

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)

Inform school and district leadership about schools' organizational conditions through the administration of the 5Essentials Survey.

UChicago Impact will administer the 5Essentials student and teacher surveys to all schools specified by Yonkers Public Schools. UChicago Impact's supplemental parent survey will also be made available. Student and teacher surveys will be scored using Rasch Analysis to create school-level scores that allows results to be compared year over year. UChicago Impact will provide web-based reports to each participating school, as well as a group report, to provide a comprehensive picture of school quality.

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")

See Schedule B.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Surveys will be administered to students in grades 4-12, teachers and specified staff, and parents/guardians of all school-aged children via UChicago Impact's online Survey Administration Module.

4. WHO WILL PROVIDE SERVICES?

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

UChicago Impact will provide all services associated with the administration, scoring, and reporting of the 5Essentials and supplemental parent survey. The work will be completed by a team of professionals at UChicago Impact who oversee the administration, scoring, and reporting for more than 4,000 schools on an annual basis.

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.

N/A

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?)

School and district administrators will receive weekly status reports of survey progress via email during the four-week survey administration period. Reports containing the results from the 5Essentials Survey will be generated for schools that meet the response rate and minimum reporting thresholds, 50% on the student and teacher surveys and 20% on the parent survey. A minimum of eight respondents is required on the teacher and parent surveys. A minimum of 10 respondents is required on the student survey. Report invitations will be issued to specified district personnel; principals will also receive invitations to their respective schools. Reports are available for public release at the district's request for broader dissemination.

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

We will assess the vendor's responsiveness to questions and concerns, and the reporting provided.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

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Nonprofit

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 following data is needed to administer the 5Essentials and UChicago Impact Supplemental Parent Survey:

- School name and address
- School grade (e.g., PK-5, PK-8, 6-8, 9-12)
- Student enrollment (used for parent survey response rate calculation)
- Student first and last name
- Student ID
- Student DOB
- Student gender
- Student grade
- Student race
- Student IEP status
- Student ELL status
- Student free/reduced price lunch (FRL) status
- Teacher/staff first and name
- Teacher/staff ID
- Teacher/staff position
- Teacher/staff – primary grade level taught


Note: Student ID and DOB are used for purposes of student login only. Gender, grade level, race, IEP, ELL, and FRL information is used to provide student subgroup disaggregations in the 5Essentials reports.

All identifying information for students and teachers/staff is permanently deleted after reports have been produced and delivered.

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.**

No

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

Dr. Rachel Cole,
Executive Director Department of Research, Evaluation & Reporting
(Printed Name)

