

DEPARTMENT OF EDUCATION
STATE OF SOUTH DAKOTA
CONSULTANT CONTRACT
FOR CONSULTANT SERVICES BETWEEN

Dakota Plains Consulting, LLC
1870 Constance Dr.
Vermillion, SD 57069

Division of Finance and Management
800 Governors Drive
Pierre, SD 57501-2294

Hereinafter referred to as Consultant

Hereinafter referred to as State

The State hereby enters into this Agreement for services with Consultant in consideration of and pursuant to the terms and conditions set forth herein.

1. The Consultant's services under this Agreement shall commence on July 1, 2014 and end on September 30, 2015, unless sooner terminated pursuant to the terms hereof.

2. The State will make payment upon receipt of an invoice submitted by the Consultant and approved by the State, deliverables, meeting timeline and passing acceptance criteria. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$40,000.00. Payments will be made five equal installments of \$8,000.00 as followings:

- September 15, 2014
- December 15, 2014
- March 15, 2015
- June 15, 2015
- September 15, 2015

The State's total liability for all services, including expenses, is limited to this total contract amount. This amount may only be increased upon the written agreement of Consultant and the State, and such agreement must specifically reference this paragraph.

- 3. The State will not pay Consultant's expenses as a separate item.
- 4. The Consultant will perform those services described in the Work Plan, attached hereto as Exhibit A and by this reference incorporated herein.
- 5. The Consultant will not use State equipment, supplies or facilities.
- 6. The Consultant agrees, at its sole cost and expense, to maintain the appropriate insurance required by the State during the period of this agreement.
- 7. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to Sara Kock/Marcus Bevier on behalf of the State, and by Kelly Duncan, on behalf of the Consultant, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or if personally delivered, when received by such party.
- 8. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent or employee of the State of South Dakota. The Consultant will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.

9. Consultant agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of performing services hereunder. This section does not require the Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

10. Consultant agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Consultant or the State to liability. Consultant shall report any such event to the State immediately upon discovery. Consultant's obligation under this paragraph shall only be to report the occurrence of any event to the State and to make any other report provided for by Consultant's duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this paragraph shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.

11. The Consultant will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

12. The Consultant may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Consultant is solely responsible for the performance of any subcontractor. The Consultant will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Consultant will cause its subcontractors, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

13. This Agreement may not be assigned without the express prior written consent of the State. An assignment may not operate to relieve Consultant of any of its duties and obligations under this Agreement, nor may such assignment affect any remedies available to the State that may arise from any breach of the provisions of the Agreement, including but not limited to rights of setoff. Any attempted assignment, transfer or delegation in contravention of this paragraph shall be null and void. This Agreement shall inure to the benefit of and be binding on the parties hereto and their permitted successors and assigns.

14. The Consultant hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain any software program, and all information contained therein provided to the State by the Consultant in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Consultant without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

15. The Consultant certifies that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. The Consultant further agrees that it will immediately notify the State if during the term of this Agreement Consultant or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency. The Consultant further certifies that neither it nor its principals have, within a three (3) year period preceding the awarding of this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local transaction or contract or been convicted of a violation of federal or state antitrust statutes, embezzlement, theft, forgery, bribery, falsifications, destruction of records, making false statements, or receiving stolen property. Consultant further

certifies that neither it nor its principals have, within a three (3) year period preceding this contract, had a federal, state, or local transaction terminated for cause or default.

16. The award of this Agreement to Consultant is not in any way an endorsement of Consultant or Consultant's services by the State and may not be so represented by Consultant in any advertising or publicity materials. Consultant agrees to submit to the State all advertising, sales promotion, and other publicity relating to this Agreement wherein the State's name is mentioned or language is used from which the connection of the State's name therewith may, in the State's judgment, be inferred or implied. Consultant further agrees not to publish or use such advertising, sales promotion, or publicity without the prior written consent of the State. Consultant may not in any way contract on behalf of or in the name of the State, nor may Consultant release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Agreement without obtaining the prior written approval of the State.

17. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Each invoice must reference the Agreement number and provide detailed information in a format as requested by the State. Payment will be made consistent with SDCL Ch. 5-26. Consultant acknowledges that it would be difficult or impracticable for the State to provide the notice of disagreement provided for by SDCL 5-26-5 within the ten days provided by that section. Accordingly, Consultant hereby waives the application of that section to this Agreement.

18. The payment of any invoice by the State will not prejudice the State's right to object to or question that or any other invoice or matter in relation thereto. The Consultant shall promptly, but in all cases within thirty days of notification, pay to the State the full amount of any erroneous payment or overpayment upon notice of an erroneous payment or overpayment to which Consultant is not entitled. If Consultant fails to make such a timely refund, the State shall charge Consultant one percent (1%) per month on the amount due until paid in full.

19. The State is a sovereign entity, and shall not be liable for the payment of federal, state and local sales, use and excise taxes, including any interest and penalties from any related deficiency, which may become due and payable as a consequence of this Agreement.

20. Amounts due to the State by Consultant, including but not limited to damages, or claims for damages, may be deducted or set-off by the State from any money payable to Consultant pursuant to this Agreement.

21. Consultant shall maintain documentation for all work performed or money received under this Agreement for a period of three full years following completion of this Agreement. This documentation may be subject to audit, at any reasonable time and upon reasonable notice, by State or federal authorities.

22. Claims for payment must be submitted on an invoice within forty-five (45) days of the date upon which the Consultant knew or should have known of the claim or forty-five (45) days after the termination or expiration of this Agreement, whichever is earlier. If an invoice cannot be submitted within forty-five days, then written notice and an explanation of need must be provided to the State for consideration of an extension, which shall be in the sole discretion of the State. Failure of the Consultant to abide by this paragraph shall relieve the State of any obligation to pay for such claim.

23. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Consultant at the time of termination may be adjusted to cover any additional costs to the State because of Consultant's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Consultant it is determined that Consultant was not at fault, then the Consultant shall be paid for eligible services rendered and expenses incurred up to the date of termination.

24. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

25. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

26. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

27. This agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

28. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

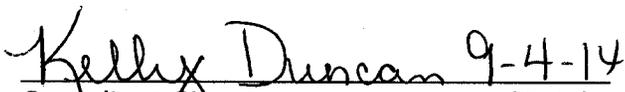
29. No remedy conferred by any of the specific provisions of the Agreement is intended to be exclusive of any other remedy, and each and every remedy may be cumulative and may be in addition to every other remedy given under this agreement, not and hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies by either party shall not constitute a waiver of the right to pursue other available remedies.

30. Except as otherwise specifically provided herein, any failure or delay by either party to exercise or partially exercise any right, power or privilege under this Agreement may not be deemed a waiver of any such right, power, or privilege under this Agreement. Any waivers granted by the State for breaches hereof shall not indicate a course of dealing of excusing other or subsequent breaches. The State's pursuit or non-pursuit of a remedy under this Agreement for Vendor's breach of its obligations will neither constitute a waiver of any such remedies or any other remedy that the State may have at law or equity for any other occurrence of the same or similar breach, nor prevent the State from pursuing such remedy.

31. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver by the State of any immunities from suit or from liability that the State may have by operation of law.

This Agreement is intended to only to govern the rights and interest of the parties named herein. It is not intended to, does not and may not be relied upon to create any rights, substantial or procedural, enforceable at law by any third party in any matters, civil or criminal.

In witness hereto the parties signify their agreement by signature affixed below:



Consultant Signature (Date) 9-4-14



Authorized State Representative (Date) 9/11/14
Department of Education

State Agency Coding: (Center/Company/Account)
State Agency contact who can provide additional
information regarding this contract:

1201220321/2024/520413004
Sara Kock/Marcus Bevier
(605) 773-6158/(605) 773-8062



STARS-DATA CERTIFICATION PROPOSAL

South Dakota Department of Education



1. Background

The South Dakota Department of Education (SDDOE), recognizing the need for quality training as it relates to school data entry, use, and analysis, is considering the implementation of a program offering certification in data quality. This new initiative, titled STARS-Data Certification (STARS-DC), involves the development of a curriculum for data quality courses, coordinating face-to-face training sessions, and delivering training/course instruction. Delivery of these services would be targeting two groups of stakeholders at the district level (administrators, and teachers) utilizing a blended approach (in-person and online).

The skills that educators need in order to work with, understand, and use data are complex. To enhance data-literacy and data-use skills in a way that is consistent with school goals, it is essential that schools and districts provide ongoing professional development opportunities for staff based on their various professional roles.¹ Dakota Plains Consulting is excited at the SDDOE support for enhancing the skills of South Dakota school staff by providing a specialized training curriculum on data quality and applauds the Department's efforts in meeting that goal.

1. Hamilton et al. (2009).

2. Organizational Capabilities

Dakota Plains Consulting offers a broad range of professional development programs and services for educators, including training and staff development; curriculum design and support; data leadership and data mentoring; planning and program development; and technical assistance for program reporting. Our experience with the South Dakota College Access grant, program evaluation for a number of SD nonprofit organizations along with the States of Idaho and Wyoming Departments of Health, coupled with our specialized training and experience in curriculum development and data use and analysis allows us the vision, knowledge and established partnerships to understand and effectively meet your training needs. Dakota Plains consulting welcomes the possibility of creating and delivering a custom solution for SDDOE, while fostering a long-term relationship to help you achieve your immediate and long-term training goals.

Our approach to training development is based on participant centered training, with the core of the whole training being the participants needs. The main objective is to develop the capacity of the trainees by focusing primarily on improving their knowledge and skills. A thorough understanding of the rationale for the training, as well as identifying gaps and potential areas of need is first achieved. The driving force in the curriculum development is identification of the appropriate target groups for each module, and then analyzing their respective responsibilities and tasks in order to connect experiential learning to their daily work.² Conducting research and consulting with promising practices such as the Kansas Data Quality Certification would also be an essential step in the creation and delivery of STARS-Data Certification. Comprehensive evaluation of the courses offered will allow for continual improvement of content and course delivery to ensure a product that successfully meets the goals of STARTS-DC.

2. Pradhan (2002).

4. Specific Services

Literature points out that the needed skills for effective data use range from data entry to data analysis to leadership. They also depend on professional roles (i.e., teacher, administrator) as well as other factors, such as experience with data analysis, and level of comfort with technology.³

The SD STARS-DC program will contain specialized track for the two professional groups - administrators and teachers. The tracks will contain a range of topics on data quality practices and techniques, including increasing understanding of common data elements, identifying and using specific techniques for improving data quality at the school and district level, and learning how to utilize available analysis and reporting tools. The design and delivery of topics for each track will incorporate knowledge that will guide participants through the process of 1) identifying a need and connecting it to data, 2) analyzing the data to see what it tells them, 3) using data to create a goal for change, 4) creating a plan to meet the goal, 5) setting benchmarks toward progress, 6) analyzing outcomes, 7) reporting results, and 8) using results to make recommendations for further change.⁴

Additionally, training will also focus on enabling teachers and administrators to understand and utilize data in the areas of Enrollment, Assessment, Attendance in order to apply the new skills gained with the types of data they utilize in their respective work. Research points out that data training workshops that focus on translating and interpreting broad data concepts into usable knowledge are viewed as helpful by educators and have better learning outcomes.⁵ Training sessions will incorporate experiential learning, and completion of the course will be evaluated through a final exam.

3. Hamilton et al. (2009).

4. Kansas State Department of Education (2008).

5. Marsh, Pane & Hamilton (2006).

5. Staffing/Roles

Two part-time positions would be needed to fulfill the role of curriculum developer/trainer. Both individuals proposed for these positions (Dr. Kelly Duncan & Dr. Gerta Bardhoshi) are university professors with experience working in schools, as well as experience in working with data, curriculum development, professional development training and delivery, and program evaluation. Dr. Duncan's over 30 year involvement in K-12 and higher education in South Dakota affords her a key understanding of the unique needs of SD schools. She has additionally provided both face-to-face and online training for teachers, counselors and administrators in the state for a number of years. Dr. Bardhoshi's recent experience in the federal government (Health Resources and Services Administration) as evaluator of large government programs and collaborator on the creation of an agency-wide data strategy gives her an intimate appreciation of the role of data in organizations, as well as strategies in ameliorating data quality issues to inform large-scale decision-making.

Both trainers would be responsible for developing and instructing courses for the two tracks. In addition, each trainer would be flexible to teach in Rapid City, Sioux Falls, and/or Pierre, in addition to distance course delivery.

SD STARS Timeline – Year 3

July 1, 2014 through September 30, 2015

Year 3 payment - \$40,000

Summer 2014		<u>August</u> - *Teacher Trainings (Rapid City, Pierre, Sioux Falls)
Year 3 Future Work		
Fall 2014	<p><u>October 1</u> - Share Administrator Course Evaluation results with SDDOE and propose specific course adjustments (curriculum and delivery) based on received feedback.</p> <p><u>October 30</u> - Draft for approval recertification curriculum and materials for Administrators and share with SDDOE.</p> <p><u>February 1</u> – Finalize recertification curriculum for Administrators/Counselor course for Summer 2015</p> <p><u>March 30</u> - Populate Blackboard with complete Administrator Recertification Training course materials.</p> <p><u>June</u> - Administrator Training –(sites to be determined) <if another round determined to be desired></p> <p><u>July</u> - Recertification for Administrators –(online)</p> <p><u>September 15</u> - Share Administrator/Counselor Course Evaluation results with SDDOE</p> <p><u>September 30</u> - Share Administrator/Counselor Recertification Course Evaluation results with SDDOE</p>	<p><u>October 30</u> - Share Teacher Course Evaluation results with SDDOE and propose specific course adjustments (curriculum and delivery) based on received feedback.</p> <p><u>December 1</u> - Present to SDDOE relevant resources and outline of Teacher recertification training modules.</p> <p><u>February 1</u> – Finalize recertification curriculum for Teacher course for Summer 2015</p> <p><u>March 30</u> - Populate Blackboard with complete Teacher Recertification Training course materials.</p> <p><u>July</u> - Recertification for Teachers –(online)</p> <p><u>August</u> - *Teacher Trainings –(sites to be determined) <if another round determined to be desired></p> <p><u>September 15</u> - Share Teacher Course Evaluation results with SDDOE</p> <p><u>September 30</u> - Share Teacher Recertification Course Evaluation results with SDDOE</p>
Spring 2015		
Summer 2015		
Fall 2015		

7. References

- Hamilton, L., Halverson, R., Jackson, S., Mandinach, E., Supovitz, J., & Wayman, J. (2009). *Using student achievement data to support instructional decision making* (NCEE 2009-4067). Washington, DC: National Center for Education Evaluation and Regional Assistance, Institute of Education Sciences, U.S. Department of Education. Retrieved December 21, 2012 from <http://ies.ed.gov/ncee/wwc/publications/practiceguides/>.
- Pradhan, P. (2002). A model for developing a training curriculum. *Illumination*, 2 (1), 16- 21.
- Kansas State Department of Education (2008). *Data Quality Certification*. Retrieved December 20, 2012 from <http://www.ksde.org/Default.aspx?alias=www.ksde.org/dqcprogram>.
- Marsh, J. A., Pane, J. F., & Hamilton, L. S. (2006). *Making sense of data-driven decision making in education*. RAND Corporation. Retrieved December 20, 2012 from http://www.rand.org/content/dam/rand/pubs/occasional_papers/2006/RAND_OP170.pdf.



Kelly Duncan, Ph.D., LCP, NCC, Certified School Counselor
kelly.dakotaplains@gmail.com

Gerta Bardhoshi, Ph.D., NCC, Certified School Counselor
gerta.dakotaplains@gmail.com