

## PERFORMANCE BASED CONTRACT GUIDELINES

### 1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

Youth Studies, Inc. ("YSI") will collaborate with the grant administrator and Steering Committee to conduct an ongoing evaluation of Yonkers Public School's NYS P-Tech program. This initiative is a collaboration between Yonkers Public Schools and Westchester Community College (WCC), Corporate Computer Solutions, Inc (CCS), The Department of Information Technology for the City of Yonkers (DiTCoY), Groundwork Hudson Valley (GWHV) and G&S Solar to establish the main Computer Information Systems Pathway (CIS) and the subsequent Environmental Studies Pathway (ES) for students attending Barack Obama School for Social Justice.

The NYS P-TECH grant will be implemented over a six year period: July 1, 2023 through June 30, 2030. The first year of the grant will serve as a planning year. During this year, YSI will develop a comprehensive evaluation plan to document the that achieves the following objectives: (1) close monitoring of implementation, including tracking the initiative's progress toward meeting key program objectives and quality standards, and (2) assessment of how and to what extent participation leads to improvements in desired participant outcomes.

### 2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and 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")

The monetary value of the proposed service is not to exceed \$5,000.

### 3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

The primary audience for YSI's evaluation will be the leadership team implementing the aforementioned NYS P-Tech grant.

During this 1<sup>st</sup> year planning phase, YSI will primarily collaborate with the P-Tech Coordinator at Barack Obama School as well as the grantee's Steering Committee.

### 4. WHO WILL PROVIDE SERVICES?

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

The proposed project team will consist of:

**Ajay Khashu (Research Director):** YSI's Founder and President, Ajay Khashu, brings to this work more than 18 years of experience managing and conducting evaluations for over 30 government agencies and community organizations. From 2005 to 2008, Mr. Khashu served as Research Director of The After-school Corporation, a national leader in the after-school sector. Through his work at TASC and YSI, Mr. Khashu has directly overseen the evaluations of over 100 21st CCLCs serving

approximately 30,000 students. Mr. Khashu also served on the Steering Committee of the New York State Afterschool Network (NYSAN) and was on the team that developed the QSA tool which will be used to evaluate program quality.

**Lisa DeBellis Scanga (Senior Research Associate):** Lisa DeBellis Scanga, Ph.D. is an applied developmental psychologist specializing in program evaluation research. She has worked in the program evaluation field in New York City for 15 years. As a research associate at YSI, she has managed the evaluations of several different types of programs serving children, teenagers, families, and educators. As the former program director of evaluation at The After-School Corporation (TASC), Lisa managed the evaluation of approximately seventy 21st Century Community Learning Center (21CCLC)-funded after-school and summer programs across New York City. She has also worked as a research consultant for the New York City Department of Education's Research and Policy Support Group. She currently serves as an adjunct professor of psychology at Dominican College. Lisa holds a doctorate in Applied Developmental Psychology from Fordham University.

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? **IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

YSI will not be utilizing any subcontractors or volunteers.

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?)

YSI will participate in Steering Committee meetings during the planning year to help define programmatic performance metrics and critical benchmarks for student success that align with the goals of the P-TECH program.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

YSI will communicate with the Steering Committee and grant administrator on a regular basis via email and telephone. YSI will contribute to the Annual Evaluation Report required for all NYS P-Tech grantees.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Youth Studies, Inc.  
Vendor Address: 155 Water Street, Brooklyn, NY 11201  
Vendor Phone No.: (917) 582-4256  
Vendor Business Status: S-Corp  
Vendor Contact Name: Ajay Khashu  
Vendor Contact Email: [ajay@youthstudiesinc.com](mailto:ajay@youthstudiesinc.com)  
Tax ID No.: 26-4061218

School District Administrator Name: Lissette Colon-Collins  
School District Administrator Title: Assistant Superintendent  
School District Administrator Phone No.: 914-376-8000  
School District Administrator Lcolon-collins@yonkerspublicschools.org


**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?**

Yes. The proposed services are being provided in connection with a funded YPS grant: the NYS P-TECH grant.

**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.**

No. Since this first year is a planning year, YSI will not be collecting any student-level data.

**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.**

<p>Performance Based Guidelines Reviewed and approved by:</p> <p> _____ (Signature of School District administrator/employee)</p> <p><u>Lissette Colon-Collins</u> _____ (Printed Name)</p>
--