STATE OF TEXAS §

COUNTY OF TRAVIS §

Division Number:	210	**Program Name:**	21st CCLC Program Implementation Monitoring
Org. Code:		**Legal/Funding Authority:**	PL 107-110; Title Iv, Part B, ESEA
Speed Chart:		as amended by NCLB 2001	
Payee Name:	Safal Partners, Inc.	**Payee ID:**	12726496651
ISAS Contract #:	3489	**PO #:**	36780

Amendment No. __2__

AMENDMENT TO
STANDARD CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY
AND

Safal Partners 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 *__09/01/2017__* as follows:

ARTICLE II. PERIOD OF CONTRACT
TEA is exercising the last option to renew the contract as allowed in the Contract term from *09/01/2017 to 08/31/2018.*

ARTICLE III. PURPOSE OF CONTRACT
Contractor will maintain technical assistance services to the field as stated in the Revised Attachment One, Description of Services and Activities herein incorporated into the contract.

ARTICLE IV. PAYMENT UNDER CONTRACT
This amendment will not exceed $399,758.94 as stated in the Revised Attachment Two, Task Activity Budget Plan, herein incorporated into the contract.

Contract Amount	$ 689,594.49
Amendment Amount	$ 399,758.94
Contract Total	$1,089,353.43

Texas Government Code §2252.901 prohibits the agency into entering into an employment contract, a professional services contract, or a consulting services contract with a former or retired TEA employee before the first anniversary of their last date of regular employment. If TEA enters into a "professional services" contract with a corporation, firm, or other business entity that employs a former or retired employee during the first year of the past employee's departure from the agency, the former or retired employee is restricted from performing services on projects that the employee 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 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 and amendments 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.

Mukta Pandit Digitally signed by Mukta Pandit
Date: 2017.07.27 11:43:24 -05'00'

Typed Name: _____Mukta Pandit_____   _____

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 __2__ day of __August   2017__ (month/year) by a person authorized to bind Agency.

Return electronic copy to:
TEAContracts@tea.texas.gov
Or by mail to:
Norma Barrera, Purchasing and Contracts
Texas Education Agency
1701 North Congress Avenue, Room 2-125
Austin, Texas 78701-1494

Mike Morath
Commissioner of Education

TASK 1: PROJECT MANAGEMENT

The Contractor will collaborate with TEA staff to ensure the project goals are met. Throughout the project, Contractor will be responsible for: (1) resource management and grantee coverage across the state; (2) alignment on project objectives, goals, and measures of success amongst all monitors; (3) timely completion of professional high-quality deliverables; and (4) overall quality assurance and risk management with related course corrections as required.

Contractor will maintain an integrated project schedule for all milestones and deliverables required to meet the obligations of the contract. All contract tasks and streams of work will be captured on a baseline plan. Contractor will regularly communicate with monitors to determine progress and track issues and potential risks. The contractor program director will oversee contract oversight and communication with the TEA project team. The program director, in consultation with TEA staff, will collaborate with other grantee service providers to ensure synchronization and maximize effective service delivery to grantees.

1.1 Kick-off Meeting

Within 10 business days of contract execution, Contractor will coordinate a one-day, in-person, kick-off meeting with the TEA project team. Contractor and TEA staff will discuss project goals, immediate objectives, concrete measures of success, clarifying questions, and approach to deliverables.

Five business days before the kick-off meeting, the Contractor will submit a draft agenda for the meeting (goal and objective alignment, detailed project schedule, high-level monitoring plan, and processes for issue resolution). Contractor will provide a kick-off presentation, detailed project schedule, initial assignment of grantees to monitors, and a preliminary monitoring roadmap. The roadmap will map out existing tools and rubrics of the Texas ACE Key Task Assessment (KTA) to processes that monitors can execute per budget and timeline. Five business days following the meeting, Contractor will submit a draft summary of the meeting and a full project work plan and timeline, including all subtasks, deliverables and assigned responsibilities.

1.2 Project Status Meetings

The Contractor will schedule a weekly call, or an in-person meeting as needed, with TEA staff to discuss the progress to date. The call will cover the progress of all grantee assessments, upcoming visits, and outstanding issues. The monitoring lead and/or one of the regional monitors will join the call to debrief TEA staff on specific cases as needed.

One business day before the weekly call with TEA staff, the Contractor will submit a draft agenda. Contractor will revise the agenda if TEA staff requires edits. Within one business day following the weekly call, the Contractor will email the meeting minutes and an executive summary of the call to TEA staff.

1.3 Monthly Reports

The Contractor will use the approved monthly progress report (MPR) template and update the template as needed or requested. MPRs will include up-to-date summaries of all monitoring activities and accomplishments, detailed information on progress along the project schedule, any challenges encountered, and our proposed resolutions. Upon request from TEA, Contractor will schedule a call with the TEA project team to go over the report in more detail and get feedback on new strategies to further project goals for upcoming reporting periods.

A draft report will be submitted to TEA five business days before the end of each month. Contractor will submit a final version of the report five business days after receiving feedback from TEA.

1.4 Document Management and Project Control

The Contractor will update activities on all project tasks in a web-based project management module, such as Microsoft Planner. The Contractor will also capture project management updates in the web-based module and track grantees internally and report progress through a weekly Grantee Tracker spreadsheet. The Contractor will pilot online software, such as Smartsheet or Wrike, to streamline project management and resource sharing with TEA. The software will improve workflow and allow for more efficient resource management, reporting, and progress tracking along the project timeline in one consolidated location.

Progress along all project tasks will be discussed with TEA on the weekly status calls and the monthly meetings. The Contractor will use Box to communicate with grantees and to share documents, such as monitoring reports, with TEA. All Box folders will be available to TEA's project manager. Contractors will provide grantees a main monitoring folder and subfolders for each of the key tasks. Contractors will upload TEA documents of record, such as Notices of Grant Award, for each grantee and the grantees will upload their respective supporting documents. The Contractor will also use grantee-reported data from the 21st CCLC Student Tracking System (TX21st). The Contractor will use the TX21st system to monitor that all grantees are entering quality data into TX21st on a weekly, if not daily, basis. The Contractor will update TEA on non-compliance issues on the weekly calls.

TASK 2: MONITORING ASSISTANCE

The Contractor will coordinate with TEA to use existing program implementation monitoring resources and update those resources as required based on program need and best practices. The Contractor will incorporate feedback received from TEA, grantees and monitors and will make necessary improvements to monitoring resources. The Contractor will implement clear written protocol that both aligns with general program operations and is responsive to immediate needs that arise. The Contractor will communicate the process and expectations to grantees via information on the MyTexasACE website and during scheduled training events, webinars, phone conferences and meetings.

2.1 Standard Operating Procedures Manual

The Contractor will utilize the Standard Operating Procedures Manual (SOPM) and will update the SOPM to incorporate feedback from grantees and TEA. The SOPM provides an overview of the program, outlines all requirements by each of the key tasks, and presents a monitoring protocol to ensure consistency in approach and the use of standards across centers. The Contractor will revise the risk-assessment rubric in the SOPM as needed. Revisions may include: 1) Making formatting and formula modifications to the risk-assessment template; 2) Updating specific guidelines on which documents provide sufficient evidence of each KTA subtask; and 3) Refining the list of standard evidence document examples that a grantee may use to show compliance for certain subtasks. The Contractor will make available to grantees a detailed evidence checklist to use as a guide for uploading evidence documents to Box.

2.2 Monitoring Protocol and Desk Audits

The monitoring protocol will consist of three stages: planning, monitoring, and reporting as described on page 7 of the Contractor's original proposal. The planning stage will include collecting documents for review, conducting desk audits, completing preliminary needs assessments, drafting a site visit plan, revising and finalizing a site visit plan, scheduling visits, and finalizing all travel and site visit logistics. During the monitoring phase, all onsite visits approved by TEA based on desk audit results will be completed with grantees. During the reporting phase, the Contractor will report all findings to TEA and the grantees, follow up on the approved corrective action plan, and draft final reports.

The Contractor will conduct desk audits and an initial needs assessment of all grantees and develop a risk rating for each grantee. The results will be presented to TEA in a monitoring plan that will be submitted to TEA by January 31, 2018. The Contractor will also carry out site visits of up to 32 Cycle 9 grantees and up to 10 Cycle 8 grantees upon approval by TEA throughout the contract term. The Contractor will propose up to 10 Cycle 8 grantees for monitoring visits based on desk audit results, and will move forward with scheduling the visits upon approval from TEA. Contractor will provide notice of monitoring visits to grantees that includes monitoring objectives. The Contractor may conduct unannounced monitoring visits at the direction of TEA. All grantees that received monitoring visits will receive an initial report of findings within no more than 30 days. Contractor will contact TEA immediately when safety-related risks or other potentially serious violations are observed during monitoring. The contractor will implement the following protocol for reporting technical assistance needs identified during desk audits and/or monitoring visits: 1) Email grantee-specific technical assistance need to the TAC Help Desk with TEA project manager copied and 2) report technical assistance needs to the TEA project manager on weekly status calls.

2.3 Monitoring Training

The Contractor will hold an in-person training session for all monitors and, as needed, TEA staff. The training will be held at a location approved by TEA. In preparation for the training, the Contractor will draft a presentation outlining changes in the SOPM, with emphasis on revisions to the timing of monitoring activities, consistency in reporting methods across monitors, and standardization of the evidence documents monitors should look for in each KTA subtask. The training will also cover a refresher for the monitors on the following:

A. Navigating data systems and checking for quality and accuracy;
B. Handling all logistics and coordination with grantees;
C. Reviewing evidence, drafting onsite visit questions, and collecting observations;
D. Conducting a monitoring visit and interacting appropriately with the stakeholders; and
E. Reporting findings effectively and efficiently.

The Contractor will conduct monthly teleconference meetings with all monitors to discuss concerns raised during onsite visits to maintain consistency in how concerns are addressed by monitors and discuss TEA feedback on the status of the project to ensure that monitors address TEA's concerns.

2.4 Onsite Visits

Contractor will maintain sufficient levels of staff support to carry out the approved monitoring plan. Monitors may be assigned geographically or based on expertise. More than one monitor and/or other support staff may be required for one visit in some cases.

The number of centers visited per grantee will be determined by grantee risk level, center-specific needs, TEA priorities, and the number of centers being served by the grant. For grants serving more than six centers, at least two centers must be visited. A typical monitoring visit will include the following:
A. A debriefing with the grantee to review the agenda for the visit and perhaps request additional documentation;
B. Focused interviews with the grant leadership team including the project director, selected site coordinators, the family engagement specialist and the independent evaluator;
C. Site visits to observe activities and interview site coordinators, principals, front line staff (academic tutors, and enrichment instructors), and parents;
D. Interviews with district staff and superintendents as needed; and
E. An end-of-visit debriefing session with the grantee to present preliminary findings.

2.5 Monitoring Debrief and Reporting Requirements

The Contractor will schedule a phone call or in person meeting between the monitoring lead and program manager to discuss the visit and report the grantee's successes and weaknesses. The Contractor will develop a draft monitoring report for each grantee that includes positive findings and items that require improvement, a follow-up plan, and a brief section on recommendations for corrective actions. The Contractor must provide sufficient level of actionable detail in each recommendation. Recommendations must be related to findings and findings must be related to statutory or program requirements. The Contractor must forward the report to TEA for feedback and thus, make revisions if necessary. All grantee reports will be completed and in final form with corrective action plans by June 29, 2018 or earlier. A summative report will be submitted to TEA by August 15, 2018.

TASK 3: INFORMATION DISSEMINATION AND CONTINUATION PLAN

The Contractor is responsible for offering opportunities for grantees to understand and learn about the Texas ACE monitoring process and expectations. These opportunities must include in-person and online resources.

3.1 Final Reports on all Monitoring Visits

The Contractor will submit a final monitoring report for each grantee after the follow-up visits and calls. The final report will provide sufficient detail about the grantee's progress during the follow-up period. The final assessment will rate all 10 tasks in accordance with the risk-assessment rubric. The report must also include a technical assistance plan highlighting necessary actions and training needs. In addition to the individual grantee reports, the Contractor will develop a comprehensive monitoring report. The report should be structured in the following manner:

A. Executive summary on the purpose of the monitoring efforts, a brief history of the program, challenges, and findings and lessons learned to date;
B. Summative report on all tasks, an overview of the SOPM, a summary of the findings from grantee visits and data collection efforts;
C. Challenges encountered by the Contractor and challenges TEA and grantees face performing monitoring activities.
D. Recommendations for 1) monitors on adjustments to the SOPM, 2) technical assistance directives for TEA, and 3) program improvement and growth for grantees.
E. Appendices (i.e. grantee ratings, key tasks, regional profiles, etc.)

The Contractor will submit a draft copy of the comprehensive monitoring report 45 days before the end of the contract, and a final copy 15 days before the end of the contract. The Contractor must provide one electronic file enclosing all submissions for the contract period to TEA no later than August 15, 2018.

3.2 Training Grantees on Monitoring Process

The Contractor will provide training to grantees on the requirements and monitoring processes at meetings, webinars, and program conferences as requested by TEA. The Contractor may also schedule regional training sessions to a group of grantees based on need. The Contractor will update the SOPM after each training session to reflect grantee concerns and feedback on the monitoring processes.

The Contractor will attend and participate in the 2018 Texas ACE Out of School Time Conference (OSTI-CON). The Contractor will offer one workshop for project directors and site coordinators at the conference to educate them about the monitoring process, provide an opportunity to interact with the monitoring team, and teach them what to expect when they are monitored. During the conference, the Contractor will also attend a meeting of the project directors or ACE Resource Network and present or participate as needed. The Contractor will be available to participate in regional trainings and statewide webinars as needed for grantees.

REVISED ATTACHMENT TWO
TASK ACTIVITY PERFORMANCE MEASURE TARGETS
9/1/2017 to 8/31/2018

Task Activity	Performance Measure	Target
1.1 Kick-Off Meeting	Within 10 business days of contract execution, Contractor will coordinate a one-day, in-person, kick-off meeting with the TEA project team.	On-time completion
	Five business days before the kick-off meeting, the Contractor will submit a draft agenda for the meeting.	On-time completion
1.2 Project Status Meetings	Percent of weekly calls scheduled and completed with draft agenda submitted one day prior. (At least 35 weekly calls)	100%
1.3 Monthly Reports	Percent of 12 monthly reports submitted on time and in approvable form. (due five business days before the end of the month)	100%
1.4 Document Management and Project Control	Percent of grantees tracked for progress in meeting monitoring requirements on a weekly basis (66 grantees)	100%
2.1 Standard Operating Procedure Manual (SOPM) & Monitoring Plan	By October 31, 2017 the information in the SOPM will be completely updated with annual requirements and scoring protocol and available in electronic format for sharing with grantees.	On-time completion
	Percent of statutory and program requirements that are monitored (Based on approved SOPM - TBD)	100%
2.2 Monitoring Protocol and Desk Audits	Percent of sites meeting criteria for in-person visits Percent selected for desk audit only	No target – Purely Descriptive
2.3 Monitoring Training	Percent of monitors to be trained internally on the approved requirements by agreed-upon date (based on number of monitors)	100%
2.4 On-site Visits	Percent of planned site visits completed on time (based on number TBD)	100%
2.5 Monitoring Debrief and Reporting Requirements	Percent of grantees that required monitoring that have complete information reported on time. (based on number TBD)	100%
3.1 Final Reports on all Monitoring Visits	Final report submitted 45 days before the end of the contract	On-time completion
3.2 Training Grantees on Monitoring Process	Number of in-person and webinar training sessions for grantees	3 or more

REVISED ATTACHMENT TWO (Continuation)
TASK ACTIVITY BUDGET PLAN
9/1/2017 to 8/31/2018

Project Tasks & Activities	2017-2018 TEXAS 21ST CCLC PROGRAM IMPLEMENTATION MONITORING			
	Start Date	End Date	Projected Cost	Staff Positions Charged
TASK 1: PROJECT MANAGEMENT	**9/1/2017**	**8/31/2018**	**$36,479.69**	Pandit, Hamshari, Jones, Baker, Massingill
1.1 Kick-Off Meeting	Sept. 2017	Sept. 2017	$4,282.43	Pandit, Hamshari, Jones
1.2 Project Status Meetings	9/1/2017	8/31/2018 (Weekly)	$7,804.68	Hamshari
1.3 Monthly Reports	(draft due) 5 business days before end of each Month		$15,577.22	Pandit, Hamshari, Jones
1.4 Document Management And Project Control	9/1/2017	8/31/2018	$8,815.36	Hamshari, Jones, Baker, Massingill
TASK 2: MONITORING ASSISTANCE	**9/1/2017**	**8/31/2018**	**$268,956.90**	Pandit, Hamshari, Jones, Baker, Massingill, Monitor
2.1 Standard Operating Procedure Manual (SOPM) & Monitoring Plan	9/1/2017	10/31/2017	$15,892.80	Pandit, Hamshari, Jones
2.2 Monitoring Protocol and Desk Audits	10/31/2017	3/1/2018	$44,187.00	Jones, Baker, Massingill
2.3 Monitoring Training	9/1/2017	10/16/2017	$4,946.72	Pandit, Hamshari, Jones, Baker, Massingill
2.4 Onsite Visits	12/29/2017	5/1/2018	$108,400.00	Jones, Baker, Massingill
2.5 Monitoring Debrief	12/29/2017	7/30/2018	$95,530.38	Pandit, Hamshari, Jones, Baker, Massingill, Monitor
TASK 3: INFORMATION DISSEMINATION & CONTINUATION PLAN	**9/1/2017**	**8/31/2018**	**$94,322.35**	Pandit, Hamshari, Jones, Baker, Massingill
3.1 Final Report On All Monitoring Visits	12/29/2017	8/31/2018	$89,619.48	Pandit, Hamshari, Jones, Baker, Massingill, Monitor
3.2 Training Grantees On Monitoring Process	9/1/2017	8/31/2018	$4,702.87	Pandit, Hamshari, Jones, Massingill
TOTAL (without optional task)			$399,758.94	**Total FT Staff/Contractors: 1** **Total PT Staff/Contractors: 5**