

## **PERFORMANCE BASED CONTRACT GUIDELINES**

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

(Describe in detail any services to be provided or materials to be purchased)

*This service will provide students at your school district the opportunity to use our World Languages Checkpoint Examinations for 1) 4+1 Pathways to Graduation (regents exam substitute) and/or 2) to meet the World Language criteria established by NYSED for students to earn an advanced regents diploma.*

### **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”)

*\$15,000*

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

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

*Students will be provided with an examination booklet, an answer sheet, and an answer booklet. Exam proctors will be provided with a Teacher Dictation booklet to administer the exam. Exam scorers receive digital access to the scoring key and manuals that explain the process for administering and scoring the exam.*

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

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

*Oneida-Herkimer-Madison BOCES will provide all exam and exam-related materials.*

### **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?)

*The district will receive both a quote and an invoice for payment to be processed. All information related to our exams can be found on our website at [www.oneida-boces.org/worldlanguages](http://www.oneida-boces.org/worldlanguages).*

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

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

*Oneida-Herkimer-Madison BOCES collects data from district’s participating in our examinations to inform and refine future exam curation in subsequent years. In the future, we plan to administer field testing to vet questions that appear on our examinations.*

### **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)

Vendor Name: *Oneida-Herkimer-Madison BOCES*  
Vendor Address: *4747 Middle Settlement Road*  
*New Hartford, New York 13413*  
Vendor Phone No.:  
Vendor Business Status: *Board of Cooperative Educational Services (non-profit)*  
Vendor Contact Name: Gregory Smith  
Vendor Contact Email: [gsmith@oneida-boces.org](mailto:gsmith@oneida-boces.org)  
Tax ID No.: *15-6002310*

School District Administrator Name: Madelyn Guzman  
School District Administrator Title: Executive Director  
School District Administrator Phone No.: 914-376-8230  
School District Administrator Email: [mguzman1@yonkerspublicschools.org](mailto:mguzman1@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?**

*No*

**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.**

*The Terms of Administration that appear on our website state, in part:*

To maintain the security of our examinations and contribute to their ongoing improvement, we require that any school district that adopts our examinations must agree to the following terms:

13. Participate in our statewide data analysis. School districts that are notified must submit their student performance data to Oneida-Herkimer-Madison BOCES. This data analysis is a required component of having our examinations approved for the New York State Multiple Pathways to Graduation program and helps to inform our own item writing process for future examinations. If selected, school districts will copy each student answer booklet before shipping the original student answer booklet to Oneida-Herkimer-Madison BOCES. Districts are assured that this data will be stored in a secured facility and kept private to all those outside of our World Languages examination program;

**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.**

*Student data that is derived from our examinations is never used in isolation of other school districts across New York State. State-wide student performance data is aggregated and viewed as an entire collection of data for the purpose of evaluating the quality, fairness, and authenticity of the questions that appear on our examinations. No school district's data will ever be used in isolation.*

Performance Based Guidelines

Reviewed and approved by:



\_\_\_\_\_  
(Signature of School District administrator/employee)

\_\_\_\_\_  
Madelyn Guzman

(Printed Name)