

STATE OF TEXAS §

COUNTY OF TRAVIS §

Division Number: 300	Program Name: Appraisal Training and Support
Org. Code: _____	Legal/Funding Authority: _____
Speed Chart: _____	TGC 791, TEC 8.0002
Payee Name: Education Service Center, Region 01	Payee ID: 1741588186
ISAS Contract #: 3384	PO #: 34774

INTERLOCAL COOPERATION CONTRACT

Section 1.0 PARTIES AND AUTHORITY

This Interlocal Cooperation Contract (ICC) is entered into by and between the Texas Education Agency (Receiving Party) and Education Service Center, Region 01 (Performing Party) pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Chapter 791, of the Texas Government Code which enables state local governments to contract with state agencies for governmental functions and services.

Section 2.0 STATEMENT OF SERVICES TO BE PERFORMED:

Appendix One, Description of Services, attached hereto, is hereby incorporated by reference and made, therefore, a part of this ICC.

Section 3.0 TERM OF CONTRACT:

This ICC is to begin 09/01/2015 and shall terminate on 08/31/2016. This ICC may be renewed for two (2) additional one-year terms thereafter by mutual agreement of the Parties in the form of a written amendment.

Section 4.0 AMOUNT:

The total amount of this ICC shall not exceed: \$200,000.00 for the original term of the ICC.

Appendix Two, Budget, attached hereto, is hereby incorporated by reference and made, therefore, a part of this ICC.

Section 5.0 PAYMENT FOR SERVICES:

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&rgn=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 accordance with paragraph F of the Contract General Provisions. The Comptroller's website for travel rules and regulations – **texttravel**: <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/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.

State travel expense reimbursement is not a per diem. Employees and Performing Agency s 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.

Section 6.0 CONTRACT MANAGEMENT:

6.1 Notices: Any notice relating to this ICC, which is required or permitted to be given under this ICC by one party to the other party shall be in writing and shall be addressed to the designated point of contact at the address specified below. The notice shall be deemed to have been given immediately if delivered in person to the recipient's email address specified below. It shall be deemed to have been given on the date of certified receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving party at the address specified below. Registered or certified mail with return receipt is not required for copies.

6.2 Points of Contact: The parties shall direct all correspondence, notices, invoices and payments to:

TEA (Receiving Party)	Name (Performing Party)
Tim Regal	Sandra McConaughy
Director, Educator Evaluation and Support	Director, Leadership Development Center
Educator Leadership and Quality	Education Service Center, Region 01
Texas Education Agency	smcconaughy@esc1.net
Tim.Regal@tea.texas.gov	1900 W. Schunior
1701 N. Congress Avenue, Suite	Edinburg, Texas 78541
Austin, Texas 78701-1494	956-984-6262

Section 7.0 CONTRACT AMENDMENT:

Any modifications, additions, or deletions, to the specified deliverables or terms and conditions of this ICC, including the allocation of additional funds to the current list of proposed activities, or any extensions of the ICC shall be processed through a written amendment and executed by both parties.

Section 8.0 ENTIRE CONTRACT:

This ICC together with the documents mentioned herein and which are incorporated herein by this reference, contains the entire agreement between the parties relating to the rights granted and the obligations assumed in it. Any oral representations or modifications concerning this contract shall be of no force or effect unless contained in a subsequent amendment executed by both parties.

- 8.1 Appendixes:**
8.1.1 Appendix One, Description of Services
8.1.2 Appendix Two, Budget

8.2 Attachments:
Attached hereto and made a part hereof by reference are the documents indicated below with an "X" beside each:

- General Provisions
- Special Provisions A, Program Specific
- Special Provisions B, Debarment (required if utilizing federal funds)
- Special Provisions C, Lobbying (required if utilizing federal funds & over \$100,000)
- Special Provisions D, Historically Underutilized Business Subcontracting Plan (HSP) (required for projects over \$100,000)

Section 9.0 CERTIFICATIONS:

RECEIVING PARTY further certifies that it has the authority to receive the above services by authority granted in:

Texas Government Code, Ch. 791, Interlocal Cooperation Act and Texas Education Code, Chapter 8.

PERFORMING PARTY further certifies that it has authority to perform the above services by authority granted in:

Texas Government Code, Chapter 791, Interlocal Cooperation Act.

<p>SUBJECT TO APPROVAL, the authorized representatives of the undersigned parties bind themselves to the faithful performance of this ICC. It is mutually understood that this ICC will be effective on the earliest date shown in Section 3.0.</p>	
RECEIVING PARTY	PERFORMING PARTY
TEXAS EDUCATION AGENCY	<i>Dr. Cornelio Gonzalez</i>
Name	Name
By: <i>Shirley Beaulieu</i>	By: <i>Cornelio Gonzalez, PhD</i>
Shirley Beaulieu	Name
Associate Commissioner Finance/ CFO	Title
<u>12-8-15</u>	<i>Executive Director</i>
Date	Date
<p>Return (3) copies with original signature to:</p> <p>Norma Barrera, Director Purchasing, Contracts and Agency Services Texas Education Agency 1701 North Congress Avenue, Room 2-125 Austin, Texas 78701-1494 Or Submit an Electronic Copy to: TEAcontracts@tea.texas.gov</p>	

Appendix One DESCRIPTION OF SERVICE

I. Purpose and Objectives:

The purpose and goal of the Educator Evaluation Support Project is to establish a relationship between the agency and the regional education service center (ESC) to provide local education agencies (LEA's) the professional development and technical assistance needed to endure their successful implementation of the new teacher and principal evaluation and support systems, T-TESS and T-PESS, respectively. The ESC will be responsible for (1) identifying trainers for LEA appraisers and shepherding those trainers through a year-long process to become trainers for the new evaluation and support systems, and (2) training districts that will implement the new teacher and/or principal evaluation systems in the 2016-2017 school year.

In addition, the ESC will provide support and collect feedback from districts in its region that participate in the new evaluation system's refinement year. It is anticipated that the ESC will incur costs outside of its routine functions in order to meet these needs, including substantial training costs, travel costs, materials productions, and costs to support districts in the midst of transitioning to the new system.

II. Objectives and Target Outcomes

Evaluation Systems Appraisers Training

The evaluation systems appraisers training component makes available funding to provide T-TESS and T-PESS training activities for trainers, potential trainers, and participating LEA's. This component of the contract requires the ESC to meet the following goals:

- Build a cohort of effective trainers to assist with the training needs for the 2016-2017 school year;
- Provide timely and effective training with fidelity to LEA appraisers participating in T-TESS and/or T-PESS during the 2016-2017 school year; and
- Throughout feedback, assist the agency and the state evaluation hub with building and refining training materials that better serve the needs of LEA's.

Refinement Year District Support

The refinement year district support component makes available funding to provide training and technical assistance to LEA's implementing T-TESS and/or T-PESS during the 2015-2016 school year. This component of the contract requires the ESC to meet the following goals:

- Contacting districts and responding to their implementation needs; and
- Contacting participating educators and responding to their professional development needs.

III. Project Expectations

The ESC will participate with TEA and the state evaluation hub in the successful training and support of LEA's that implement T-TESS and/or T-PESS up to and through the 2016-2017 school year. The following are the project expectations for the ESC.

- The ESC and its trainers will deliver T-TESS and T-PESS trainings and fidelity, adhering to and thoroughly communicating the purpose and process of T-TESS and T-PESS.
- The ESC and its trainers will not remove or substitute portions of the training materials for T-TESS and T-PESS and will deliver with fidelity the content of each training.
- The ESC will provide training attendees with the necessary printed materials for T-TESS and T-PESS training sessions, including refresher trainings and on-day trainings.
- The ESC will designate a lead trainer for the ESC who will be responsible for:

- Communicating with TEA, the state evaluation hub, and other certified trainers within the ESC's region;
 - Ensuring the quality of training with the region;
 - Coaching and mentoring trainers, calibrating trainers on training materials, and responding to participant feedback to provide additional support to trainers, as needed;
 - Maintaining and providing to the state evaluation hub an accurate database of the region's trainers;
 - Identifying and communicating strengths and needs of the appraisal systems, as a means of establishing statewide refinements options, during state appraisal video conferences and in-person meetings;
 - Participating in statewide network meetings, including virtual and web-based forums;
 - Establishing regional process for providing technical assistance to districts in both the planning and implementation phases; and
 - Verifying and submitting training, portal account rosters, and other relevant data in a timely manner.
- The ESC will provide and/or disseminate updates to the region's trainers on all information relevant to T-TESS and T-PESS training in a timely manner.
 - The ESC will provide, as needed, overviews of T-TESS and T-PESS to districts within the region prior to their implementation to T-TESS and/or T-PESS so that such districts can appropriately plan for successful implementation during the 2016-2017 school year.
 - The ESC will provide support to LEA's implementing T-TESS and/or T-PESS, which could include, as needed:
 - Additional training and support for staff hired mid-year;
 - Additional support for appraisers struggling to implement T-TESS and/or T-PESS;
 - Providing support and/or training in areas such as coaching or conferencing to support/strengthen the implementation of T-TESS/T-PESS; and
 - Hosting or facilitation regional meetings for T-TESS and/or T-PESS districts that provide support, training, calibration, or otherwise strengthen the implementation of T-TESS and/or T-PESS.

Progress reports will be submitted the 15th day following the close of each reporting period.

Quarterly reporting periods for this project are as follows:

- September 1, 2015 – November 30, 2015; Report Due December 15, 2015
- December 1, 2015 - February 28, 2016; Report Due March 15, 2016
- March 1, 2016 - May 31, 2016; Report Due June 15, 2016
- June 1, 2016 – August 31, 2016; Report Due September 15, 2016

IV. Funding

Funding to the ESC is based on a formula that takes into consideration the total number of students in anticipated T-TESS districts, the total number of campuses in anticipated T-PESS districts, and adjustment for diseconomies of scale. Subtracted from that number is the amount the ESC has already received to support this project in the form of grants awarded during the 2013-2014 and 2014-2015 school years.

Total Amount Awarded	555,000. ⁰⁰
Amount Awarded in 2013-2014 Grant	90,000. ⁰⁰
Amount Awarded in 2014-2015 Grant #1	68,805. ⁰⁰
Amount Awarded in 2014-2015 Grant #2	196,195. ⁰⁰
Remaining Award/Contract Amount	200,000. ⁰⁰

The staff member(s) listed in the tables below will direct the overall project throughout the duration of the contract, and/or will coordinate major activities during each phase of the project in fulfillment of the contract.

Educator Evaluation Support Project		
	T-ESS	T-PESS
ESC project administrator and primary TEA Contract:	Sandra McConaughy	Sandra McConaughy
Project administrator's email address:	smcconaugy@esc1.net	smcconaugy@esc1.net
Project administrator's phone number:	956-984-6038	956-984-6038
	Best # → 956-821-8747 (cell)	956-821-8747 (cell)

Food purchases are generally prohibited unless necessary and reasonable for the successful performance of the Contract. Food purchases must be in accordance with Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, §200.432. Website to view the regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=f61b41b94d57ed256eb46811a14d243d&mc=true&node=se2.1.200_1432&rgn=div8

Contract Terms and Conditions

- A. Definitions as used in these Contract Terms and Conditions:
- *Contract, Interlocal Cooperation Contract, ICC* means the entire document, and 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 Interlocal Cooperation Contract
 - *Receiving Agency* means the Texas Education Agency, TEA or Party other than Performing Agency
 - *Performing Agency* means the Party to this Contract or Contractor other than TEA
 - *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
 - *Contract Project* means the purpose intended to be achieved through the Contract
 - *Amendment* means a contract document used to formalize revisions to the Contract mutually agreed to by both Parties
- B. **Contingency:** The Contract, including any amendments, extensions or subsequent contracts are executed by TEA contingent upon the availability of appropriated funds by legislative act. Notwithstanding any other provision in this Contract or any other document, 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 Party. Expenditures and/or activities for which Performing Party may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from TEA.
- C. **Indemnification:** For local educational agencies (LEAs), regional education service centers (ESCs), institutions of higher education (IHEs), and state agencies: Performing Party, 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 Party in performance of the Contract Project.
- D. **Subcontracting and Substitutions:** Performing Party shall not assign, transfer or subcontract any of its rights or responsibilities under this Contract without prior formal written amendment to this Contract properly executed by both TEA and Performing Party. Substitutions are not permitted without written approval of the TEA Project Manager.
- 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 Party 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 Party shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Performing Party in connection with the Contract Project. These records and accounts shall be retained by Performing Party 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 Party'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.
- The Parties acknowledge the state Auditor's authority to conduct audits of state agencies under Chapter 321, Texas Government Code. TEA reserves the right to monitor and audit the Performing Party's compliance with the requirements of this Contract.
- G. **Information Security Requirements: FERPA. Access to Confidential TEA Information.** Performing Party represents and warrants that it will take all necessary and appropriate action within its abilities to safeguard Confidential Information and to protect it from unauthorized disclosure. Whenever communications with Performing Party necessitate the release of Confidential TEA 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 Contractor discloses any TEA confidential information to a subcontractor or agent, Contractor will require the subcontractor or agent to comply with the same restrictions and obligations as are imposed on Contractor. Whenever communications with Contractor necessitate the release of Confidential TEA 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. Contractor shall access TEA's systems or Confidential TEA Information only for the purposes for which it is authorized. TEA reserves the right to review the Contractor's security policy to ensure that any data that is on the Contractor's servers is secure. Contractor shall cooperate fully by making resources, personnel, and systems access available to TEA and TEA's authorized representative(s).
- Contractor shall ensure that any TEA Confidential Information in the custody of Contractor is properly sanitized or destroyed when the information is no longer required to be retained by TEA or Contractor in accordance with this Contract. Electronic media used for storing any Confidential TEA 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 Contractor is collecting, maintaining, or analyzing data gathered, collected, or provided under this Contract. Contractor 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)
- 4) Procedures and tools used for sanitization/destruction

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

FERPA

All information gathered, produced, derived, obtained, analyzed, controlled or Accessed by Performing Party in connection with this Contract ("Confidential Information") shall be and remain Confidential Information and shall not be released or disclosed by Performing Party without the prior written consent of the TEA, which consent must specifically identify the Confidential Information to be disclosed by Performing Party and the nature of the disclosure for which consent is sought.

Performing Party, its employees and subcontractor's, agree that in executing tasks on behalf of the 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 within sixty (60) days of project completion. Performing Party also agrees not to disclose any information to which it is privy under this Contract without the prior consent of the agency.

Access to Internal TEA Network and Systems

As a condition of gaining remote access to any internal TEA network and systems, Contractor must comply with TEA's policies and procedures. TEA's remote access request procedures will require Contractor to submit TEA Applicable Access Request forms for TEA's review and approval. Remote access technologies provided by Contractor 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. Contractor 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 Contractor'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

Contractor shall provide notice to TEA's Project Manager and TEA's Information Security Officer as soon as possible following Contractor's discovery or reasonable belief that there has been unauthorized use, exposure, access, disclosure, compromise, modification, or loss of sensitive or confidential Comptroller information ("Security Incident"). Within twenty-four (24) hours of the discovery or reasonable belief of a Security Incident, Contractor 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 Contractor has taken or will take to investigate the Security Incident
- 5) What steps Contractor has taken or will take to mitigate any negative effect of the Security Incident
- 6) A point of contact for additional information

Each day thereafter until the investigation is complete, Contractor 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 Contractor has taken or will take to investigate the Security Incident
- 4) What steps Contractor has taken or will take to mitigate any negative effect of the Security Incident
- 5) What corrective action Contractor has taken or will take to prevent future similar unauthorized use or disclosure

Contractor 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, Contractor shall cooperate fully by making resources, personnel, and systems access available to TEA and TEA's authorized representative(s). Subject to review and approval of TEA's Information Security Officer, Contractor, at its own cost, shall provide notice that satisfies the requirements of applicable law 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

Appendix Two: TASK ACTIVITY/BUDGET
For period starting 9/01/2015 and ending 08/31/2016

SCHEDULE OF TASK COMPLETION

Title of Proposed Project: Appraisal Training and Support

Proposer Organization (Name): Region One ESC

Beginning and Ending Dates: September 1, 2015 to August 31, 2016

Task/Activity/Numbers	Projected Completion Date and Cost by Task		
	Completion Date/Billing Cycle FY2016	FY2016 Budget 9/01/15 - 08/31/16	Total
Task #1: Appraisal System ESC Personnel Costs			
Personnel costs for ESC staff members supporting districts that implement new state appraisal systems	Monthly	\$80,975	\$80,975
Task #2: District Training			
Training costs to orient, support, plan with and prepare districts for the new state appraisal systems, including costs to train appraisers on the new systems	Monthly, when applicable	\$119,025	\$119,025
		\$200,000	\$119,025

Summary of Budgeted Expenditures:

1. ESC Personnel Costs	\$80,975
2. Training Costs	\$119,025
	\$200,000