

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): YPIE will support the 12th grade team at Gorton and Lincoln High School to ensure that 90% of high school seniors submit a minimum of at least one college application to a best fit college, secure the financial aid they are eligible for and commit to the most appropriate college on or before May 1, 2020.

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”): YPIE will provide the following services on the days and times outlined below. This will be equivalent to a 40-hour minimum work week during the time that school is in session from Sept 2019-June 2020. (Equal time divided among both high schools).

High School	Gorton High School	Lincoln High School
Days/Times	Wednesday/Thursday/every other Friday (except school breaks and YPIE staff development times)	Monday/Tuesday/every other Friday (except school breaks and YPIE staff development times)
YPIE Staff	Stephanie Russo - Lead (8AM-3PM) Anita Henry - Support (10 AM-2PM)	Stephanie Russo - Lead (8AM-3PM) Anita Henry - Support (10 AM-2PM)
Student Support Activities	SAT Prep on Saturdays at the YPIE College Zone - students must register at www.ypie.org One-on-one planning meetings for college list building College rep visits College essay writing support - for eligible students Common App completion support FAFSA completion support for students and families Scholarship essay writing support Reviewing, comparing and advising on final college award letters Celebrate College Signing Day on May 1	SAT Prep on Saturdays at the YPIE College Zone - students must register at www.ypie.org One-on-one planning meetings for college list building College rep visits College essay writing support - for eligible students Common App completion support FAFSA completion support for students and families Scholarship essay writing support Reviewing, comparing and advising on final college award letters Celebrate College Signing Day on May 1
Staff Support Activities	Supporting 12th grade team with: Back to School Nights/Open Houses (please provide schedule and topics in advance) Naviance CUNY and SUNY application days (please provide schedule and topics in advance) Family workshops (please provide schedule and topics in advance)	Supporting 12th grade team with: Back to School Nights/Open Houses (please provide schedule and topics in advance) Naviance CUNY and SUNY application days (please provide schedule and topics in advance) Family workshops (please provide schedule and topics in advance)

3. WHO IS SERVED?

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

Approximately 90%of services will be provided directly to students and the remainder to staff (see above).

4. WHO WILL PROVIDE SERVICES?

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

YPIE Staff	<ul style="list-style-type: none"> ● Stephanie Russo, Masters in Counseling - Lead Provider ● Anita Henry, Masters in Teaching - Support Provider
------------	---

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):

YPIE volunteers will support the staff team at both Gorton and Lincoln High School. Names and contact information TBD.

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?):

YPIE will report on the following outcomes for seniors at Gorton and Lincoln in a January and June report:

- # of college applications submitted overall/per student
- % of students applying to 2 year and 4 year colleges
- Scholarship and financial aid dollars secured
- Intended college destinations/% of 2 year and 4 year colleges

6. HOW WILL THE QUALITY BE JUDGED?

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

Performance can be measured by reviewing January and June reports and logging into the Naviance system for real time updates on the metrics above.

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)

- Yonkers Partners in Education, 86 Main Street, Suite 301, Yonkers, NY 10701. Contact: Samuel Wallis, Executive Director, swallis@ypie.org
- CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER: 06-1760636
- CONTRACTOR'S STATUS (e.g., corporation, individual, unincorporated, etc. and where): Nonprofit organization in the State of New York

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 GearUp grant. Goals for GearUp are for postsecondary education and to prepare students to be career ready and college fit.

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.

YPIE will be receiving student data pursuant to the Data Sharing Agreement signed between Yonkers Partners in Education (YPIE) and the Yonkers Public School District, *Updated March 27 2018*

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 YPIE receives will be used in accordance with the Data Sharing Agreement signed between Yonkers Partners in Education (YPIE) and the Yonkers Public School District. *Updated March 27 2018*