

The Evaluation Company

MEMORANDUM OF UNDERSTANDING

This is to confirm the understanding that the Even Start Program, as the fiscal agent for “Title I Part B Even Start Family Literacy Program” will employ The Evaluation Company to provide evaluation services as described below. The evaluation activities will begin August 1, 2004. The final evaluation report will be submitted by August 1, 2005. Failure to complete the report by the required date may result in forfeiture of a portion of the consulting fee.

Description of Activities:

- Work with project staff and collaborating partners to identify and clarify evaluation questions, frame the evaluation, and establish the purpose(s) of the evaluation specific to the programs offered through Even Start (within state and federal frameworks).
- Assist in developing a list of outcomes that are intended to result from the programs under study.
- Develop a data collection system, including the design of possible interview protocols or surveys, as appropriate for answering the established evaluation questions.
- Collect data with the support of the Even Start staff, including observation of instructional activities.
- Analyze the data provided, uncovering both intended and unintended outcomes, strengths of the program, and areas for improvement.
- Analyze ES-STAR data and report about program implications.
- Develop practitioner-friendly tools and resources to support continuous program improvement, as appropriate and necessary relating to recommendations made in the report as supported by data.
- Attend professional development for evaluators, as required within the NYS framework.
- Complete an informal mid-year memo and submit to the program coordinator highlighting evaluation progress and early findings.
- Produce a final report that complies with New York’s local evaluation requirements. The report will highlight the unique aspects of the programs under study offered through Even Start, using systematically collected information described above.

Fees should be remitted to **The Evaluation Company, address, (EIN#)** on or before the dates noted on the next page.

Amount of Consulting

Fee \$ 12,000.00*

Payment Schedule

\$3,000 September 30, 2004

\$3,000 November 30, 2004

\$3,000 February 28, 2005

\$3,000 July 31, 2005

Signed:

Director
The Evaluation Company

Representative
Fiscal Agency

*Costs associated with travel will be considered additional to the consulting fee, and will be negotiated accordingly, and billed separately.