

STATE OF TEXAS §  
COUNTY OF TRAVIS §

Division Number:	213-College, Career & Military Prep	Program Name:	CTE Career Guidance & Counselor Academies
Speed Chart:	7P452	Legal/Funding Authority:	Public Law 109-270, Carl D Perkins
Payee Name:	Texas Tech University	CTE Improvement Act of 2006	RFP 701-17-004
Payee ID:	3733733733	Contract #:	3577A
		PO #:	35732

Amendment No. 1

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

Texas Tech University  
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 May 18, 2017, as follows:

**ARTICLE III. PURPOSE OF AMENDMENT**

This amendment corrects an error in the Other Direct Costs Subtotal, the Facilities and Administrative Costs and total contract amounts in Attachment 1, Task, Activity and Budget Plan. The correction reduces the total contract amount by \$2952.24.

**ARTICLE IV. PAYMENT**

A Revised Task, Activity and Budget Plan, labeled Attachment 1, is attached,

Original Contract Amount	\$ 249,999.48
Amendment Amount	<u>(\$ 2952.24)</u>
Contract Total	\$ 247,047.24

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: Amy Cook  
Typed Title: Managing Director

amy.cook@ttu.edu  
Digitally signed by amy.cook@ttu.edu  
DN: cn=amy.cook@ttu.edu  
Date: 2017.06.05 15:35:36 -05'00'  
Authorized Signature

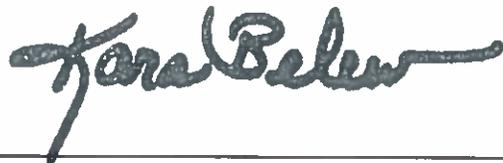
**THIS SECTION RESERVED FOR AGENCY USE.**

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 6<sup>th</sup> day of June 2017 (month/year) by a person authorized to bind Agency.

Return electronic copy to:  
[TEAContracts@tea.texas.gov](mailto: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



Kara Belew,  
Deputy Commissioner Finance Administration

### Task, Activity and Budget Plan (Revised 5/18/17)

#	TASK, ACTIVITY, DELIVERABLE DESCRIPTION	TIMELINE	COST
<b>TASK 1: COMPREHENSIVE PROJECT PLAN</b>			
1.1	Draft and deliver a Project Plan for the Career Guidance and Counselor Academies that includes: a. Comprehensive list of major activities linked to milestones for the various phases of the project b. Schedule of activities and persons responsible for activities related to milestones and work streams c. Dependencies and approvals needed from TEA d. List of project risks and strategies for mitigation	9/26/16 – 12/9/16	\$ 465.30
1.2	Monthly progress update aligned to the project plan that identifies the work completed (to date), any risks or dependencies, and steps taken to address any risks	9/26/16 – 8/31/17	\$ 1,706.10
<b>TASK 1 SUBTOTAL</b>			<b>\$ 2,171.40</b>
<b>TASK 2: CAREER AND GUIDANCE RESOURCES</b>			
2.1	Review, collect and evaluate resources to support a statewide model for training counselors in college and career counseling.	9/26/16 - 6/1/17	\$ 8,896.97
2.2	Develop and submit for TEA approval resources to support a statewide model for training counselors in college and career counseling. These also include any materials to be developed for trainings or meetings. a. Phase 1 resources b. Phase 2 resources c. Phase 3 resources	9/26/16 - 8/31/17	\$ 7,563.63
<b>TASK 2 SUBTOTAL</b>			<b>\$ 16,460.60</b>
<b>TASK 3: CONFERENCE, TRAININGS &amp; MEETINGS (ACADEMIES, PHASE 1 AND 3)</b>			
3.1.a	Develop and submit for TEA approval an agenda for Austin, Phase 1 training	9/26/16 - 10/3/16	\$ 465.30
3.1.b	Conduct Austin training academy, Phase 1	10/5/16 - 10/7/16	\$ 3,430.92
3.2.a	Develop and submit for TEA approval an agenda for East Texas, Phase 1 training	11/1/16 - 12/20/16	\$ 465.30
3.2.b	Conduct East Texas training academy, Phase 1	12/1/16 - 2/28/17	\$ 20,453.52
3.3.a	Develop and submit for TEA approval an agenda for West Texas, Phase 1 training	11/1/16 - 12/20/16	\$ 465.30
3.3.b	Conduct West Texas training academy, Phase 1	12/1/16 - 2/28/17	\$ 20,453.52
3.4.a	Develop and submit for TEA approval an agenda for Austin, Phase 3 training	4/1/17 - 6/10/17	\$ 465.30
3.4.b	Conduct Austin training academy, Phase 3	6/1/17 - 6/30/17	\$ 10,552.50
3.5.a	Develop and submit for TEA approval an agenda for East Texas, Phase 3 training	4/1/17 - 6/10/17	\$ 465.30
3.5.b	Conduct East Texas training academy, Phase 3	5/1/17 - 8/15/17	\$ 20,453.52
3.6.a	Develop and submit for TEA approval an agenda for West Texas, Phase 3 training	4/1/17 - 6/10/17	\$ 465.30
3.6.b	Conduct West Texas training academy, Phase 3	5/1/17 - 8/15/17	\$ 20,453.52
<b>TASK 3 SUBTOTAL</b>			<b>\$ 98,589.30</b>
<b>TASK 4: ONGOING PROFESSIONAL DEVELOPMENT ACTIVITIES (ACADEMIES, PHASE 2)</b>			
4.1.a	Facilitate the development of independent action learning projects by and for Austin academy participants	10/1/16 – 1/1/17	\$ 7,252.06
4.1.b	Develop and provide support for online learning modules and/or support resources for Austin academy participants	10/1/16 – 8/31/17	\$ 7,252.06

#	TASK, ACTIVITY, DELIVERABLE DESCRIPTION	TIMELINE	COST
4.1.c	Design methods and systems to promote collaboration among Austin academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.1.d	Ensure completion of individually planned professional growth projects of Austin academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.2.a	Facilitate the development of independent action learning projects by and for East Texas academy participants	10/1/16 – 1/1/17	\$ 7,252.06
4.2.b	Develop and provide support for online learning modules and/or support resources for East Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.2.c	Design methods and systems to promote collaboration among East Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.2.d	Ensure completion of individually planned professional growth projects of East Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.3.a	Facilitate the development of independent action learning projects by and for West Texas academy participants	10/1/16 – 1/1/17	\$ 7,252.06
4.3.b	Develop and provide support for online learning modules and/or support resources for West Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.06
4.3.c	Design methods and systems to promote collaboration among West Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.05
4.3.d	Ensure completion of individually planned professional growth projects of West Texas academy participants	10/1/16 – 8/31/17	\$ 7,252.05
<b>TASK 4 SUBTOTAL</b>			<b>\$ 87,024.70</b>
<b>TASK 5: USE OF TECHNOLOGY TO ADMINISTER THE PROGRAM AND PROMOTE COLLABORATION</b>			
5.1	Plan, design, monitor and/or maintain a professional development website to support the goals of the project.	9/26/16 - 12/15/16	\$ 775.50
5.2	Make use of blogs, shared work environments and/or distance communications to support the goals of the project	9/26/16 - 8/31/17	\$ 2,827.10
5.3	Make use of social media and/or mobile applications designed to enhance participant experience	9/26/16 - 8/31/17	\$ 2,827.10
<b>TASK 5 SUBTOTAL</b>			<b>\$ 6,429.70</b>
<b>TASK 6: QUARTERLY DATA REPORTING</b>			
6.1	Summary of each meeting with the monthly invoice including summarized notes of meetings and calls, agendas, attendees, and critical decisions made	9/26/16 – 8/31/17	\$ 4,223.00
6.2	Participation in regularly scheduled and special called meetings with TEA staff as required	9/26/16 – 8/31/17	\$ 2,706.10
6.3	Written reports as required by TEA	9/26/16 – 8/31/17	\$ 8,446.20
6.4	Final summary project report to address each performance measure a. Number of registered participants for each Phase 1 training, including actual attendees b. Number of registered participants for each Phase 3 training, including actual attendees c. Number of academy participants completing the Phase 2 Professional Growth Activity d. Number of website updates and enhancements e. Number of presentations at CTE professional development conferences and other meetings	9/26/16 – 8/31/17	\$ 5,430.00
<b>TASK 6 SUBTOTAL</b>			<b>\$ 20,805.30</b>
Total Direct Costs (Tasks 1-6)			\$ 231,481.00
Modified Total Direct Costs (MTDC for F&A Calculation)			\$ 194,578.00
Facilities & Administrative Costs (Cost Rate 8%)			\$ 15,566.24
<b>TOTAL</b>			<b>\$ 247,047.24</b>

## Budget

<b>SALARIES</b>			
Faculty Salaries			\$ 36,713.00
Other Salaries			\$65,712.00
	Staff Salaries	\$ 52,379.00	
	Graduate Students	\$ 13,333.00	
	Subtotal, Salaries and Wages		\$ 102,425.00
	Payroll Related Costs (Fringe Benefits)		\$ 31,627.00
	Total Salaries, Wages, and Fringe Benefits		\$ 134,052.00
<b>TRAVEL</b>			
	In-State Travel Domestic Travel	\$ 11,556.00	
	Out-of-State Domestic Travel	\$ 1,420.00	
	Total Travel		\$ 12,976.00
	Participant Support Costs (excluded from MTDC)		\$ 25,000.00
<b>OTHER DIRECT COSTS</b>			
	Materials and Supplies	\$ 7,805.00	
	Graduate Tuition and Fees (excluded from MTDC)	\$ 4,519.00	
	Other costs, subject to F&A rate	\$ 15,745.00	
	Professional Service Agreements (subject to F&A rate)	\$ 24,000.00	
	Rental of research space and equipment (excluded from MTDC)	\$ 7,384.00	
	Subtotal, Other Direct Costs		\$ 59,453.00
	Total Direct Cost		\$ 231,481.00
	Exclusions		(\$36,903.00)
	Modified Total Direct Cost (DC – exclusions)		\$194,578.00
	Facilities & Administrative Costs (Cost Rate 8%)		\$ 15,566.24
	Total Contract (MTDC + exclusions + F&A)		\$ 247,047.24