

**AUTHORIZE A NEW AGREEMENT WITH SCHOOLWORKS, LLC  
FOR SCHOOL EVALUATION SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with SchoolWorks LLC to provide School Evaluation Service to the office of Innovation and Incubation at a total cost not to exceed \$941,700.00. Vendor was selected on a competitive basis pursuant to Board Rule 7-2. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification Number: 13-250085  
Contract Administrator: Masocorro Escareno

**VENDOR:**

- 1) Vendor # 80634  
SCHOOL WORKS, LLC  
100 CUMMINGS CTR. STE 236C  
BEVERLY, MA 01915  
Ledyard McFadden  
978 921-1674

**USER INFORMATION :**

Contact:  
13610 - Innovation and Incubation  
  
125 South Clark Street - 5th Floor  
  
Chicago, IL 60603  
  
Ford-Bey, Ms. Doresah A.  
  
773-553-2197

**TERM:**

The term of this agreement shall commence on July 1, 2014 and shall end August 31, 2016. This agreement shall have two (2) options to renew for periods of one (1) year each.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

SchoolWorks will provide to Office of Innovation and Incubation (I&I) education consulting services for the annual new school Request for Proposal (RFP) and school renewal process; Provide recommendations and guidance on the process to receive and evaluate new school proposals and renewal applications; Facilitate the receipt and comprehensive review of all proposal for the new RFP and school renewal process, including working with I&I to create the site visit rubric, schedule all classroom visits and school

focus groups and write a site visit report that includes a summary of all activities and findings for each site visit.

In particular, SchoolWorks will provide the following services:

1. For the existing charter and contract school agreement renewal process

a. Support charter and contract school renewal process and deliver internal training to CPS staff as well as external training to the persons listed below;

- . Review and provide feedback on renewal application
- . Review and provide feedback on renewal rubric
- . Update and revise Renewal Site Visit (RSV) protocol and reporting templates
- . Participate in design meetings with I&I staff
- . Review and provide feedback on specific areas of focus, including, but not limited to, governance, special education, and legal and contract compliance
- . Conduct school leader orientation for RSV
- . Conduct team member orientation and training for RSV

b. Conduct Renewal Site Visits (where applicable);

- . Facilitate two-day RSV with two team members (team leader and team writer; other team members to be provided by CPS)
- . Complete 10-15 page report in alignment with RSV protocol.

c. Support Renewal Comprehensive Evaluation Team (CET) processes and deliver internal training to CPS staff; and

- . Update and revise CET protocol, rubric, and reporting templates
- . Conduct team member training for CET

d. Facilitate CET meetings and develop renewal recommendation report;

- . Facilitation/participation in CET trainings
- . Preparation for initial and final CET meetings
- . Participation in initial and final CET meetings (2 team members per meeting)
- . Complete renewal recommendation report, including executive summary and comprehensive recommendation report.

2. For the request for district, charter, contract and option school proposals (RFP)

a. Support RFP processes and deliver internal training to CPS staff; and

- . Update and revise RFP protocol, rubric, and reporting templates
- . Conduct trainings for RFP comprehensive evaluation team (CET) members
- . Review and provide feedback on specific areas of focus, including, but not limited to, governance, special education, and legal and contract compliance.

b. Lead evaluation of RFP and develop new authorization reports that describe rationale for authorization decisions;

- . Facilitation and participation in trainings
- . Preparation for RFP CET meetings
- . Participation in RFP CET meetings (2 representatives per proposal)
- . Complete recommendation report for each district, charter, and option school proposals, including executive summary and comprehensive recommendation report.

**DELIVERABLES:**

During the term of the agreement SchoolWorks will:

Submit written documentation required for the successful completion of the charter and contracted agreement renewal process and charter and contracted school proposal process.

Submit written reports to the Office of Innovation and Incubation outlining the findings for each school

evaluated as part of the existing charter and contract school agreement renewal process. Reports should be submitted within one month of the evaluation.

Submit written reports to the Office of Innovation and Incubation outlining the findings for each school evaluated as part of the request for charter and contract school proposals. Reports should be submitted within one month of the evaluation.

Provide site visits training for the Office of Innovation and Incubation.

Provide Training tools and materials to help staff implement the site visit best practices.

**OUTCOMES:**

Vendors services will result in:

Revised and strengthen the process and protocols by which CPS evaluates New Charter School

Applications, and applications to renew existing Charter and Contracted school agreements.

Deliver comprehensive and well justified recommendations to the CEO and Board of Educaton regarding the applicatoins to open new Charter and Contracted schools.

Deliver comprehensive and well justified recommendations to the CEO and Board of Educaton regarding the applications to renew existing Charter and Contracted schools.

**COMPENSATION:**

Vendors shall be paid during the term of this agreement upon invoicing, as specified in the contract; total compensation for the term of this agreement not to exceed the sum of \$941,700.00.

**REIMBURSABLE EXPENSES:**

None.

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement.

Authorize the President and Secretary to execute the agreement. Authorize the Chief Officer of Office of Innovation and Incubation to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

This agreement is in full compliance with the goals require by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts. The MBE/WBE goals for this agreement are: 25% for MBE participation and 10% WBE participation.

The Vendor has agreed to the following:

**Total MBE - 25%**

University Travel

1525 East 53rd street

Chicago, IL 60615

Jennifer Sneed, Sole Proprietor

1055 Valerie Dr.

Niskayuna, NY 12309

Kara Dunn, Sole Proprietor

43 Listz St.

Roslindale, MA 02131

**Total WBE - 5%**

Nancy Clair, Sole Proprietor

3636 Webster Street

San Francisco, CA 94123

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115

Office of Innovation and Incubation, 13610

\$941,700.00, FY15, FY16 and FY17

Future year funding is contingent upon budget appropriation and approval.

**CFDA#:** Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



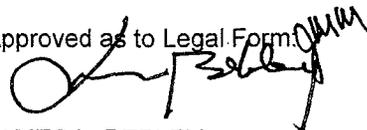
SÉBASTIEN de LONGEAUX  
Chief Procurement Officer

Approved:



BARBARA BYRD-BENNETT  
Chief Executive Officer

Approved as to Legal Form



JAMES L. BEBLEY  
General Counsel