

**Evaluation Scope of Work and Agreement for BG Consulting  
Allen County Schools  
READ2ME Project**

<b>Name of Client:</b>
Allen County Schools (ACS) READ2ME Project 570 Oliver Street Scottsville, KY 42164
<b>Name of Project:</b>
READ2ME
<b>Evaluation Scope of Work Date(s):</b>
10/01/2023 – 09/30/2028
<b>Evaluation Scope of Work Description:</b>
<ul style="list-style-type: none"><li>• BG Consulting agrees to provide evaluation services (see deliverables) to the READ2ME project, following approval from ACS.</li><li>• BG Consulting agrees to review and update the READ2ME evaluation plan, based on feedback from grant reviewers, and make updates, as needed.</li><li>• 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.</li><li>• BG Consulting agrees to collaborate with the READ2ME project director to ensure that all evaluation requirements are met.</li></ul>
<b>Evaluation Deliverables:</b>
<ul style="list-style-type: none"><li>• READ2ME evaluation plan</li><li>• All data collection instruments/protocols</li><li>• Evaluation summaries, as necessary</li><li>• Federally-mandated reports (i.e., Interim Performance Report &amp; Annual Performance Report), as required</li><li>• Other project evaluation deliverables, as needed</li><li>• Lead evaluator will respond to emails or any type of communication from READ2ME program staff within 12-24 hours</li><li>• Participate virtually or in-person READ2ME project meetings, as needed</li></ul>
<b>Evaluation Tasks and Schedules:</b>
<ul style="list-style-type: none"><li>• Participate in evaluation update meetings, as needed/requested by READ2ME project director</li><li>• Participate (virtually or in-person) in READ2ME Advisory Board meetings</li><li>• Utilize the following methods when collecting data for the READ2ME project:<ul style="list-style-type: none"><li>• <b>Project Director and/or Designee Interviews</b> – Years 1-5</li><li>• <b>Additional Program Staff Focus Group Interviews</b> – Years 3, 4, and 5</li><li>• <b>Library Media Specialists Group Interviews</b> – Years 1, 3, and 5</li></ul></li></ul>

- **READ2ME Surveys** – Years 1, 3, & 5
- **Kentucky Summative Assessment (KSA) Data** – Years 1-5 (signed confidentiality agreement in place with ACS signed 09/26/23)
- **Project Records** (i.e., meeting and training documentation; book distribution data; narrative (description of resources) and pictorial evidence of library improvements/enhancements, etc.) – Years 1-5

#### Evaluation Costs:

Evaluation costs are broken out by quarter and year.

- Year 1 - \$7,459.75 per quarter; \$29,839 annually
- Year 2 - \$7,832.75 per quarter; \$31,331 annually
- Year 3 - \$8,474.25 per quarter; \$33,897 annually
- Year 4 - \$8,898.00 per quarter; \$35,592 annually
- Year 5 - \$9,343.00 per quarter; \$37,372 annually

#### Approval Criteria:

- BG Consulting will submit drafts of all data collection instruments and protocols for review by the READ2ME 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 program calendar quarterly basis except in Year 1 – Quarters 1 & 2 invoices will be submitted in April
  - Quarter 1 (October – December) – Invoice submitted in January
  - Quarter 2 (January – March) – Invoice submitted in April
  - Quarter 3 (April – June) – Invoice submitted in July
  - Quarter 4 (July – September) – Invoice submitted in October

The ACS READ2ME project reserves the right to evaluate BG Consulting’s job performance and quality of work. ACS READ2ME 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. Bumgardner  
Signature of Evaluator

11/30/2023 \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ACS READ2ME Authorized Representative

\_\_\_\_\_  
Date