**EVALUATION CONTRACT**

This is an agreement between Teri McGraw (hereinafter referred to as the Evaluator) and Becky Maddox (hereinafter referred to as Principal).

**GENERAL INFORMATION**

Title of Project: Evaluation of the MOBI© Interactive System

Scope of Work: The contractor shall provide all materials to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The scope of this task order include (a) performing literature review using university-based search tools, (b) researching the Interwrite MOBI© to determine specific features and tools, (c) evaluating the use of the MOBI© in the classrooms, (d) preparing of agreed-upon evaluation questions that will drive and guide the evaluation, (e) creating and administering a database for data collected in this evaluation, (f) collecting data using methods and techniques that ensure valid and reliable data that relate directly with the agreed-upon evaluation question, and (g) preparing reports and briefing documents and revising as required.

**WORK STEPS**

Work stepswill include the following: (a) analyze school district regulations and other state and county requirements, (b) perform literary database search on programs similar to the MOBI© used in other schools, (c) develop and get approval of evaluation questions, (d) prepare an evaluation schedule, (e) identify evaluation methods, (f) identify and document data collection methods selected, (g) determine which teachers will receive questionnaire and who will be in a focus group, (h) collect data, (i) analyze data, (j) provide initial findings with Principal, (k) prepare and submit draft final reports, and (l) revise as requested.

**FIELD VISITS**

All visits will be held during the normal work week. Any focus group meetings will be coordinated with Principal.

**PROJECT MANAGEMENT**

The contractor shall keep the Principal fully informed as to issues and progress during this evaluation period.

Background:  Fayette County has outfitted all of its classrooms with MOBIs©, projectors, screens, and microphones to meet the Georgia vision of all Georgia schools being outfitted with 21st Century technology. Fayette County purchased these tools to help its teachers meet the Georgia technology vision of increasing educators' proficiency in effective instructional uses of technology.  This evaluation will show how effective the implementation of the MOBIs© has been and how the MOBIs© are being used in our classroom.

Performance Period: This work shall begin within 10 calendar days of acceptance, unless otherwise specified. Work at the site shall take place during normal work hours.

Type of Contract: This is a complementary evaluation of the MOBI© implementation.

**CONTRACT AWARD MEETING**

The contractor shall not begin this evaluation process until the Principal has notified the staff.

**GENERAL REQUIREMENTS**

1. The contractor shall confirm the time and date to distribute the questionnaires via email with the Principal.
2. All written deliverables shall be phrased in acceptable terminology of the teaching profession. Words shall be defined in layperson language. Statistical and other technical terminology shall be defined in a glossary of terms and referenced for validity and usefulness.
3. Unless otherwise specified, where a written deliverable is required in draft form, the Principal shall complete her review of the draft deliverable within 10 calendar days from the date of receipt. If there is no response from the Principal within 10 calendar days, it shall be automatically considered “approved”. The contractor shall have 10 calendar days to deliver the final deliverable from date of receipt.
4. All deliverables, except where specified otherwise, shall be provided in paper form and one electronic copy via email to the Principal.
5. The contractor shall provide via e-mail minutes of focus group meetings, within 3 calendar days after completion of the meetings.

**SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

Description of Tasks and Associated Deliverables

The contractor shall provide the specific deliverables described below:

Task 1: The contractor shall conduct evaluation studies in accordance with the evaluation management plan and the agreed-upon evaluation questions. The Principal shall review the draft review and provide written comments to the contractor no later than 10 calendar days after receipt of the draft review. The contractor shall then submit the revised review no later than 20 calendar days after receipt of comments. If there is no response from the Principal within 10 calendar days, it shall be automatically considered “approved”. The contractor shall update the review as required by guidance from the Principal. The deliverable shall be in electronic form transmitted via email, using software compatible with software available at the school.

Deliverable 1: Evaluation Report

Task 2: The contractor shall provide detailed analysis of selected topics and issues identified in the evaluation report. Type of topics shall be in accordance with guidance from the Principal. The contractor shall present significant and timely findings to the Principal using an appropriate contractor-developed format in paper and electronic form.

Deliverable 2: Draft and Final Evaluation Report

**SCHEDULE FOR DELIVERABLES**

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| **Deliverable** | **Date** |
| Evaluation Questions | 9/6 |
| Evaluation Plan (includes the following)Background Information on Program to be EvaluatedEvaluation Questions (previously agreed upon)Sampling PlanEvaluation InstrumentsData Collection Plan | 9/13 |
| Completion of Data Collection | 9/24 |
| Draft Report for Evaluation Client to Review | 10/09 |
| Final Evaluation Report | 10/29 |
| Presentation to Evaluation Client and Organization (optional according to agreement with Evaluation Client) |  |

**CHANGES TO STATEMENT OF WORK**

Any changes to this statement of work shall be authorized and approved only through written correspondence from the Principal. A copy of each change shall be kept in a project folder along with all other products of the project.

**REPORTING REQUIREMENTS**

The contractor is required to provide the project manager with bi-monthly email progress reports.

**TRAVEL AND SITE VISITS**

Travel and on-site visits shall be authorized by the Principal; limited travel is envisioned.

**SCHOOL RESPONSIBILITIES [This heading may vary if you are not in a school.**

The schools shall provide access to technical information. The schools shall provide a copy of the required confidentiality statement at contract award or upon request by the contractor.

**CONTRACTOR EXPERIENCE REQUIREMENTS**

 The Evaluator will perform this evaluation as an authentic learning experience in the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The professors for this course are Dr. Linda Haynes and Dr. Danilo Baylen. Contact information for Dr. Haynes: Email Lhaynes@westga.edu or Telephone 678-839-6150. Contact information for Dr. Baylen: Email dbaylen@westga.edu or Telephone 847-410-2444.

**CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

The preliminary and final deliverables and all associated working papers and other material deemed relevant by the Principal that have been generated by the contractor in the performance of this task order are the exclusive property of the school district and shall be submitted to the Principal at the conclusion of the evaluation initiative.

The Principal shall be the sole authorized official to release verbally or in writing any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order presented to the contractor shall be submitted to the Principal for response.

The Evaluation Contract, Evaluation Plan, and Final Evaluation Report will be submitted to Dr. Linda Haynes and Dr. Danilo Baylen at the University of West Georgia as partial fulfillment for the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The following schedule must be met for course requirements.

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| **MEDT 8480 Course Assignment** | **Due Date** |
| Evaluation Contract | September 1, 2010 |
| Evaluation Plan | September 22, 2010 |
| Final Evaluation Report | November 1, 2010 |

**Accepted by:**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Organization |  |
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