

PERFORMANCE BASED CONTRACT GUIDELINES

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

The Leadership Academy (TLA) services under this contract will assist YPS in designing, implementing and assessing the Yonkers Urban Leadership Academy, Cohorts 3 and 4, beginning November 2021 through August 2022. District appointed personnel would be responsible for developing, supporting and assessing aspiring leaders for YPS. TLA will partner with YPS to support and co-facilitate Cohort 3 as well as Cohort 4 during the summer session 2022. These additional services will include planning (summer and early fall sessions) and debriefs as well as planning and convening the first mentor meeting during summer 2022. An outline of specific services is contained in Schedule B.

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")

A total of \$17,568. of professional services will be delivered between November 2021 through August 2022 under this contract. Services will be provided and delivered on-site at YPS and virtually, as warranted. A specific breakdown of services is also provided in Schedule B.

3. WHO IS SERVED?

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

TLA will provide consulting and design services to YPS staff who will directly work with the program. In addition, TLA will also provide support to: the leadership students during the summer residency session, the cooperating administrators during mentor training, coaches (for cooperating administrators and leadership students) and the program facilitators throughout the program period.

4. WHO WILL PROVIDE SERVICES?

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

Staff from TLA will provide services.

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)

No one other than TLA staff will be providing services under this contract.

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?)

Since this contract is primarily to support the development of an aspiring leaders program for YPS, TLA will confer directly with YPS regarding any communications regarding this program and will provide input on any publication of materials, etc.

6. HOW WILL THE QUALITY BE JUDGED?

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

YPS will use feedback from involved stakeholders to judge quality. YPS will share results with partners to inform program adjustments.

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)

YPS contact: Luis Duany-Blanco, Assistant Superintendent,
Division of Equity and Access

TLA contacts: Joseph Burke, Vice-President, Budget & Finance
jburke@nyleadershipacademy.org
Marlene Filewich, National Leadership Facilitator
(for program implementation)
mfilewich@nyleadershipacademy.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 contractor will not receive student data or other data from YPS.

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