

**AGREEMENT EXERCISING THE FIRST OPTION TO RENEW THE SERVICES AGREEMENT**

**(ACT, INC.)**

This agreement exercising the first option to renew ("**First Renewal Agreement**") is entered into by and between the Board of Education of the City of Chicago, a body politic and corporate ("**Board**"), with offices located at 125 S. Clark St., Chicago, Illinois 60603, and ACT, Inc. ("**ACT**"), an Iowa corporation having offices at 500 ACT Drive, Iowa City, IA 52243, collectively (the "**Parties**").

**RECITALS:**

- A.** The Parties entered into that certain Statement of Understanding authorized by Board Report 11-0824-PR22, (the "**Contract**"), with the Parties having two (2) consecutive options to renew this Contract, each for a twelve (12) month period; and
- B.** Pursuant to the Contract, the Board now desires to exercise the first option to renew and extend the Contract for a period of twelve (12) months, and ACT accepts this option to renew and extend, on the terms and conditions hereinafter set forth. There is one (1) option to renew remaining under the Contract.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

- 1. **Incorporation of Recitals:** The matters recited above are hereby incorporated into and made a part of this First Renewal Agreement.
- 2. **Definitions:** All defined terms used herein shall have the same meaning as defined in the Contract unless otherwise defined herein or unless the context requires a different meaning or connotation.
- 3. **Renewal Term:** The parties agree to renew the Contract for a period commencing September 1, 2012 and ending August 31, 2013 ("**First Renewal Term**"), unless terminated sooner as provided in the Contract.
- 4. **Compensation:** Subject to all of the terms and conditions of the Contract and this First Renewal Agreement, the total maximum compensation payable to ACT during this First Renewal Term shall **not exceed the amount authorized in Board Report 12-0822-PR4 ("Total Maximum Compensation")**, as may be amended. ACT shall be paid upon invoicing and in accordance with the pricing detailed in **Exhibit B-1**.
- 5. **Services:** During this First Renewal Term, ACT agrees to provide the Services set forth in **Exhibit A-1** to this First Renewal Agreement ("**Services**"), which is attached hereto and made a part here of, in accordance with the terms and conditions of the Contract and this First Renewal Agreement. "Services" means, collectively, the services, test materials, special test materials, ACT Materials, ancillary materials and training materials (collectively, "**Materials**"), reports [student level, school-level, area-level, and system-level] (collectively, "**Reports**"), and shipping and tracking information associated with the Materials and Reports ("**Tracking Information**") to be provided by ACT hereunder. It is understood and agreed that ACT will provide all Services, Materials, Tracking Information and Reports in accordance with the terms and conditions of the Contract and this First Renewal Agreement. The Board may, from time to time, request changes to the scope of Services and the delivery/performance schedule by requesting such change in writing. All changes must be mutually agreed to as evidenced by a written amendment signed by both parties before taking effect. If the effect of any change causes the Total Maximum Compensation under this First Renewal Agreement to exceed the amount specified herein above, the written amendment must be approved by the Members of the Chicago Board of Education.

THIS AGREEMENT SHALL BE POSTED ON THE CPS INTERNET WEBSITE

6. **Freedom of Information Act:** ACT acknowledges that this First Renewal Agreement and all documents submitted to the Board related to the First Renewal Agreement are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this First Renewal Agreement is subject to reporting requirements under 105 ILCS 5/10-20.44. ACT further acknowledges that this First Renewal Agreement shall be posted on the Board's Internet website at [www.cps.edu](http://www.cps.edu). If the Board's Department of Assessments is made aware of a FOIA request, said Department will make a good faith effort to notify ACT of such FOIA request.
7. **Original Agreement:** Except as expressly provided in this First Renewal Agreement, all terms and conditions of the Contract are and shall remain in full force and effect during the First Renewal Term.
8. **Counterparts and Facsimile:** This First Renewal Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by facsimile or electronic means shall be considered binding for both parties.

[Signature page to follow]

IN WITNESS WHEREOF, the Parties hereto have signed this First Renewal Agreement as of the first date written above.

BOARD OF EDUCATION OF THE  
CITY OF CHICAGO

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

Attest: Estela Y. Beltran  
Estela Beltran, Secretary

Date: 3/29/13

Board Report No.: 12-0822-PR4, 12-1114-AR2-32  
13-0123-AR1-17

Approved as to Legal Form: James L. Bebley  
James L. Bebley, General Counsel

ACT, INC.

By: Thomas J. Goedken

Name: Thomas J. Goedken  
Chief Financial Officer  
Date: 4-5-2013

**Attachments:**

Exhibit A-1: Scope of Services

Exhibit B-1: Budget

Exhibit A-1  
Chicago Public Schools  
ACT College and Career Readiness System – 2012-2013  
Scope of Services

ACT will provide the following services and materials according to the terms of this First Renewal Agreement. The First Renewal Agreement between ACT and the Board includes, but is not necessarily limited to, non-standard reporting elements, sample and/or practice tests and documentation relating to multiple products, including EXPLORE, PLAN, ACT, and WorkKeys assessments. Goods and services provided by ACT to the Board pursuant to this Agreement shall be purchased according to the fee schedule in Exhibit B-1.

The Illinois State Department of Education (ISBE) has funded EXPLORE and PLAN statewide in the 2012-2013 school year. Descriptions of the 2012-2013 ISBE-funded program (the "ISBE Testing Program") may be found at <http://www.isbe.net/assessment/htmls/protocol.htm>. There are three provisions of the ISBE Testing Program which affect the Chicago Public Schools ("CPS"):

1. ACT Online Prep is provided to Illinois schools by ACT and will be provided at no cost to the Board or CPS.
2. ACT represents that ISBE will fund EXPLORE at 9, and PLAN at 10. Schools should utilize ACT's no-cost Pre-ID service and **include state student identification numbers (SSID) in the file**. Districts that test under the ISBE Contract are required to test both EXPLORE at grad 9 and PLAN at grade 10 to qualify for state funding.
3. If the Board wishes to test additional grade levels (a practice ACT refers to as "off-grade testing") at its own expense, ACT will charge the Board the discounted state rate of \$7.25 test for the grade 8 EXPLORE test for the Spring of 2013 (this price is the "Discounted State Rates"). CPS would be responsible for payment.

ACT agrees that CPS will be participating in the ISBE-funded EXPLORE and PLAN Program, both on-grade and off-grade. The agreement between ACT and ISBE governs the activities and deliverables of the EXPLORE and PLAN program funded by ISBE, not this Agreement, and that neither the Board nor CPS will have any obligations under the terms of such agreement, other than set out herein. See information on deliverables at:

<http://www.act.org/explore/materials.html>

Services requested by CPS or Board beyond the ISBE-funded EXPLORE and PLAN program above, will be provided by ACT as described in and subject to this Exhibit A-1 in accordance with the Contract and this First Renewal Agreement. These Services will include:

1. Non-Standard Reporting
  - a. Special Aggregate Reports for Chiefs of Schools ("COS"), each of whom is responsible for the management of a portfolio of CPS schools (each such portfolio a "Network")
  - b. Linkage Reports
  - c. Electronic ACT high School Reports for multiple ACT products
2. Practice and Sample Reports for multiple ACT products (as detailed and priced in Exhibit B: Description of Fees)
  - a. ACT Sample tests

- b. EXPLORE Practice Tests
  - c. PLAN Practice Tests
  - d. WorkKeys Reading for Information Practice Tests (or license)
  - e. WorkKeys Applied Math Practice Tests (or license)
3. Project Management
- a. Weekly status meetings, as necessary
  - b. Additional in-person and phone support, as necessary

CPS has provided the dates below in order that ACT may project dates for non-standard reporting deliverables. These dates are specified for planning purposes only, and may be changed subject to mutual agreement between ACT and CPS.

**Table 1**

Testing Population	Assessment	Eligible Grade Levels	Testing Window
<b>1. Early Testing Window for Track E Schools</b>			
Public, including charters	EXPLORE	8	May 13-17, 2013**
Public, including charters	EXPLORE	9*	Fall 2012
Public, including charters	PLAN	10*	Fall 2012
<b>2. Standard Testing Window for Track R Schools</b>			
Public, including charters	EXPLORE	8	May 13-17, 2013**
Public, including charters	EXPLORE	9*	Fall 2012
Public, including charters	PLAN	10*	Fall 2012

\* Indicates grade level tested under ISBE Funded EXPLORE and PLAN program, referenced here because results are being used to construct non-standard reporting for Chicago Public Schools

\*\* Please Note: All EXPLORE Grade 8 answer documents must arrive at ACT in Iowa City by close of business on May 24, 2013 to be included in District/Network reporting.

CPS has provided the following volume, school and network estimates to ACT for the same purpose, planning for non-standard reporting deliverables:

**Table 2**

Test Type	EXPLORE 8	EXPLORE 9*	PLAN 10*	Total
Early	10,549	5,217	5,198	20,964
Regular	19,461	27,055	24,486	71,002
Supplemental 1	0	5000	4000	9000
Supplemental 2	0	2000	4000	6000
<b>Total</b>	<b>30,010</b>	<b>39,272</b>	<b>37,684</b>	<b>106,971</b>
<b>Total Schools</b>	<b>488</b>	<b>154</b>	<b>152</b>	<b>N/A*</b>
<b>Total Networks*</b>	<b>14</b>	<b>5</b>	<b>5</b>	<b>N/A*</b>

## 2.0 2012-13 Key Dates

Standard reporting services include, but are not necessarily limited to, student and school level reports that are produced 10-14 days following the receipt at ACT of properly completed answer documents. District level reports will be produced approximately 75 days after the last material delivery date for schools in the CPS district, unless the reports are requested earlier by the Board or CPS representative.

Note: For May grade 8 EXPLORE testing, all answer documents must be received by ACT no later than May 24, 2013. Any answer documents received after May 24, 2013 may be scored but will not have data included in the District and Network Reports. CPS will be billed and will be responsible for the materials received for scoring after May 24, 2013.

The dates below describe the non-standard reporting deliverables for EXPLORE and PLAN, followed by the additional Materials and Services requested by the Board and to be provided to CPS by ACT. Report delivery dates are contingent upon receipt of answer documents; delays in receipt of answer documents, or receipt of answer documents for which orders were not placed, may cause a delay in reporting. Each party shall notify the other as soon as they become aware of a delay to the schedule below.

ACT shall not re-run any reports or deliverables because of, or in the event of, an error by CPS. If reports need to be re-run due to an error by ACT, reports shall be re-run and no additional costs shall be charged to CPS.

The Services and Deliverables listed below will be provided as follows:

Table 3

Non-standard Reporting Deliverables ISBE-funded EXPLORE and PLAN Testing	Responsible Party	Delivery Date	
		Year-round Schools	Regular Track Schools
Return of ISBE-funded EXPLORE and PLAN answer documents (Fall testing)	CPS	11/22/12	11/22/12
Passwords and instructions for accessing data on encrypted CDs provided to appropriate party at CPS	ACT	Upon execution of the First Renewal Agreement	
Standard Reporting Package to Students and Schools (Fall testing)	ACT	Upon Execution of the First Renewal Agreement	
Standard Reporting Package (District level) to CPS (Fall testing, provided documents are received NLT 11/23/2012)	ACT	Fall 2012	
Provide record of which schools were provided additional quantities of EXPLORE/PLAN test materials (including date and amounts)	CPS	10 days prior to ADRD	10 days prior to ADRD
Return of ISBE-funded EXPLORE answer documents (Spring testing)	CPS	On or before May 24, 2013	On or Before May 24, 2013
Standard Reporting Package to Students and Schools (Spring testing)	ACT	Shipped no later than June 10, 2013	Shipped no later June 10, 2013
Standard Reporting Package (District level) to CPS (Spring testing)	ACT	July 15, 2013	July 15, 2013
Network contact file, including contact information for all COS personnel	CPS	Upon Execution of the First Renewal Agreement	
Special Reports for Chiefs of Schools (COS) for fall testing answer documents received prior to 11/23/2012	ACT	March 29, 2013	

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Non-standard Reporting Deliverables ISBE-funded EXPLORE and PLAN Testing	Responsible Party	Delivery Date	
		Year-round Schools	Regular Track Schools
Special Reports for Chiefs of Schools (COS) for spring testing answer documents received prior to -- May 24, 2013	ACT	July 15, 2013	
Linkage Reports – School level			
EXPLORE 8 (2009)/PLAN 10 (2012) by school -- CD format	ACT	6/29/2013	
EXPLORE 9 (2010)/PLAN 10 (2012) by school -- CD format	ACT	6/29/2013	
PLAN 10 (2009)/PSAE ACT 11 (2012) by school -- CD format	ACT	6/29/2013	
PLAN 10 (2008)/GRAD CLASS Data (2012) by school -- CD format	ACT	6/29/2013	
Linkage Reports – Network level reports			
EXPLORE 8 (2009)/PLAN 10 (2012) by Network – CD format	ACT	6/29/2013	
EXPLORE 9 (2010)/PLAN 10 (2012) by Network – CD format	ACT	6/29/2013	
PLAN 10 (2009)/PSAE ACT 11 (2012) by Network – CD format	ACT	6/29/2013	
PLAN 10 (2008)/GRAD CLASS Data (2012) by Network – CD format	ACT	6/29/2013	
Electronic High School ACT Scores (subscription service)	ACT	Monthly following CPS' submission of enrollment form	

**Table 4**

Practice and sample tests for ACT, EXPLORE, PLAN, WorkKeys Applied Math and WorkKeys Reading for Information	Who	1 <sup>st</sup> Test Date TBD	2 <sup>nd</sup> Test Date TBD
ACT Sample Test Booklets			
Test forms TBD	CPS	1/7-1/18/2013	NA
	ACT		
EXPLORE Practice Test Books			
Test forms TBD	CPS	1/7-1/18/2013	5/20-5/31/2013
	ACT		
PLAN Practice Test Books			
Test forms TBD	CPS	1/7-1/18/2013	5/20-5/31/2013
	ACT		
WorkKeys Applied Math (PDF license)			

Practice and sample tests for ACT, EXPLORE, PLAN, WorkKeys Applied Math and WorkKeys Reading for Information	Who	1 <sup>st</sup> Test Date TBD	2 <sup>nd</sup> Test Date TBD
Test forms TBD	CPS	9/4-12/14/2012	NA
WorkKeys Reading for Information (PDF license)			
Test forms TBD	CPS	9/24-12/21/2012	NA

### 3.0 Responsibilities

#### ACT will:

- Develop, maintain and monitor the delivery dates.
- Manage the day-to-day needs of the program including but not limited to scheduling all conference calls, meetings (in-person/teleconference), visits, etc.
- Provide contract management services as described in the Contract and this First Renewal Agreement.
- Provide customer services support as set forth in Section 7.0 below
- Provide data file layouts for submission or exchange of critical data.
- Provide CPS with an order form for standard time test materials overages and accommodated materials.
- Provide for the creation and distribution of printed test books (including sample test books), answer documents, as well as all program-specific materials according to the project schedule.
- Process completed answer documents within the agreed upon timeframe for the purposes of scanning, scoring, and reporting.
- Address scoring issues, testing irregularities, and item challenges.
- Distribute student and aggregate reports according to Section II. Non-standard Reporting Deliverables, above.
- Regularly communicate with CPS representatives to ensure the success of implementing the assessments.
- Provide access to EXPLORE, PLAN, ACT, and other documentation in a timely fashion
- Provide WorkKeys PDF license to CPS as granted in this Contract and First Renewal Agreement (for Applied Mathematics and Reading for Information)
- Provide reporting data to CPS in a manner and format specified by contract
- Assist CPS with training CPS staff and constituents.
- Coordinate and oversee invoicing for all services rendered under this Contract and First Renewal Agreement
- Send accommodated materials to CPS warehouse instead of schools and additional overages of standard time test materials to the CPS warehouse.
- Work with CPS to resolve issues related to material orders
- Work with CPS to resolve issues related to Pre-ID
- Prepare Special Network reports for each COS
- Prepare Linkage Reports for schools and Networks



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- Prepare Cross-Walk to assist in report distribution tracking

**CPS will:**

- Offer timely decisions concerning program-configurable options (program requirements) and customized fee-based services.
- Review and provide comments on the DOS, project milestone schedule, and other documentation related to the planning, execution, and control of the First Renewal Agreement between CPS and ACT.
- Participate in regularly scheduled conference calls and/or onsite meetings.
- Communicate to schools and networks the answer document return deadline dates, and all information related to EXPLORE and/or PLAN including workshops, Pre-ID label requirements, test administration guidelines, and reporting. The ISBE Pre-ID requirement must be communicated by CPS to the schools. Failure to do so may result in increased costs to CPS, in that CPS may be charged the discounted state rate instead of the ISBE rate.
- Provide ACT with review copies of all superintendent, district or school testing supervisor communications in regard to testing hereunder prior to distribution by CPS, or other constituencies represented by CPS.
- Submit to ACT the written request for standard time test materials overages and accommodated materials.
- Provide accurate address information to facilitate proper shipping and billing, as well as approved district and school updates. This includes contact information for the COS.
- Submit to ACT final production Pre-ID label files in full compliance with ACT file layouts and in accordance with the project schedule.
- Validate the accuracy and representation of submitted files.
- Verify and approve all district and school data changes as they relate to the Eligibility data file verification process. Provide updated information to ACT in a timely manner.
- Coordinate distribution of accommodated materials and overages of standard time test materials from CPS' warehouse to schools.
- Pay freight charges for all standard time test materials or accommodated materials shipments requiring expedited delivery.
- Support the implementation of each testing program as documented in the respective program administration manuals.
- Work with Networks and schools to ensure that completed answer documents are submitted by the agreed upon dates. CPS will return answer documents for EXPLORE Grade 8, EXPLORE Grade 9 and PLAN Grade 10.
- Work with ACT on training opportunities for CPS staff, Networks, and schools.
- Work with ACT to make changes to the First Renewal Agreement in an orderly manner (if changes are requested by CPS), pursuant to the terms of the Contract and this First Renewal Agreement in an amendment signed by both parties. All requests for change will be discussed, costed by ACT, and approved by CPS in writing prior to implementation.
- CPS will provide to ACT a directory of the new CPS Networks including assigned schools. This directory will list the Network, the name and contact information for each of the Network's Chief of Schools (COS). ACT will use this information to prepare the COS reports.
- Notwithstanding anything to the contrary in the Contract or this First Renewal Agreement, Board shall not allow a third party to access, use, duplicate or score any of the ACT assessments or practice assessments without ACT's express prior written approval.

## 4.0 Communications

ACT will post copies of test materials, sample reports, and other mutually determined items to an online location to be mutually agreed upon by ACT and CPS.

## 5.0 EXPLORE and PLAN

### 5.1 Test Materials Ordering

ACT has created an EXPLORE and PLAN Online Order Process named the ACT College and Career Readiness Information System (CCRIS) for districts participating in ISBE-Funded testing. Under ACT's contract with the Illinois State Board of Education, this order process can be used only by Illinois public school districts to facilitate the testing of students enrolled in public schools.

*(Note: This web-based order system requires using Internet Explorer version 7 or higher. If an earlier version of Internet Explorer is being used, ACT Customer Services will provide assistance in placing orders).*

*Any issues regarding interaction between ACT's website and the Board or CPS systems is subject to review and approval by the Board's Office of Information and Technology Services*

CPS staff will place orders for materials through CCRIS for all CPS schools testing under the ISBE-funded EXPLORE and PLAN program.

CPS may request that schools be added to the CCRIS system as necessary, provided those schools are present on the **Directory of Educational Entities** spreadsheet maintained by ISBE at <http://www.isbe.net/research/htmls/directories.htm>.

On the condition that CPS agrees to distribute materials only to schools for which standard time materials have been ordered through CCRIS and a Pre-ID order has been placed, ACT agrees to make the following two exceptions to standard policy:

- (1) CPS will be permitted to order accommodated materials at the district level instead of the school level and have these materials delivered directly to the CPS district.
- (2) CPS may request a shipment of extra standard time materials in addition to the overage that ACT already provides to the schools.

Furthermore, CPS agrees to provide ACT with a record of which schools were provided additional quantities, including date and amounts, prior to the return of the answer documents

### 5.2 Pre-ID Labels

Participation in the ISBE-funded EXPLORE and PLAN program requires that schools order and affix to answer documents Pre-ID labels containing the 9-digit Illinois SIS ID. These labels are available from ACT at no additional cost to CPS or schools. CPS will place the orders on behalf of CPS schools.

**Note:** The 9-digit Illinois SIS ID is required for ISBE to fund EXPLORE Grade 8 or 9 and PLAN Grade 10 answer documents. Failure to submit Pre-ID orders and affix labels to answer documents could result in CPS being charged at Discounted State Rates.

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Order forms and instructions for Pre-ID labels can be found on ACT's website at [www.act.org/explore](http://www.act.org/explore) and [www.act.org/plan](http://www.act.org/plan).

### 5.3 Return and Processing of Test Materials

ACT will process test materials subject to the following:

#### Answer Document Processing

- CPS will use reasonable efforts to ensure that all CPS schools participating in Fall Testing return answer documents to ACT as soon as possible following the conclusion of testing.
- Properly completed answer documents should be received at ACT according to the schedule in Table 3 for inclusion in standard district level reporting and non-standard Network/COS reporting.

#### Multi-Grade Testing

- In the event ACT receives an answer document without a valid Pre-ID student label affixed, ACT will accept multiple values as grid by students or, in the absence of a gridded value, the grade level indicated on the school header page.
- ACT will produce separate aggregate reports by grade level.

#### Conditions and Implications

- ACT cannot process answer documents from schools for which no test material order was placed through CCRIS.
- Neither CPS nor schools are authorized to share excess EXPLORE and PLAN test materials with other districts or schools in other districts.
- For entire schools that return answer documents without the Pre-ID label affixed, ACT will assess potential impacts to reporting activities for EXPLORE and PLAN and consult with CPS as to processing options.
- Individual answer documents returned without Pre-ID labels affixed (since these are required by ISBE for EXPLORE Grade 8, 9 and PLAN 10), will be processed under the ISBE program provided the majority of the documents under the school header utilized Pre-ID.

### 5.4 Reports

ACT will provide reports as set out herein:

#### Reports Creation

##### Standard Reports

- Standard reports funded by ISBE, including district level aggregate reports by ACT behave been produced for answer documents received at ACT prior to **November 23, 2012**, CPS' Cut-off Date for Answer Document Processing.
- A complete listing of standard reports can be found on ACT's website at <http://www.act.org/explore/materials.html> or <http://www.act.org/plan/materials.html>.

### Non-Standard Reports

- Non-standard aggregate reports for Networks will consists of the following EXPLORE or PLAN reports (as appropriate):
  - Profile Summary Report by Grade – Special Group (Network COS)
  - Item Response Summary Report by Grade – Special Group (Network COS)
  - Item Response Summary Report Interpretive Guide
  - Data File – Special Group
  - Test book
- Network/COS reports will be delivered on self extracting encrypted CDs
- Passwords and instructions for accessing the data on the encrypted CDs will be provided to the appropriate party, as indicated in the list provided to ACT by CPS according the schedule in Table 3.
- ACT will provide sample copies of the reports to CPS upon request.
- Dates for spring EXPLORE testing have yet to be mutually set. Additional non-standard reports requested by CPS are “**Linkage Reports.**” CPS receives four types of linkage reports:
  - EXPLORE 8 (2009) / PLAN 10 (2012) Linkage Report
  - EXPLORE 9 (2010) / PLAN 10 (2012) Linkage Report
  - PLAN 10 (2009) / PSAT ACT 11 (2012) Linkage Report
  - PLAN 10 (2008) / Grad File (2012) Linkage Report
- Pursuant to the Contract and this First Renewal Agreement, CPS shall receive a monthly subscription to Electronic ACT High School Score reports as part of the non-standard reporting services.

#### Deliverable Description:

- Includes only updates since the last delivery, not historical/cumulative. For example, if a student retakes test, the new score was not data replaced/overlaid.
- Delivered on CD, flat file, formatted per ACT's record layout.

#### Reporting Period: September 2012 – August 2013

- Reporting dates will be from the 27<sup>th</sup> - 27<sup>th</sup> of each month.
- CDs will be delivered to CPS the first week of the following month.
- Some months are generally slow (typically March and August), so no updates may be received. When this occurs, ACT will e-mail a notification to CPS.

#### Order Process (annual):

- ACT and CPS will complete the order form, available in July (of each contract year).
- ACT will provide CPS with a PDF copy of the order form after submission.
- CPS will provide ACT with a high school list; CPS will submit the form to ACT in mid-late summer.

### Report Distribution

- ACT will distribute reports in accordance with dates in the project schedule.
- ACT will ship school reports to the program contact at the school as indicated in CCRIS
- ACT will ship Network reports to CPS for distribution to COS
- ACT will post PDF files of the CPS/district (contract) level reports to ACT's secure site or PartnerConnect.
- ACT will provide CPS with a crosswalk (by grade) to assist with tracking. This will list schools by Network, and include:
  - ACT's customer number and site code

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- o CPS 4-digit unit code, 6-digit school code, and 2-digit Network code (as provided by CPS)

#### **Customization: Fee-Based Options**

- If schools have a need to correct their Contract / Cycle Code because of incorrect Contract ordering, using the *EXPLORE and PLAN Contract / Cycle Code Remediation Order Form*, CPS may authorize ACT to make changes to and reprocess the scoring order under a different cycle code; ACT will charge CPS a flat \$1000.00 fee for work required to adjust Contract billing after scoring has taken place as set out herein.

## **6.0 Additional Materials and Services**

### **6.1 ACT Sample Tests to be provided by ACT, pursuant to the following:**

#### Deliverable Description:

ACT provides:

- Standard ACT test booklet (paper): This includes the ACT answer document.
- PDF of Scoring Instructions: This contains the keys required by CPS programming staff for scoring, including but not necessarily limited to raw-to-scaled-score conversion instructions.
- Document specifying College Readiness Standard (CRS) strand and score-range to which each ACT test item is aligned, as they become available.
- Administrator manual: This includes verbal instructions.

Scoring / Reporting: Not provided by ACT.

### **6.2 EXPLORE and PLAN Sample Tests**

ACT will provide these tests as follows:

#### Deliverable Description:

- Standard EXPLORE/PLAN test booklet (paper): This includes the relevant answer document.
- PDF of Scoring Instructions: This contains the keys required by CPS programming staff for scoring, including raw-to-scaled-score conversion instructions.
- Document specifying College Readiness Standard (CRS) strand and score-range to which each ACT test item is aligned, as they become available.

Scoring / Reporting: Not provided by ACT.

### **6.3 Licenses for WorkKeys Practice Tests (Applied Math and Reading for Information)**

#### Deliverables Description:

- ACT will provide CPS with PDF WorkKeys Licenses and Practice Tests. This is valid for one year and includes data for both assessments - Applied Math (AM) & Reading for Information (RFI).
- CPS will combine ACT's WorkKeys data with science question from another vendor to create their Sample PSAE test booklet (paper).

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- CPS will provide ACT with a sample of the finished manual.
- ACT grants the Board a license for WorkKeys the terms of which was in Exhibit C in the contract.

Scoring / Reporting: Not provided by ACT.

#### **6.4 Unused Materials Return**

Return of Unused Materials to ACT: By July 31, 2013, CPS will ship all unused physical copies of any ISBE funded EXPLORE, PLAN, ACT, or WorkKeys test documents to ACT at CPS' expense, with the exception of a limited number of copies necessary for record-keeping, which CPS shall retain, to comply with the terms of the Contract.

#### **6.5 Consulting Services**

In an effort to support successful integration of ACT's College Readiness System programs and ACT's WorkKeys Curriculum Mapping, ACT will provide in-kind consulting services, including, but not necessarily limited to:

- Program consulting; and
- Interpretive/instructional workshops.

These Services will be coordinated between the ACT Regional Office and CPS. All questions regarding consulting services should be directed to:

George Schlott  
Principal Consultant Program Solutions - Illinois  
ACT Midwest Region  
300 Knightsbridge Parkway, Suite 300  
Lincolnshire, IL 60069  
Cell: 319-321-9698  
Fax: 847-634-1074  
E-Mail: [george.schlott@act.org](mailto:george.schlott@act.org)

#### **6.6 EXPLORE-PLAN Training**

ACT will provide interpretive/instructional support workshops on the effective use of EXPLORE and PLAN results. These workshops will be held at mutually determined times and locations that are selected to maximize CPS school staff attendance.

There will be two major areas for training:

- 1) Training for schools and areas:  
The goal is to better understand report data. The training type and audience are:
  - CPS EPAS Assessment Training for COS High School Principals, and counselors
  - CPS EPAS Assessment Training for COS, Elementary Principals, and Elementary Counselors/or
  - Other audiences as mutually agreed on
- 2) Training topics for CPS personnel:
  - Test administration (unless provided by CPS)

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- Data interpretation – use hard copy reports with actual data to learn and understand how to read reports. Late fall in-service sessions for counselors and test coordinators, focusing on student-level reports.
- Data interpretation class for ELLs
- World of Work training for counselors
- Training for CPS staff on topics such as ACT scores, and overview of district data.
- A National Data Release/College Readiness Report presentation to CPS Assessment/District personnel for prepress release in early August.
- Professional development assessment – web-based
- Administrative/counseling staff – this may involve creating a webinar-based PD program to meet these needs.

Delivery methods for training include in-person training, webinar, and Salesforce® content packs.

## 7.0 Customer Services

ACT will provide customer services and toll-free numbers to the Board and CPS staff and schools for use in implementing and administering EXPLORE and PLAN. The toll-free numbers will be staffed Monday through Friday, with the exception of ACT holidays, from 8:30 a.m. to 5:00 p.m. Central Time. The numbers are as follows:

### **Customer Services: 877/ 789-2925**

Customer Services will respond to school questions related to:

- Ordering Pre-ID labels
- School / area data change requests after submission of the test materials order Tracking outbound shipments, i.e., from ACT to schools for test materials and Pre-ID labels
- Test administration guidelines, scoring, reporting issues

CPS Schools will contact CPS' warehouse directly for supplemental materials (CPS can distribute supplemental materials only to schools for which material and Pre-ID orders were placed with ACT via CCRIS).

ACT Customer Services is closed on weekends and the following holidays which may not coincide with CPS' holidays. In the rare instance that ACT offices are closed due to extenuating circumstances (e.g. inclement weather), ACT will inform CPS of the closure.

### **2012-2013 ACT Holidays on which ACT will be closed**

- New Year's Holiday (Friday and Monday)
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Holiday (Thursday and Friday)
- Christmas Holiday (Friday and Monday)

### **Special Considerations**

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- ACT will refer some questions to CPS as mutually agreed upon - including but not limited to, changes to school names or addresses, school and/or student eligibility, district reimbursement, and testing populations.

## **8.0 Billing**

### WorkKeys PDF Billing

Immediately upon delivery of the WorkKeys PDF Licenses, ACT will create an invoice and submit to CPS for payment per the Contract and First Renewal Agreement.

### All Other Billing

- ACT will generate the Contract Billing Summary for EXPLORE and PLAN deliverables, respectively, after conclusion of reporting as listed in Exhibit B, 2.0 Sections I through III.
- ACT will deliver one final Contract Billing Summary, (which is a summary of all prior billings pursuant to the Contract), for all deliverables and services.
- CPS will pay the Contract Billing Summary only and may ignore the monthly billing summaries automatically generated by ACT.

A single, final bill will be delivered to the Chicago Public School by June 1, 2013 and may be based on estimated volumes since some of the reports, to be delivered to CPS, will be created and provided to CPS after the CPS invoice date. A reconciliation Invoice will be created, once all of the deliverables have been verified and provided to CPS by July 1, 2013.

Subject to Agreement. Invoicing and payment is subject to the terms and conditions of this Contract and this First Renewal Agreement.



## 2012-2013 CPS Contract, Exhibit B-1: Description of Fees

The document presented below represents the deliverables, covered by this agreement and includes the estimated quantities required, the description of the unit, the unit cost, and the extended price for the deliverable. Quantities may be adjusted based on the number of custom reports that are created.

### 2012-2013 CPS Contract, Exhibit B-1: Description of Fees

20130313

Short Description	Quantity (Estimated)	Units	Unit Cost	Cost (Estimated)
<b>Section I: STANDARD CONTRACT DELIVERABLES</b>				
<b>SECTION A: Non-Standard SCHOOL REPORTS (Not funded by ISBE)</b>				
<b>EXPLORE Grade 8</b>				
EXPLORE Reporting Package	34,000	1 per student	\$7.25	\$246,500.00
<b>Subtotal for "Off-Grade" Testing</b>				<b>\$246,500.00</b>
<b>Linkage Reports</b>				
EXPLORE 8 (2010) / PLAN 10 (2012) Linkage Report - by School (CD)	125	1 per school	\$31.50	\$3,937.50
EXPLORE 9 (2011) / PLAN 10 (2012) Linkage Report - by School (CD)	125	1 per school	\$31.50	\$3,937.50
PLAN 10 (2010) / PSAE ACT 11 (2012) Linkage Report - by School (CD)	125	1 per school	\$31.50	\$3,937.50
PLAN 10 (2009) / Grad File (2012) Linkage Report - by School (CD)	125	1 per school	\$31.50	\$3,937.50
<b>Subtotal for Linkage Reports</b>				<b>\$15,750.00</b>
<b>TOTAL PRICE - SCHOOL REPORTS</b>				<b>\$262,250.00</b>
<b>SECTION B: NETWORK/COS REPORTS</b>				
<b>EXPLORE Grade 8 COS Reports (1 for each ELEMENTARY Network + 1 for Charter Schools)</b>				
EXPLORE Grade 8 Profile Summary Report - By Grade (Special Group) - by COS Sub district	15	1 per COS	\$102.00	\$1,530.00
EXPLORE Grade 8 Item-Response Summary Report by Grade (Special Group) - by COS Sub district	15	1 per COS	\$102.00	\$1,530.00
EXPLORE Grade 8 Data File	15	1 per COS	\$48.00	\$720.00
<b>Subtotal for EXPLORE Grade 8 COS Reports</b>				<b>\$3,780.00</b>
<b>EXPLORE Grade 9 COS Reports (1 for each HS Network + 1 for Charter Schools)</b>				
EXPLORE Grade 9 Profile Summary Report - By Grade (Special Group) - by COS Sub district	7	1 per COS	\$102.00	\$714.00
EXPLORE Grade 9 Item-Response Summary Report by Grade (Special Group) - by COS Sub district	7	1 per COS	\$102.00	\$714.00
EXPLORE Grade 9 Data File	7	1 per COS	\$48.00	\$336.00
<b>Subtotal for EXPLORE Grade 9 COS Reports</b>				<b>\$1,764.00</b>
<b>PLAN Grade 10 COS Reports (1 for each HS Network + 1 for Charter Schools)</b>				
PLAN Grade 10 Profile Summary Report - By Grade (Special Group) - by COS Sub district	7	1 per COS	\$102.00	\$714.00
PLAN Grade 10 Item-Response Summary Report by Grade (Special Group) - by COS Sub district	7	1 per COS	\$102.00	\$714.00

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PLAN Grade 10 Data File	7	1 per COS	\$48.00	\$336.00
<b>Subtotal for Grade 10 COS Reports</b>				<b>\$1,764.00</b>
<b>Linkage Reports</b>				
<b>EXPLORE 8 / PLAN 10 Linkage Reports (1 for each HS Network + 1 for Charter Schools)</b>				
EXPLORE 8 (2010) / PLAN 10 (2012) Linkage Report - by NETWORK	7	1 per COS	\$195.00	\$1,365.00
<b>Subtotal for EXPLORE 8 / PLAN 10 Linkage Reports</b>				<b>\$1,365.00</b>
<b>EXPLORE 9 / PLAN 10 Linkage Reports</b>				
EXPLORE 9 (2011) / PLAN 10 (2012) Linkage Report - by NETWORK	7	1 per COS	\$195.00	\$1,365.00
<b>Subtotal for EXPLORE 9 / PLAN 10 Linkage Reports</b>				<b>\$1,365.00</b>
<b>PLAN 10 / PSAE 11 Linkage Reports</b>				
PLAN 10 (2009) / PSAE ACT 11 (2012) Linkage Report - by NETWORK	7	1 per COS	\$390.00	\$2,730.00
<b>Subtotal for PLAN 10 / PSAE 11 Linkage Reports</b>				<b>\$2,730.00</b>
<b>PLAN 10 / Grade File 12 Linkage Reports</b>				
PLAN 10 (2009) / Grad File (2012) Linkage Report - by NETWORK	7	1 per COS	\$390.00	\$2,730.00
<b>Subtotal for PLAN 10 / Grad File 12 Linkage Reports</b>				<b>\$2,730.00</b>
<b>TOTAL PRICE - COS REPORTS</b>				<b>\$15,498.00</b>
<b>SECTION C: DISTRICT/CONTRACT LEVEL (CPS) REPORTS</b>				
<b>NON-STANDARD DISTRICT LEVEL REPORT (Not funded by ISBE)</b>				
<b>Preliminary Data File (Fall/Spring)</b>		1 per district		\$1,465.00
Grade 8 EXPLORE (Spring)	1	1 per district		\$0.00
Grade 9 EXPLORE (Fall)	1	1 per district		\$0.00
Grade 10 PLAN (Fall)	1	1 per district		\$0.00
<b>Subtotal for Preliminary Data Files</b>				<b>\$1,465.00</b>
<b>Linkage Reports</b>				
<b>EXPLORE 8 / PLAN 10 Linkage Reports</b>				
EXPLORE 8 (2010) / PLAN 10 (2012) Linkage Report - by District	1	1 per district	\$195.00	\$195.00
<b>Subtotal for EXPLORE 8 / PLAN 10 Linkage Reports</b>				<b>\$195.00</b>
<b>EXPLORE 9 / PLAN 10 Linkage Reports</b>				
EXPLORE 9 (2011) / PLAN 10 (2012) Linkage Report - by District	1	1 per district	\$195.00	\$195.00
<b>Subtotal for EXPLORE 9 / PLAN 10 Linkage Reports</b>				<b>\$195.00</b>
<b>PLAN 10 / PSAE 11 Linkage Reports</b>				
PLAN 10 (2008) / PSAE ACT 11 (2010) Linkage Report - by District	1	1 per district	\$195.00	\$195.00
<b>Subtotal for PLAN 10 / PSAE 11 Linkage Reports</b>				<b>\$195.00</b>
<b>PLAN 10 / Grade File 12 Linkage Reports</b>				
PLAN 10 (2007) / Grad File (2010) Linkage Report - by District	1	1 per district	\$195.00	\$195.00
<b>Subtotal for PLAN 10 / Grad File 12 Linkage Reports</b>				<b>\$195.00</b>
<b>TOTAL PRICE - DISTRICT/CONTRACT LEVEL (CPS) REPORTS</b>				<b>\$2,245.00</b>
<b>SECTION D: ADDITIONAL MATERIALS AND SERVICES</b>				

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ACT High School Electronic Score Reporting	1	Flat fee for 12 CDs (one per month)	\$250.00	\$250.00
ACT Sample Test Booklet - paper (form # 0861D for Fall 2011)	35,000	1 per student	\$1.40	\$49,000.00
ACT Sample Test Booklet - paper (form # 1165D for Spring 2012)	35,000	1 per student	\$1.40	\$49,000.00
EXPLORE Sample Test - paper (form #02B)	35,000	1 per student	\$0.76	\$26,600.00
EXPLORE Sample Test - paper (form #01A)	35,000	1 per student	\$0.76	\$26,600.00
PLAN Sample Test - paper (form #029A)	35,000	1 per student	\$0.76	\$26,600.00
PLAN Sample Test - paper (form #026D)	35,000	1 per student	\$0.76	\$26,600.00
WorkKeys Practice Tests for Applied Math and Reading for Information - PDF license Note: Payable upon execution of license renewal - per Contract Attachment C, WorkKeys License. (form #AM07P33 & form #R105P33)	2	PDF license (Fall 2010 Administration)	\$50,000.00	\$100,000.00
<b>TOTAL PRICE ADDITIONAL MATERIALS AND SERVICES</b>				<b>\$304,650.00</b>

<b>SECTION E: OTHER DELIVERABLES and Change Orders</b>				
Program Management and Non-Standard Deliverables (Annual Flat Fee)	1	Annual flat fee	\$35,000.00	\$35,000.00
Professional Development and Consulting Services	0	Not to exceed	\$40,000.00	\$0.00
<b>TOTAL PRICE- OTHER DELIVERABLES</b>				<b>\$35,000.00</b>
<b>TOTAL PRICE</b>				<b>\$619,643.00</b>