

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)

- **FAFSA Events Planning:** Plan FAFSA completion events at schools across the district. Train staff and volunteers, create appropriate materials, and schedule student appointments.
- **FAFSA Completion Events:** Host FAFSA Completion Events at Parent Teacher Conferences, at the YPIE College Zone, and in schools each
- **FAFSA Office Hours:** Extend YPIE staff hours for students and families to complete FAFSA and TAP forms.
- **Data Preparation:** Collect, prepare, and organize, YPS college readiness, enrollment, and persistence data by subgroup and over time. Create reports for different audiences based on YPIE/YPS Data Sharing Agreement procedures.
- **Data Sessions:** Review YPS college readiness, enrollment, and persistence data with relevant audiences, as determined by YPS. Could include superintendent, YPS counselors, YPS Board of Education, etc.

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") Total: **\$13,842.45**

- FAFSA Events Planning
- FAFSA Completion Events
- FAFSA Office Hours
- Data Preparation
- Data Sessions

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

- Students and families in all Yonkers Public High Schools, including young men of color.

4. WHO WILL PROVIDE SERVICES?

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

- Yonkers Partners in Education (YPIE) College Advisors

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?)

- YPIE will maintain FAFSA completion status using its data system, which can be accessed by district partners at any time. Additionally, FAFSA status is monitored by the federal government, which provides bi-weekly updates to its shared data set about each school's FAFSA completion.

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

- Increases in FAFSA completion and college access and completion

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Yonkers Partners in Education

Vendor Address: 92 Main Street, Yonkers, NY 10701

Vendor Phone No.: (914) 377-4882

Vendor Business Status: (**corporation, non-profit** individual, unincorporated)

Vendor Contact Name: Sam Wallis

Vendor Contact Email: swallis@ypie.org

Tax ID No.: 06-1760636

School District Administrator Name: Dr. Jason Baez

School District Administrator Title: Executive Director, My Brother's Keeper

School District Administrator Phone No.: (914) 376-8000

School District Administrator Email: jbaez@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?

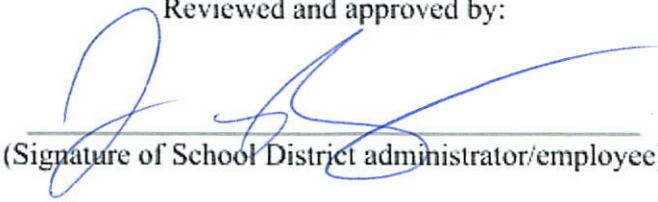
- Yes. The Grant is pursuant to the MBK grant, to complete Post-Secondary Education or Training.

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 has an existing data-sharing agreement in place.

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.**

- YPIE has an existing data-sharing agreement in place and all activities will be pursuant to that agreement.

<p>Performance Based Guidelines Reviewed and approved by:</p>  <p>_____ (Signature of School District administrator/employee)</p> <p>_____ Dr. Jason Bacz (Printed Name)</p>
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