

STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number: <u>214</u>	Program Name: <u>Distribution of TPRI and Tejas LEE</u>
Org. Code: <u>711P</u>	Legal/Funding Authority: <u>TGC 771</u>
Speed Chart: _____	
Payee Name: <u>University of Texas Health Science Center - Houston</u>	ISAS Contract #: <u>3495</u>
Payee ID: <u>3744744744</u>	PO #: <u>36105</u>

Amendment # 1

**AMENDMENT TO
INTERAGENCY CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY (Receiving Agency)
AND**

University of Texas Health Science Center - Houston
NAME OF PERFORMING AGENCY

It is mutually understood and agreed by and between the undersigned contracting agencies of the above referenced contract to amend said contract effective 9/1/2016 as follows:

TEA is exercising the option to renew the Contract from 9/1/2016 to 8/31/2017.

Attached herein and incorporated to the contract are the Revised Statement of Work, Revised Project Description and Budget Justification, and Revised Budget Schedules.

Original Contract Amount:	\$258,975.00
Amendment Amount:	<u>\$258,975.00</u>
Total Contract Amount:	<u>\$517,950.00</u>

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 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.

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. It is mutually understood that this Amendment will be effective on the date indicated or upon signature of TEA whichever is later.

RECEIVING AGENCY

PERFORMING AGENCY

TEXAS EDUCATION AGENCY

UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER
HOUSTON

By: Shirley Beaulieu

By: Christine [Signature]

Shirley Beaulieu
Associate Commissioner Finance/ CFO

Director, Contracts

1-12-17
Date

1/11/17
Date

Submit signed electronic copy to:
TEAContracts@tea.texas.gov

AK

**Revised Statement of Work
TPRI/Tejas LEE Support and Distribution Project
September 1, 2016 – August 31, 2017**

OVERVIEW

The TPRI and Tejas LEE (TJL) Support and Distribution project description is divided into the following six parts: 1) Distribution and Maintenance Costs, 2) Support, 3) TEA Texas Gateway Online Course Development, 4) Project Close-out, 5) Additional Budget Justification, and 6) Deliverables.

The TPRI and Tejas LEE assessments were previously produced on a four year production and distribution cycle. During the 2010 fiscal year, the TPRI and Tejas LEE assessments underwent a comprehensive revision culminating in the distribution in the summer of 2010 of new assessment kits to schools across Texas. Over 56,000 classroom kits were ordered for use by Texas educators. Also in the summer of 2010 and in 2011, well over a thousand new trainers were prepared to train the tens of thousands of Texas educators who use the TPRI and Tejas LEE. The 2017 year of the project will be devoted to four primary activities: 1) the continued distribution of new TPRI kits to schools that require them; 2) providing ongoing support and training to schools in the use of the kits released in 2010; 3) the provision of materials for the development of two online courses (one for the TPRI and one for the Tejas LEE) for the TEA Texas Gateway website; and 4) closing-out the project based on the understanding that the contract for the 2017 fiscal year is the final contract year planned by the Texas Education Agency for the project.

Further details of the work to be completed within the primary areas of this project are outlined in the next parts. Additionally, a budget justification is provided for the line items in each portion of the budget, followed by a list of deliverables.

PART 1: DISTRIBUTION AND MAINTENANCE COSTS

The Distribution and Maintenance costs of \$58,000 in FY17 cover the following work to be completed by Beehive Specialty:

- 1) Managing orders of TPRI/Tejas LEE kits ordered by Texas public schools between September 1, 2016 and May 31, 2017, and day-to-day project oversight and management. (\$9,000)
- 2) Website hosting and phone support. (\$1,000)
- 3) Storage from September 1, 2016 to May 31, 2017 of the remaining inventory of TPRI kits produced during the summer of 2010. (\$18,000)
- 4) Shipping and handling for distribution of TPRI kits ordered by Texas public schools between September 1, 2016 and May 31, 2017, and disposal after May 31, 2017 of any remaining inventory of TPRI kits. (\$30,000)

PART 2: SUPPORT

The TPRI and Tejas LEE teams will continue to provide support for Texas customers. Support activities include, but are not limited to, providing TOT training to ISD personnel to become certified trainers in order to train teachers, and providing content-related assistance to the field (e.g., answering questions via phone or email, maintaining an informational website to provide guidance and support materials, creating new resources and tools).

PART 3: TEA TEXAS GATEWAY ONLINE COURSE DEVELOPMENT

Beginning in August, 2017, school staff working in Texas public elementary schools will be able to access TPRI and Tejas LEE training and materials through two online courses offered through the TEA Texas Gateway website. These courses will provide training on the administration of each assessment, and guidance for interpreting results. The courses will also allow participants to download the necessary assessment materials. These courses will replace the existing system for providing hard copies of the TPRI (and in past years, the Tejas LEE) to Texas public school districts that order them.

The Meadows Center for Preventing Educational Risk at the University of Texas at Austin (MCPER) is currently operating as the English Language Arts and Reading Statewide Support Center for Professional Development and Online Resources. MCPER staff will be responsible for the development of two online courses for the TEA Texas Gateway website, one course for the TPRI and one course for the Tejas LEE. The TPRI team will be responsible for the provision of materials to MCPER for the development of the TPRI online course. The Tejas LEE team will be responsible for the provision of materials to MCPER for the development of the the Tejas LEE online course.

PART 4: PROJECT CLOSE-OUT

The 2017 Fiscal Year marks the final year of a contract that has existed in some form since the late 1990s. The Texas Education Agency has provided guidance that the 2017 fiscal year is the final contract year planned for the project. Close-out for the project consists of communication with the field, including necessary website revisions for both the TPRI and the Tejas LEE, and also archiving or disposal of project records as required. Closing-out the project will also involve the distribution or disposal of the inventory of TPRI kits held in storage by Beehive Specialty. \$30,000 has been budgeted for this element of the project.

PART 5: ADDITIONAL BUDGET JUSTIFICATION

To complete the activities listed above, the following line items not addressed above are included in the budget.

CLI Staff:

Project Director (\$15,036). This individual will be responsible for providing leadership, supervision and support for all aspects of the project. The Director will supervise all personnel supported by the project and will be responsible for ensuring timely and complete execution of all aspects of the project. The Director will also collaborate with and provide any assistance to the TJL team. This individual will be responsible for writing and/or overseeing the writing of all project reports and materials. Also, the Director will be responsible for the distribution subcontract with Beehive Specialty, and ensuring that the goals of the project are met.

Project Managers (\$61,494). These individuals will be responsible for providing and managing the day-to-day support of TPRI users, primarily in the form of email and phone contact and training. These individuals will also prepare and provide materials to MCPER for the online TPRI course for the TEA Texas Gateway, and will conduct the ongoing development of training content, and content and resources for the TPRI website and newsletters.

Web Developer (\$8,537). This individual will be responsible for maintaining and updating the layout for the TPRI website, posting all content and resources, developing navigation for any new additions to the website and modifications to existing sections. This individual will also work with the creation, distribution and management of any online surveys, newsletters and any online registration for training.

TIMES Staff:

Project Director/Analyst (\$7,672). This individual will be responsible for providing scientific supervision for the project. The Director supervises the TIMES personnel supported by the project. The Director is responsible for ensuring timely and complete execution of Tejas LEE activities, and ensuring that the goals of the project are met.

Project Managers (\$47,823). These individuals will be responsible for the day-to-day support of Tejas LEE users, primarily in the form of email and phone contact and training. These individuals will also prepare and provide materials to MCPER for the online Tejas LEE course for the TEA Texas Gateway, and will support the ongoing development of training content, and content and resources for the Tejas LEE website.

Web Developer (\$27,114). This individual will be responsible for maintaining and updating the layout for the Tejas LEE website, posting all content and resources, developing navigation for any new additions to the website and modifications to existing sections. This individual will also work with the creation, distribution and management of any online surveys, and with any online registration for training.

Other Expenses (\$563): Includes internal printing/copying.

Indirect Costs (CLI: \$20,345, TIMES: \$12,391): Indirect costs are capped at 15% Total Direct Costs per sponsor guidelines.

PART 6: DELIVERABLES

1. CLI must track receipt of orders for TPRI and ensure the appropriate numbers of kits are delivered to schools.
2. On or before August 31, 2017, CLI will provide a description of the number of TPRI kits ordered during the contract year, of TPRI/TJL related support activities performed during the contract year, and of activities to disseminate and/or dispose of the remaining TPRI inventory held in storage by Beehive Specialty at the end of the 2016/2017 school year.
3. By June 30, 2017, the TPRI and Tejas LEE teams will complete the provision of materials to MCPER for the development of the online TPRI course and the online Tejas LEE course for the TEA Texas Gateway website.

Revised Budget Summary

9/1/2016 – 8/31/2017

**TPRI and Tejas
LEE: Distribution
and Support**

CATEGORY

CLI Personnel	\$	85,067
Printing/Distribution (Beehive Specialty)	\$	58,000
Other Expenses	\$	563
Consortium/Contractual (UH-TIMES)	\$	95,000
Total Direct Costs	\$	238,630
Total Direct Costs Allowable for Indirect Costs	\$	135,630
Total Allowable Indirect Costs (Calculated @15%)	\$	20,345
Total Project Cost (Total Direct Costs + Total Allowable Indirect Costs Calculated @15%)	\$	258,975

Revised TPRI and Tejas LEE: Distribution and Support

9/1/2016 – 8/31/2017

Budget Category	Description	Percent						
PERSONNEL		Effort	Base	Salary	Fringe	Fringe	Totals by	
Name		9/1-8/31	Salary	Requested	Rate	Benefits	Individual	Role/Total
Millner, K	Project Director	10.0%	\$118,395	\$11,839	27%	\$ 3,197	\$ 15,036	\$ 15,036
Dycha, D.	Project Manager	15.0%	\$89,928	\$13,489	27%	\$ 3,642	\$ 17,131	\$ 61,494
Rocha, H.	Project Manager	46.5%	\$75,121	\$34,931	27%	\$ 9,431	\$ 44,363	
Pham, B.	Web Developer	8.0%	\$84,022	\$6,722	27%	\$ 1,815	\$ 8,537	\$ 8,537
	Direct Costs Subtotal			\$ 66,982		\$ 18,086	\$ 85,067	\$ 85,067
	Direct Costs Allowable for Indirect Costs							\$ 85,067

PRINTING/DISTRIBUTION

Bechive Specialty for project oversight and management, website hosting and toll free charges, storage and shipping of kits for 2016-2017 and disposal of inventory. (Refer to "Bechive FY17" worksheet.)

		\$ 58,000
	Direct Costs Subtotal	\$ 58,000
	Direct Costs Allowable for Indirect Costs	\$ 25,000

OTHER EXPENSES

Internal print/copies	\$ 563
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Direct Costs Subtotal	\$ 563
Direct Costs Allowable for Indirect Costs	\$ 563

CONSORTIUM/CONTRACTUAL

University of Houston (UH), Texas Institute for Measurement, Evaluation and Statistics (TIMES). (Refer to "TIMES Detailed Budget FY17" worksheet.)

	\$ 95,000
Direct Costs Subtotal	\$ 95,000
Direct Costs Allowable for Indirect Costs	\$ 25,000

TOTAL DIRECT COSTS	\$ 238,630
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TOTAL DIRECT COSTS ALLOWABLE FOR INDIRECT COSTS	\$ 135,630
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TOTAL ALLOWABLE INDIRECT COSTS (calculated @15%)	\$ 20,345
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TOTAL PROJECT COST (Total Direct Costs + Total Allowable Indirect Costs)	\$ 258,975
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Revised Behive Quotation Summary

9/1/2016 to 8/31/2017

Quotation - Summary	Description	9/1/2016 thru 8/31/2017
Ship fulfilled two year kit		
Project Management	Day-to-day project oversight and management September 1, 2016 to May 31, 2017	\$9,000
Website/Phone	Website hosting and toll free charges	\$1,000
Storage	September 1 2016 to May 31, 2017	\$18,000
Shipping and Handling	Fulfilled, two year kit Cost is based on shipping approximately 1,500 kits via freight on pallets and the balance via UPS. Disposal of inventory remaining on 5/31/17 will be taken out of this budget.	\$30,000
Total		\$58,000

