may be exposed to that information. If Performing Agency discloses any TEA Confidential Information to a subcontractor or agent, Performing Agency will require the subcontractor or agent to comply with the same restrictions and obligations as are imposed on Performing Agency. Whenever communications with Performing Agency necessitate the release of TEA Confidential Information, additional TEA Confidential forms will need to be signed by each

individual who will require access to or may be exposed to that information. Performing Agency shall access TEA's systems or TEA Confidential Information only for the purposes for which it is authorized. TEA reserves the right to review the Performing Agency's security policy to ensure that any data that is on the Performing Agency's servers is secure. Performing Agency shall cooperate fully by making resources, personnel, and systems access available to TEA and TEA's authorized representative(s).

Performing Agency shall ensure that any TEA Confidential Information in the custody of Performing Agency is properly sanitized or destroyed when the information is no longer required to be retained by TEA or Performing Agency in accordance with this Contract. Electronic media used for storing any TEA Confidential Information must be sanitized by clearing, purging or destroying in accordance with such standards established by the National Institute of Standards and Technology and the Center for Internet Security. These standards are also required if the Performing Agency is collecting, maintaining, or analyzing data gathered, collected, or provided under this Contract. Performing Agency must maintain a record documenting the removal and completion of all sanitization procedures with the following information:

1. Date and time of sanitization/destruction;
2. Description of the item(s) and serial number(s) if applicable;
3. Inventory number(s); and
4. Procedures and tools used for sanitization/destruction.

No later than 60 days from contract expiration or termination or as otherwise specified in this Contract, Performing Agency must complete the sanitization and destruction of the data and provide to TEA all sanitization documentation.

Access to Internal TEA Network and Systems

As a condition of gaining remote access to any internal TEA network and systems, Performing Agency must comply with TEA's policies and procedures. TEA's remote access request procedures will require Performing Agency to submit TEA Applicable Access Request forms for TEA's review and approval. Remote access technologies provided by Performing Agency must be approved by TEA's Information Security Officer. TEA, in its sole discretion, may deny network or system access to any individual that does not complete the required forms. Performing Agency must secure its own connected systems in a manner consistent with TEA's requirements. TEA reserves the right to audit the security measures in effect on Performing Agency's connected systems without prior warning. TEA also reserves the right to immediately terminate network and system connections not meeting such requirements.

Disclosure of Security Breach

Performing Agency shall provide notice to TEA's Project Manager and TEA's Information Security Officer as soon as possible following Performing Agency's discovery or reasonable belief that there has been unauthorized use, exposure, access, disclosure, compromise, modification, or loss of sensitive or TEA Confidential Information ("Security Incident"). Within 24 hours of the discovery or reasonable belief of a Security Incident, Performing Agency shall provide a written report to TEA's Information Security Officer detailing the circumstances of the incident which includes at a minimum:

1. Description of the nature of the Security Incident;
2. The type of TEA information involved;
3. Who may have obtained the information;
4. What steps Performing Agency has taken or will take to investigate the Security Incident;
5. What steps Performing Agency has taken or will take to mitigate any negative effect of the Security Incident; and
6. A point of contact for additional information.

Each day thereafter until the investigation is complete, Performing Agency shall provide TEA's Information Security Officer with a written report regarding the status of the investigation and the following additional information as it becomes available:

1. Who is known or suspected to have gained unauthorized access to TEA information;
2. Whether there is any knowledge if TEA information has been abused or compromised;
3. What additional steps Performing Agency has taken or will take to investigate the Security Incident;
4. What steps Performing Agency has taken or will take to mitigate any negative effect of the Security Incident; and
5. What corrective action Performing Agency has taken or will take to prevent future similar unauthorized use or disclosure.

Performing Agency shall confer with TEA's Chief Information Security Officer regarding the proper course of the investigation and risk mitigation. TEA reserves the right to conduct an independent investigation of any Security Incident, and should TEA choose to do so, Performing Agency shall cooperate fully by making resources, personnel, and systems access available to TEA and

TEA INTERLOCAL COOPERATIVE TERMS AND CONDITIONS

TEA's authorized representative(s). Subject to review and approval of TEA's Information Security Officer, Performing Agency, at its own cost, shall provide notice that satisfies the requirements to individuals whose personal, confidential, or privileged data were compromised or likely compromised as a result of the Security Incident. If TEA, in its sole discretion, elects to send its own separate notice, then all costs associated with preparing and providing notice shall be reimbursed to TEA by Performing Agency. If Performing Agency does not reimburse such costs within 30 days of TEA's written request, then TEA shall have the right to collect such costs.

- I. **Refunds Due to TEA:** If TEA determines that TEA is due a refund of money paid to Performing Agency pursuant to this Contract, Performing Agency shall pay the money due to TEA within 30 days of Performing Agency's receipt of written notice that such money is due to TEA. If Performing Agency fails to make timely payment, TEA may obtain such money from Performing Agency by any means permitted by law.
- J. **Capital Outlay:** If Performing Agency purchases capital outlay (furniture and/or equipment) to accomplish the Contract Project, title will remain with Performing Agency for the period of the Contract. TEA reserves the right to transfer capital outlay items for Contract noncompliance during the Contract period or as needed after the ending date of the Contract. This provision applies to any and all furniture and/or equipment regardless of unit price and how the item is classified in Performing Agency's accounting record. This provision is applicable when federal funds are utilized for the Contract.
- K. **Governing Law, Venue, and Jurisdiction:** This Contract is governed by and construed under and in accordance with the laws of the State of Texas. Any and all obligations under this Contract are due in Travis County and venue is proper only in Travis County.
- L. **Point of Contact and Escalation:** All notices, reports and correspondence required by this Contract shall be in writing and delivered to the TEA Project Manager listed in 6.2 of this IAC. Within 30 days of execution of this Contract, the respective Parties will designate the next level of personnel within each organization to address conflicts or ambiguity that cannot be resolved at the Project Manager level.

TEA	CONTRACTOR
Blair Clausen	Rose Burks
Project Manager	Project Manager
Texas Education Agency	Component Director of Curriculum and Federal Programs
1701 N. Congress Ave	rburks@esc14.net
Austin, Texas 78701	Education Service Center Region 14
Email: blair.clausen@tea.texas.gov	1850 Hwy 351
	Abilene, Tx 79601

- M. **Federal Rules, Laws, and Regulations That Apply to all Federal Programs:** Performing Agency shall be subject to and shall abide by all federal laws, rules, and regulations, pertaining to the Contract Project, including, but not limited to:
 1. Family Educational Rights and Privacy Act of 1975, as amended, and the implementing regulations contained in 34 CFR, Part 99, if Contractor is an educational institution;
 2. General Education Provisions Act, as amended.

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office. Website: http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- N. **Signature Authority, Final Expression, and Superseding Document:** Performing Agency certifies that the person signing this Contract has been properly delegated this authority. The Contract represents the final and complete expression of the terms of agreement between the parties. The Contract supersedes any previous understandings or negotiations between the parties. Any representations, oral statements, promises or warranties that differ from the Contract shall have no force or effect. The Contract may be modified, amended or extended only by formal written amendment properly executed by both TEA and Performing Agency.
- O. **Dispute Resolution:** The parties agree to use good-faith efforts to resolve questions, issues, or disputes of any nature that may arise under or by this Contract; provided, however nothing in this paragraph shall preclude either party from pursuing any remedies as may be available under Texas law.

- P. Compliance with Laws:** Performing Agency shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting Performing Agency's performance, including if applicable, prompt payment and licensing laws and regulations. For the entire duration of the Contract, Performing Agency shall maintain all required licenses, certifications, and any other documentation necessary to perform this Contract. When required or requested by the Agency, Performing Agency shall furnish TEA with satisfactory proof of its compliance with this provision.
- Q. Public Information:** The Parties acknowledge they are subject to the provisions of the Texas Public Information Act.
- R. Gratuities:** By signing this Contract, Performing Agency represents and warrants that Performing Agency has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the project.
- S. Severability:** In the event that any provision of this Contract is later determined to be invalid, void, or unenforceable, the invalid provision will be deemed severable and stricken from the Contract as if it had never been incorporated herein. The remaining terms, provisions, covenants, and conditions of this Contract shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated.
- T. Criminal Background Checks:** If during the term of this Contract, Performing Agency, and/or Performing Agency's staff, or subcontractor have access to Texas public school campuses, all Performing Agency and/or Performing Agency's staff must submit to a national criminal history record information review (includes fingerprinting) and meet all eligibility standards and criteria as set by TEA before serving in assignments on behalf of TEA. This requirement applies to all individuals who currently serve or will serve in TEA assignments that have the possibility of direct contact with students. Assignments are contingent upon meeting TEA eligibility standards. Performing Agency and/or any staff member of Performing Agency who may perform services under this Contract must complete this criminal history review before the beginning of an assignment. If said individuals have not completed this requirement or the review results in a determination that Performing Agency is not eligible for assignment, this Contract will be terminated effective immediately or the date of notice of non-eligibility, whichever is earliest.
- U. Assignment:** No assignment of this Contract or of any right accruing hereunder shall be made, in whole or part, by Performing Agency without prior consent of TEA.
- V. Electronic and Information Resources Accessibility Standards and Reporting:** State agencies shall procure products which comply with the State of Texas Accessibility requirements for Electronic Information Resources specified in 1 TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.

Section 508 of the US Rehabilitation Act of 1973 has been revised and adopted. Therefore, all current and potential Contractors are hereby notified of the requirement. The current technical requirements for accessibility contained within this regulation form the basis for our Texas TAC rules on EIR Accessibility.

This refresh of 508 uses the WCAG 2.0 AA Accessibility Guidelines (also ISO/IEC standard 40500) as the new technical standard that Federal agencies are now required to meet when procuring products and services. With the adoption of 508 requirements being adopted, DIR will be modifying the TAC rules to synchronize with it.

Given this coming change, all Texas agencies and institutions of higher education have begun using or specifying WCAG 2.0 AA guidelines for the design of new websites or web applications. The rationale is twofold:

1. It could be technically difficult and expensive to bring these websites/applications to WCAG 2.0 AA later.
2. WG 2.0 AA is a superior, more flexible standard and is in use all over the world. If a website is compliant with WCAG 2.0 AA, it will, by default comply with our current TAC rules on EIR Accessibility.

Web development Contractors should already be familiar with designing to this standard, and their ability to meet these standards should be a strong consideration in the selection process.

The free online resources listed below are available to assist developers and content producers in transitioning to these guidelines.

[WCAG 2.0 at a glance](#)

[IBM Developer Guidelines Web Checklist](#)

[Webaim.org Accessibility Checklist](#)

Contractor must employ real users with disabilities for manual testing. Contract is required to provide a report that will include the results of auto-testing, screen-by-screen assessments, pass/fail status for each of the identified compliance standards to be met and recommendations for how to repair the screens/pages that do not meet the standards. Remediation recommendations shall be provided to the code level. The report should include documentation of the experience of real users with disabilities and may recommend techniques for improving the usable accessibility of the application. Awarded Vendor shall validate, by title, if all accessibility requirements have been met.

All websites must follow Federal 508 accessibility requirements and Web Content Accessibility Guidelines (WCAG) 2.0 AA standards and be tested for accessibility before acceptance by TEA. For sites developed outside of TEA, the contractor must contract with a third party with expertise and a proven track record in accessibility testing. The third party must evaluate the site and produce a report that verifies the site is compliant to (WCAG) 2.0 AA.

- W. Excluded Parties List System:** The Texas Education Agency and the Performing Agency must adhere to the directions provided in the President's Executive Order (EO) 13224, Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism. That Executive Order prohibits any transaction or dealing by United States persons, including but not limited to the making or receiving of any contribution of funds, goods, or services to or for the benefit of those persons listed in the General Services Administration's Excluded Parties List System (EPLS) which may be viewed on the System for Award Management (SAM) site at <http://www.sam.gov>.
- X. Social Security Numbers (SSNs) Withheld:** TEA will not provide SSNs to any Performing Agency under this Contract unless specifically specified as part of the Contract Project requirements. TEA, Performing Agency and its subcontractors, will not require or request school districts to provide SSNs under this Contract. Performing Agency agrees that in executing tasks on behalf of TEA, they will not use any student-identifying information in any way that violates the provisions of FERPA, and will destroy or return all student-identifying information to TEA within 30 days of project completion. An authorized officer of the Performing Agency must certify that ALL records have either been properly destroyed or returned to TEA in order to close out the Contract.
- Y. Nondisclosure and Press Releases:** All information gathered, produced, derived, obtained, analyzed, controlled or Accessed by Performing Agency in connection with this Contract shall be and remain confidential and shall not be released or disclosed by Performing Agency without the prior written consent of the TEA, which consent must specifically identify the confidential information to be disclosed by Performing Agency and the nature of the disclosure for which consent is sought. Performing Agency, its employees and subcontractor's, agree that in executing tasks on behalf of the TEA. Performing Agency also agrees not to disclose any information to which it is privy under this Contract without the prior consent of the agency. Performing Agency will not make any press releases, public statements, or advertisement referring to the Contract Project or the engagement of Performing Agency in connection with the Contract Project, or release any information in relation to the Contract Project for publication, advertisement or any other purpose without the prior written approval of TEA.
- Z. Independent Contractor:** Performing Agency or Performing Agency's employees, representatives, agents and any subcontractors shall serve as an independent contractor in providing the services under any purchase order resulting from this Contract. Performing Agency or Performing Agency's employees, representatives, agents and any subcontractors shall not be employees of TEA. Should Performing Agency subcontract any of the services required in this Contract, Performing Agency expressly understands and acknowledges that in entering into such subcontract(s), TEA is in no manner liable to any subcontractor(s) of Performing Agency. In no event shall this provision relieve bidder of the responsibility for ensuring that the services rendered under all subcontracts are rendered in compliance with this Contract.
- AA. Termination:** This Contract shall terminate upon full performance of all requirements contained in this Contract, unless otherwise extended or renewed as provided in accordance with the Contract terms and conditions.
- 1. Termination for Convenience:** TEA may terminate this Contract at any time, in whole or in part, without penalty, by providing 15 calendar days' advance written notice to the Performing Agency. In the event of such a termination, the Performing Agency shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination. TEA shall be liable for reimbursing only those expenses incurred by the Performing Agency that are permitted, properly performed under this Contract and were incurred prior to the effective termination date.
 - 2. Termination for Cause/Default:** If the Performing Agency fails to provide the goods or services contracted for according to the provisions of the Contract, or fails to comply with any of the terms or conditions of the Contract, TEA may, upon written notice of default to the Performing Agency, immediately terminate all or any part of the Contract. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law or under the Contract.

TEA may exercise any other right, remedy or privilege which may be available to it under applicable law. The exercise of any of the foregoing remedies will not constitute a termination of the Contract unless TEA notifies the Performing Agency in writing prior to the exercise of such remedy.

The Performing Agency shall remain liable for all covenants and indemnities under the Contract. The Performing Agency shall be liable for all costs and expenses, including court costs, incurred by TEA with respect to the enforcement of any of the remedies listed herein.

3. **Termination Due to Changes in Law:** If federal or state laws or regulations or other federal or state requirements are amended or judicially interpreted so that either party cannot reasonably fulfill this Contract and if the parties cannot agree to an amendment that would enable substantial continuation of the Contract, the parties shall be discharged from any further obligations under this Contract.
4. **Rights upon Termination or Expiration of Contract:** In the event that the Contract is terminated for any reason, or upon its expiration, TEA shall retain ownership of all associated work products and documentation obtained from the Performing Agency under the Contract.
5. **Survival of Terms:** Termination of the Contract for any reason shall not release the Performing Agency from any liability or obligation set forth in the Contract that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such termination.

BB. Amendments: All amendments to this Contract will be in a manner as prescribed by the Agency Contracting Process and are, subject to Paragraph B of the Terms and Conditions and will be made on the AMENDMENT TO TEA INTERAGENCY CONTRACT form. All Amendments will be initiated by the TEA Purchasing and Contracts staff. An amendment to this Contract will become effective on the date of signature of TEA or the effective date shown on the amendment document whichever is first. All amendments must be signed by both parties.

1. The parties are permitted to re-budget among direct cost categories within the approved budget to meet unanticipated requirements and to make limited changes to the approved budget without the issuance of a written amendment as long as the total budget amount does not change. However, a revised budget document must be preapproved by the TEA Project Manager before the making the changes. Once approved, the documents must be submitted to the TEA Purchasing and Contracts office for incorporation into the Contract file. Failure to submit the budget documents will result in invoices being rejected or payment delayed.
2. Written amendments are required for the following Contract changes:
 - a. Any revision which would result in the need for additional funding;
 - b. Any revision to the scope of work, deliverables, or objectives of the Contract
 - c. A request to extend the period of the Contract;
 - d. Cumulative transfers among direct cost categories which exceed or are expected to exceed 25 percent of the current total approved budget category;
 - e. Any reduction of funds or reduction in the scope of work;
 - f. Whenever a line item within a class/object code is added;
 - g. An increase in the quantity of capital outlay item(s) requested; and
 - h. An increase or decrease in the number of positions charged to Contract.

CC. Payment: Payment for goods or services purchased with state-appropriated funds will be issued by electronic Direct Deposit from the State Treasury. Direct Deposit is the preferred method of payment. Invoices must be submitted to TEAAccountsPayable@tea.texas.gov and the TEA Project Manager. Any payment owed by TEA must be transmitted electronically to Contractor no later than 30 days after the later of:

1. Day on which TEA received the goods;
2. Date the performance of the service under the Contract is completed; or
3. Day on which TEA received the complete and correct invoice for goods or services.

Prior to authorizing payment to Performing Agency, TEA shall evaluate Performing Agency's performance using the performance standards set forth in all documents constituting this Contract. Performing Agency shall provide invoices to TEA for deliverables or services provided/performed. Invoices must be submitted not later than the 15th day of the month after the deliverables are completed. No payment whatsoever shall be made under this Contract without the prior submission of detailed, correct invoices. Subject to the foregoing, TEA must make all payments in accordance with the Texas Prompt Payment Act, Texas Government Code Chapter 2251. Payments under this Contract are subject to the availability of appropriated funds. Performing Agency acknowledges and agrees that payments for services provided under this Contract are contingent upon TEA's receipt of funds appropriated by the Texas Legislature.

DD. Prohibition of text messaging and emailing while driving during official federal grant business: Federal grant recipients and their grant personnel are prohibited from texting messaging while driving a government owned vehicle or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," effective October 1, 2009.

EE. Applicable Law and Conforming Amendments: Performing Agency must comply with all laws, regulations, requirements and guidelines applicable to a Performing Agency providing services to the State of Texas as these laws, regulations, requirements and guidelines currently exist and as they are amended throughout the term of this Contract. TEA reserves the right, in its sole discretion, to unilaterally amend this Contract throughout its term to incorporate any modifications necessary for TEA or Performing Agency's compliance with all applicable State and federal laws, and regulations.

