

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?

To facilitate and assist in preparation, planning and monitoring of the school district reentry plan and to provide advisory services related to annual comprehensive planning in relation to implementation of the reentry plan.

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”)

Custom Research Queue

Unlimited secondary and primary research (e.g. surveys, in-depth interviews, benchmarking studies, literature reviews, and data analysis) completed one project at a time within a single workflow. Districts complete approximately 4-6 projects per year depending on the scope of each project.

Quarterly Consultations

Quarterly consultations with a Senior Research Advisor to revisit and evaluate the reopening plan and to make any necessary changes for future implementation (e.g. the fall)

Focus Groups or Workshop

One day of focus groups or an expert-led workshop (topics include: equity, strategic planning, and program evaluation)

3. WHO IS SERVED?

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

Services are to be provided to select committees and district administrators to support the school district reentry plans and comprehensive planning.

4. WHO WILL PROVIDE SERVICES?

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

See attached Staff Biographies

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

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

NA

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?)

Consistent check-in calls with Relationship Director and Content Director as well as Quarterly Consultation Calls with designated Senior Research Advisor.

6. HOW WILL THE QUALITY BE JUDGED?

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

During the project kick-off call as well as subsequent project debrief calls, we will set timelines for deliverables to be received and expectations regarding preferred deliverable format (info-graphic, toolkit, PowerPoint Presentation, etc). In addition, after each project, we will administer a brief survey to assess the satisfaction of the deliverables.

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)

For Yonkers Public Schools:

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Insert contacts for Hanover Research, with phone numbers, email addresses, mailing address

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?

No

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

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.

No