

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE OF THE SERVICE?**

(Describe in detail any services to be provided or materials to be purchased)

During the contract period, Interactive Health, LLC will provide evaluation services for the Empire Grant to describe the role of parents and youth in the design and delivery of program activities as required by NYSED reporting.

### **2. AMOUNT OF SERVICE**

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule “B”)

For the three schools covered by the Empire grant, Interactive Health will select and/or develop and administer parent and youth surveys to gather opinions of program activities, determine satisfaction level, determine knowledge and attitude gains, and garner suggestions for additional program activities; analyze data and provide reports. Interactive Health will meet with the District staff on a continuous basis and assist with writing required reporting.

### **3. WHO IS SERVED?**

(Describe whether services are to be provided directly to students, to staff, etc.)

Services will be provided to District staff at Yonkers Public School and Administrators at each of the schools to meet the requirements of the Empire grant at the following schools: Cesar E. Chavez, Eugenio Maria de Hostos MicroSociety School, and School 13.

### **4. WHO WILL PROVIDE SERVICES?**

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Services will be provided by Interactive Health, LLC, founded in 1999, with expertise in school-based evaluation and research.

### **5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

Interactive Health, LLC will generate reports of the results of the surveys which will provide parent and youth opinions of program activities, their satisfaction level, and their suggestions for additional program activities. This will allow for performance feedback and program improvements, if necessary.

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor’s performance)

The quality of service will be evaluated through the Yonkers City School District via the completion of the survey, draft and final report of results.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

Tanya Long  
Yonkers Public Schools  
Director of Grants Development  
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**CONTRACTOR’S NAME, ADDRESS & CONTACT INFORMATION**

Interactive Health, LLC  
162 Lake Drive  
Mountain Lakes, NJ 07046  
Dr. Katherine Roberts  
President  
973-588-7682  
roberts@interactivehlth.com

**CONTRACTOR’S FEDERAL IDENTIFICATION NUMBER**

22-3691525

**CONTRACTOR’S STATUS (e.g., corporation, individual, unincorporated, etc. and where)**

Limited Liability Corporation

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

The Yonkers City School District was awarded the Empire State After School Program grant funded by the NYS for the development or expansion of quality after-school programs. The desired outcomes of the grant are to improve the social, emotional, academic and vocational competencies of school-age children and youth; to reduce other negative youth behaviors such as bullying, violence and crime; tobacco, alcohol and substance abuse; disengagement from school; school suspension and truancy; and health-compromising behaviors; to provide parents with a safe, after-school environment for children and youth.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Interactive Health will not be receiving any student data or other data from Yonkers Public Schools. All data will be generated anonymously from students and parents.

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

The data collected will not be used or have any impact on developing, validating or administering student aid programs or improving instruction. Broadly, the results will be used to understand parent involvement in their child's education, satisfaction in the program, perception of activities offered, and student satisfaction in their respective after-school programs.