

## **PERFORMANCE BASED CONTRACT GUIDELINES**

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

The purpose of this services is to provide high level college and career advising and access services to students after school at Palisade Prep. The contract would be administered by Yonkers Partners in Education (YPIE) and the service would be provided by one YPIE College and Career Advisor to do the following:

- Plan and teach college and career exploration activities, with a focus on STEM careers
- Conduct on-going college and career advising meetings with students and parents/guardians
- Work with students/families to understand/interpret college application process
- Conduct transcript analysis with students
- Invite students to meet college representatives
- Provide access to Naviance to help students begin college exploration and applications
- Provide training to school's guidance counselors and teachers, as needed

### **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")

The YPIE College Advisor would work with students after school two days during the week.

### **3. WHO IS SERVED?**

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

Per the grant focus, services would be provided to students in grades 7 to 10 at Palisade Prep.

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

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

A YPIE College Advisor employed by YPIE will provide the service. The YPIE College Advisor has been trained in and has experience with assisting students with college and career exploration and the college application process.

#### **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)

**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?)

For the past 10 years, YPIE has purchased and provided the Naviance system to all students, families, and staff in the Yonkers Public Schools. This system enables YPIE to report on the following data: Number of Naviance visits by student, college and career exploration activity progress, number of students who apply to college, what colleges they apply to, where they intend to enroll and whether they actually do enroll. Via Naviance, YPIE is able to run and share with the District custom reports by college type and by student factors such as ethnicity, gender, and GPA. It will be the District's prerogative if/how this data is communicated.

**6. HOW WILL THE QUALITY BE JUDGED?**

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

College and Career Exploration Completion:

Students will:

- Complete the College and Career Exploration curriculum
- Create Naviance accounts
- Participate in transcript analysis
- Sit for individual one-on-one college and career planning meetings
- Be invited to attend college trips, college fairs, and college admission representative visits

**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)

**CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION**

Yonkers Partners in Education

86 Main Street, Suite 301

Yonkers, NY 10701

914-377-4882

**CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER: 061760636**

**CONTRACTOR'S STATUS: 501(c)3 – Not-for-Profit Corporation**

**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 afterschool learning grant at Palisade Prep. grant. Goals are for college and career exploration.

**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.

**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.