



## **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: <b>HAMILTON EDUCATIONAL SERVICES, LLC</b>					
Name of Person Completing Evaluation: Marcus E. Cheeks		Title of Person Completing Evaluation: Bureau 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
1. Were contract deliverables returned within timelines established?					
a. Monitoring Reports, Activity Reports, Technical Assistance Reports, PowerPoints, and/or other required deliverables					√
b. Were deliverables timely (EX: 6/8 were timely (75%) and 2/8 were delayed (25%))					√
c. Were deliverables acceptable within specified timeline?				√	
d. Invoices					√
2. Was the contractor compliant with contractual terms?					
a. Professionalism					√
b. Ethical Behavior					√
c. Confidentiality					√
3. Accountability					
• Is productive and delivers appropriate amount of service to district.					√
• Focuses on quality and expends the necessary time and effort to help district(s) achieve the established goals.					√

35/36=98%

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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.