

STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number: 908	Program Name: Educator Ethics Training
Org. Code: _____	Legal/Funding Authority: Title II, Part A
Speed Chart: _____	Teacher and Principal Training and Recruiting Fund: P.L. 107-110
Payee Name: Education Service Center Region 13	Payee ID: 1741590220
ISAS Contract #: 3481	PO #: _____

Amendment No: 02

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

Education Service Center Region 13

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 on the date executed by TEA as follows:

Amendment 02 is developed to realign the final FY17 task activities and budget at a no cost increase. A revised Program Budget Summary (Attachment A) and Task Activity Plan and Cost Proposal (Attachment B) are attached hereto and incorporated herein by reference. The following changes are listed below:

1. Decreased costs for payroll, contracted services – hotel and staff travel
2. Increased costs for contracted services – PD developers, print and office supplies and participant reimbursement
3. Added Task 5 to deliver additional Train the Trainers Model to the FY17 Task Activity Plan and Cost Proposal

Contract Amount: \$ 243,085.00
Amendment Amount: \$ 0.00
Total Contract Amount: \$ 243,085.00

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

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

ESC, Region 13

By: Kara Belew
Name
Kara Belew

By: [Signature]
Name
Executive Director

Deputy Commissioner Finance Administration

6-26-17
Date

6/22/17
Title
Date

Return one copy electronically to
TEAContracts@tea.texas.gov

or by mail with original signature to:
Norma Barrera, Purchasing and Contracts
Texas Education Agency
1701 North Congress Avenue, Room 2-125
Austin, Texas 78701-1494

PROGRAM BUDGET SUMMARY – FY 17*Texas Educator Ethics Training*

Class/ Object Code	Title		Direct Costs
6100	Payroll Costs (building use, computer/phone expenses, benefits)	Director, Coordinators, Specialists	14,627 14,627
6200	Professional and Contracted Services	Hotel TOT (Meeting Rooms & A/V) Professional Development Designers ESC 13 Communication & Production	103,914 3,000 35,914 65,000
6300	Supplies & Materials	Print and Office Materials Hotel (Working Lunch for TOT)	17,586 13,586 4,000
6400	Other Operating Costs	Staff Travel Participant Travel Hotel (Sleeping Rooms)	31,808 400 19,069 12,339
Total Direct Costs			167,935
Indirect Cost (calculated at 5.5%, but capped at \$4,726)			4,726
Grand Total of Budgeted Cost			172,661

INDIRECT COST

Description	Actual Costs	Direct Costs Minus Exclusions
Payroll Costs	14,627	14,627
Contracts		
Hotel (A/V, meeting rooms, sleeping rooms, working lunch)	19,339	19,339
Professional Development Designers	35,914	5,000
ESC 13 Communication & Production	65,000	25,000
Print and Office Materials	13,586	13,586
Staff Travel	400	400
Participant Reimbursements	19,069	19,069
Total Costs	167,935	97,021
Indirect Cost (calculated at 5.5%, but capped at \$4,726)	4,726	4,726

FY17 TASK ACTIVITY PLAN AND COST PROPOSAL

Timeline for Completion of Project Objectives & Deliverables

Title of Proposed Project: _____ Texas Educator Ethics Training

Proposer Organization (Name): _____ Education Service Center Region 13

Project Begin Date: _____ February 8, 2016

Project End Date: _____ August 31, 2017

Deliverable number	Tasks with Major Intermediary Steps	Timeline	Responsible Party	Cost
Task 1. Conduct Project Management and Quality Assurance				
	1.1: Management	Monthly	ESC Region 13	\$14,267
	1.2: Other supporting staff	Monthly	ESC Region 13	\$0
	1.3: Staff Travel	Monthly	ESC Region 13	\$400
	1.4: Indirect costs	Monthly	ESC Region 13	\$4,726
14	1.6: Final documentation (talent releases, edited master tape, field tapes, video and audio tape logs, final budget)	8/31/17	ESC Region 13	Covered in Task 1.1
15	1.7: Monthly progress reports outlining the major activities accomplished during the prior month and adjustments planned for the following month	Monthly	ESC Region 13	Covered in Task 1.1
	1.9: Maintain regular contact with TEA by providing periodic updates	Monthly	ESC Region 13	Covered in Task 1.1
	1.10: Participate in periodic work sessions (face-to-face or online) called by TEA to review program progress and to adjust program activities if necessary	Monthly	ESC Region 13, PD Designers, TEA Content Experts	Covered in Task 1.1 \$1,000
TOTAL TASK 1				\$20,753
Task 2. Create Curriculum and Supporting Materials				
1	2.1: Create Texas Educator Ethics Training curriculum	2/8/16-3/2/17	PD Designers	\$16,000
	2.1.3: Conduct TEA content approval process (content, not final materials)	8/15-10/31/16	ESC Region 13, TEA Content Expert	Covered in Task 1.1
	2.1.4: Revisions to training and supporting documents	11/1/16-1/22/17	ESC Region 13, PD Designers	Covered in Task 1.1 2.1
	2.1.5: Submit revised training to TEA for final approval (post-beta training)	1/25-2/22/17	ESC Region 13, TEA Content Expert	Covered in Task 1.1
7	2.2: Prepare participant materials for educators participating in the ethics training program offered by trained trainers	2/23-3/1/17	ESC Region 13	Covered in Task 1.1

Deliverable number	Tasks with Major Intermediary Steps	Timeline	Responsible Party	Cost
8	2.3: Prepare and provide a multiple choice test to demonstrate mastery of the content	2/15 (submit)-3/2/17	ESC Region 13, PD Designers	Covered in Task 1.1 \$1,164
9	2.4: Prepare and provide a certificate of completion for those who have demonstrated mastery of content	2/15 (submit)-8/31/17	ESC Region 13	Covered in Task 1.1
10	2.5: Conduct a beta-training for TEA representatives prior to the "Train the Trainer" session and make revisions as requested by TEA	1/24/17	ESC Region 13, PD Designers	Covered in Task 1.1 \$3,000
13	2.6: Ensure that all materials produced are in a format that can easily be posted on the internet and reproduced as necessary	2/8/16-8/31/17	ESC Region 13	Covered in Task 1.1
TOTAL TASK 2				\$20,164
Task 3. Develop Supplemental Videos				
2	3.1: Develop supplemental videos to accompany/support the training curriculum	2/8/16-3/1/17	ESC Region 13, Communications & Production	Covered in Task 1.1 \$5,000
	3.3: Identify sites for videotaping, contact administrators/teachers, secure permission forms	9/15-10/15/16	ESC Region 13	Covered in Task 1.1
	3.4: Videotape training segments	10/15-11/10/16	ESC Region 13, Communications & Production	Covered in Task 1.1 \$57,000
	3.5: Select videotape segments for training	1/15/17	ESC Region 13, Communications & Production	Covered in Task 1.1 \$3,000
	3.6: Final TEA approval of supporting documents	2/15-2/22/17	ESC Region 13, TEA Content Expert	Covered in Task 1.1
TOTAL TASK 3				\$65,000
Task 4. Deliver Train the Trainers Model and Provide Technical Assistance**				
4	4.1: Create a one-day TOT model for statewide implementation through regional service centers	2/8/16-3/2/17	ESC Region 13	Covered in Task 1.1
5	4.2: Provide the TOT instruction to approximately 50 ESC staff members	3/2/17	ESC Region 13, PD Designers	Covered in Task 1.1 \$11,250
6	4.3: Prepare and provide instructor materials for a TOT session (print)	2/10-3/1/17	ESC Region 13	Covered in Task 1.1 \$5,986
11	4.4: Provide technical assistance support to designated trainers	3/3-8/31/17	ESC Region 13	Covered in Task 1.1
12	4.5: Provide written communication pieces including informational one pager and FAQs	2/10-3/2/17	ESC Region 13	Covered in Task 1.1
	4.6: Secure training site (hotel expenses)	9/30/16	ESC Region 13	\$9,339

Deliverable number	Tasks with Major Intermediary Steps	Timeline	Responsible Party	Cost
	4.7: Communicate TOT logistics to participants	11/1/16-3/2/17	ESC Region 13	Covered in Task 1.1
	4.8: Provide participant registration in E-campus system	12/1-3/1/17	ESC Region 13	Covered in Task 1.1
	4.9: Provide reimbursements to TOT participants	3/3-8/31/17	ESC Region 13	\$9,069
TOTAL TASK 4				\$35,644
Task 5. Deliver Additional Train the Trainers Model				
	Provide the TOT instruction to approximately 150 (ESC and Educator Prep Program staff)	8/16/17	ESC Region 13, PD Designers	\$3,500
	Prepare and provide instructor materials for a TOT session (print)	7/15-8/16/17	ESC Region 13	\$7,600
	Secure training site (hotel expenses)	5/1/17	ESC Region 13	\$10,000
	Provide reimbursements to TOT participants	8/16-8/31/17	ESC Region 13	\$10,000
TOTAL TASK 5				\$31,100
PROJECT TOTAL				\$172,661

Only FY17 activities and associated costs are reflected in this Task Activity Plan.

** Contract amounts are broken out by task:

Professional Development Designers:	\$35,914
ESC Region 13, Communications & Production:	\$65,000
Hotel (meeting room, AV, sleeping rooms, working lunch):	\$19,339
Print and Office Materials:	\$13,586
Payroll Costs:	\$14,627
Staff Travel:	\$400
Participant Reimbursements:	\$19,069