

**Evaluation Scope of Work and Agreement for BG Consulting
Allen County Schools
READS Project**

Name of Client:
Allen County Schools READS Project 570 Oliver Street Scottsville, KY 42164
Name of Project:
READS
Evaluation Scope of Work Date(s):
10/01/2021 – 09/30/2026
Evaluation Scope of Work Description:
BG Consulting will update the ACS READS evaluation plan, as warranted. BG Consulting is responsible for constructing or adapting all data collection instruments, coordinating and conducting data collection, managing and analyzing data, and meeting all evaluation report requirements and timelines.
Evaluation Deliverables:
<ul style="list-style-type: none"> • ACS READS evaluation plan • All data collection instruments/protocols • Evaluation summaries, as necessary • Annual reports, as required • Final evaluation report • Other project deliverables, as needed • Lead evaluator will strive to respond to emails or any type of communication from ACS READS program staff within 12-24 hours
Evaluation Tasks and Schedules:
<ul style="list-style-type: none"> • Participate in monthly update meetings, as needed/requested • Participate in Advisory Board meetings, as needed/requested • Utilize the following methods when collecting data for the ACS READS project: <ul style="list-style-type: none"> • Project Director and/or Designee Interviews – Years 1-5 • Reaching Coach Focus Group Interviews – Years 3, 4, and 5 • Librarian Focus Group Interviews – Years 1, 3, and 5 • Librarian Individual Interviews – Years 2 and 4 • Parent Focus Group Interviews – Years 2, 4, and 5 • PD Event Evaluation Surveys – Years 1, 2, and 5; as appropriate/needed • Student Assessments (i.e., BRIGANCE Early Childhood Kindergarten Screen III, FastBridge Grades K-12, standardized data for Grades 4 and 8, and ACT Grade 11) – Years 1-5

- **Project Records** (i.e., Librarian reporting forms; circulation statistics; meeting and training documentation; book distribution statistics; narrative and pictorial evidence of library improvements/enhancements, etc.) – Years 1-5

Additionally, a case study will be conducted where three cohorts of students receiving services will be followed throughout the life of the project - Cohort 1 (Years 1-5), Cohort 2 (Years 2-5), and Cohort 3 (Years 3-5). Also, a nonequivalent control group pretest-posttest design will be employed where student scores from matched Kentucky districts (similar in size, socio-economic factors, etc.) will be examined. Finally, tasks associated with the final evaluation report will be accomplished.

Evaluation Costs:

\$45,000 for Year 1

Approval Criteria:

- BG Consulting will submit drafts of all data collection instruments and protocols for review by Project Director, prior to utilization and collection of data.
- BG Consulting will submit draft reports in a timely manner to Project Director to review and provide feedback.

Payment Terms and Conditions:

- Invoice payment terms are net 30.
- Invoices are submitted on a quarterly basis, except for Year 1. During Year 1, one invoice for services will be submitted in May/June 2022 and in September 2022.

The Allen County Schools (ACS) READS project reserves the right to evaluate BG Consulting's job performance and quality of work. ACS READS may void this agreement with a 14-day notice if BG Consulting does not meet or exceed standards set by the program guidelines or does not perform the agreed upon services.

Karen L. Bungardner
Signature of Evaluator

01/14/2022
Date

Melissa Biggerstaff
Signature of ACS READS Designee

01.18.2022
Date