

NEW MEXICO PUBLIC EDUCATION DEPARTMENT

21ST Century Community Learning Centers Program Evaluation



Request For Quotes (RFQ)

21st Century Community Learning Centers Program

DUE: November 14, 2016

Released: October 14, 2016

Table of Contents:

I. INTRODUCTION	1
I.A. Purpose of this Request for Quotes	1
I.B. Background Information	1
I.C. Scope of Procurement	2
I.D. Definition of Terminology	2
II. CONDITIONS GOVERNING THE PROCUREMENT	6
II.A. Sequence of Events	6
II.B. Explanation of Events	6
IV. QUOTE CONTENT SPECIFICATIONS	7
IV.A. Scope of Work	7
IV.B. Technical Specifications	9
IV.C. Business Specifications	10
IV.D. Quote Submission Format	10
V. EVALUATION	11
V.A. Evaluation Point Summary	11
V.B. Evaluation Factors	11
APPENDICES	
Appendix A (Campaign Contribution Disclosure Form)	12
Appendix B (Deliverables Calendar)	16

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR QUOTES

The purpose of the Request for Quotes (RFQ) is to solicit sealed quotes to establish a contract through competitive negotiations for the procurement of professional services to deliver program data evaluation services for the 21st Century Community Learning Center (CCLC) program that serves students who attend high poverty and low performing schools across the state of New Mexico (NM).

B. BACKGROUND INFORMATION

Through leadership and teamwork, the Coordinated School Health and Wellness Bureau (CSHWB), contained within the NM Public Education Department (PED) Federal Programs Division, advocates and provides support for schools and families to implement school health programs, and health and nutrition services. Through intra-/inter- and community agency collaboration, the CSHWB works to promote healthier schools by providing professional development, technical assistance and resources to local education agencies. Schools are able to develop, implement and evaluate school health programs and activities, designed to improve instruction and increase student learning. Health-promoting schools become high-achieving schools, which is based on the philosophy that “healthy kids make better students and better students make healthier communities.”

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001, and as amended by the Every Student Succeeds Act (ESSA) of 2015, the primary goal of the PED’s 21st CCLC program is to enable community learning centers to plan and implement quality out-of-school-time (OST) learning and enrichment opportunities to help students meet state standards in core content areas. Well-designed and well-implemented OST programs can have measurable effects on students’ academic performance and behavior choices. The PED has been given authority to administer the 21st CCLC federal funds and establish criteria and a process for local competition (21st CCLC Non-Regulatory Guidance, F-25).

Expected student outcomes for the 21st CCLC funded programs include:

1. Improved student academic achievement in language arts and mathematics;
2. Improved student school attendance, classroom behavior choices and promotion to the next grade level; and
3. Positive youth development as demonstrated by multiple factors, including, but not limited to: student confidence, inspired learning, healthy choices and positive social behaviors.

To provide data-driven quality programming within CSHWB, the 21st CCLC Program is seeking a qualified contractor to provide data support and program evaluation through this RFQ.

C. SCOPE OF PROCUREMENT

The term of this contract shall be for one (1) year from date of award with the option to extend for a period of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico Department of Finance and Administration (DFA) at the same price, terms and conditions. This contract shall not exceed four (4) years.

This procurement will result in a contractual agreement between two parties; the procurement may ONLY be used by those two parties exclusively.

D. DEFINITION OF TERMINOLOGY

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

“Agency” means the State Agency sponsoring the Procurement action.

“APR” means Annual Performance Report.

“Authorized Purchaser” means an individual authorized by a Participating Entity to place orders against this contract.

“Award” means the final execution of the contract document.

“Business Hours” means 8:00 AM through 5:00 PM Mountain Standard or Mountain Daylight Savings Time, whichever is in effect on the given date.

“CCLC” means Century Community Learning Centers.

“Close of Business” means 5:00 PM Mountain Standard or Mountain Daylight Savings Time, whichever is in effect on the given date.

“Confidential” means private financial information concerning offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act NMSA 1978 57-3-A-1 to 57-3A-7. See NMAC 1.4.1.45. As one example, no information that could be obtained from a source outside this request for proposals can be considered confidential information.

“Contract” means any agreement for the procurement of items of tangible personal property, services or construction.

“Contractor” means any business having a contract with a state agency or local public body.

“CQI” refers to the Continuous Quality Improvement cycle.

“CSHWB” means Coordinated School Health and Wellness Bureau.

“Deliverable” means any measurable, tangible, verifiable outcome, result or item that must be produced to complete a project or part of a project.

“Desirable” the terms “may,” “can,” “should,” “preferably,” or “prefers” identify a desirable or discretionary item or factor.

“Determination” means the written documentation of a decision of a procurement officer, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“DFA” means the New Mexico Department of Finance and Administration.

“Electronic Version/Copy” means a digital form, consisting of text, images or both, readable on computers or other electronic devices that includes all content that the Original and Hard Copy proposals contain. The digital form may be submitted, using a compact disc (CD) or Universal Serial Bus USB flash drive. The electronic version/copy can NOT be emailed.

“ELT” means expanded or extended learning time, reinforcing content introduced during the learning day while serving an entire cohort of students.

“ESEA” means the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act (NCLBA) of 2001, and as amended by the Every Student Succeeds Act (ESSA) of 2015.

“ESSA” means the Every Student Succeeds Act signed into law by President Obama on December 10, 2015. Passed with bipartisan support, ESSA represents a shift from broad federal oversight of primary and secondary education to greater flexibility and decision making at the state and local levels. The law replaces the No Child Left Behind Act.

“Evaluation Committee” means a body appointed to perform the evaluation of Offerors’ proposals.

“Evaluation Committee Report” means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations, resulting from the procurement.

“Finalist” means an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Hourly Rate” means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.

“Mandatory” – the terms “must,” “shall,” “will,” “is required,” or “are required” identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Minor Technical Irregularities” means anything in the proposal that does not affect the price quality and quantity or any other mandatory requirement.

“NCLB” means the No Child Left Behind Act (NCLBA) of 2001, and as amended by the Every Student Succeeds Act (ESSA) of 2015.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“OST” means Out-of-School-Time learning, a term that applies to the time spent engaged in educational activities beyond the traditional learning day.

“PED” means Public Education Department, and refers, specifically, to the New Mexico Public Education Department.

“Procurement Manager” means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

“Procuring Agency” means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to entertain procurements.

“Project” means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.

“QMC” references a subgrantee’s Quality Management Consultant. This person works closely with an assigned group of subgrantees to provide technical assistance and coaching.

“Redacted” means a version/copy of the proposal with the information considered confidential as defined by NMAC 1.4.1.45 and defined herein and outlined in Section II.C.8 of this RFQ blacked out BUT NOT omitted or removed.

“Request for Quotes (RFQ)” means all documents, including those attached or incorporated by reference, used for soliciting quote responses.

“Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.

“Responsive Offer” means an offer, which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements.

“Sealed” means that the proposal is enclosed in a package, which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The

State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a determination to be made by the Procurement Manager. By submitting a proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Procurement Manager in such cases.

“Staff” means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.

“State (the State)” means the State of New Mexico.

“State Agency” means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. “State agency” includes the New Mexico Department of Finance and Administration, but does not include local public bodies.

“Statement of Concurrence” means an affirmative statement from the Offeror to the required specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offeror’s proposal (e.g., “we concur,” “Understands and Complies,” “Comply,” “Will Comply if Applicable,” etc.).

“Subgrantee” means the recipient of a grant made by one organization, using funds previously granted to it by another.

“Unredacted” means a version/copy of the proposal containing all complete information, including any that the Offeror would otherwise consider confidential, such copy for use only for the purposes of evaluation.

“USDE” means the United States Department of Education, a Cabinet-level department of the United States government.

“Written” means typewritten on standard 8 ½ x 11 inch paper. Larger paper is permissible for charts, spreadsheets, etc.

II. CONDITIONS GOVERNING THE PROCUREMENT

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFQ	NM PED	October 14, 2016
2. Deadline to submit Questions	Offerors	October 28, 2016
3. Response to Written Questions	NM PED	November 7, 2016
4. Submission of Proposal	Offerors	November 14, 2016 3:00 PM MST
5. Quote Evaluation	Evaluation Committee	November 14-18, 2016
6. Selection of Finalists	Evaluation Committee	November 18, 2016
7. Finalize Contractual Agreements	Agency/Finalist Offerors	Nov. 18 – Dec. 2, 2016
8. Contract Awards	Agency/Finalist Offerors	December 9, 2016

Project & RFQ Contact:

Michelle Vignery, Procurement Manager
21st Century Community Learning Centers Program
Coordinated School Health and Wellness Bureau
New Mexico Public Education Department
120 South Federal Place, Room 206
Santa Fe, NM 87501
Michelle.Vignery@state.nm.us
505-827-1592

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

Submission of Quotes

Offerors may submit any questions regarding the RFQ to the Project Contact by October 28, 2016. The Project Contact will prepare a response to any questions received and will post the responses on the New Mexico Public Education Department's Coordinated School Health and Wellness Bureau website for review by all offerors before the final submission of quotes is due.

One hardcopy original and three hardcopies of the quote must be received by the Project & RFQ Contact **by 3:00 P.M., MST on November 14, 2016. Hardcopy quotes received after this deadline will not be accepted.**

Pursuant to Section 13-1-116, New Mexico Statutes Annotated (“NMSA”) 1978 of the Procurement Code, the contents of any quotes shall not be disclosed so as to be available to competing offerors during the negotiation process.

Quote Evaluation

Each quote will be evaluated by the New Mexico Public Education Department. All quotes will be reviewed for compliance with the requirements stipulated in this RFQ. Quotes found not to be in compliance will be eliminated from further consideration. If necessary, offerors submitting quotes may be provided an opportunity for discussion and revision of quotes after submission to the New Mexico Public Education Department and prior to award, for the purpose of obtaining the best offer.

Contract Award

The New Mexico Public Education Department reserves the right to reject any or all quotes when it is in the best interest of the State to do so.

Any contract resulting from this RFQ process will follow the format specified by the New Mexico Public Education Department. The New Mexico Public Education Department reserves the right to negotiate contract provisions with the selected organization, in addition to those stipulated in this RFQ. All contracts are subject to the review and approval of the DFA pursuant to 13-1-118, NMSA of the Procurement Code and DFA Rule 87-1, "Governing the Approval of Contracts for the Purchase of Professional Services."

The Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

IV. QUOTE CONTENT SPECIFICATIONS

A. SCOPE OF WORK

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials, will be evaluated and awarded points accordingly.

Please describe a suggested approach to the following Scope of Work tasks, referencing the FY17 Deliverable Calendar (Appendix B.), and cite any significant relevant experience that shapes the approach ideas.

The scope of work will consist of the following responsibilities:

1. Provide consultative services to the 21st CCLC State Coordinator.
 - a. Work with the 21st CCLC State Coordinator to identify best practices, based on data analysis.
 - b. Strategize with the 21st CCLC State Coordinator in the identification of data entry methods for subgrantees.

- c. Coordinate with the PED staff and other subgrantees, such as Redhouse Training and Consulting and the Quality Management Consultants (QMCs), to ensure access to formative data.
 - d. Provide data management systems-generated reports and analysis of statewide data collection in consultation with the 21st CCLC State Coordinator.
 2. Ensure the delivery of quality data.
 - a. Take the lead in completing the state activities and subgrantee profiles in the federal data collection system, 21APR, and ensure all federal data collection system fields are adequately populated in compliance with the United States Department of Education (USDE) Annual Performance Report (APR) submittal.
 - b. Serve as a liaison between the 21st CCLC state and federal data management systems (EZ Reports for the state and 21APR for the federal) and the PED, Redhouse Training and Consulting, QMCs, and subgrantees. This includes providing appropriate level log-in access for PED designees.
 - c. Support data collection and management at the state, subgrantee, and learning center levels based on the federal reporting requirements defined by 21APR, the federal data collection system. This will include ongoing training and technical assistance/support, quarterly data audits to ensure compliance, and notification for the 21st CCLC State Coordinator, QMCs, and funded partners regarding lack of compliance, as applicable.
 - d. Ensure timely and accurate transference of statewide collected data to 21APR, including filtering and reporting of accurate student assessment data and surveys (teacher rating of student outcomes), among other data elements. On dates prescribed by the PED, per communication with the USDE, the Contractor shall enter required data into the federal data collection system for FY16 (AY15-16) and FY17 (AY16-17).
 3. Provide comprehensive training to the 21st CCLC Coordinator, QMCs, and subgrantees on the Statewide Data Management System (EZ Reports).
 - a. Provide the 21st CCLC State Coordinator, QMCs and subgrantees with training on EZ Reports that includes the following:
 - 1) Create written training manuals.
 - 2) Create training videos.
 - 3) As needed, provide additional technical assistance.
 - b. Support the QMCs by providing regular access to relevant program data housed in EZ Reports (to include activities, staffing, and student demographics, among others), that will support coaching information.
 4. Develop and implement an evaluation plan that culminates in an annual report designed to evaluate program strategies in order to identify best practices and reduce the impact of less successful strategies.
 - a. Develop a State Evaluation Plan that captures, but is not limited to, outcomes toward meeting state objectives and performance measures, saturation, target audience served, difference in student assessments and attendance as it relates to both academics and behavior, strategies on the identification of data entry methods for 21stst CCLC program subgrantees, a

- plan for continual assessment and evaluation of data collection processes.
- b. Develop two reports for PED approval and finalize annual evaluation reports based on PED approval.
 - 1) Draft and deliver an Executive Summary of the annual 21st CCLC New Mexico State Evaluation Report.
 - 2) Draft an in-depth analysis of pertinent program factors and outcomes. The final analyses should include, but be not limited to:
 - a) Overall progress toward reaching state-wide goals and performance measures;
 - b) Ideas on best practices based on data analysis; and
 - c) Strategies for reaching goals and method of prioritization.

B. TECHNICAL SPECIFICATIONS

Please confirm and provide supporting documentation of capability and experience to successfully achieve the following tasks:

- 1) Define the opportunity gap that impacts New Mexico students in their pursuit of college and career readiness. Provide rationale regarding the importance of closing this gap and proposed action steps to achieve this through data support and evaluation with the 21st CCLC program.
- 2) Define the achievement gap that impacts New Mexico students in their pursuit of college and career readiness. Provide rationale regarding the importance of closing this gap and proposed action steps to achieve this through data support and evaluation with the 21st CCLC program.
- 3) Provide a description of relevant experience with state government and private sector clients. If applicable, the experience of all proposed or previously relevant subcontractors must be described as well. The narrative must thoroughly describe how the RFQ respondent has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of data support and evaluation, specifically for out of school and/or expanded learning time programs. This includes providing data regarding the number of sites supported, databases used, students impacted and team members coached.
- 4) Indicate how the principles of adult learning will factor into the RFQ respondent's training to be provided for subgrantees, as outlined in the example of the contract's Statement of Work and Appendix C, Deliverables Calendar.
- 5) Provide examples of a data training presentation and report.
- 6) Describe at least two project successes and challenges of previous consulting engagements. Include and how each experience improved the RFQ respondent's services.
- 7) Provide a minimum of two (2) organizational references from similar projects performed for private, state or large local government clients within the last ten years. RFQ respondents shall submit the following Business Reference information as part of the submitted Offer:

- a) Client name;
 - b) Project description and outcome;
 - c) Project dates (starting and ending);
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network);
 - e) Staff assigned to indicate engagement that will be designated for work per this RFQ;
 - f) Project Location; and
 - g) Client project manager name, telephone number, fax number and e-mail address.
- 8) **PROJECT COST:** Cost will be measured by amount compared to other RFQ respondents' proposals and services to be provided. Quote should include a breakdown of cost estimates expected to complete scope of work as outlined in Appendix C, Deliverables Calendar, and proposed project approach.

C. BUSINESS SPECIFICATIONS

1) Campaign Contribution Disclosure Form

Offerors shall submit a completed Campaign Contribution Disclosure Form. The form is provided as Appendix A.

D. QUOTE SUBMISSION FORMAT

- 1) One (1) hardcopy original
- 2) Three (3) hardcopy duplicates

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror Quotes by sub-category.

Table 1: Evaluation Point Summary

Evaluation Factors	Points Available
A. Scope of Work – suggested approach	
A.1. Suggested Approach	100
B. Technical Specifications – experience & capability	
B.1. Need for Project (Opportunity Gap)	50
B.2. Need for Project (Achievement Gap)	50
B.3. Staff Experience	100
B.4. Educating Adults	100
B.5. Work Samples	100
B.6. Previous Successes and Challenges	100
B.7. References	100
B.8. Project Cost	300
C. Business Specifications	
C.1. Campaign Contribution Disclosure Form	pass / fail
TOTAL POSSIBLE	1,000 points

B. EVALUATION FACTORS (See Table 1)

A. Scope of Work – suggested approach (100 points)

Up to a total of 100 points will be awarded for Section A., based on the suitability of the suggested approach, demonstrated understanding of the project, and clarity and effectiveness of the information provided.

B. Technical Specifications – experience & capability (900 points)

Up to a total of 900 points will be awarded for Section B., based on demonstrated expertise and experience necessary to successfully complete the Scope of Work. Evaluation will be based on the thoroughness and clarity of each response, the breadth and depth of the engagements cited and the perceived validity of the responses.

C. Campaign Contribution Disclosure Form (pass/fail)

An application will be deemed incomplete without the applicant's submission of the Campaign Contribution Disclosure Form (See Appendix A).

APPENDIX A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for Quotes and ending with the award of the contract or the cancellation of the request for Quotes.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

APPENDIX B
FY17 DELIVERABLES CALENDAR

FY17 DELIVERABLES CALENDAR

1. December
 - a. Create a user-friendly manual, explaining how program funding and partnerships should be recorded in the Agency-selected software, EZ Reports.
 - 1) Both written text and screen shots should be included in this manual.
 - 2) Times New Roman font should be used throughout the document.
 - 3) The 21st CCLC and Coordinated School Health and Wellness Bureau logos should be included in the header.
 - 4) This manual will be emailed to all subgrantees, following the December 21st CCLC webinar.
 - b. Provide technical assistance, as needed, for any subgrantee, not able to enter/save program funding and partnership data in EZ Reports. Technical assistance may include any of the following:
 - 1) Emails
 - 2) Phone Calls
 - 3) Direct EZ Report Assistance (using administrator log-in to override errors)
 - c. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.
 - d. Complete the state activities and subgrantee profiles in the federal data collection system, 21APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
3. January
 - a. Conduct second quarter audit for all subgrantees.
 - 1) Ensure that “active” students have regular attendance; if not, notify subgrantees regarding which students should be “dropped” in EZ Reports, along with a description for how to “drop” students.
 - 2) Ensure that all session activities have attendance recorded; if a session has no attendance recorded, advise the subgrantee to delete the activity session.
 - 3) Ensure that grade or short cycle assessment data have been entered for each regular student.
 - 4) Staff should be assigned to each session.
 - 5) Follow-up on any audit requests (setting a clear timeline) to ensure completion.
 - 6) Notify the 21st CCLC State Coordinator of non-compliance.
 - b. Generate and email all grade/short cycle data reports to subgrantees.
 - 1) Each grade report must be learning center specific, comparing the first quarter to the second quarter grade, tracking the following outcomes:
 - a) Number of students who maintained a passing grade in ELA;
 - b) Number of students who improved a non-passing grade in ELA;
 - c) Number of students who maintained a passing grade in math; and

- d) Number of students who improved a non-passing grade in math.
 - 2) If schools use short cycle assessments, each student's fall score should be compared to the winter score, tracking "grade level" growth, as defined by the district selected assessment. If winter assessments are not administered, the spring score from the previous year should be compared to the fall score of the current academic year, tracking "grade level" growth, as defined by the district level assessment.
 - c. Provide technical assistance, as needed, for any subgrantee not able to enter/save grade/short cycle data in EZ Reports. Technical assistance may include any of the following:
 - 1) Emails
 - 2) Phone Calls
 - 3) Direct EZ Report assistance (using administrator log-in to override errors)
 - d. Create a "State of the State" webinar presentation, identifying progress toward all New Mexico 21st CCLC state goals as well as other high leverage data points and collaborate with the 21st CCLC State Coordinator for feedback/revisions prior to the February 21st CCLC webinar. The slide deck and speaking points should be emailed to the State Coordinator by Friday, February 3, 2017.
 - e. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.
 - f. Complete the state activities and subgrantee profiles in the federal data collection system, 21 APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
4. February
- a. Incorporate the 21st CCLC State Coordinator's feedback into the "State of the State" webinar.
 - b. Facilitate the February "State of the State" webinar on Tuesday, February 7, 2017, beginning at 3:35 PM MST and ending no later than 4:35 PM MST.
 - c. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.
 - d. Complete the state activities and subgrantee profiles in the federal data collection system, 21 APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
5. March
- a. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.

- b. Complete the state activities and subgrantee profiles in the federal data collection system, 21APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
- c. Update the NM created, user-friendly manual, explaining the 21st Century Community Learning Centers (CCLC) program set-up process in the Agency selected statewide data management system, EZ Reports.
 - 1) Both written text and screen shots should be included in this manual.
 - 2) Times New Roman font should be used throughout the document.
 - 3) The 21st CCLC and Coordinated School Health and Wellness Bureau logos should be included in the header.
 - 4) Some learning centers have students from multiple schools in attendance; however, the manual should make clear that students should be enrolled in EZ Reports according to learning center, not by school.
 - 5) The manual must make clear and explain how to achieve the following required program set-up information:
 - a) Grant Information
 - b) Grant Director
 - c) Funding Information
 - d) Names and information for individual learning centers
 - e) Feeder schools for individual learning centers
 - f) Enrolled students' full names
 - g) Enrolled students' dates of birth
 - h) Enrolled students' grade levels
 - i) Enrolled students' district or state identification numbers
 - j) Enrolled students' race identifications
 - k) Enrolled students' gender identifications
 - l) Enrolled students' free/reduced lunch (FRL) status
 - m) Enrolled students' special enrollment statuses (homeless, English-language learner, special education, gifted)
 - n) Name of enrolled students' English teachers
 - o) Name of students' mathematics teachers
 - p) Enrolled students' parent/guardian contact information
 - q) Staff members' names
 - r) Staff members' hours
 - s) Staff members' years of experience in education
 - t) Program year calendar
 - u) Grant objectives
 - v) Program activity sessions
 - w) Staff assigned to each activity session
 - x) Objectives assigned to each activity session
 - y) Service provider/partner information
- d. Create a training video explaining/demonstrating the required 21st CCLC program set-up in EZ Reports.

- 1) The Agency webinar software, GoTo Meeting, may be utilized to record both video and audio for this training video.
 - 2) Microsoft OneDrive may be utilized to upload and create a link to the training video.
- e. Update the NM created, user-friendly manual explaining how to record student attendance in the Agency selected software, EZ Reports.
- 1) Both written text and screen shots should be included in this manual.
 - 2) Times New Roman font should be used throughout the document.
 - 3) The 21st CCLC and Coordinated School Health and Wellness Bureau logos should be included in the header.
 - 4) This manual should make clear that attendance is due on the second and fourth Fridays of each month.
- f. Create a training video, explaining/demonstrating how to record student attendance in EZ Reports.
- 1) The Agency webinar software, GoTo Meeting, may be utilized to record both video and audio for this training video.
 - 2) Microsoft OneDrive may be utilized to upload and create a link to the training video.
 - 3) This training video should make clear that attendance is due on the second and fourth Fridays of each month.
 - 4) Some learning centers have students from multiple schools in attendance; however the manual should make clear that students should be enrolled according to learning center, not by school.
 - 5) Set-up information must include the following:
 - a) Grant Information
 - b) Grant Director
 - c) Funding Information
 - d) Names and information for individual learning centers
 - e) Feeder schools for individual learning centers
 - f) Enrolled students' full names
 - g) Enrolled students' dates of birth
 - h) Enrolled students' grade levels
 - i) Enrolled students' district or state identification numbers
 - j) Enrolled students' race identifications
 - k) Enrolled students' gender identifications
 - l) Enrolled students' free/reduced lunch (FRL) status
 - m) Enrolled students' special enrollment statuses (homeless, English-language learner, special education, gifted)
 - n) Name of enrolled students' English teachers
 - o) Name of students' mathematics teachers
 - p) Enrolled students' parent/guardian contact information
 - q) Staff members' names
 - r) Staff members' hours
 - s) Staff members' years of experience in education
 - t) Program year calendar

- u) Grant objectives
- v) Program activity sessions
- w) Staff assigned to each activity session
- x) Objectives assigned to each activity session
- y) Service provider/partner information

6. April

- a. Conduct third quarter audits for all subgrantees.
 - 1) Ensure that “active” students have regular attendance; if not, notify subgrantees regarding which students should be “dropped” in EZ Reports, along with a description for how to “drop” students.
 - 2) Ensure that all session activities have attendance recorded; if a session has no attendance recorded, advise the grantee to delete the activity session.
 - 3) Ensure that grade or short cycle assessment data has been entered for each regular student.
 - 4) Staff should be assigned to each session.
 - 5) Follow-up on any audit requests to ensure completion.
 - 6) Notify the 21st CCLC State Coordinator of non-compliance.
- b. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.
- c. Complete the state activities and subgrantee profiles in the federal data collection system, 21 APR, and ensure all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.

7. May

- a. Generate and email all grade/short cycle data reports to subgrantees by Friday, May 5, 2017.
 - 1) Each grade report must be site specific, comparing the first quarter to the first, second and third quarter cumulative grades, tracking the following outcomes:
 - a) Number of students who maintained a passing grade in ELA;
 - b) Number of students who improved a non-passing grade in ELA;
 - c) Number of students who maintained a passing grade in math; and
 - d) Number of students who improved a non-passing grade in math.
 - 2) If schools use short cycle assessments, each student’s fall score should be compared to the spring score, tracking “grade level” growth, as defined by the district selected assessment.
- b. Provide technical assistance, as needed, for any subgrantee, which is not able to enter/save grade/short cycle data in EZ Reports. Technical assistance may include any of the following:
 - 1) Emails
 - 2) Phone Calls
 - 3) Direct EZ Report assistance (using administrator log-in to override errors)
- c. Open the Summer Database (Academic Year 17-18) by May 5, 2017.

- 1) Work with the Agency selected software provider, EZ Reports, to open the Academic Year 17-18 database on May 5, 2017.
 - 2) Ensure that all subgrantees' data points are clean and ready to be duplicated into the Academic Year 17-18 database.
 - 3) If a subgrantee's data points are not clean and ready for transfer, work with that entity to rectify their data prior to the scheduled transfer/duplication.
- d. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.
 - e. Complete the state activities and subgrantee profiles in the federal data collection system, 21APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
8. June
- a. Generate and email all grade/short cycle data reports to subgrantees.
 - 1) Each grade report must be site specific, comparing the first quarter to the first, second, third and fourth quarter cumulative grades, tracking the following outcomes:
 - a) Number of students who maintained a passing grade in ELA;
 - b) Number of students who improved a non-passing grade in ELA;
 - c) Number of students who maintained a passing grade in math; and
 - d) Number of students who improved a non-passing grade in math.
 - 2) If schools use short cycle assessments, each student's fall score should be compared to the end of year score, tracking "grade level" growth, as defined by the district selected assessment.
 - b. Provide technical assistance, as needed, for any subgrantee who is not able to enter/save grade/short cycle data in EZ Reports. Technical assistance may include any of the following:
 - 1) Emails
 - 2) Phone Calls
 - 3) Direct EZ Report Assistance (using administrator log-in to override errors)
 - c. Create two external evaluation reports, identifying progress toward all New Mexico 21st CCLC state goals as well as other high leverage data elements.
 - 1) One report should be an "executive summary," serving as a document that can be shared with stakeholders.
 - 2) One report should be an in-depth analysis, identifying high leverage action steps that can be implemented to improve 21st CCLC programming in New Mexico during the coming fiscal year.
 - d. Coordinate with the 21st CCLC State Coordinator and subgrantees, such as Redhouse Training and Consulting, to ensure access to formative data whenever feasible.

- e. Complete the state activities and subgrantee profiles in the federal data collection system, 21APR, and ensure that all federal data collection system fields are adequately populated in compliance with the Annual Performance Report (APR) submittal.
9. July
- a. Schedule and lead (this includes preparing an agenda with clear objectives) an in-person meeting with the 21st CCLC State Coordinator to review the external evaluation reports prior to release.
 - b. Release the external evaluation reports to all subgrantees and select Public Education Department team members.
10. August
- a. Prepare a 60-minute presentation for the September 21st CCLC Webinar.
 - b. Send drafts of the slide deck and talking points to the 21st CCLC State Coordinator no later than close of business Friday, August 18, 2017.
 - c. Incorporate the 21st CCLC State Coordinator's feedback into the presentation, and be prepared to present during the webinar scheduled for Tuesday, September 5, 2017 from 3:35 – 4:35 PM MDST.