

## **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)**

The purpose of the artist residency program is to provide an arts experience that will enhance social, personal, artistic, and academic goals for students. Students will learn artistic techniques such as dance, painting, theater arts, music, and/or ceramics that strengthen life skills, build self-confidence, self-esteem, and positive peer relations.

ArtsWestchester will administer the art residencies for students at Ella Fitzgerald Academy in Yonkers. Through this program, two artist residencies will take place and each will consist of one planning session (meeting between the artist and school staff to establish goals of the residency) and 18 hands-on, art making sessions. ArtsWestchester will also provide reimbursement of materials to the chosen artists for the program. Procurement of supplies will be determined by the teaching artist and school district.

### **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")

In total, ArtsWestchester will administer 2 planning sessions with artists, teachers, and administration and 36 hands-on, art making workshops at Ella Fitzgerald Academy. The services will take place Monday-Friday during the school year. Dates will be mutually decided by the teaching artists and school administration.

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

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

ArtsWestchester will serve the students of Ella Fitzgerald Academy through hands-on visual, performing, and/or literary art residencies.

### **4. WHO WILL PROVIDE SERVICES?**

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

ArtsWestchester maintains a roster of over 70 teaching artists who are professional visual, performing, and literary artists. Each artist undergoes a rigorous application and interview process to ensure that they are current in their respective field, have experience working with various populations, and understand how to conduct an art residency using the arts to build social and academic goals. Two artists selected for the services set forth above will conduct the residencies at Ella Fitzgerald Academy.

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.**

The artists' information will be provided once they are selected by school administration and teachers.

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?)

ArtsWestchester staff will work in collaboration with the school district to select and implement the artists and artist residencies.

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

ArtsWestchester provides planning and final summary forms to both the artists and school staff to fill out at the beginning and end of the residency. See attached. The focus of art residencies is on artistic, social, personal, and academic goals and quality of the services will be judged by engagement and fulfillment from the art-making process rather than a final product produced by students.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: ArtsWestchester

Vendor Address: 31 Mamaroneck Avenue, 3<sup>rd</sup> Floor, White Plains, NY

Vendor Phone No.: (914) 428-4220

Vendor Business Status: Nonprofit

Vendor Contact Name: Jennifer McIntyre (Program Manager of Arts in Education) and Janet Langsam (CEO)

Vendor Contact Email: [jmcintyre@artswestchester.org](mailto:jmcintyre@artswestchester.org)

Tax ID No.: 13-2604827

School District Administrator Name: Dr. Frank Hernandez

School District Administrator Title: Assistant Superintendent

School District Administrator Phone No.: (914) 376-8011

School District Administrator Email: [FHERNANDEZ2@YonkersPublicSchools.org](mailto: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?**

Yes, the services are pursuant to the terms of the 21<sup>st</sup> century grant. As stated in the grant, through the arts this partnership will foster and teach cultural expression. ArtsWestchester will also connect the power of the arts with our Artist Residency program. ArtsWestchester will be providing artist in residencies for the literacy through the arts component of the grant.

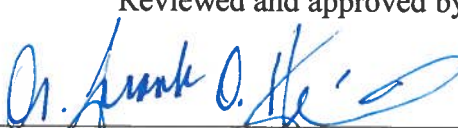
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? **IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

No.

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)

Dr. Frank O. Hernandez  
\_\_\_\_\_  
(Printed Name)