SAMPLE
Consulting Agreement for
Afterschool External Evaluation Services

This agreement is entered into between
_______________________________________________________ (21st CCLC Grantee) and
__________________________________________ (certified external evaluator).

Background information:

1. The local evaluation process for 21st CCLC grantees has changed with the Cohort 8 grant cycle. In order to ensure that DESE is able to have consistent data about grantees, the goals and objectives, data collection, data analysis, and reflection process have been standardized. The new Guided Reflection process includes responsibilities for both the program administrator and the certified local evaluator (see below).

2. All Cohort 8 grantees have the same goals and objectives related to 1) academic achievement and efficacy, 2) program effectiveness, and 3) college and career readiness.

3. Cohort 6 and 7 grantees may elect to use the new Guided Reflection format with a certified external evaluator. Note: Cohort 6 and 7 grantees should notify DESE of their intent to utilize the new local evaluation format.

4. Grantees will work cooperatively with a trained/certified external evaluator to complete the required Guided Reflection process. The process includes collecting and using consistent data, jointly reviewing program and site data, and jointly completing required documents that guide the program administrator and external evaluator through an evaluation reflection process. The program administrator’s knowledge of the program operation, local context, strengths of staff members, and student dynamics will inform the discussion. The external evaluator’s training on the data and prior evaluation skills/experience will be instrumental in making the most of the process, including analyzing the data in relation to the local programs’ unique context. Together the program administrator and external evaluator will discuss the data and questions included on the guided reflection document.

Responsibilities:

1. Program Administrator
   a. The program administrator agrees to meet at least twice with the external evaluator. One meeting is to take place before June 30, 2016 to discuss the Local Context and Review of Progress on Selected Goals and Objectives portions of the Guided Reflection document. The second meeting is to take place between August 15, 2016 and October
1. 10, 2016 to discuss the Data and Reports, Status of Goals and Objectives, and Longitudinal Progress portions of the Guided Reflection document.

b. The program administrator will discuss whether he/she intends to involve other staff (e.g., site coordinators, district administrators, etc.) with the external evaluator prior to the meetings.

c. The program administrator will notify DESE and MASN of the name of the evaluator selected to complete the Guided Reflection process. The program administrator acknowledges that the external evaluator will receive a copy of the data reports associated with the Guided Reflection process.

d. The program administrator will receive the final Guided Reflection from the external evaluator by (no later than 10/14/16). The program administrator is responsible for submitting the Guided Reflection document to DESE by 10/15/16.

2. Certified External Evaluator

a. The external evaluator agrees to meet at least twice with the program administrator. One meeting is to take place before June 30, 2016 to discuss the Local Context and Review of Progress on Selected Goals and Objectives portions of the Guided Reflection document. The second meeting is to take place between August 15, 2016 and (no later than 10/10/16) to discuss the Data and Reports, Status of Goals and Objectives, and Longitudinal Progress portions of the Guided Reflection document.

b. The external evaluator will lead the discussions at the two meetings and prepare the appropriate portions of the Guided Reflection document after each meeting.

c. The external evaluator will submit a copy of the Local Context and Review of Progress on Selected Goals and Objectives sections of the Guided Reflection document to the program administrator by (choose a date around 6/30/16 since that is the deadline for the first meeting).

d. The external evaluator will review the site specific data reports, looking for trends and considering the local context, prior to the second meeting.

e. The external evaluator will prepare and submit the final Guided Reflection report to the program administrator by (no later than 10/14/16). It is the responsibility of the program administrator to submit the final Guided Reflection document to DESE by 10/15/15.

Compensation:

1. The consistent rate that grantees are allowed to pay for this Guided Reflection process is a base rate of $2,000 for the grantee with one site and $200 per additional site after the first site.

2. This agreement includes the following grant sites:

_________________________________________
3. The total compensation for the Guided Reflection process is ______________.

_____________________________________________  ____________________
Consultant Signature                          Date

_____________________________________________  ____________________
Program Administrator                         Date