

STATE OF TEXAS §

COUNTY OF TRAVIS §

Division Number:	800-Texas Council for Developmental Disabilities	Program Name:	Partners in Policymaking
		Legal/Funding Authority:	RP Executive Order RP 37 Texas Human Resources Code Ch 112 RFP 701-16-048
Payee Name:	Johnson Applied Solutions	Contract #:	3572
Payee ID:	14719940513	PO #:	35698

**Amendment No. 1**

**AMENDMENT TO STANDARD CONTRACT  
BETWEEN  
TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
AND**

It is mutually understood and agreed by and between the undersigned contracting parties of the above numbered contract to amend said contract effective March 3, 2017, as follows:

**ARTICLE IV. PAYMENT UNDER CONTRACT**

The purpose of this amendment is to reallocate funds across each task. The total contract amount remains \$150,000.00. See Exhibit A, Revised Budget by Task and Subtask (March 3, 2017).

All other terms and conditions of the original contract remain the same and are incorporated herein as if specifically written.

**AGREED** and accepted by a person authorized to bind Contractor that all terms and conditions of this amendment are effective commencing on the above date.

Theodore Johnson, LTC (Ret)

Typed Name, Title

Theodore J  
Johnson

Digitally signed by Theodore J  
Johnson  
Date: 2017.03.22 09:49:45 -05'00'

Authorized Signature

**THIS SECTION RESERVED FOR TCDD USE.**

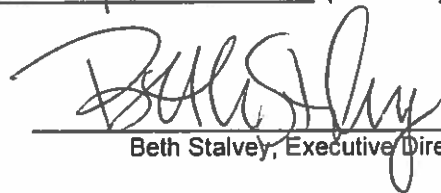
I, an authorized official of the Texas Council for Developmental Disabilities, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.

AGREED and accepted on behalf of TCDD on March 22, 2017 (month/day/year) by a person authorized to bind TCDD.

Return an electronic copy to: [TEAContracts@tea.texas.gov](mailto:TEAContracts@tea.texas.gov)

Martha Cantu

Texas Council for Developmental Disabilities  
6201 E. Oltorf, Suite 600  
Austin, Texas 78741-7509

  
Beth Stalvey, Executive Director

## APPENDIX 1 (Revised 3/3/2017)

- A. The definitions of terms in the Contract Terms and Conditions are incorporated herein.
- B. The attached proposal response entitled "Partners in Policymaking, RFP #701-16-048" is incorporated herein by reference and is therefore made part of this contract.
- C. The terms, conditions, and requirements contained in the Request for Proposal # 701-16-048, entitled "Partners in Policymaking" with a closing date of July 7, 2016, are incorporated herein by reference, although in the event of a conflict the Terms and Conditions of this Standard Contract shall control.
- D. If there is a conflict or ambiguity between or among the terms of the documents that constitute this Contract, and if that conflict or ambiguity cannot be resolved by construing the terms so as to harmonize all their terms, then the conflict or ambiguity shall be resolved with the following Contract documents prevailing in the order or priority:
  - 1. Terms and Conditions of this Standard Contract;
  - 2. Standard Contract, inclusive of all appendices;
  - 3. Revised Budget by Task and Subtask dated ~~September 12, 2016~~ March 3, 2017.
  - 4. Contractor's Oral Presentation, dated August 8, 2016;
  - 5. Contractor's Proposal submitted, July 7, 2016; and
  - 6. Request for Proposal entitled "Partners in Policymaking, RFP #701-16-048"
- E. Contractor shall perform all duties, tasks and activities identified in RFP 701-16-048, contractor's proposal response and oral presentation material. The broad requirements are listed below. More detail is provided in Exhibit A, Budget by Task and Subtask. During this contract term, the Contractor shall provide program planning, task development, management oversight and coordination of the project. The Contractor shall work closely with TCDD in all aspects of the program. The Contractor shall:
  - 1. Conduct pre-program planning with the TCDD Executive Director and staff.
    - a. Meet with TCDD staff to review proposed plan, timelines and budgets;
    - b. Finalize tasks, subtasks, deliverables and budgets;
    - c. Research best practices for current, national and state trends;
    - d. Adapt the PIP curriculum for use in Texas;
    - e. Meet and visit other state programs and classes, as needed;
    - f. Finalize class content and propose a class schedule;
    - g. Research local, state and national speaker databases; and
    - h. Compile participant material for eight classes.
  - 2. Manage and facilitate all program logistics and recruitment with oversight of the TCDD Executive Director.
    - a. Identify class locations and secure locations based on city;
    - b. Make calls to hotels to obtain quotes and secure contracts;
    - c. Make calls to speakers to obtain speaker fees and secure commitments;
    - d. Determine AV needs and obtain AV quotes from reputable vendors; secure contracts;
    - e. Develop a participant and review panel plan;
    - f. Develop recruitment criteria for participants and the application process;
    - g. Develop recruitment criteria for a review panel/advisory board and select panel members;
    - h. Develop a marketing plan for recruiting;
    - i. Develop a website and other social media outlets;
    - j. Recruit, review participant applicants, and select participants, ensuring diversity of culture, economical strata, geographical region and disability;
    - k. Select a diverse group of highly-qualified speakers;
    - l. Develop an alumni group;
    - m. Coordinate lodging and transportation for participants and speakers to ensure all accessible needs are met;
    - n. Develop course agendas;
    - o. Make course materials available as needed;
    - p. Print and disseminate professional quality class materials and adapt materials to participant needs if necessary;
    - q. Provide participant support and liaison activities between participants and TCDD council members and staff.
    - r. Begin planning for year 2.
  - 3. Manage all fiscal and program activities with oversight of the TCDD Executive Director.
    - a. Execute the task activity plan and corresponding budget outlining the various aspects for the project, including travel, materials, speaker fees, hotel and AV costs, and indirect;
    - b. Review and submit expenditure reports to the TCDD Executive Director for approval;
    - c. Submit monthly invoices for completed work.
    - d. Prepare and provide fiscal and program reports, as required; and
    - e. Provide contract oversight for secured speakers, lodging and transportation services.

4. Evaluate the program.

- a. Develop the evaluation process and monitoring tools.
- b. Determine structure for reporting to TCDD.
- c. Conduct formative and summative evaluations of each class using information from speakers, participants and personal observations;
- d. Develop and administer satisfaction surveys;
- e. Interpret data and provide recommendations to the TCDD Executive Director and/or Council for class and program improvements;
- f. Meet quality standards, test improvement theories and measure program results; and
- g. Develop alumni structure for program evaluation.

F. The Revised Budget by Task dated ~~September 12, 2016~~ March 3, 2017, labeled Exhibit A is attached hereto and incorporated herein. Payments shall be monthly upon completion of designated tasks/activities and invoiced accordingly. Monthly invoices must be submitted by email to [TEAAccountsPayable@tea.texas.gov](mailto:TEAAccountsPayable@tea.texas.gov) and copied to [Martha.Cantu@tcdd.texas.gov](mailto:Martha.Cantu@tcdd.texas.gov) or by mail to Texas Education Agency, ATTN: Accounts Payable, 1701 North Congress Avenue, Austin, TX 78701. Payment under this contract is contingent upon satisfactory completion of services and will be made by State of Texas warrant(s) upon receipt of a properly prepared invoice. Invoices must include the following:

1. Invoice date;
2. Invoice number;
3. Vendor name;
4. Vendor payee ID number;
5. Vendor mailing address;
6. Vendor email address;
7. Vendor telephone number;
8. Name and telephone number of the person designated to answer questions about the invoice;
9. Purchase order and contract numbers;
10. Name of the project;
11. Sufficient detail about all services rendered including service period; and
12. The item(s) and total amounts due.

No funds will be used to pay for food costs (i.e. refreshments, banquets, group meals, etc.) unless requested as a specific line item in the budget by the Contractor and approved (prior to expenditure) by TEA/TCDD. 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 federally 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&rgn=div8>

Contractor must make a good faith effort to comply with the state of Texas Travel Guidelines. TEA may at its discretion approve requests for reimbursement of travel which exceed the state of Texas Travel Guidelines. State travel expense reimbursement is not a per diem. Contractors must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. The Comptroller's website for travel rules and regulations – texttravel: <https://fmxcpa.state.tx.us/fmx/travel/texttravel/index.php>.

Receipts must be made available for audit, by TEA and by others authorized by law or regulation to make such an audit, for a period of not less than seven years.

**Exhibit A**  
**Revised Budget by Task and Subtask (March 3, 2017)**

TASK/SUBTASK/DELIVERABLES	DELIVERABLE TYPE	DUE DATE	STAFF	REVISED BUDGET March 3, 2017
<b>TASK 1: COORDINATION AND PROGRAM PRE-PLANNING</b>		<b>September 2016 – February 2017</b>	<b>Johnson, MacKinnon, Brown</b>	<b>\$79,000.00</b>
<b>Subtask 1.1: Meetings with TCDD</b>				<b>\$10,000.00</b>
1.1.A: Kick off meeting to establish roles and responsibilities	Meeting	September 2016	JMB	
1.1.B: Review proposed plan, timelines and budget	Meeting	September 2016	JMB	
1.1.C: Revise and finalize tasks, subtasks, deliverables & budget	Hardcopy	September 2016	J	
1.1.D: Update and progress reporting to TCDD (weekly, monthly as needed)	Meeting	September 2016 – February 2017	JB	
1.1.E: Attend TCDD quarterly council meeting	Meeting	November 2016 & February 2017	JMB	
<b>Subtask 1.2: Pre-Planning Tasks and Subtasks</b>				<b>\$ 35,000.00</b>
1.2.A: Review and research PIP models, best practices and state curriculum	Activity	September 2016 – November 2017	JB	
1.2.B: Meet and visit other state programs and classes, as needed	Meeting	September 2016 – November 2017	B	
1.2.C: Negotiate with Minnesota on curriculum for Texas	Meeting	October-December 2016	B	
1.2.D: Finalize classes and propose a schedule	Hardcopy	December 2016	JB	
1.2.E: Compile class materials for each class	Activity	December 2016 – February 2017	MB	
1.2.F: Research speaker database	Activity	September 2016-December 2016	JB	
1.2.G: Select an Advisory Panel	Activity	September – October 2016	JB	
<b>Subtask 1.3: Logistics</b>				<b>\$ 17,000.00</b>
1.3.A: Identify class locations (city and state)	Activity	October 2016	MB	
1.3.B: Make calls to hotels to obtain quotes	Activity	November 2016	M	
1.3.C: Propose class schedule	Activity	December 2016	BM	
1.3.D: Make calls to speakers to obtain commitments and fees	Activity/Hard copy	November 2016	BM	
1.3.E: Determine AV needs; research AV options; obtain quotes	Activity	November 2016 – January 2017	M	
1.3.F: Secure hotels & speakers with contracts	Activity/Hard copy	February 2017	M	
<b>Subtask 1.4: Evaluation</b>				<b>\$ 17,000.00</b>
1.4.A: Develop the evaluation process	Activity	February 2017	JB	
1.4.B: Develop the program monitoring tools	Activity	February 2017	JB	
1.4.C: Determine structure of reports to TCDD	Activity	September 2016 – February 2017	JB	
1.4.D: Develop alumni structure	Activity	February 2017	JB	
<b>TASK 2: OUTREACH, RECRUITMENT &amp; SELECTION</b>		<b>March – May 2017</b>		<b>\$ 61,000.00</b>
<b>Subtask 2.1: Marketing</b>				<b>\$ 31,000.00</b>
2.1.A: Develop a website	Activity	March 2017	M	
2.1.B: Develop other social media (FB, twitter, etc.)	Activity	March 2017	M	

<b>Subtask 2.2: Recruitment</b>				<b>\$ 30,000.00</b>
2.2.A: Develop a participant and review panel plan	Activity	March 2017	JB	
2.2.B: Develop recruitment criteria for participants and application process	Activity	March-April 2017	JB	
2.2.C: Develop recruitment criteria for a review panel/advisory board and selection	Activity	March –April 2017	JB	
2.2.D: Review participant applicants	Activity	April 2017	JB	
2.2.E: Participant selection	Activity	April 2017	JB	
2.2.F: Develop alumni groups	Activity	May 2017	JBM	
<b>TASK 3: BEGIN PLANNING YEAR 2; FIRST CLASS IN FALL</b>		<b>June– August 2017</b>		<b>\$ 10,000.00</b>
<b>Subtask 3.1: Year 2 planning</b>				<b>\$10,000.00</b>
3.1.A: Propose class schedule	Activity/Hard copy	June 2017	JB	
3.1.B: Use social media for updates	Activity	June 2017	M	
3.1.C: Begin securing logistics for year 2	Activity/Hard copy	June – August 2017	M	
<b>TOTAL CONTRACT AMOUNT FY 2017 (Sept 2016 – August 2017)</b>				<b>\$150,000.00</b>

**\*If the first class is held before the Fall of 2017, an amendment may be required for speaker fees, participant fees, hotel contracts and other logistics**