

This Amendment will be posted on the CPS website.

**AMENDMENT TO SECOND RENEWAL AGREEMENT
(SchoolWorks, LLC)**

This Amendment to the Second Renewal Agreement (the "**Amendment**") is effective as of the 29th day of June, 2014, and is entered into by and between the Board of Education of the City of Chicago, a body politic and corporate, commonly known as Chicago Public Schools (the "**Board**" or "**CPS**") and SchoolWorks, LLC, a Delaware limited liability company (the "**Consultant**" or "**SchoolWorks**").

- A. The Consultant entered into a Consulting Services Agreement with the Board on August 4, 2010 to provide consulting services to the Office of New Schools ("**Agreement**") for an original term commencing July 1, 2010 and ending June 30, 2012, with two (2) additional one (1) year options to renew the terms of the Agreement (authorized by Board Report No. 10-0526-PR23-1), as amended by that certain Amendment dated August 3, 2011 (authorized by Board Report No. 11-0622-PR19-1). The Agreement was modified and continued by the First Renewal Agreement dated July 1, 2012 for a term commencing July 1, 2012 and ending June 30, 2013 ("**First Renewal Agreement**") (authorized by Board Report No. 12-0627-PR14-1); and
- B. The Agreement was modified and continued by the Second Renewal Agreement dated August 20, 2013 ("**Second Renewal Agreement**") for a term commencing July 1, 2013 and ending June 30, 2014 ("**Second Renewal Period**") (authorized by Board Report No. 13-0626-PR20-1); and
- C. The Board and the Consultant now desire to amend the Second Renewal Agreement as hereinafter set forth below.

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises and covenants contained herein, the parties hereto agree as follows:

- 1. Any and all capitalized terms contained in this Amendment, and not defined herein, shall have the same definition as set forth in the Agreement.
- 2. The term of the Second Renewal Agreement is hereby amended to extend the Second Renewal Period from June 30, 2014 to October 31, 2014 to include Services and Deliverables by Consultant for the CPS 2014 Request for Proposal process and evaluation.
- 3. The Second Renewal Agreement is hereby amended to increase the maximum compensation amount by \$150,000 so that the total maximum compensation payable to Consultant during the Second Renewal Period shall **not exceed \$650,000**, inclusive of all reimbursable expenses, if any ("**Total Maximum Compensation**").
- 4. Exhibit A-2, Scope of Services, of the Agreement is hereby amended to include Services and Deliverables by Consultant for the CPS 2014 Request for Proposal process and evaluation as specified in Exhibit A-3, which is attached hereto and made a part hereof.
- 5. The Consultant further acknowledges that the original Agreement, including all extensions and amendments thereto, shall be posted on the Board's website.

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6. A signature delivered by facsimile or electronic means shall be considered binding for both parties.

7. Except as expressly provided in this Amendment, all other terms and conditions of the Agreement, as modified and continued by the Second Renewal Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized representatives as of the date first written above.

**BOARD OF EDUCATION OF
THE CITY OF CHICAGO**

By: David J. Vitale
David J. Vitale, President

Attest: Estela G. Beltran 7/7/14
Estela G. Beltran, Secretary

Date: 7/7/14

Board Report No: 14-0226-PR4-1
14-0528-ARJ-35
Approved as to legal form:

James L. Bebley
James L. Bebley, General Counsel

SCHOOLWORKS, LLC

By: Kimberly A. Weckenhiser
Name: Kimberly A. Weckenhiser
Title: President

Attest: Michelle L. Pieroni
Name: Michelle L. Pieroni
Title: Project Coordinator
Date: 7/3/14

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EXHIBIT A-3

SCOPE OF SERVICES

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Exhibit A-3

**Scope of Services
(SchoolWorks, LLC)**

Board Report: 14-0226-PR4

Name of Project: SchoolWorks LLC Consulting Services

Board's Project Manager: Doresah Ford-Bey ; **Email:** dford-bey@cps.edu ; **Phone:** 773-553-2511

SchoolWorks' Project Manager: Kim Wechtenhiser **Email:** kwechtenhiser@schoolworks.org
Phone: 978-201-6753

Renewal Term of Performance: July 1, 2013 through October 31, 2014

Defined terms used in this Scope of Services shall have the same meanings as those ascribed to such terms in the Agreement, as modified and continued by the Second Renewal Agreement and this Amendment.

SUMMARY OF SERVICES

SchoolWorks shall:

- Participate in initial reviews of proposals received for the establishment and renewal of charter and contract schools;
- Participate in comprehensive reviews, including panel interviews, for proposals deemed to meet initial quality standards;
- Lead the renewal site visit teams as part of the charter and contract school contract renewal process.

DETAILED SCOPE OF SERVICES:

SchoolWorks shall:

- 1.) 2013 New Schools Request for Proposal ("RFP")
 - a. Support RFP Processes and Deliver Training
 - Update and revise RFP protocol, rubric, and reporting templates
 - Conduct trainings for RFP Comprehensive Evaluation Team ("CET") members
 - b. Lead evaluation of RFP and Develop New Authorization Reports
 - Facilitation/participation in trainings
 - Preparation for RFP CET meetings
 - Participation in RFP CET meetings (2 SchoolWorks representatives per proposal)
 - Complete recommendation report, including executive summary and comprehensive recommendation report
- 2.) 2013 Charter School Renewal Process
 - a. Support Charter School Renewal Process and Deliver Training

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- Review and provide feedback on renewal application
 - Review and provide feedback on renewal rubric
 - Update and revise Renewal Site Visit (“RSV”) protocol and reporting templates
 - Participate in design meetings with OPS staff
 - Conduct school leader orientation for RSV
 - Conduct team member orientation and training for RSV
- b. Conduct Renewal Site Visits (where applicable)
- Facilitate two-day RSV with two team members (team leader and team writer; other team members to be provided by CPS)
 - Complete 10-15 page report in alignment with RSV protocol
- c. Support Renewal Comprehensive Evaluation Team Processes and Deliver Training
- Update and revise CET protocol, rubric, and reporting templates
 - Conduct team member training for CET
- d. Facilitate CET Meetings and Develop Renewal Recommendation Report
- Facilitation/participation in CET trainings
 - Preparation for initial and final CET meetings
 - Participation in initial and final CET meetings (2 SchoolWorks representatives per meeting)
 - Complete renewal recommendation report, including executive summary and comprehensive recommendation report
- 3.) 2014 New Schools Request for Proposal (RFP)
- a. Support RFP Processes and Deliver Training
- Update and revise RFP protocol, rubric, and reporting templates
 - Conduct trainings for RFP Comprehensive Evaluation Team (CET) members
- b. Lead evaluation of RFP and Develop New Authorization Reports
- Facilitation/participation in trainings
 - Preparation for RFP CET meetings
 - Participation in RFP CET meetings (2 – 4 SchoolWorks representatives per proposal)
 - Complete recommendation report, including executive summary and comprehensive recommendation report

DELIVERABLES:

SchoolWorks shall:

- 1.) Submit written reports to the Office of Innovation and Incubation outlining the findings for each school evaluated. Reports should be submitted within one month of the evaluation.

DELIVERY SCHEDULE AND COST ESTIMATES:

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Tasks	Deliverable(s)	Est. Dates	Est. Hrs/Fee	Subtotal
Support Charter School Renewal Processes and Deliver Trainings	<ul style="list-style-type: none"> Review and provide feedback on renewal application Review and provide feedback on renewal rubric Update and revise Renewal Site Visit (RSV) protocol and reporting templates Participate in design meetings with OPS staff Conduct school leader orientation for RSV Conduct team member orientation and training for RSV 	June – August 2013	80 off-site hours at \$180/hour 50 on-site hours at \$200/hour	\$24,400
Conduct 2 Renewal Site Visits	<ul style="list-style-type: none"> Facilitate two-day RSV with two team members (team leader and team writer; other team members to be provided by CPS) Complete 10-15 page report in alignment with RSV protocol 	September 12-13, 2013	\$19,100 per visit	\$38,200
Support Renewal Comprehensive Evaluation Team Processes and Deliver Trainings	<ul style="list-style-type: none"> Update and revise CET protocol, rubric, and reporting templates Conduct team member training for CET 	June – August 2013	75 off-site hours at \$180/hour 30 on-site hours at \$200/hour	\$19,500
Facilitate 8 CET meetings and develop renewal recommendation reports	<ul style="list-style-type: none"> Facilitation/participation in CET trainings Preparation for initial and final CET meetings Participation in initial and final CET meetings (2 SchoolWorks representatives per meeting) Complete renewal recommendation report, including executive summary and comprehensive recommendation report 	September – October 2013	\$11,700 per school	\$93,600
Support Call for Quality School (“CFQS”) Processes and Deliver Trainings	<ul style="list-style-type: none"> Update and revise CFQS protocol, rubric, and reporting templates Conduct trainings for CFQS CET members 	June – August 2013	75 off-site hours at \$180/hour 30 on-site hours at \$200/hour	\$19,500
Lead evaluation of Call for Quality School proposals and develop new authorization reports	<ul style="list-style-type: none"> Facilitation/participation in trainings Preparation for CFQS CET meetings Participation in CFQS CET meetings (2 SchoolWorks 	September – October 2013	25 applicants at \$9,600 per proposal	\$240,000

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	representatives per proposal) Complete recommendation report, including executive summary and comprehensive recommendation report			
Support 2014 New Schools RFP Processes and Deliver Trainings	<ul style="list-style-type: none"> Update and revise New Schools Request for Proposals (RFP) protocol, rubric, and reporting templates Conduct trainings for RFP CET members 	July – October 2014	60 off-site hours at \$180/hour 30 on-site hours at \$200/hour	10,800 6,000
Lead evaluation of proposals submitted in response to the 2014 RFP for new schools, and develop new authorization recommendation reports	<ul style="list-style-type: none"> Facilitation/participation in trainings Preparation RFP CET meetings Participation onsite in RFP CET capacity interviews (2 SchoolWorks representatives and up to 2 Subject Matter Experts (“SMEs”) per proposal) Participation on-site during 2 follow up CET meetings (2 SchoolWorks representatives and up to 2 Subject Matter Experts (“SMEs”) per proposal) Complete recommendation reports, including executive summaries and comprehensive recommendation reports 	July – October 2014	10 proposals at \$12,600 per proposal 1.5 SMEs per proposal with 10 proposals at \$4,800 per SME per proposal	126,000 72,000
Total Estimated Fee				\$650,000

**** The Office of Innovation and Incubation will closely monitor the quality and timeliness of the Services rendered by Consultant. At the onset of any activity, a clear, mutual understanding of firm deadlines will be reached and a calendar will be produced by the Office of Innovation and Incubation that will guide the Services. In the event of more than three (3) late report submissions, each additional late submission will be assessed a 5% reduction in the pay rate per report.**

BILLING RATES:

Total Maximum Compensation to SchoolWorks shall not exceed the amount of Six Hundred and Fifty Thousand and 00/100 Dollars (\$650,000).

Hourly Services

SchoolWorks Services will be provided at a fee of \$180 per hour for off-site (remote) work, and \$200 per hour for on-site work. All project expenses and fees (including travel, postage, and other office expenses) are included in the hourly rates. Completed work will be invoiced monthly; net payment due in 30 days.

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Fixed Fee Services

Renewal Site Visits will be conducted at a fee of \$19,100 per visit. Renewal CET meetings will be conducted at a fee of \$11,700 per school. Evaluation of New Schools Request for Proposal will be completed at a fee of \$9,600, and \$12,600 per proposal for the 2013, and 2014 processes, respectively. All project expenses and fees (including travel, postage, and other office expenses) are included in the fixed fee rates.

Fixed fee work will be billed as follows:

SchoolWorks will bill for 50% of fixed fee upon commencement of work.

SchoolWorks will bill for the remaining 50% of the fixed fee after completion of work, upon submittal of written reports.

Services will be invoiced monthly; with net payment due in 30 days.