OFFICE OF CHIEF ACADEMIC OFFICER Summary of State Board of Education Agenda Items June 19-20, 2014

OFFICE OF FEDERAL PROGRAMS

23. <u>Approval to contract with Hamilton Educational Services, LLC to provide</u> consultative services as a Federal Programs monitor

Awarded Vendor: Hamilton Educational Services, LLC

Long Beach, MS

<u>Scope of Project</u>: The purpose of this contract is to retain the services of Hamilton Educational Services, LLC as a consultant to the Mississippi Department of Education (MDE). Hamilton Educational Services, LLC will serve as a federal programs monitor to execute required Office of Federal Programs on-site monitoring. The consultant will perform the following services:

- Monitoring instrument trainings
- Technical assistance to districts upon MDE's request
- Limited fixed asset reviews of Title program equipment
- Interviews with Title program staff to ensure compliance with program roles and regulations
- A comprehensive monitoring report of findings along with supporting workpapers within five (5) calendar days following the on-site monitoring visit

Personnel associated with this contract are not former Department employees or related to any Department employees. The contractor is a PERS retiree.

Scope of Contract:

• Term of Contract: July 1, 2014 – June 30, 2015

• Total Amount to be Awarded: \$72,000

Method of Award: Pool of Service Providers

Funding Source: Federal funds

Recommendation: Approval

Back-up material attached

OFFICE OF FEDERAL PROGRAMS

Hamilton Educational Services

Dr. Jim Hamilton, along with Dr. Sharon Dungan, has provided monitoring services for the Office of Federal Programs' Title I, Part A, Title II, Part A, and Title VI, Part B programs in FY14 as well as served in an advisory role on the Office of Federal Programs Advisory Council. The following is a list of services provided to date:

- 45 districts have been monitored during FY14
- 2 investigative audits have been conducted
- 3 monitoring instrument trainings have been conducted in FY14
- 5 advisory council meetings have been attended and expertise provided

The team will monitor 49 districts during Cycle III Monitoring in FY15, in addition to any investigative audits to be conducted.

Office of Federal Programs Personal and Professional Contracts Annual Evaluation Form

Name of Contractor: HAMILTON EDUCATIONAL SERVICES, LLC							
			of Person Completing Evaluation:				
marede II ordered			u Director II				
Date: May 9, 2014	Fiscal Year of Contract: FY 14		Travel: \$ 0				
Number of Contractual Days: 100	Rate: \$700.00 per hour		Total Amount of Contract: \$70,000.00				
Scope of Work: To provide the Mississippi Department of Education (MDE), in accordance with its Monitoring Protocol, information determining the validity of the implementation of specified federal programs at the LEA level as determined in the completion of the approved MDE Monitoring Instrument.							
Rating				1	2	3	4
Were contract deliverables returned within timelines established?							
 a. Monitoring Reports, Activity Reports, Technical Assistance Reports, PowerPoints, and/or other required deliverables 							7
b. Were deliverables timely (EX: 6/8 were timely (75%) and 2/8 were delayed (25%)							7
c. Were deliverables acceptable within specified timeline?						V	
d. Invoices							1
Was the contractor compliant with contractual terms?							
a. Professionalism							V
b. Ethical Behavior						V	
c. Confidentiality							1
3. Accountability							
 Is productive and delivers appropriate amount of service to district. 							1
 Focuses on quality and expends the necessary time and effort to help district(s) achieve the established goals. 							V

35/36=98%

Office of Federal Programs Personal and Professional Contracts Annual Evaluation Form

Ratings:

- 4 Exceeds Expectations This rating requires a support services partner to fulfill 100% of identified deliverables for the MDE Office of Federal Programs in the focused area(s) of improvement related to the scope of work.
- 3 Meets Expectations This rating requires a support services partner who has met 90% of identified deliverables for the MDE Office of Federal Programs related to the scope of work.
- 2 Needs Improvement This rating requires a support services partner who has met less than 90% and more than 70% of the identified deliverables the MDE Office of Federal Programs related to the scope of work.
- 1 Unsuccessful This rating requires a support services partner who has met less than 70% of the identified deliverables for the MDE Office of Federal Programs related to the scope of work.