TEXAS HIGHER EDUCATION COORDINATING BOARD

REQUEST FOR APPLICATIONS
RFA No. 781-1-5839

EVALUATION OF COLLEGE READINESS ASSIGNMENTS FIELD TEST

NOTICE OF INTENT DUE DATE: May 10, 2011

INQUIRY DUE DATE: May 10, 2011

APPLICATION DEADLINE: May 25, 2011 at 4:00 PM Central time

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1. OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

Evaluation of the College Readiness Assignments Field Test

1.2 SYNOPSIS OF PROGRAM

The purpose of this Request for Applications (RFA) is to solicit Applications to conduct an external evaluation of the College Readiness Assignments Field Test (CRAFT). This will require the successful applicant to work closely with the contractor hired to conduct the field testing and evaluate the effectiveness of the College Readiness Assignments (CRAs). A list of the possible CRAs to be field tested is listed in Appendix A.

The CRAFT has two parts. First, a contractor hired by THECB will field test up to forty (40) of the CRAs developed by the Educational Policy Improvement Center for the Texas Higher Education Coordinating Board (THECB) in 2010-2011 and an additional ten (10) CRAs that they develop. Second, the evaluation contractor **(for whom this RFA is being issued)** will evaluate the CRAFT in terms of the quality and effectiveness of dissemination and professional development of CRAs. **Through a separate RFA,** the THECB is in the process of hiring the CRAFT contractor who will plan, design, implement, and manage this comprehensive field test of the CRAs, engage in partnerships with public institutions of higher education and public schools, create professional development for the implementation of CRAs, and assist with the dissemination of CRAs.

1.3 POINT OF CONTACT

Email point of contact at: PAG@thecb.state.tx.us

1.4 DEFINITIONS

See Appendix B for definition of terms used throughout this RFA.

2. AWARD SUMMARY

2.1 MAXIMUM AWARD AMOUNT

Up to $250,000 based on negotiated budget and availability of funding.

2.2 MAXIMUM NUMBER OF AWARDS

Only one (1) award is anticipated to be made under this competition.

(Note: THECB is not bound by any Award estimates in this RFA.)

The THECB reserves the right to award Contract(s) without any negotiations and reserves the right to make one (1) award, multiple awards, and to not make an award.

2.3 PROJECT PERIOD

On or about June 1, 2011, to August 1, 2013.

2.4 NOTICE OF INTENT DUE DATE

May 10, 2011

2.5 INQUIRY DUE DATE

May 10, 2011

2.6 APPLICATION DEADLINE

May 25, 2011, at 4:00 pm Central time.

3. ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANTS

Texas public institutions of higher education, as defined under Texas Education Code, Section 61.003, are eligible to submit an Application for an award to evaluate the CRAFT in accordance with the terms and conditions of this RFA.

3.2 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

Based upon the prescribed services outlined in this RFA, Eligible Applicants may submit multiple Applications from different programs/units within the institution.

4. NOTICE OF INTENT GUIDELINES

Applicants desiring to submit an Application are **REQUIRED TO SUBMIT** an Intent to Apply on or before May 10, 2011, to the THECB. Please submit the Intent to Apply by email to PAG@thecb.state.tx.us. Responses to FAQs and working documents for Appendices E through G will be sent to all applicants who have submitted a Notice of Intent to Apply.

Intent to Apply **SHOULD** contain the following information:

4.1 SUBJECT LINE OF EMAIL

"Intent to Apply for Evaluation of College Readiness Assignments Field Test"

4.2 IDENTITY OF APPLICANT (INSTITUTION AND PROGRAM/UNIT)

Name of Texas public institution of higher education and program/unit within institution.

4.3 INDIVIDUAL AUTHORIZED TO SUBMIT APPLICATION

Name, address, telephone number, and email address of individual authorized to submit an Application on behalf of the institution

5. PREPARATION INSTRUCTIONS FOR SUBMITTING APPLICATION

Applicants must submit an Application in a single **.PDF (Portable Document) format** (no larger than 5MB) and according to the guidelines in Subsection 10.

Applications must be submitted to email point of contact at PAG@thecb.state.tx.us.

Subject line must state: **"Evaluation of College Readiness Assignments Field Test"**

APPLICATIONS DUE May 25, 2011, at 4:00 PM Central time

Late Applications will not be accepted. No mailed, hand-delivered, or faxed Applications will be accepted for this RFA.

6. GUIDELINES FOR INQUIRIES

All inquiries shall be directed to the email point of contact at PAG@thecb.state.tx.us. Applicants and prospective Applicants must not discuss an Application with any THECB employee unless authorized by the email Point of Contact. **Questions must be submitted in writing via email and on or before May 10, 2011.** All responses by THECB must be in writing in order to be binding. Any information deemed by THECB to be important and of general interest or which modify requirements of the RFA shall be sent in the form of an addendum to the RFA to all Applicants who have submitted a Notice of Intent or an Application. Receipt of all addenda, if any, to this RFA should be acknowledged by returning a signed copy of each addendum with the submitted Application.

7. PROGRAM PURPOSE AND AUTHORITY

7.1 PROGRAM PURPOSE

College Readiness Assignments are project-based assignments with scoring rubrics based on the College and Career Readiness Standards (CCRS), designed to assist students in achieving college readiness through mastery of the CCRS. Assignments have been developed for Biology, Chemistry, Physics, Algebra, English/Language Arts, American Government, and American History for use in high school, developmental education, and entry-level college courses, as appropriate. A list of possible CRAs eligible for field testing is included as Appendix A.

CRAs were developed and piloted on a limited basis under contract with the Educational Policy Improvement Center by individual secondary and postsecondary faculty. Under the limited pilot, the CRAs were refined (1) to ensure appropriateness of the content, (2) to confirm that the rigor and challenge-level are appropriate to standards of college readiness, and (3) to assure that the instructional scaffolding is sufficient to support students of various proficiencies to meet the standards of work. With the completion of this initial phase of development and refinement, the THECB must determine whether the assignments are effective in improving the college readiness of students. This will require a large-scale field test reaching a wide demographic of students and instructors.

The field testing and its evaluation must take into account the population targeted to make use of the assignments, the professional development for their use, refinement, replication, and the means of statewide dissemination of the assignments. CRAs must be tested across the four content areas (English/language arts, mathematics, social studies, and science), in multiple course types (high school, developmental education, and entry-level college courses), in multiple Texas public high schools, and in at least two (2) Texas public institutions of higher education.

The Awarded Applicant will collaborate with evaluation and program staff from the THECB and the CRAFT contractor selected by the THECB. The Awarded Applicant for the evaluation and the CRAFT contractor will complete the field test project over a three-year period, beginning in FY2011, with the first year allocated for planning, the second year for implementation, and the third year for professional development and dissemination statewide. Each year of funding will be contingent on meeting standards of work during the preceding year and continued appropriations. Additional years of the project will be at the sole discretion of THECB and will be based on evaluation of the progress made on implementing the CRAFT and on availability of funds.

7.1.1 The THECB is requesting Applications from Eligible Applicants to implement an evaluation of the CRAFT. Evaluation activities should include:

- Designing and collecting data on the number of schools, teachers, and students participating in the field test by discipline and CRA.
- Designing and collecting data from field tests on student completion and success.
- Designing and implementing surveys, interviews and/or focus groups with teachers and students who are field testing the CRAs.
- Designing and implementing surveys, interviews, and/or focus groups with independent school district (ISD), school, and non-governmental organization (NGO) partners involved in the field testing.
- Observing implementations of a sample of assignments during 2011-2012 school year.
- Observing and surveying participants involved in the planning committee/partnerships.
- Observing and surveying participants in faculty professional development sessions.
- Collecting data on and evaluating the effectiveness of dissemination results of the field tests and the college readiness assignments.
- Producing two reports summarizing and analyzing the evaluation of the field testing due October 1, 2012 and August 1, 2013. (See Appendix C for report format.)

7.2 PROGRAM AUTHORITY

The Evaluation of the CRAFT is funded pursuant to Section 61.0762 of the Texas Education Code, entitled "Programs to Enhance Student Success," created by the Third Special Called Session of the 79th Texas Legislature. This section requires that the Coordinating Board by rule develop programs designed to enhance the success of students at institutions of higher education and decrease the need for developmental education. Paragraph (5) under Section 61.0762 provides for other programs as determined by the Board that support the participation and success goals in "*Closing the Gaps*," the state's master plan for higher education.

8. PROGRAM DESCRIPTION

Awarded Applicant will work closely with the field test agent to conduct a comprehensive evaluation of the CRAFT including the efficacy of the CRAs themselves, the reliability of the field testing, the quality and impact of professional development activities, and the effectiveness of dissemination efforts.

9. SELECTION CRITERIA

The evaluation form that will be used by reviewers appears in Appendix D, Application Evaluation Form.

9.1 QUALIFICATIONS OF EVALUATION PERSONNEL (15 POINTS)

An Applicant shall briefly describe the qualifications, including relevant education, training, and evaluation experience of all key personnel (principal investigator and co-investigators), and the amount of time each will devote to the evaluation. An Applicant must provide the process by which key personnel have been or will be selected to perform the proposed evaluation. As supplementary information, one-page curriculum vitae must be attached to the Application as Attachment B-1, B-2, etc. for key personnel. Position descriptions which include the criteria for hiring may be substituted for vitae.

9.2 PRIOR EVALUATION EXPERIENCE (35 POINTS)

An Applicant shall briefly describe the qualifications, including relevant education, training, and evaluation experience of all key personnel for the specific areas highlighted in Appendix D, Application Evaluation Form. Include the total number of years experience for all key personnel for each area.

9.3 QUALITY OF WRITING SAMPLES (20 POINTS)

An Applicant shall include in its Application, as Attachments C-1 and C-2, samples of writing by key personnel. Reviewers will be looking for writing samples: (1) that are clear and concise; (2) present data clearly and in an easily understandable format; (3) are from an analysis of a survey project, program evaluation or other related research; (4) demonstrate the ability to understand and correctly interpret descriptive and inferential statistics, and (5) is accessible to a non-research audience, such as policymakers.

9.4 QUALITY OF MANAGEMENT/EVALUATION PLAN (30 POINTS)

At minimum, the management/evaluation plan must address the following:

(a) Applicant shall describe an evaluation plan that will measure the effectiveness of the CRAFT (see Appendix E, College Readiness Assignment Field Test – Logic Model).

(b) Applicant shall describe how the evaluation tasks will be implemented and managed. Include a discussion of the extent to which the time commitments of the principal investigator and other key personnel are appropriate and adequate to meet the evaluation objectives.

(c) Explain how these tasks clearly meet the goals and objectives of the evaluation.

(d) Include a timeline (Attachment A) that is complete, appropriate, and reasonable for successful performance of the evaluation.

(e) Include a budget that is appropriate and reasonable. (Use the template provided in Appendix F. Include the budget in the application as Attachment D.)

(f) Applicant shall acknowledge agreement with the THECB requirement for a minimum of one telephone or in person status meeting monthly with THECB research and evaluation staff, and a monthly written progress report.

10. APPLICATION FORMAT AND CONTENT

10.1 APPLICATION FORMAT

10.1.1 Applications must be typed, double spaced, on 8 1/2" x 11" paper, clearly legible, with all pages sequentially numbered, and **submitted electronically in a single .PDF (Portable Document) format, no larger than 5MB.** The Applicant's name and "Evaluation of the College Readiness Assignments Field Test" must be typed at the top of each page. Do not use a font smaller than 11.

10.1.2 Applicant shall submit an Application according to the Selection Criteria outlined under this RFA. See Appendix G for List of Required Information.

10.2 COVER FORM

In the format provided in Appendix H, Cover Form, list contact information for the Principal Investigator and Co-Investigator (if applicable) and the Institutional Representative authorized to submit an Application on behalf of the institution.

10.3 TABLE OF CONTENTS

A Table of Contents must be included with respective page numbers opposite each topic. The Application must contain the items in sequence as outlined under Subsections 9.1 through 9.4.

10.4 TRANSMITTAL LETTER

A Transmittal Letter must be emailed to the Point of Contact at PAG@thecb.state.tx.us (see Subsection 1.3) that identifies the entity submitting the Application and includes a commitment by that entity to provide the services required by THECB. The letter must specifically identify that the Application is in reference to *Evaluation of the College Readiness Assignments Field Test*. The letter must include "full acceptance of the terms and conditions described in this Request for Application and the Anticipated Interagency Contract" (Anticipated Contract is at Appendix I). The transmittal letter must state that the Application is valid for ninety (90) days from the deadline for delivery of Applications to the THECB. Any Application containing a valid term of less than 90 days will be rejected as non-responsive. The transmittal letter must be signed by a person legally authorized to bind Applicant to their Application. If an Applicant takes exception to any of the proposed terms and conditions stated in the Anticipated Interagency Contract (Appendix I) or in this RFA, those exceptions must be noted in the transmittal letter; however, failure to accept these terms and conditions may result in disqualification of the Application. If Applicant takes any exceptions to any provisions of this RFA or the Anticipated Interagency Contract (Appendix I), these exceptions must be specifically and clearly identified by Section in Applicant's Application in response to this RFA and Applicant's proposed alternative must also be provided in the Application. Applicants cannot take a "blanket exception" to this entire RFA or the Anticipated Interagency Contract (Appendix I). If any Applicant takes a "blanket exception" to this entire RFA or the Anticipated Interagency Contract (Appendix I) or does not provide proposed alternative language, the Applicant's Application may be disqualified from further consideration. Any terms and conditions attached to an Application will not be considered unless specifically referred to in this RFA and Applicant's attachment of such terms and conditions to an Application may result in disqualification of the Application. Applicants are strongly encouraged to submit written questions during the official question and answer period regarding any term or condition of this RFA or of the Anticipated Interagency Contract (Appendix I) or THECB Performance Criteria (Appendix J).

10.5 ABSTRACT

The Abstract, limited to 200 words, highlights key points of the proposed evaluation. The Abstract must include the identification of the Applicant, and a brief rationale for selected strategies to achieve the goals and objectives of the evaluation.

10.6 NARRATIVE

The Narrative of the Application must not exceed twenty-five (25) pages. The Narrative must include the information as outlined in Section 9, Selection Criteria.

10.7 BUDGET

The Applicant must include a total budget and individual budgets for each of the following Project Periods: June 1, 2011, through August 31, 2011; September 1, 2011, through August 31, 2012; September 1, 2012, through August 31, 2013. In the format provided in Appendix F, Evaluation Budget, Applicant must provide a budget and budget narrative for the proposed evaluation. ***A final budget will be negotiated between Awarded Applicant and THECB.*** Brief explanations of budget line items are provided below:

10.7.1 *Principal Investigator and Co-Investigator(s)*. Include salaries projected for the principal investigator (see Subsection 9.1) and co-investigator(s) employed by the Awarded Applicant to implement the evaluation.

10.7.2 *Other Professional Staff*. Other professional staff, including salaried faculty.

10.7.3 *Support Staff*. Include salaries for support staff such as secretarial, clerical, or other classified staff supporting the administration of the proposed project.

10.7.4 *Fringe Benefits*. For Applicant, include on this line only those fringe benefits projected to be paid from award funds.

10.7.5 *Travel*. In addition to travel costs associated with implementing the proposed evaluation, include the cost of one (1) overnight trip to Austin, Texas. Assume: 1) at least (18) site visits will be needed to schools across the state of Texas and 2) at least two (2) planning committee meetings during the two years of the evaluation.

10.7.6 *Professional or Other Fees*. Include fees paid to consultants, tutors, trainers, or other non-staff persons necessary to provide appropriate services for the proposed evaluation.

10.7.7 *Student Incentives* (if applicable). Include costs associated with any incentives provided for students.

10.7.8 *Other Direct Costs*. Include other direct costs to implement the proposed project including faculty/student materials, supplies, and non-capital expenses necessary for successful proposed project implementation.

NOTE: Fundable activities include the following:

- Proposed project staff salaries and fringe benefits;
- Dissemination activities, such as conference presentations;
- Student incentives for complying with evaluation data collection activities;
- Proposed project staff travel;
- Subcontracting costs (if prior approval given by THECB);
- General proposed project supplies; and
- Technology or software used to collect or analyze data for the evaluation.

11. PROVISIONS AND ASSURANCES

11.1 COST OF APPLICATION PREPARATION

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to THECB by any successful or unsuccessful Applicant.

11.2 APPLICATION DELIVERY AND LATE APPLICATIONS

11.2.1 Applications must be submitted by an authorized agent of the Applicant institution.

11.2.2 Applications shall be considered to be "on time" if they are received on or before the established deadline date and time. Applicant shall be solely responsible for ensuring that Application is received by THECB prior to the deadline outlined in Subsection 2.6. The THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this request shall result in Applicant losing the opportunity to receive an award under this RFA. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

11.3 CONFLICT OF INTEREST

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of a Contract resulting from this RFA. If, following a review of this information, it is determined by THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

11.4 PAYMENT TERMS

Funds shall be provided on a cost reimbursement basis. Awarded applicant shall submit monthly expenditure reports for reimbursement.

11.5 SUPPLANTING PROHIBITION

An award under this RFA may not be used to replace federal, state, or local funds, but may be used to expand an existing program.

11.6 INDIRECT COSTS PROHIBITION

No Indirect Costs are allowed under this award.

11.7 CONTRACT

11.7.1 Contracts will be negotiated with those institutions that are selected through the evaluation process to have successful Applications. Submission of an Application confers no rights of Applicant to an award or to a subsequent Contract, if there is one. The issuance of this RFA does not guarantee that a Contract will ever be awarded. THECB reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the Contract and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. The THECB may seek clarification from Applicant at any time, and failure to respond within a reasonable time frame is cause for rejection of an Application.

11.7.2 Upon execution of a Contract resulting from this RFA, the term 'Applicant' or 'Eligible Applicant' shall have the same meaning as 'Awarded Applicant' and 'Performing Agent'. Likewise, the terms 'Request for Applications' and 'Application' shall have the same meaning as the terms 'Contract.'

11.8 PROPRIETARY INFORMATION

During the performance of a Contract resulting from this RFA, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of THECB, an institution of higher education, and/or a public school district. These data shall be handled in a method that concurs with Family Educational Rights and Privacy Act (FERPA) regulations and guidelines.

Applicant agrees to comply with FERPA, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. Applicant agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any confidential data analysis or report shall not be disclosed to any third party without THECB's prior written consent.

Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFA. Awarded Applicant agrees to use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by Awarded Applicant shall be in accordance with applicable federal or Texas law.

11.9 RELEASE OF INFORMATION BY AWARDED APPLICANT

11.9.1 Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure to follow the guidelines established may result in immediate termination of the Contract.

11.9.2 Awarded Applicant agrees to notify THECB Point of Contact designated in the awarded contract and must receive written THECB consent prior to releasing any information to third parties under any Contract resulting from this RFA. Awarded Applicant is prohibited from any publicity that could be construed as an endorsement by the THECB of the Awarded Applicant or the products or services provided by the Awarded Applicant pursuant to the Contract.

11.10 RELEASE OF APPLICATION INFORMATION BY THECB

11.10.1 *Public Information Act.* Awarded Applicant understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with THECB in the production of documents responsive to any such requests under the Public Information Act. THECB will make a determination whether to submit a Public Information Act request to the Attorney General.

11.10.2 All submitted Applications become the property of THECB after the RFA submittal deadline date. Upon acceptance of the Contract, all information submitted with Applicant's

Application becomes public record and all information submitted with Awarded Applicant's Application becomes part of the Contract. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

11.10.3 Any proprietary information included in Applicant's Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Such identification of proprietary information shall be clearly marked in the Application at each page it appears. Such markings shall be in boldface type at least 14 point font. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information.

11.10.4 If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those Sections will be deemed non-proprietary and made available upon public request after the Contract is awarded. The production of any material under the Contract shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.

11.11 CONFLICTING RFA LANGUAGE

In the event that language contained in a particular Section of the RFA is found to be in conflict with language in another Section, the most stringent requirement(s) shall prevail.

11.12 REPORTING REQUIREMENTS

The final payment of the award funds shall not be awarded until satisfactory completion of all reports and requested information is provided to the THECB. Reporting format may be provided by THECB to Awarded Applicant (see Appendix C).

11.13 STATE FISCAL COMPLIANCE GUIDELINES

The standard financial management conditions and uniform assurances set out in the RFA are applicable to all grants, cooperative agreements, contracts, and other financial assistance arrangements executed between state agencies, local governments, and any other subrecipient not specifically excluded by state or federal law. All applicable conditions and uniform assurances can be found at http://governor.state.tx.us/files/state-grants/UGMS062004.doc.

11.14 KEY PERSONNEL

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to accomplish the evaluation. Awarded Applicant shall provide to THECB prior written notice of any proposed change in key personnel (as submitted in Attachment B of the Application) involved in accomplishing the evaluation. No substitutions of key personnel will be made without the prior written consent of THECB. All requested substitutes must be submitted to the THECB, together with the information described in Section

9.1 (Qualifications of Evaluation Personnel). The key personnel that will be assigned to work on the evaluation are considered to be essential to accomplishing the evaluation.

11.15 AFFIRMATION CLAUSES

Applicant has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

Under Texas Government Code, Section 2155.004, no person who was compensated by the THECB to assist in preparing the RFA specifications or this RFA has any financial interest in Applicant's Application. If Applicant is not eligible, then any contract resulting from this RFA shall be immediately terminated. Further, under Texas Government Code, Section 2155.004, Applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

APPENDIX A – LIST OF COLLEGE READINESS ASSIGNMENTS ELIGIBLE FOR FIELD TESTING BY DISCIPLINE

NOTE: *Only 40 of the CRAs listed below must be field tested. The specific CRAs to be field tested will be negotiated between the CRAFT contractor and THECB staff.*

BIOLOGY
Cells: The Inside Story
Crossing the Border
Divide to Multiply
Will It Twitch?
Going, Going, Gone
How Many Are There?
Macromolecule Mixes
Making ATP
Pennies for Thought
Spot It Got It
What are the Chances?

CHEMISTRY
Dance Dilemma
Erosion of Tooth Enamel
Ewww…What's in My Water?
Let's Have a Gas
Periodic Trends
Titration Probe

ELA
Believe it or Not
Digging In
Exploring a College Textbook
Getting In
The Fork in the Road: Metaphors in Life and Literature
Reader's Analysis: Audience, Purpose, and Meaning
Speaking to Learn, Lead, and Live
Tasting Freedom: A Bittersweet Journey Toward Independence

GOVERNMENT
Adolescent Bullying in Schools
Analyzing Congressional Representation
Are You Getting the Whole Truth?
Comparison of Interest Groups
Democratic Limited vs. Totalitarian Unlimited Governments
Examining Strength of Party Affiliation Over Time
Presidential Election Campaign Project
Presidential Speech Analysis
The Policy-Making Process
What is Liberal and What is Conservative?

What Should Texas Students?

HISTORY
Desegregation: Fact or Myth?
I Spy: Espionage in the Cold War Era
Exploring Equality and Group Identity
Japanese-American Internment Revisited
Pivotal Events of World War II
Presidential Responses to the Great Depression
Protests from Berkeley to Kent State
Reform in the Progressive Era (1890-1920)
The Cold War Era: An Oral History
To Move or Not to Move: Migration Throughout United States History

MATH
All in a Day's Work
Bull's Eye Math
Changing Effects
Checking the Numbers
Data Driven
Let the Games Begin
Secret Identities
Texas Medical Center

PHYSICS
A Slippery Slope
Fluids, Flow, and Float
Good Vibrations: Music Resounds with Physics
Image is Everything: Designing a Microscope
Investigating Projectile Motion with Water Guns
King of the Hill
Kitchen Circuit
Swing Time
Roller Coaster

APPENDIX B - DEFINITIONS

The following definitions shall apply:

1. Applicant/Eligible Applicant – A Texas public institution of higher education submitting an Application for a Program in accordance with the terms and conditions of this RFA.

2. Application – The final document submitted by an Applicant to THECB in response to and in accordance with the terms of this RFA.

3. Awarded Applicant – The successful recipient ultimately awarded a Contract by THECB who is responsible for performing all services and activities required to fully comply with Contract performance requirements and all Contract terms and conditions.

4. Benchmark – A reference point by which an institution of higher education, program, or faculty can evaluate and compare itself in chosen areas against internal and external, national and international data for the purposes of monitoring and improvement.

5. College and Career Readiness Standards (CCRS) – The College and Career Readiness Standards specify a full spectrum of knowledge and skills needed to succeed in entry-level courses at two- and four-year colleges and universities, as well as for a wide range of college majors and careers.

6. College Readiness Assignments (CRAs) – College Readiness Assignments are project-based assignments with scoring rubrics based on the College and Career Readiness Standards (CCRS), designed to assist students in achieving college readiness through mastery of the CCRS. Assignments have been developed for Biology, Chemistry, Physics, Algebra, English/Language Arts, American Government, and American History for use in high school, developmental education, and entry-level college courses, as appropriate.

7. Contract – The contract awarded as a result of this RFA and all exhibits thereto. This RFA, any Addendum issued in conjunction with this RFA, the Awarded Applicant's Application, and any Application Addenda shall all be fully incorporated therein as exhibits.

8. Family Educational Rights and Privacy Act (FERPA) – The Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational agency or institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

9. Program Evaluation – Research, using multiple methods, designed to: (1) provide information for continuous program improvement; (2) identify best practices for dissemination to similar programs; and (3) judge the merit and worth of a program or intervention, as well as test its influence or effectiveness.

10. State of Texas Business Days - Monday through Friday, 8:00 a.m. to 5:00 p.m., except for scheduled State of Texas and national holidays.

11. THECB – The Texas Higher Education Coordinating Board, an agency of the State of Texas.

APPENDIX C - THECB SUGGESTED EVALUATION REPORT TEMPLATE[1]

I. Executive Summary (1 page maximum)
   a. Brief program description
   b. Key highlights findings (bulleted)
   c. Key Recommendations (bulleted)

   (Section I should be able to stand alone if pulled out from the full document. Use bullets where appropriate. Keep all text short and clean and to the point.)

II. Introduction
   a. Brief history of the program (where applicable)
   b. Theoretical background of the program such as relevant literature, statute, policies, if applicable

III. Brief Description of Key Program Components
   a. Goals (long and short term)
   b. Inputs (resources, people)
   c. Outputs (people served by the program by relevant categories and characteristics)

IV. Evaluation Methods
   a. Research questions
   b. Briefly describe participants (samples/subsets/groups in analyses); procedures; measures/indicators; and data collection instruments/tools
   c. Explain how all items above will document the goals, inputs, outputs, and outcomes

V. Results/Outcomes
   a. Organize by research questions (not by data source) (use graphs and charts as appropriate)

VI. Summary/Conclusion
   a. General summary
   b. Strengths and limitations of the study
   c. Next steps
   d. Recommendations (as appropriate and in consultation with THECB research and evaluation staff)

VII. References (where applicable)

Appendix A: Separate reports on individual program sites (where applicable)
Appendix B-ZZ: Copies of instruments used (where applicable)

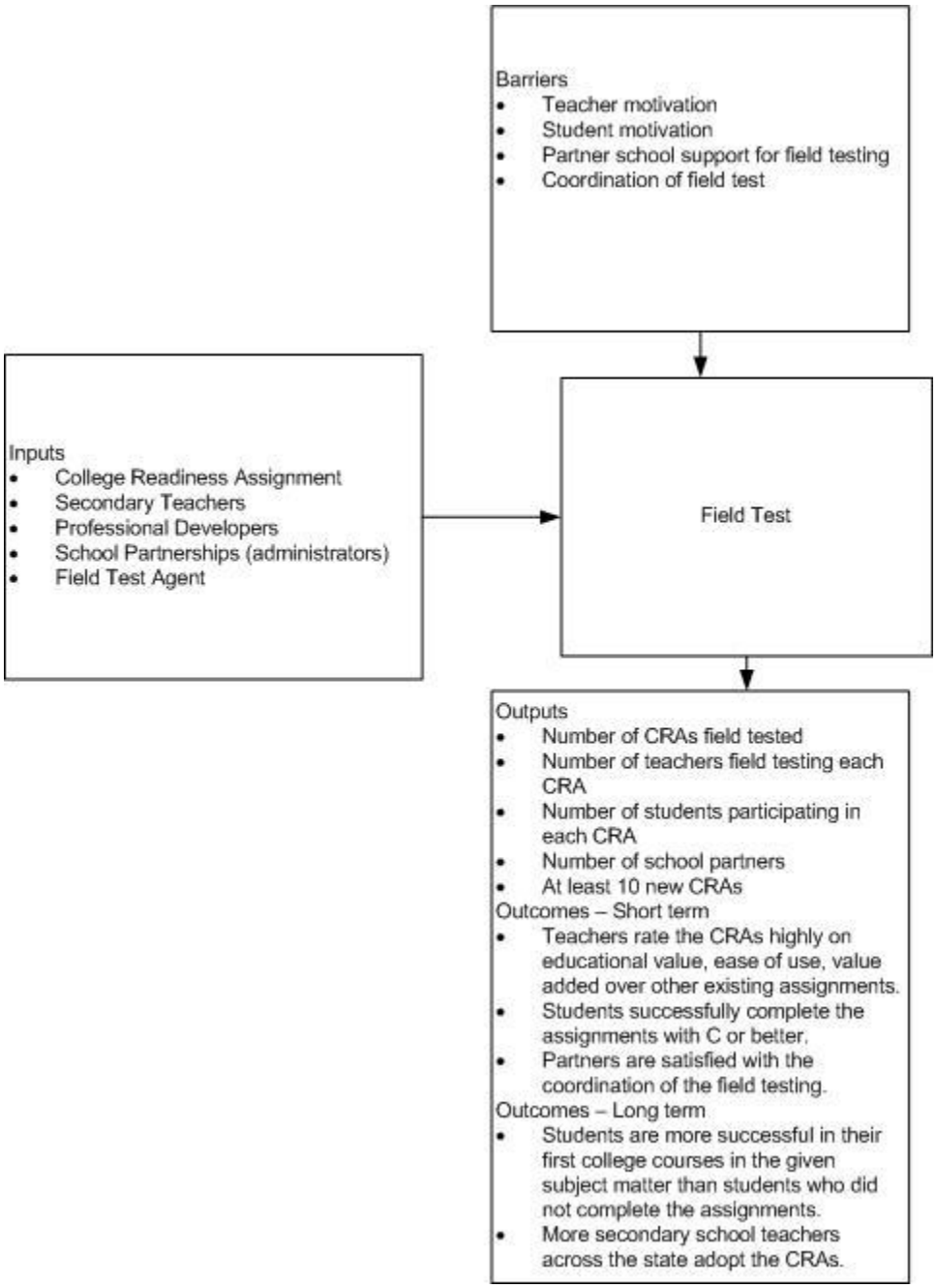
[1] All reports to the THECB should comply with the THECB Style manual. Awarded Applicant will be provided with a copy of the style manual.

APPENDIX D - APPLICATION EVALUATION FORM

The THECB will review Applications and rank each based upon the evaluation criteria and weights listed below:

	Total Points
Qualifications of Evaluation Personnel	
• Are there at least two qualified evaluators available to work on the project (qualifications may include such things as: Ph.D. in related research field, five or more years of evaluation experience, MA in program evaluation)? • Evaluation personnel have varied experiences in the content areas covered by this program.	15
Prior Evaluation Experience	
Individuals in the evaluation team have conducted program evaluations an average of: one year or less [2]; 2-3 years [3]; 4-5 years [4]; 5-10 years [5]; 10 or more years [6].	10
Prior Experience with Data Analyses	
Individuals in the evaluation team have experience with (1) quantitative data analyses [5 points]; (2) THECB data related to student persistence and completion [5 points]; and (3) qualitative data analyses [5 points], for: one year or less [1]; 2-3 years [2]; 4-5 years [3]; 5-10 years [4]; 10 or more years [5].	15
Prior Experience with Alignment of Secondary and Postsecondary Education	
One or more individuals in the evaluation team have experience in this area of: one year or less [1]; 2-3 years [2]; 4-5 years [3]; 5-10 years [4]; 10 or more years [5].	5
Prior Experience with College and Career Readiness Standards	
One or more individuals in the evaluation team have experience in this area of: one year or less [1]; 2-3 years [2]; 4-5 years [3]; 5-10 years [4]; 10 or more years [5].	5
Quality of Writing Samples	
• Writing sample(s) are from an analysis of a survey project; program evaluation or other related research. • Writing is clear and concise • Data are easy to understand and clearly presented • Demonstrates ability to understand and correctly interpret descriptive and inferential statistics • Writing is accessible to a non-research audience such as policymakers	20
Quality of Management Plan	
• Applicant describes how evaluation tasks will be implemented and how they will be managed. • Activities clearly address the goals and objectives of the evaluation. • Is the timeline appropriate and manageable? • Is the budget appropriate and reasonable? • Are strategies for communicating with THECB appropriate and manageable?	30
	100

APPENDIX E – COLLEGE READINESS ASSIGMENTS FIELD TEST - LOGIC MODEL



APPENDIX F - EVALUATION BUDGET

NOTE: Double-clicking the table will open the form in Excel

I. RFP Budget Line Item	II. Item Description	III. Purpose and Explanation	IV. Percent of Time on Project	V. Amount
12.7.1	Principal Investigator/Co-investigator(s)			0
12.7.2	Other Professional Staff			0
12.7.3	Support Staff			0
12.7.4	Fringe Benefits			0
12.7.5	Travel			0
12.7.6	Professional or Other Fees			0
12.7.7	Student Incentives (if applicable)			0
12.7.8	Other Direct Costs			0
		Total ALL Program Costs (Equals total of 12.7.1 through 12.7.8 above)		0
	Cost Sharing from Applicant			0
		Proposal Amount (Equals ALL Program Costs LESS Cost Sharing)		$ -

APPENDIX G - LIST OF REQUIRED INFORMATION

1. Cover Form	
2. Table of Contents	
3. Transmittal Letter	
4. Abstract	
5. Narrative	
Qualifications of Evaluation Personnel	
Prior Evaluation Experience	
Quality of Management/Evaluation Plan	
6. Evaluation Budget	
7. Attachment A: Evaluation Timeline	
8. Attachment B: Curriculum Vitae, Resumes, Job Descriptions	
9. Attachment C: Writing Samples	
10. Attachment D: Evaluation Budget	

APPENDIX H - COVER FORM

Applicant:	
Address:	
City/State/Zip:	
Applicant Contact (Investigator):	
Phone Number:	
Fax Number:	
E-Mail Address:	
Applicant Contact (Co-Investigator):	
Phone Number:	
Fax Number:	
E-Mail Address:	
Authorized Signature:	
Printed Name and Title:	
Date:	

Applicant Certification	
Authorized Signature:	
Printed Name and Title:	
Date:	

APPENDIX I – ANTICIPATED INTERAGENCY CONTRACT

STATE OF TEXAS §
COUNTY OF TRAVIS §

THECB Contract Number: **{bmsReference}**

INTERAGENCY CONTRACT

This Contract is entered into by and between the Texas State Agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of the Interagency Cooperation Act, Texas Government Code, Chapter 771.

SAMPLE

Section 1.0: CONTRACTING PARTIES:

Receiving Agency: Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, Texas 78752

Performing Agency: **{contracted_party}**
{contractedPartyAddress}
{contractedPartyCity}, {contractedPartyState} {contractedPartyZip}

Performing Contractor's Remittance Address
(if different from Permanent Mailing Address listed above):

{billing_address}

Section 2.0: PURPOSE:

{description}

Section 3.0: STATEMENT OF SERVICES TO BE PERFORMED:

A. SERVICES: During the Contract Term, the Performing Agency shall provide the following services ("Services"):

{statement of Work}

B. CHANGE ORDERS OR AMENDMENTS: Performing Agency shall maintain an ongoing relationship with THECB during the Contract Term and will collaborate with the THECB on any modifications that may be necessary to the Services to meet the objectives of this Contract. A change may not be made to the Services except by a written request for change signed by the THECB and Performing Agency (a "Change Order" or "Amendment"). Each Change Order shall be sequentially numbered and deemed to automatically incorporate the terms of this Contract. Any alterations, additions, or deletions to the terms of this Contract shall be by an Amendment or Change Order in writing and executed by both Parties to this Contract. All amendments shall be approved by THECB's Program Manager prior to THECB's execution. No contract amendment shall occur without the issuance of a written contract amendment by THECB's Contract Management Services office. Costs not included and pre-approved by THECB shall not be eligible for reimbursement.

SAMPLE

To the extent applicable laws, regulations, court orders, or official interpretations require either Party to include additional language in its contracts, each agrees to amend this Contract and to cooperate in the execution of any amendment to this Contract necessary to effectuate such laws, regulations, court order, or official interpretations unless the effect of such laws, regulations, orders or interpretation is to render performance hereunder impossible or in violation of law.

C. INVOICES: Performing Agency shall, in a good and satisfactory manner carry out the Services as called for in this Contract. Submission of an invoice shall constitute Performing Agency's certification that the Services have been performed in accordance with this Contract. For contracts for goods and/or services, Performing Agency shall submit itemized monthly invoices to THECB for payment of performed Services.

Section 4.0: CONTRACT AMOUNT AND PAYMENT FOR SERVICES:

A. CONTRACT AMOUNT: The total costs to be reimbursed by THECB to the Performing Agency during the term of this Contract shall not exceed **{total_$}, {total_$_extended}** ("Contract Amount").

B. PAYMENT FOR SERVICES:

1. The basis for computing reimbursable costs shall be as follows (indicate below with an "X" as applicable):

- ☐ Services of employees
- ☐ Service of materials
- ☐ Services of equipment
- ☐ Subcontracting costs or purchases of equipment
- ☐ Other: _____

Costs not listed above must receive prior written approval from THECB.

2. Subject to a) funding availability, and b) THECB's receipt of detailed invoices from Performing Agency (for contracts for goods and/or services), THECB shall reimburse Performing Agency in the following manner:

SAMPLE

{services_for_payment}

3. Payment by THECB shall be issued in accordance with Texas Government Code, Chapter 771 (the Interagency Cooperation Act).

Section 5.0: TERM OF CONTRACT:

The term of this Contract shall begin **{period_start}** and shall expire **{period_end}** ("Contract Term"), unless terminated earlier pursuant to the terms of this Contract or extended or renewed by mutual agreement of the Parties in writing (including by a Change Order as discussed in Section III).

Section 6.0: TERMS AND CONDITIONS:

A. ASSIGNMENT OR SUBCONTRACTING: No contractual rights, interest, or obligation shall be assigned, delegated, or subcontracted by the Performing

Agency without prior written permission of THECB's Program Manager. Any attempted assignment, delegation, or subcontract by the Performing Agency shall be wholly void and ineffective for all purposes unless made in conformity with this section. No assignment, delegation, or subcontract shall relieve the Performing Agency of any obligation or responsibility under this Contract.

B. **DISPUTE RESOLUTION**: The dispute resolution process provided for in Texas Government Code, Chapter 771 (the Interagency Cooperation Act) shall be used by THECB and the Performing Agency to attempt to resolve any claim for breach of contract.

C. **TERMINATION**: The THECB may terminate this Contract in accordance with the following:

1. Convenience – The THECB may terminate this Contract for convenience upon thirty (30) days written notice to the Performing Agency.

2. Cause – The THECB may terminate the Contract immediately, either in whole or in part, upon notice to Performing Agency, or at such later date as THECB may establish in such notice, upon the occurrence of any material breach, including failure to perform any or all of the Services under this Contract within the time specified, or, if applicable, any extension thereof. THECB will provide Performing Agency with an opportunity for consultation with THECB prior to termination.

SAMPLE

3. Interpretation – Either party may terminate this Contract immediately upon notice to the other party in the event federal or state law is amended or judicially interpreted so as to render continued fulfillment of the Contract, on the part of either party, commercially unreasonable or impossible.

4. Non-Appropriation – This Contract may be terminated if funds allocated to THECB should become reduced, depleted, or otherwise unavailable during the Contract term and to the extent that THECB is unable to obtain additional funds for such purposes. Upon receipt of THECB's written termination notice, the Performing Agency shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable.

5. Upon termination for any reason, the Performing Agency shall deliver to THECB all work products produced hereunder as well as a comprehensive program evaluation. Performing Agency shall, unless otherwise mutually agreed upon in writing, cease all Services immediately upon the effective date of termination. THECB shall be liable to Performing Agency for that portion of Services authorized by THECB and which have been completed prior to the effective date of termination.

D. **APPLICABLE LAW AND VENUE**: The exclusive venue of any suit brought concerning this Contract or its incorporated documents is fixed in any state or federal court of competent jurisdiction in Travis County, Texas. This Contract shall be construed by and governed in accordance with the laws of the State of Texas. Each Party shall comply with all applicable federal and state statutes, rules, and regulations. Performing Agency shall comply with all orders and decrees of any court or administrative bodies or tribunals in any matter affecting Performing Agency's performance, including if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. For the entire duration of the Contract, Performing Party shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Contract. When required or requested by the Agency, Performing Party shall furnish THECB with satisfactory proof of its compliance with this provision.

E. **AUDIT AND ACCESS TO RECORDS:** Performing Agency understands that acceptance of funds under this Contract, or indirectly through a subcontract under this Contract, acts as acceptance of the authority of the State Auditor's office, THECB or any successor agency, as well as any external auditors selected by THECB or any auditors selected by the United States (collectively referred to as "Audit Entities"), to conduct an audit or investigation in connection with those funds. Performing Agency further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. The Performing Agency shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Performing Agency and the requirement to cooperate is included in any subcontract the Performing Agency awards.

SAMPLE

1. Maintenance of Records – The Performing Agency shall establish, maintain, and utilize internal program procedures sufficient to provide for the appropriate and effective management of all activities relevant to this Contract. Records and accounts shall be maintained in a manner that assures a full accounting for all funds received and expended by the Performing Agency in connection with this Contract. The Performing Agency shall make available for review, inspection, and/or audit all books, records, documents, and other evidence reasonably pertinent to performance on all work under this Contract, including any amendments hereto, in accordance with accepted professional practices for a minimum of three (3) years after completion or termination of this Contract.

2. Reimbursement – The THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records on work performed under this Contract. The Performing Agency shall reimburse THECB for any over-payments within thirty (30) calendar days of

receipt of THECB's written notice.

F. **OWNERSHIP OF WORK:** All work product generated as a result of this Contract Project, including but not limited to all information, materials, products, research, reports, studies, statistical analyses, work papers, approaches, designs, deliverables, systems, documentation, methodologies, concepts, research materials, data, photos, software, intellectual property or other property produced or generated in connection with this Contract, either completed or partially completed, shall be the sole property of THECB and all rights, title, and interest in and to the work product shall vest in THECB upon payment for the Services. All such work product shall be delivered to THECB by Performing Agency upon completion, termination, or cancellation of this Contract. All property rights, including publication rights, hereunder shall be retained by THECB, and Performing Agency shall assert no right in law or equity to such work product. The THECB shall have the right to obtain and to hold in its own name any and all patents, copyrights, marks, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof. Performing Agency shall ensure that this provision, "Ownership," is contained in any subcontract Performing Agency is authorized by THECB to award. Performing Agency may, at its own expense, keep copies of all its writing for its personal files. Performing Agency shall not use, willingly allow, or cause to have such work product used for any purpose other than the performance of Performing Agency's obligations under this Contract without the prior written consent of THECB; provided, however, that Performing Agency shall be allowed to use non-confidential materials for writing samples in pursuit of work.

G. **INDEPENDENT CONTRACTORS**: For purposes of this Contract and all services to be provided hereunder, the parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other party. Neither party shall have the authority to make any statements, representations, nor commitments of any kind, nor to take any action that shall be binding on the other Party, except as may be expressly provided for herein.

H. **PROVISION OF WORK PRODUCT**: Upon any request by THECB for the remittance of any work product, the Performing Agency shall immediately remit such work product. Any failure to immediately remit such work product shall be considered a breach of Contract.

SAMPLE

I. **PUBLIC DISCLOSURE:** The Performing Agency understands and agrees that no public disclosures or news releases pertaining to this Contract, including any results, findings or reports conducted to fulfill requirements of this Contract shall be made without prior written approval of THECB.

J. **IRB APPROVAL**: Pursuant to federal regulations found at 45 CFR 46, any research conducted by the Performing Agency involving human subjects must

receive approval from the Performing Agency's Institutional Review Board (IRB).

K. **STRICT PERFORMANCE/WAIVER:** Failure by THECB at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish THECB's rights thereafter to demand strict compliance.

L. **FERPA**: In compliance with the Family Educational Rights and Privacy Act (FERPA), the Performing Agency agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any data analysis or report shall not be disclosed to any third party without THECB's prior written consent.

M. **CONTACTS**: Primary contacts for routine communications related to the performance of work under this Contract are as follows:

THECB STAFF	PERFORMING AGENCY STAFF
Program Manager:	{contracted_party}:
{division contact}	{vendorContact}

N. **NOTICE:** Notices occur when there are substantial changes that effect the Contract terms and conditions in the form of an amendment or termination of the Contract. All notices required to be given hereunder shall be in writing and shall be given by delivery thereof or by overnight courier or certified or registered mail, postage pepaid, to the office shown below, or by electronic mail at the E-mail listed above. Notices may be sent by facsimile during normal business hours; however, they shall be followed up with a hardcopy original document via one of the above delivery methods. Any notice served shall be deemed given on the date of hardcopy original document delivery.

THECB NOTICE ADDRESS	PERFORMING AGENCY NOTICE ADDRESS
Texas Higher Education Coordinating Board Office of Contract Management Services P.O. Box 12788 Austin, Texas 78711-2788 Fax: (512) 427-6472	{contracted_party} {contractedPartyAddress} {contractedPartyCity}, {contractedPartyState} {contractedPartyZip}

O. **FEDERAL LAWS:** If federal monies are funding this Contract, Performing Agency must comply with all federal laws, rules, and regulations pertaining to this Contract, including but not limited to those referenced in any attachments regarding Debarment, Lobbying (required if utilizing federal funds & over $100,000), and Applicable Federal Laws.

SAMPLE

P. **ENTIRE AGREEMENT AND ORDER OF PRECEDENCE**: This Contract consists solely of the following documents, and, in the event of conflicts or inconsistencies between this Contract and its exhibit or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of precedence: (1) the Contract (including its Exhibits, if any), (2) THECB's Request for Application, if any (and its addenda, if any), and (3) Performing Agent's Application, if any (and its addenda, if any). This Contract (including its Exhibits, if any) contains the final, complete and exclusive understanding of the Parties, and supersedes all prior contemporaneous, oral or written understandings, representations, and negotiations between Parties relating to the subject matter of this Contract. The Parties further agree that this Contract may not in any way be explained or supplemented by a prior or existing course of dealings between the Parties, by usage of trade or custom, or by any prior performance between the Parties pursuant to this Contract or otherwise.

Section 7.0: **SIGNATURES:**

By signature hereon, the individuals below represent and warrant they are duly authorized representatives of their respective agencies and have the authority to bind their respective agencies in a contractual agreement.

_____

{signed_by2}

{signed_bytitle}
{contracted_party}

_____

Date

This section reserved for Agency use:

I, an authorized official of Agency, hereby certify that this contract is in compliance with applicable statutes and regulations and authorize the services to be performed as written above.

AGREED and accepted on behalf of Agency this _____ day of _____ (month/year).

SAMPLE

_____

{signContact}

{signContacttitle}

{party_1}

APPENDIX J - THECB PERFORMANCE CRITERIA

Satisfactory performance on THECB Research and Evaluation contracts will be judged based on the following criteria:

I. Planning and Implementation
   a. Evaluation designs/activities are clearly linked to the goals of the program.
   b. Evaluation design must include appropriate measures of the program's context, process, implementation and intended outcomes.
   c. Target audiences for each element of the evaluation design are clearly defined.
   d. The measure(s) being collected are on target and appropriate for the goals.
   e. Contractor submits a preliminary evaluation design and implementation plan for review and approval by THECB Research and Evaluation staff before data collection begins. Modifications to the design and evaluation plan after initiation of the program also must be reviewed and approved by THECB staff.

II. Contractor communicates clearly and in a timely manner - using a method appropriate for the persons involved, as necessary, with:
   a. THECB research and evaluation staff.
   b. THECB program staff.
   c. Project directors and staff.
   d. Site Coordinators.
   e. Target audiences (such as students, faculty, and other project staff, etc.)

III. Scheduling and Meeting Deadlines
   a. Contractor submits a schedule for completion of the data collection, analysis, and reporting that accurately reflects the time it will take to complete each part of the evaluation.
   b. Contractor communicates regularly with THECB Research and Evaluation staff about the evaluation's progress and discusses in advance any changes that may be needed in the schedule or evaluation design as the evaluation progresses.
   c. Work is completed on schedule, except where approval for extensions have been requested and approved by THECB Research and Evaluation staff.

IV. Data Handling and Analysis
   a. Contractor understands FERPA and follows FERPA guidelines in the collection and handling of all data.
   b. Analysis procedures are discussed with and approved by THECB Research and Evaluation staff and determined to be appropriate and implemented properly in accordance with standard statistical analysis procedures.
   c. Data Collection tools are reviewed by and approved by THECB Research and Evaluation staff and determined to be of high quality and appropriate to the program goals.

V. Reports
   a. Reports are submitted on schedule.

b. Reports are written in clear and concise language, are well-organized, accurate, and present information useful in making future decisions about the funding of the program.
c. Final reports follow THECB's guidelines and are subject to the editorial review and approval of the THECB Research and Evaluation staff.

VI. Budgets

a. Contractor submits a budget at the start of the evaluation that accurately reflects the cost of each part of the evaluation.
b. Contractor communicates regularly with THECB Research and Evaluation staff about the evaluation's progress and discusses in advance any changes that may be needed in the budget.
c. Work is completed on budget, except where approval for adjustments have been requested and approved by THECB program staff.