

STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number: _____	Program Name: _____
Org. Code: _____	Legal/Funding Authority: _____
Speed Chart: _____	
Payee Name: <u>Edvance Research Inc.</u>	Payee ID: <u>113430721430</u>
ISAS Contract #: <u>3193</u>	PO #: _____

Amendment No. 1

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

Edvance Research 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 December 16, 2014 as follows:

The contract is being amended to revise the budget and reallocate funds among expenditure categories. A cumulative transfer among the following cost category has exceeded twenty-five percent of the total approved budget category: Other Operating Costs increased by approximately 35% (+\$93,781). Cumulative transfers have also been made among the following cost categories: Payroll Costs have increased by approximately 3% (+\$37,152), Professional & Contracted Services have decreased by approximately 14% (-\$151,814), Supplies and Materials have increased by approximately 4% (+\$5,586), and Indirect Costs have increased by approximately 6% (+\$15,394). The total contract amount of \$2,836,203 remains unchanged.

Payment to contractor by TEA will be made in accordance with the Revised Year 1 Budget (Appendix 1) which is attached hereto and incorporated herein by reference, and made therefore a part of this contract. Revised Budget documents (Appendix 2) and a revised HUB Subcontracting Plan (Appendix 3) are attached hereto and incorporated herein by reference.

Pursuant to Section 2252.901 of the Texas Government Code, Contractor certifies that it is not a former employee of TEA or that Contractor has not been an employee of TEA for twelve (12) months prior to the beginning date of this contract.

Contractor reimbursement for travel and expenses incurred in the performance of Contractor's duties under this contract, and computed in accordance with Texas law in effect at the time such travel and expenses are incurred by Contractor. Contractor will make a good faith effort to comply with the State of Texas Travel Guidelines which specifies reimbursement rates for lodging, meals, and mileage. Refer to the current rates located at CPA's website: <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>. The mileage rates have changed effective January 1, 2014 the rate is 56¢ (previous rate 1/1/13 – 12/31/13 was 56.5¢).

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.


Excluded Parties List System: The Texas Education Agency and the contractor 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>.

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

Typed Name: Don Barfield
Typed Title: President


Authorized Signature

This section reserved for Agency use. I, an authorized official of Agency, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.	
AGREED and accepted on behalf of Agency this <u>13th</u> day of <u>January 2015</u> (month/year) by a person authorized to bind Agency.	
Return three (3) copies with original signature to: Norma Barrera, Purchasing and Contracts Texas Education Agency 1701 North Congress Avenue, Room 2-125 Austin, Texas 78701-1494 Send electronic copies to: TEAContracts@tea.state.tx.us	 Shirley Beaujeu, Associate Commissioner Finance/ CFO

**Edvance: 21st Century Community Learning Centers
Year 1 Budget – Amendment #1
December 2014
Appendix 1**

Edvance seeks an amendment to the approved budget for Year 1 that was included in the proposal submitted June 2014. All 6 tasks outlined in the proposal are remaining the same. This amendment reallocates costs from professional and contracted services to payroll and other operating costs to implement the statement of work as described in the proposal with specific changes outlined below by cost category with Task referenced.

Expenditure Code	Expenditure Description	Approved Budget	Amendment 1 Proposed Budget	Variance
6100	Payroll Costs	\$1,168,325	\$1,205,477	\$37,152
6200	Professional & Contracted Services	\$1,027,740	\$875,926	(\$151,814)
6300	Supplies & Materials	\$127,368	\$132,954	\$5,586
6400	Other Operating Costs	\$264,040	\$357,821	\$93,781
6600	Capital Outlay	\$0	\$0	\$0
7000	Indirect Costs	\$248,730	\$264,024	\$15,294
	Subtotal	\$2,836,203	\$2,836,203	\$0

Total budget: \$2,836,203

Proposed budget amendments:

Payroll Costs

- **Program Evaluation for Technical Assistance (Task 2.3)**– (increase Payroll Costs – decrease Professional & Contracted Services)

Edvance will use additional staff time to conduct rigorous data analyses in order use data from the ERC and TX21st to develop 'local' performance measures and summary reports that will yield discussions among technical assistance providers, grant leaders, school leaders, and site leaders to inform and ultimately improve program decision making to effectively serve students in need through the 21st CCLC program. The evaluation activities include data analyses, training and facilitation development, and communication components tailored to TEA, grantees, centers, and evaluators. The effort will leverage current and new data and training infrastructures (e.g., ACE website, performance review and feedback, Communities of Practice, etc.). Benefits to the grantees and centers include:

- Create center-level comparisons on outcomes with non-program participants using an appropriate basis.
- Create an appropriate basis for student activity targeting and participation.
- Enhance marketing of the program based on strong evidence, which will contribute to sustainability.
- Help identify potential Demonstration Sites to assist with current grantees with best practices and sustainability for the future.

These efforts will also help TEA create a standardized method to assess the relative effectiveness of all center programs and create a set of metrics to determine future planning, technical assistance needs, or continuation of funding at the grantee/center level. To assist in this effort, Edvance has committed additional Sr. Research Scientist and Data Entry staff time for the fall and spring.

- **Capacity Building – Supporting Students Most in Need (Task 4.4)** - (increase Payroll Costs – decrease Professional & Contracted Services)

TEA requested that Edvance build capacity of grantees to provide information and training on foster care and other students most in need of additional support. To this effort, Edvance has added a portion of a current Edvance staff member, a Professional Development Specialist with extensive experience working with city and county foster care initiatives, to provide support and training.

The goals for the foster care and targeted student initiatives project are:

- Conduct a virtual Town Hall meeting in December 2014 for all of the 17 ESCs to be held in Austin.
- Produce 1-2 prerecorded webinars to be released in the 1st & 2nd quarters of 2015.
- Continue discussions and plans to build short tutorial/ webinars around the Foster Care and Student Success guide in conjunction with the Endless Dreams curriculum to continue the support for the field. This material development will help refresh information for the field as they work through processes to intake Foster Students in schools, and will be useful to newly hired liaisons in the schools across Texas.
- Continue to work with Kelly Kravitz to further solidify the direction of the Foster Care project.

Funds for a consultant to perform this work were originally allocated in Professional and Contracted Services in the proposal.

Edvance: 21st Century Community Learning Centers
Year 1 Budget – Amendment #1
December 2014
Appendix 1

- **Tracking and Reporting System/Project Management (Task 5) – (decrease payroll costs)**
There is a decrease in the project management resources as the Senior Project Manager assigned to 21st CCLC is no longer with Edvance as of end of October 2014. An interim project manager has been assigned so there is not a gap in project management services for the contract. Edvance is in recruiting stages for a permanent replacement.
- **Training Modules Sub (Task 1.1.3) – (decrease payroll costs)**
There is a decrease in Technical Assistance Specialist hours (87% to 50%) as a decision was made to split this resource to also help support the Communities in Schools contract. This decision was made and approved on November 18, 2014. This resource, Gerry Petereit, will serve in a technical administration role and will focus on administration of the training websites rather than on content design and delivery.

Professional & Contracted Services

There is a decrease in overall Professional & Contracted services.

- In lieu of working with a consultant to design Foster Care toolkits as described above, Edvance is using an internal resource to provide assistance and training in this area. (Task 4)
- A cost/benefit analysis was done on paying an outside resource via Office Team vs. hiring internally for a data entry specialist. It was determined that hiring is more cost effective and the project will benefit as her knowledge and experience will add value to the project and TX21st modification and use. Mary Key's time on the project is captured above in payroll costs. (Task 2)
- A reduction in 1 Technical Assistant Consultant (TAC) as of November 2014 (A. Trout). An interim plan is in place until a replacement can be recruited and contracted. The plan consists of sharing the TAC responsibilities to conduct the Key Task Assessment and provide ongoing coaching between several TACs and Edvance staff until replacement is found. (Estimating March/April replacement) (Task 1.2)
- A reduction in Technical Assistance Consultant effective December 2014. The core responsibilities for this position are to lead the Demonstration site initiative and that activity is in development pending data analyses and identification of high-performing sites in the areas noted in the proposal. (Task 1.1)

Supplies & Materials

- Increase in Supplies & Materials to include:
 - Purchasing Sustainability Toolkits, Expanding Minds and Opportunities Compendiums, and Beyond the Bell toolkits to support the Cycle 8B grantees that are beginning their grants. (Task 1.1)

Other Operating Costs

- Increase in Other Operating Costs to include:
 - Travel reimbursements for grantees to assist with attending the increased training activities for this 2014-2015 year. (Task 1.1)
 - Increase in staff travel to external conferences. The increase these Outreach activities will allow team members to bring back resources, best practices, and guidance to ACE grantees to help them with implementing their programs. These conferences include:
 - ACET
 - National Dropout Prevention
 - National Summer Learning
 - Texas Parental Involvement
 - TASA Mid-Winter (if possible)
 - Beyond School Hours
 - NAA
 - BOOST
 - 21st CCLC Summer Institute

Also included is heavily participating in planning activities for the National Dropout Prevention Conference that will be held in San Antonio in 2015. (Task 1.1)

Indirect Costs

- Adjustments related to increase in Payroll & reduction in Professional & Contracted services.

21st CCLC Expenditure Code
Appendix 2

Code	Expenditure description	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total Contract
6100	Payroll costs	\$ 123,448	\$ 129,547	\$ 99,161	\$ 89,381	\$ 97,436	\$ 98,348	\$ 92,760	\$ 94,584	\$ 94,584	\$ 94,584	\$ 97,059	\$ 94,584	\$ 1,205,477
6200	Professional & Contracted Services	\$ 217,276	\$ 81,803	\$ 52,972	\$ 69,875	\$ 45,125	\$ 44,125	\$ 62,875	\$ 52,625	\$ 50,625	\$ 108,375	\$ 45,125	\$ 45,125	\$ 875,926
6300	Supplies & Materials	\$ 89,138	\$ 116	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 23,000	\$ 2,300	\$ 2,300	\$ 132,954
6400	Other operating Costs	\$ 33,756	\$ 78,895	\$ 12,248	\$ 20,298	\$ 5,348	\$ 24,323	\$ 13,973	\$ 22,598	\$ 12,938	\$ 70,426	\$ 38,124	\$ 24,898	\$ 357,821
6600	Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Indirect Costs	\$ 58,174	\$ 26,405	\$ 12,636	\$ 12,444	\$ 11,578	\$ 13,888	\$ 12,117	\$ 13,278	\$ 12,205	\$ 20,894	\$ 15,279	\$ 55,027	\$ 264,024
	Total Budget	\$ 521,793	\$ 316,766	\$ 179,317	\$ 194,298	\$ 161,887	\$ 182,983	\$ 184,025	\$ 185,385	\$ 172,651	\$ 317,279	\$ 197,887	\$ 221,933	\$ 2,836,203

21st CCLC Task Subtask
Appendix 2

Task	Sub Task	Task Description	SubTask/Activities	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total Contract
01	1.0	Training & Technical Assistance														
	1.1		Training	\$ 249,307	\$ 31,650	\$ 9,969	\$ 12,043	\$ 3,552	\$ 3,052	\$ 11,962	\$ 7,552	\$ 3,052	\$ 11,962	\$ 3,052	\$ 22,830	\$ 369,982
	1.2		Technical Assistance	\$ 71,995	\$ 74,488	\$ 66,680	\$ 63,930	\$ 64,575	\$ 64,575	\$ 64,575	\$ 71,075	\$ 71,075	\$ 71,075	\$ 74,271	\$ 97,329	\$ 855,647
	1.3		Conferences	\$ 3,000	\$ 86,929	\$ 7,667	\$ 4,278	\$ 3,000	\$ 9,763	\$ 21,577	\$ 33,187	\$ 22,454	\$ 149,331	\$ 44,243	\$ 31,465	\$ 416,895
	1.4		Demonstration Sites	\$ 9,586	\$ 9,551	\$ 10,526	\$ 10,526	\$ 7,147	\$ 4,147	\$ 4,147	\$ 4,147	\$ 4,147	\$ 4,147	\$ 4,147	\$ 4,147	\$ 76,368
	1.5		Blueprint & RFA	\$ 2,123	\$ 2,123	\$ 2,123	\$ 2,123	\$ 2,186	\$ 2,186	\$ 2,186	\$ 2,186	\$ 2,186	\$ 2,186	\$ 2,186	\$ 2,186	\$ 25,980
			Total Task 1	\$ 336,010	\$ 204,741	\$ 96,965	\$ 92,901	\$ 80,461	\$ 83,724	\$ 104,448	\$ 118,148	\$ 102,914	\$ 238,702	\$ 127,900	\$ 157,957	\$ 1,744,871
02	2	Program Implementation Assurance														
	2.1		PIA	\$ 38,541	\$ 54,918	\$ 33,697	\$ 29,515	\$ 35,963	\$ 35,963	\$ 24,469	\$ 24,469	\$ 24,469	\$ 24,469	\$ 27,219	\$ 24,469	
			Total Task 2	\$ 38,541	\$ 54,918	\$ 33,697	\$ 29,515	\$ 35,963	\$ 35,963	\$ 24,469	\$ 24,469	\$ 24,469	\$ 24,469	\$ 27,219	\$ 24,469	\$ 378,160
03	3	Communication Network														
			Communication Network	\$ 10,870	\$ 2,365	\$ 2,365	\$ 26,204	\$ 2,436	\$ 17,770	\$ 10,941	\$ 2,436	\$ 2,436	\$ 10,941	\$ 2,436	\$ (3,314)	
			Total Task 3	\$ 10,870	\$ 2,365	\$ 2,365	\$ 26,204	\$ 2,436	\$ 17,770	\$ 10,941	\$ 2,436	\$ 2,436	\$ 10,941	\$ 2,436	\$ (3,314)	\$ 87,887
04	4	Program Outreach														
	4.1		Outreach	\$ 6,440	\$ 8,325	\$ 8,963	\$ 8,963	\$ 9,213	\$ 9,213	\$ 9,213	\$ 9,213	\$ 9,213	\$ 9,213	\$ 9,213	\$ 9,213	\$ 106,396
	4.2		MyTexasACE Site	\$ 85,941	\$ 14,844	\$ 6,322	\$ 4,290	\$ 3,370	\$ 3,370	\$ 5,690	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690	\$ 147,277
	4.3		Capacity Building	\$ 16,563	\$ 12,374	\$ 17,745	\$ 17,745	\$ 18,277	\$ 18,277	\$ 15,555	\$ 15,555	\$ 15,555	\$ 15,555	\$ 15,555	\$ 15,555	\$ 194,309
			Total Task 4	\$ 108,943	\$ 35,542	\$ 33,031	\$ 30,999	\$ 30,860	\$ 30,860	\$ 30,458	\$ 29,458	\$ 29,458	\$ 29,458	\$ 29,458	\$ 29,458	\$ 447,982
05	5	Tracking & Reporting														
			Tracking & Reporting	\$ 21,556	\$ 16,162	\$ 10,222	\$ 10,222	\$ 10,495	\$ 10,495	\$ 9,615	\$ 9,615	\$ 9,615	\$ 9,615	\$ 9,615	\$ 12,104	
			Total Task 5	\$ 21,556	\$ 16,162	\$ 10,222	\$ 10,222	\$ 10,495	\$ 10,495	\$ 9,615	\$ 9,615	\$ 9,615	\$ 9,615	\$ 9,615	\$ 12,104	\$ 139,329
06	6	Designation Program														
			ACE Designation Program	\$ 5,872	\$ 3,037	\$ 3,037	\$ 4,458	\$ 1,672	\$ 4,172	\$ 4,094	\$ 1,259	\$ 3,759	\$ 4,094	\$ 1,259	\$ 1,259	
			Total Task 6	\$ 5,872	\$ 3,037	\$ 3,037	\$ 4,458	\$ 1,672	\$ 4,172	\$ 4,094	\$ 1,259	\$ 3,759	\$ 4,094	\$ 1,259	\$ 1,259	\$ 37,973

Grand Total All Tasks

\$ 2,836,203

21st CCLC Time Effort
Appendix 2

Staff Labor Hours	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total Contract
Adachi, Eishi	84	201	85	85	85	85	0	0	0	0	0	0	625
Adams, Stephanie	28.5	47	50	50	50	50	50	50	50	50	50	50	576
Barfield, Donald	28	102	30	30	60	60	60	60	60	60	60	60	670
Dean, Shanya	160	182	153	153	153	153	153	153	153	153	153	153	1,872
Hibbard, Trina	4	1	0	0	0	15	15	45	45	45	45	45	260
Kuhn, Jocelyn	159	173	148	148	148	148	153	153	153	153	153	153	1,842
Nafziger, Kristin	131.5	98.5	136	136	136	136	146	146	146	146	146	146	1,650
Patterson, Kenny	116	48	0	0	0	0	0	0	0	0	0	0	164
Petereit, Gerry	154	182.5	150	70	70	70	70	70	70	70	70	70	1,117
Petty, Shawn	168	168	153	138	138	138	158	158	158	158	158	158	1,851
Rolfhus, Ally	13	9.5	0	0	0	0	0	0	0	0	0	0	23
Rolfhus, Eric	47	12	30	20	20	20	0	0	0	0	20	0	169
Wingo, Bronwyn	166	184	135	115	115	115	175	175	175	175	175	175	1,880
Centeno, Patti	168	127	153	153	153	153	120	120	120	120	120	120	1,627
Key, Mary	0	0	120	120	120	120	120	120	120	120	120	120	1,200
Total Staff	1,427	1,536	1,343	1,218	1,248	1,263	1,220	1,250	1,250	1,250	1,270	1,250	15,525
Subcontractor hours	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total Contract
Graphic Granola	81	0	0	0	0	0	0	0	0	0	0	0	81
Briteman, A.	80	0	0	0	0	0	0	0	0	0	0	0	80
VESTEDin Aging	24	0	0	0	0	0	0	0	0	0	0	0	24
SPC Consulting	1	0	0	0	0	0	0	0	0	0	0	0	1
Duane Sergent	8	0	0	0	0	0	0	0	0	0	0	0	8
Kathleen Bethke	147	155	147	152	0	0	0	0	0	0	0	0	601
MaryAnn Spracher	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Intern at TEA	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Smooth Fusion	300	70	10	10	0	0	10	0	0	0	0	0	400
TXPOST	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Training SMEs (FES, ESC, Sum	0	0	0	0	0	0	0	90	0	0	0	0	90
Office Team	147	155	0	0	0	0	0	0	0	0	0	0	302
Conference Speakers	0	0	0	0	0	0	0	0	0	400	0	0	400
Armendariz	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Baker	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Celli	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Jones	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Massingil	147	155	147	152	155	147	147	152	152	147	152	147	1,800
Trout	147	155	73.5	0	0	0	0	152	152	147	152	147	1,126
Lisa Byington	10	10	10	10	10	10	10	15	15	147	0	0	247
Graphic Design-Desig.	0	0	0	0	0	25	0	0	25	0	0	0	50
Analytica	20	20	20	20	20	20	20	20	20	20	20	20	240
Total subcontractors	2,094	1,750	1,390	1,356	1,215	1,184	1,169	1,441	1,376	1,843	1,336	1,296	17,450
Grand Total Hours	3,521	3,286	2,733	2,574	2,463	2,447	2,389	2,691	2,626	3,093	2,606	2,546	32,974

21st CCLC Indirect Rate
Appendix 2

	Costs	Eligible for G&A	G&A at 12.78%
6100 Payroll costs	\$ 1,205,477	\$ 1,205,477	\$ 154,060
6200 Professional and Contracted Services			
Graphic Granola	\$ 2,436	\$ 2,436	\$ 311
Briteman, A.	\$ 2,406	\$ 2,406	\$ 308
VESTEDin Aging	\$ 3,600	\$ 3,600	\$ 460
SPC Consulting	\$ 15,049	\$ 15,049	\$ 1,923
Duane Sergent	\$ 1,770	\$ 1,770	\$ 226
Kathleen Bethke	\$ 29,585	\$ 25,000	\$ 3,195
MaryAnn Spracher	\$ 57,186	\$ 25,000	\$ 3,195
Intern at TEA	\$ 14,476	\$ 14,476	\$ 1,850
Smooth Fusion	\$ 96,668	\$ 25,000	\$ 3,195
TXPOST	\$ 110,000	\$ 25,000	\$ 3,195
Training SMEs (FES, ESC, Sum	\$ 4,500	\$ 4,500	\$ 575
Office Team	\$ 14,425	\$ 14,425	\$ 1,843
Conference Speakers	\$ 40,000	\$ 25,000	\$ 3,195
ExpertContract- Foster Toolk	\$ -	\$ -	\$ -
Armendariz	\$ 79,327	\$ 25,000	\$ 3,195
Baker	\$ 78,740	\$ 25,000	\$ 3,195
Celli	\$ 79,046	\$ 25,000	\$ 3,195
Jones	\$ 78,529	\$ 25,000	\$ 3,195
Massingil	\$ 77,964	\$ 25,000	\$ 3,195
Trout	\$ 49,220	\$ 25,000	\$ 3,195
Lisa Byington	\$ 30,000	\$ 25,000	\$ 3,195
Graphic Design-Desig.	\$ 5,000	\$ 5,000	\$ 639
Analytica	\$ 6,000	\$ 6,000	\$ 767
Total Subs	\$ 875,926	\$ 369,661	\$ 47,243
6300 Supples & Materials			
Other Materials	\$ 132,954	\$ 132,954	\$ 16,991
6400 Other Operating Costs			
Travel	\$ 121,614	\$ 121,614	\$ 15,542
Other ODC	\$ 236,207	\$ 236,207	\$ 30,187
Total ODC	\$ 357,821	\$ 357,821	\$ 45,729
6600 Capital outlay	\$ -	\$ -	\$ -
Total Costs before Indirect	\$ 2,572,178	\$ 2,065,913	\$ 264,024

APPENDIX C
Historically Underutilized Business Subcontracting Plan (HSP)

A. Contractor's revised HSP is attached and incorporated herein.

B. Any changes to the HUB Subcontracting Plan (HSP) must be approved by the Agency HUB Coordinator before staffing changes are initiated.

C. Contractor must submit monthly compliance reports (Prime Contractor Progress Assessment Report (PAR)) to the TEA HUB Coordinator, verifying their compliance with the HSP, including the use/expenditures they have made to all subcontractors. (The PAR is available at <http://www.tea.state.tx.us/index2.aspx?id=7038>)



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders contracts,
- 32.7 percent for all special trade construction contracts,
- 23.6 percent for professional services contracts,
- 24.6 percent for all other services contracts, and
- 21 percent for commodities contracts.

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

SECTION 1 RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: Edvance Research Inc. State of Texas VID #: 11343072143
00

Point of Contact: Kristin Nafziger Phone #: 2105584130

E-mail Address: knafziger@edvanceresearch.com Fax #: 2105581075

b. Is your company a State of Texas certified HUB? - Yes - No

c. Requisition #: 701-14-040 Bid Open Date: 07 / 15 / 2014

Enter your company's name here: Edvance Research Inc.Requisition #: 701-14-040**SECTION 2 SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b, of this SECTION and continue to Item c of this SECTION.)

- No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If No, continue to SECTION 3.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have had contracts in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have had contracts in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1	Educational/Training Services (class	1.0%	0%	32%
2	code: 924/Item: 16	%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	1.0%	%	32%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- No (If No, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you have had contracts in place with for five (5) years or less meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

HSP Good Faith Effort - Method B (Attachment B)

(Rev. 10/11)

Enter your company's name here: <u>Edvance Research Inc.</u>	Requisition #: <u>701-14-040</u>
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IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-B.doc>

SECTION B-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: 1 Description: Educational/Training Services Class 924

SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, to continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3.)

SECTION B-3 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person.

When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women trade organizations or development centers.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>. HUB Status code "A" signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID #	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
Katalyst Collaborative Group	1273674621000	7 / 03 / 14	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No
Sarah Zink Business Training	1204847568000	7 / 03 / 14	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No
Communication Connections	1203157945600	7 / 03 / 14	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to minority or women trade organizations or development centers to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to minority or women trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency.

A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>

- d. Enter the name of the minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
Southwest Minority Supplier Dvlpmnt Cnl	7 / 03 / 14	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No
Women's Business Enterprise Alliance	7 / 03 / 14	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No

HSP Good Faith Effort - Method B (Attachment B) *Cont.*

Enter your company's name here: Edvance Research Inc.

Requisition #: 701-14-040

SECTION B-4 SUBCONTRACTOR SELECTION

- a. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas Certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas Certified HUB	VID # (Required if Texas Certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
Katalyst Collaborative (Bethke)	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No		\$29,585	1.0%
Mary Ann Spracher	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$54,000	1.9%
Smooth Fusion	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$96,668	3.4%
TXPOST	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$110,000	3.9%
Office Team	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$14,425	0.5%
Lisa Byington	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$30,000	1.0%
Monica Armendariz - TAC	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$78,000	2.8%

- b. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

Katalyst Collaborative will no longer be a subcontractor effective December 31, 2014. The Project Based Learning training has been provided and the Demonstration and Designation Sites efforts are scheduled at a later time in 2015.

Ms. Mary Ann Spracher is a current contractor, providing professional development and support for the 21st Century Community Learning Centers/Texas ACE program. She is a seasoned professional with more than 15 years' experience as a skilled facilitator dedicated to helping innovative education organizations prepare students for college and career success.

The non-HUB contractors chosen by Edvance Research are organizations or individuals who have provided high-quality services for the 21st Century Community Learning Centers/Texas ACE program during the current contract. Their services include:

Smooth Fusion specializes in helping organizations with the planning and implementation of digital marketing campaigns, web development, and ongoing programs. Currently, the company works with Edvance Research in the development of the Texas ACE website.

TXPOST has provided high-quality conference support services, contracted by Edvance Research, for 21st CCLC conferences. The company has also provided case studies of ACE programs for posting on the Texas ACE website.

Office Team, a San Antonio-based staffing organization, provides highly skilled professionals to support the administrative requirements of the 21st Century Community Learning Centers/Texas ACE program contract.

Lisa Byington is provided essential conference planning and execution services for the 2014 OSTI-CON.

Technical Assistance Consultants (TACs) are selected based on qualifications and experience with the ACE program.

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, the respondent must provide notice of each of its subcontracting opportunities to minority/women trade organizations or development centers at least seven (7) working days prior to submitting its bid response to the contracting agency.

We respectfully request that vendors interested in bidding on the subcontracting opportunity identified in Section C reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

Section A	PRIME CONTRACTOR'S INFORMATION
Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____

Section B	CONTRACTING STATE AGENCY AND REQUISITION INFORMATION
Agency Name: _____	
Point-of-Contact: _____	Phone #: _____
Requisition #: _____	Bid Open Date: _____

Section C	SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION
1. Potential Subcontractor's Bid Response Due Date:	<p>Our firm must receive your bid response to this subcontracting opportunity no later than 5:00 P.M., Central Daylight Standard Time on: _____ (Date)</p> <p>(Note: In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to <u>at least three (3)</u> Texas certified HUBs, and allow the HUBs <u>at least seven (7) working days</u> to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to minority/women trade organizations or development centers <u>at least seven (7) working days</u> prior to submitting our bid response to the contracting agency.)</p>
2. Scope of Work:	
3. Required Qualifications: <input type="checkbox"/> - Not Applicable	
4. Bonding/Insurance Requirements: <input type="checkbox"/> - Not Applicable	
5. Location to review plans/specifications: <input type="checkbox"/> - Not Applicable	

