**Virginia Department of Education**

**Grant to Support Division-based Procurement of a Student Performance Analytics Tool**

*Application*

**Application Due Date: May 31, 2021**

**BACKGROUND**

## Purpose of Grant

The purpose of this one-time grant is to provide support for school divisions to procure a student performance analytics tool for the 2021-2022 school year. VDOE’s state-wide contract for PowerSchool’s Performance Matters Analytics (PMA) expires on June 30, 2021. The contract that is expiring is **only** for the PMA (also known as the PowerSchool Early Warning System or Baseball Scorecard). Any other PowerSchool products (e.g., SIS, LMS, and Assessment Generator) that divisions may use and have a division-based contract with PowerSchool for will not be affected. Any division that wishes to continue using PMA should reach out to PowerSchool to discuss an independent procurement, and submit this application for grant support from the VDOE.

This one-time grant will be provided to eligible divisions to procure an analytics tool in the following five bands based on the number of students enrolled:

* $4,000 (<3,000 students)
* $8,000 (3,001-6,000 students)
* $16,000 (6,000-16,000 students)
* $30,000 (16,001-32,000 students)
* $40,000 (>32,000 students)

These bands have been established based upon available funding and a review of contracts collected through the [LASER Adoption Interest Survey](https://www.surveymonkey.com/r/TK9L7MZ) which was sent through the [Superintendent’s Memo (#103-21)](https://www.doe.virginia.gov/administrators/superintendents_memos/2021/103-21.pdf).

VDOE is well underway with the development of the new data analytic system - LASER (Learning Analytics to Support Education and Reporting). The goal is by the end of the 2021-2022 school year, LASER will contain both an Early Warning System and an Accreditation Tracking System. LASER will be an intuitive tool to turn real-time student data into usable and actionable information through data visualization and reporting. In addition, LASER will also serve as an instrument to help divisions and schools understand and combat learning loss as a result of the COVID-19 pandemic. LASER will be provided to all divisions at no cost but the adoption is not mandatory. This one-time grant serves to assist in easing the financial burden in procuring an analytics solution for a division until LASER is more fully developed. In addition, applying for this grant implies that the division is planning to adopt LASER when it is available.

## Awards and Payments

* Any division that wishes to procure an analytics tool should reach out to the selected vendor to discuss an independent procurement with them. Since quote or pricing structure may vary from division to division and product to product, this grant will be allocated to eligible divisions solely based on the five bands described above for consistency.
* Awards to the approved applications will be announced in early June, 2021.
* The grant period is early June, 2021, through September 30, 2022. Awards will be made in two phases:
	+ June-August, 2021: The first half of the granted amount will be released, conditioned upon the submission of the signed contract with the selected vendor or the final invoice for the procurement of the selected tool; and
	+ January-February, 2021: The second half of the granted amount will be released, conditioned upon the submission of proofs to indicate that the procured tool is being actively and meaningfully used.

**INSTRUCTIONS**

## Part A: Cover Sheet

* Complete the school division information.
* The signature of the authorized representative of the school division is required on the cover sheet.

## Appendix A: Acknowledgements and General Assurance

* **All applying school divisions must consent to the acknowledgements and general assurance to be qualified for the grant.**
* Agreement is indicated by placing an “X” in all boxes.
* The signature of the authorized representative of the school division is required at the bottom of Appendix A in the application.
* Acknowledgements represent a list of conditions to which school divisions must consent to be eligible for this grant. The acknowledgements and a general assurance are located in Appendix A of the Application Section.
* The authorized representative’s signature at the bottom of the Appendix A certifies that the school division will consent to the acknowledgements and assurance. The signed original of the application must be retained at the school division.

## Submitting the Application to the Virginia Department of Education

* The application consists only of one document – this document – and must be submitted electronically via email to the Virginia Department of Education by **May 31, 2021**.
* The email address to submit the application is Paul.Corbett@doe.virginia.gov. Both digital signatures and scanned signature pages are acceptable.
* Applications that are incomplete, are not signed by the authorized representative of the division, or are submitted after the due date will not be considered for funding.
* The completed application must be saved as one file (as a Word document or a PDF) with the following naming conventions:
	+ **XXX-SPA Application**. The “XXX” should be replaced by the division name. For example, the application of ABC Public Schools should be saved as **ABC-SPA Application.**
* Correspondence should be directed to the Office of Technology and Decision Analytics at Paul.Corbett@doe.virginia.gov.

**APPLICATION SECTION**

The Virginia Department of Education will provide a one-time grant for school divisions to procure a student analytics tool to support the identification and addressing of learning loss due to the COVID-19 pandemic for the 2021-2022 school year. To be considered for funding, eligible school divisions must complete all sections of the application and submit the completed application to Paul.Corbett@doe.virginia.gov no later than **Monday, May 31, 2021**. **The application has only one part – this document**. Questions should be directed to Paul.Corbett@doe.virginia.gov.

**Required Components – to be completed by the school divisions**

* Part A: Cover Sheet – Authorized Representative signature required
* Appendix A: Acknowledgements and General Assurance – Authorized Representative signature required

**PART A: Cover Sheet**

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| Name of School Division:        |
| Mailing Address (Street Number and Name, City, State, Zip Code):       Email Address of Authorized Representative of the School Division:        |
| I certify to the best of my knowledge and belief, all of the information in this application is true and correct. I further understand that knowingly making a false statement or misrepresentation on this application may subject me to criminal or civil penalties under applicable state and federal laws. |
| Authorized Representative of the School Division (Typed Name):        | Telephone:         |
| Signature of Authorized Representative of the School Division:   |  Date:       |

**Appendix A**

**Acknowledgements and General Assurance**

All applying school divisions must agree to the acknowledgements and general assurance to be eligible for the grant. The “X” beside each item **and** the Authorized Representative’s signature at the bottom of Appendix A certifies that the school divisions will consent to the acknowledgements and abide by the assurance below.

The school division acknowledges:

☐ This is a one-time grant meant to assist in easing the financial burden in procuring an analytics solution until LASER is more fully developed;

☐ Future adoption of LASER is required to be awarded this grant.

☐ The approved grant amounts will be in five bands based on the number of student enrollment, and the granted amounts may not be the same as the actual costs charged by the selected vendor for the tool.

☐ The grant is intended only for the procurement of a student performance analytics tool for the 2021-2022 school year, and it is not for other products.

☐ The grant will be issued to awarded school divisions in two installments: June-August, 2021 and January-February, 2021.

☐ The first half of the granted amount will be released in June-August, 2021, conditioned upon the submission of the signed contract with the selected vendor or the final invoice for the procurement of the selected tool.

☐ The second half of the granted amount will be released in January-February, 2021, conditioned upon the submission of proof to indicate that the procured tool is being actively and meaningfully used. More information will be provided on the format of this requirement with the Notice of Award.

☐ Grant funds will be returned if the procured tool is not being sufficiently used between the beginning of the 2021-2022 school year and the time at which the division adopts LASER.

General Assurance for Grant Application

By signing and submitting the above acknowledgements and this Statement of Assurance, the school division assures that its participating schools will adhere to state and federal laws and regulations governing public schools in the Commonwealth of Virginia.

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| --- | --- |
| Authorized Representative of the School Division (Typed Name):        |   |
| Signature of Authorized Representative of the School Division:   |  Date:       |