

PERFORMANCE BASED CONTRACT GUIDELINES

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

- Until Aug. 31, 2020, YPIE will continue to provide counseling to the GEAR UP students (GHS, LHS) as they finalize their college process by providing guidance for college selection, sending out final transcripts, informing students of orientation events at local colleges, providing FAFSA advise, and Excelsior scholarship guidance).

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 services outlined below. This will amount to 180 hours between July 1, 2020 and August 31, 2020. (Equal time divided among both high schools).
 - Until Aug. 31, 2020, continue to provide counseling to the GEAR UP students (GHS, LHS) as they finalize their college process by providing guidance for college selection, sending out final transcripts, informing students of orientation events at local colleges, providing FAFSA advise, and Excelsior scholarship guidance).
 - Update the college selection survey
 - Continue to provide data from Naviance so YPS can best document all students' data for our final report to HESC until the end of August (applications to all colleges (by student) and acceptances to all colleges by student)
 - Provide a base-line data report (class of 2019 at GHS and LHS) which includes total college acceptances (4 year, 2 year) / scholarship totals to be used to comparison class of 2019 vs class of 2020
 - Provide a list of YPIE scholars students who are GEAR UP cohort and their intended colleges and mentors (see 2016-17 contract).

3. WHO IS SERVED?

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

- Approximately 75%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)

- Stephanie Russo, YPIE College Advisor, Masters in Counseling

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)

- A limited group of volunteers who already have been vetted to work with students may support the staff with students from both Gorton and Lincoln High Schools.

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 provide a base-line data report (class of 2019 at GHS and LHS) which includes total college acceptances (4 year, 2 year) / scholarship totals to be used to comparison class of 2019 vs class of 2020

6. HOW WILL THE QUALITY BE JUDGED?

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

- YPIE's performance can be measured by reviewing report 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, 92 Main Street, Suite 101, Yonkers, NY 10701. Contact: Samuel Wallis, Executive Director, swallis@ypie.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 GearUp grant goals are for postsecondary education enrollment, specifically to prepare students to enroll in a best-fit college within six months of high school graduation.

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*