

SchoolWorks

Assessing Quality, Building Capacity



State of New Mexico

Public Education Department

July 18, 2022

Facilitated Support for Performance Framework Development

Scope of Work and Pricing

Introduction

In 2021, SchoolWorks was contracted by Albuquerque Public Schools and the State of New Mexico Public Education Department (NMPED) to support the Quality Charter School Authorizing Initiative by assisting in the development of formative authorizer evaluation tools and processes based on the New Mexico-specific Principles and Standards for Quality Charter Authorizing and in the development and implementation of targeted and tailored support and technical assistance, based on needs identified in formative evaluations. In relation to the Department's ongoing work to support quality authorizing, the NMPED is currently seeking support for the refinement and finalization of its Performance Framework via third-party facilitation of work sessions. SchoolWorks proposes this scope of services for consideration.

Project Management

SchoolWorks will assign a dedicated Project Manager (PM) to oversee the engagement and coordinate all tasks and communications.

Kickoff: Upon contract award, the SchoolWorks PM will host a virtual kick-off meeting with NMPED project leads. During this meeting, the SchoolWorks PM will outline initial timelines and establish communication norms (i.e., meetings and check-ins) for the duration of the engagement.

Document Review and Input Gathering: To begin this work, the PM will review the current Performance Framework, meeting minutes (if available), and other associated relevant documents. The PM will gather additional insight and information from NMPED project leads and stipulated stakeholders, as needed, to gain an understanding of the context and current state of resource development. The PM will work with NMPED project leads to develop a timeline and schedule for stages of the work (i.e., sections of the Performance Framework).

Ongoing Communication: Thereafter, the PM will meet virtually with NMPED project leads, as needed, to evolve the work. The PM will oversee progress toward meeting the goals of each deliverable and provide support for any barriers encountered.

Facilitated Stakeholder Sessions

SchoolWorks will facilitate weekly virtual 1.5-hour stakeholder meetings with the NMPED-designated working group to accomplish the refinement and finalization of the Performance Framework. Utilizing the collected input and the company's expertise in this work, the SchoolWorks facilitator will lead stakeholder sessions, fostering dialogue and driving consensus around key considerations in order to further the development of the working document. The SchoolWorks facilitator will conduct up to two hours of preparation and research in between facilitated meetings. Exemplars will be shared, as needed, to provide information and guidance to stakeholders to aid decision-making.

Deliverable: The SchoolWorks facilitator will prepare and circulate an updated draft of the Performance Framework between weekly meetings. Developing drafts will be reviewed by a SchoolWorks Quality Editor to ensure consistency, clarity, and fidelity to the defined objectives.

Document Finalization

The final Performance Framework will be scrutinized by a SchoolWorks Copy Editor, and formatted, if desired.

Deliverable: Final Performance Framework

Optional Hourly Consulting Support

SchoolWorks may provide additional hourly support, as needed, at the discretion of NMPED.

Scope of Services

Tasks	Deliverable(s)	Dates	Fee	Quantity	Subtotal
Project Management <ul style="list-style-type: none"> • Kickoff • Document review, research, and input gathering • Ongoing communication and virtual meetings 	<ul style="list-style-type: none"> • Continually updated project plan 	July – December 2022	\$3,000	1X	\$3,000 fixed fee
Facilitated Stakeholder Sessions <ul style="list-style-type: none"> • Facilitation of weekly virtual 1.5-hour stakeholder meetings with the PED-designated working group <ul style="list-style-type: none"> ○ One (1) SchoolWorks facilitator ○ Up to two hours of preparation and research per session 	<ul style="list-style-type: none"> • Preparation and circulation of updated draft of the Performance Framework between weekly meetings 	July – December 2022	\$20,000 (up to 20 sessions)		\$20,000 fixed fee
Document Finalization <ul style="list-style-type: none"> • The final Performance Framework will be scrutinized by a SchoolWorks Copy Editor, and formatted, if desired 	<ul style="list-style-type: none"> • Final Performance Framework 	December 2022	\$800	1X	\$800
Optional Hourly Consulting Support	<ul style="list-style-type: none"> • Additional hourly support, as needed 	As needed*	\$175 per hour	n/a	n/a
TOTAL					\$23,800

*If additional hourly support is needed, SchoolWorks and NMPED will agree upon a designated number of hours and associated tasks.

Payment

SchoolWorks fixed fee services will be conducted at the rates above, inclusive of all fees and expenses.

Services will be billed as follows:

- SchoolWorks will bill for 50% of the fixed fee upon commencement of tasks.
- SchoolWorks will bill for 50% of the fixed fee upon completion of tasks.

Payment of invoices due to SchoolWorks within 30 days.

Fees for Services

SchoolWorks hourly support will be provided at a fee of \$175 per hour, plus reimbursement for out-of-pocket expenses, travel, postage, telephone, and other project expenses, per the SchoolWorks client billing and expense policy (see the following page). Clerical office charges are billed at \$40 per hour. All estimates are based on an eight-hour workday. Completed work will be invoiced monthly; net payment due in 30 days.

SchoolWorks Billing and Expense Policy for Clients

Travel Costs	SchoolWorks will bill clients for all transportation related to a project (airline tickets, rental cars, gas for rental cars, taxicabs, parking, tolls, and any other transportation costs). Clients will also be billed the allowable government rate for mileage for consultants who use their personal vehicle. This mileage rate is subject to change by the IRS.
Meal Costs	SchoolWorks will bill clients the Federal per diem rate for meals and incidentals for overnight travel. This rate varies according to the location in the U.S.
Lodging Costs	SchoolWorks will bill clients for room and tax and any other project-related costs incurred by consultants during a project. Laundry, movies, personal phone calls, and personal Internet charges incurred while staying at a hotel will not be billed to the client.
Clerical Hours	SchoolWorks will bill clients an hourly rate of \$40/hour for clerical hours related to the project.
Postage	All postage charges for mailing materials related to the project will be billed to the client.
Photocopying	Clients will be billed 15 cents/page for copies made related to project materials.
Office Supplies	Clients will be billed for office supplies (e.g., notebooks, dividers, tabs) related to project materials.
Payment Schedule	Payment of invoices due to SchoolWorks within 30 days.