

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)

MBA Report Creator creates sophisticated HTML report cards and transcript reports within PowerSchool. This amendment will allow Marcia Brenner Associates to create a custom JavaScript in the Report Creator for test scores for transcript reports.

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")

Marcia Brenner Associates, LLC will provide customization services on a 10-hour customization service plan and is a total cost of \$2,375.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

The Report Card Creator provides Transcripts and Report Cards for all stakeholders in the Yonkers Public Schools.

4. WHO WILL PROVIDE SERVICES?

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

Marcia Brenner Associates (www.mba-link.com) will provide the proposed services.

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.**

No.

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?)

District and School personnel use the MBA Report Creator software to print Report Cards/Transcripts.

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

The Student Information Systems Department is trained in the Report Creator software. Marcia Brenner Associates will provide support.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Marcia Brenner Associates, LLC
Vendor Address: 1200 John Q. Hammons Drive Suite 503, Madison, Wisconsin 53717
Vendor Phone No.: 608-836-4000
Vendor Business Status: LLC
Vendor Contact Name: Debbie Davila
Vendor Contact Email: ddavila@mba-link.com
Tax ID No.:

School District Administrator Name: Dr. Frank O. Hernandez
School District Administrator Title: Associate Superintendent
School District Administrator Phone No.: 914-376-8006
School District Administrator Email: FHERNANDEZ2@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?**

No.

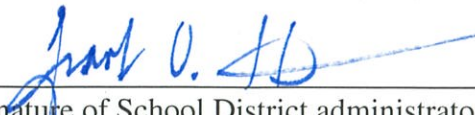
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? **IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

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.**

N/A

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)



(Printed Name)