



**DeWight Dopslauf, C.P.M., CPPO**  
**Harris County Purchasing Agent**

April 10, 2024

Commissioners Court  
Harris County, Texas

**RE: Job No. 230257**

Members of Commissioners Court:

Please approve the attached Order(s) authorizing the County Judge to execute the attached First Amendment to the Agreement(s) for the following:

**Description:** Early Learning Quality Networks Evaluation for Harris County

**Vendor(s):** School Readiness Consulting, LLC

**Amount:** \$1,024,736 previously approved funds for the term 01/30/2024 - 12/31/2026  
0 additional funds for the term 01/30/2024 - 12/31/2026  
\$1,024,736

**Reviewed By:** • Harris County Purchasing • Office of County Administration

The First Amendment adds an exhibit for a statement of work to the Master Agreement with no increase in the total contract amount.

Sincerely,

DeWight Dopslauf  
Purchasing Agent

JW  
Attachment(s)  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 23, 2024**



**FIRST AMENDMENT TO THE AGREEMENT BETWEEN HARRIS COUNTY AND  
SCHOOL READINESS CONSULTING, LLC**

THE STATE OF TEXAS     §  
                                      §  
COUNTY OF HARRIS     §

This First Amendment to the Agreement is made and entered into by and between Harris County (the “County”), a body corporate and politic under the laws of the State of Texas and acting by and through the Department of Economic Equity and Opportunity (“Department”), and School Readiness Consulting, LLC (“Contractor”) a corporation doing business under the laws of the State of Texas. County and Contractor are known individually as “Party” and collectively as “Parties.”

***Recitals***

On January 30, 2024, the County entered into an agreement with Contractor to provide an evaluation of the Early Learning Quality Network, a program designed to create a system to improve local community childcare quality through community led planning and community directed funding for the Department through Request for Proposal Purchasing Job No. 23/0257 (the “Master Agreement”).

The County and Contractor now desire to amend the Master Agreement for the first time (“First Amendment”) for the purpose of adding an exhibit for a Statement of Work.

Contractor warrants and represents that it is willing and capable of providing the services.

***Terms***

**1)     CONTRACT CONSTRUCTION**

This First Amendment shall be governed by the Master Agreement, which is incorporated by reference as though fully set forth word for word.

**2)     STATEMENT OF WORK**

The Statement of Work, attached hereto as Exhibit D, is hereby added to the Master Agreement and incorporated herein by reference.

**3)     ORDER OF PRECEDENCE**

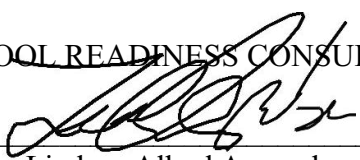
In the event of any conflict between the terms and provisions of this First Amendment, or any portion thereof, and the terms and provisions of any other part or portion of the Master Agreement, this First Amendment shall control.

All other terms and provisions of the Master Agreement shall remain in full force and effect as originally written and subsequently amended.

**4) EXECUTION, MULTIPLE COUNTERPARTS**

This First Amendment may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this First Amendment.

SCHOOL READINESS CONSULTING, LLC HARRIS COUNTY

By   
Name: Lindsey Allard Agnamba  
Title: CEO  
Date: 3.12.24

By: \_\_\_\_\_  
LINA HIDALGO  
COUNTY JUDGE

APPROVED AS TO FORM:  
Christian D. Menefee  
COUNTY ATTORNEY

By: Manasi Tahiliani  
Manasi Tahiliani  
Assistant County Attorney  
C.A. File 24GEN0490

EXHIBIT D  
Statement of Work

Date	Services Performed By:	Services Performed For:
11/17/23	School Readiness Consulting, LLC (SRC) 912 Thayer Avenue Suite 209 Silver Spring, MD 20910	Harris County DEEO 1001 Preston Ave. Suite 630 Houston, TX 77002

## Project Period

Services are expected to commence upon the issuance of a purchase order and continue through December 2026.

## Project Organization and Resources

Key resources include those listed in RFP response Section 5, Organization and Project Methodology.

Point of Contact: Rebecca Weiss weiss@schoolreadinessconsulting.com

Supporting Key Staff/Team:

- Sherylls Valladares Kahn – Project Advisor
- Rebecca Weiss – Senior Director of Finance and Operations
- Gabrielle Montgomery – Project Manager
- Kristina Rodriguez – Lead Analyst
- Mariam Dahbi – Qualitative Analyst
- Research Associates – TBD

Project Budget: \$1,024,736

## Program Activities and Deliverables

School Readiness Consulting, LLC (SRC) shall provide the following Activities and Deliverable(s):

### Required Deliverables:

1. **Work Plan** – *a finalized outline of the project schedule*
  - a. Due date: 30 days after issuance of purchase order

- b. Requirements: Must include a detailed schedule of deliverables, program milestones, meetings, and site visits with due dates
- 2. Evaluation Plan** – *A document outlining the research plan and schedule for the evaluation of the Early Learning Quality Network*
  - a. Due date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include final research questions
    - ii. Must include final research design
    - iii. Must include input from Harris County staff, the NSH, and LNOs
    - iv. Must include theory of change and instruments for the evaluation
    - v. Must be submitted to the Institutional Review Board (IRB) upon finalization for approval
      - 1. Final research plan and determination documents will be provided to Harris County
- 3. Community Profiles** – *Written descriptions of each Early Learning Quality Network participating community, including strengths and opportunities*
  - a. Due date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include information from the program kickoff, literature and document review, listening sessions, and project meetings
    - ii. Must incorporate feedback from each LNO
    - iii. Must include an overview of the strengths and opportunities in each LNO community
- 4. Year 1 Report** – *A brief report on findings from Year 1 of the Early Learning Quality Network evaluation*
  - a. Due date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include a summary of evaluation activities including but not limited to:
      - 1. Site visits
      - 2. Literature and Document Review
      - 3. Listening sessions
    - ii. Must include a summary of stakeholder engagements
    - iii. Must include a description of the early implementation of the Early Learning Quality Network in the first year
    - iv. A draft of the document is to be completed and reviewed with Harris County prior to finalization
    - v. A supplemental community-facing document will accompany the report to be accessed by families, providers, and community members
      - 1. Should include at least one infographic, at least one written brief, and at least one other type of media (video, presentation slides, etc.)
      - 2. Must be available in at least three languages, including English and Spanish
    - vi. The final draft of the report will be at minimum 25 pages and include an executive summary
- 5. Year 2 Report** – *A brief report on findings from Year 2 of the Early Learning Quality Network evaluation*

- a. Due date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include a description of the implementation progress in each LNO community
    - ii. Must include a description of community members' experiences in the early childhood system
    - iii. Must include any shifts in the theory of change for the initiative.
    - iv. Must include data collected from:
      - 1. Virtual focus groups conducted with each LNO
      - 2. Photovoice project
    - v. A draft of the document is to be completed and reviewed with Harris County prior to finalization
    - vi. A supplemental community-facing document will accompany the report to be accessed by families, providers, and community members
      - 1. Should include at least one infographic, at least one written brief, and at least one other type of media (video, presentation slides, etc.)
      - 2. Must be available in at least three languages, including English and Spanish
    - vii. The final draft of the report will be at a minimum of 25 pages and include an executive summary.
6. **Final Report – Early Learning Quality Network Findings and Recommendations** – *A full report to culminate the evaluation*
- a. Due Date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include an overview of the evaluation with the following components at a minimum:
      - 1. Approach to the evaluation
      - 2. Methodologies used for the evaluation
      - 3. Evaluation results and findings
      - 4. Recommendations and potential next steps
    - ii. A draft of the document is to be completed and reviewed with Harris County prior to finalization
    - iii. A supplemental community-facing document will accompany the report to be accessed by families, providers, and community members
      - 1. Should include at least one infographic, at least one written brief, and at least one other type of media (video, presentation slides, etc.)
      - 2. Must be available in at least three languages, including English and Spanish
    - iv. The final draft of the report will be at minimum 50 pages and include an executive summary
7. **Community Video Profiles** – *A video profile of Early Learning Quality Networks and the broader early childhood system, in each community*
- a. Due Date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include input from NSH and each LNO
    - ii. Videos will include at minimum:

1. A profile of the early childhood system in each LNO community
  2. Community strengths
  3. Family and provider needs
  4. Quality Network activities and experiences
  5. Opportunities and future direction in the LNO communities
- iii. Must provide the video files to participants for support in future implementation, narrative building, advocacy, and sustainability in the LNO communities
8. **Early Learning Quality Network Final Presentation (Task 5.7 of Proposal)** – *A community-facing presentation to inform stakeholders of evaluation results*
  - a. Due Date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must include Harris County, NSH, and LNOs in planning and logistics
    - ii. Must be held in person
    - iii. A draft of the presentation is to be created and presented to Harris County prior to finalization
    - iv. Presentation must include at a minimum:
      1. Overview of evaluation approach and process
      2. The key results and findings
      3. Recommendations and potential next steps
    - v. Final draft of the presentation with talking points will be provided to Harris County
9. **Quarterly Reports** – *Summaries of evaluation progress*
  - a. Due Date: Will follow the schedule outlined in the work plan
  - b. Requirements:
    - i. Must create a draft template for review and approval by Harris County
    - ii. The template must include the following components at minimum:
      1. Overall project progress
      2. Updates on active tasks
      3. Issues
      4. Action steps to address issues
      5. Next steps for the following quarter
    - iii. Quarterly reports will be delivered over the duration of the contract

## **Required Activities**

1. **Program Kickoff:**
  - a. Program kickoff must occur within two weeks of the issuance of the purchase order
  - b. Agenda must include but is not limited to:
    - i. Vision of Success
    - ii. Establish norms for the partnership
    - iii. Create patterns of decision-making and feedback loops
    - iv. Alignment of expectations
    - v. Identify assets necessary to begin the evaluation
2. **Literature and document review:**

- a. Literature and document review must occur on the date or during the time period specified in the work plan
  - b. SRC must consult Harris County, NSH, and LNOs to identify existing literature and documents to review
  - c. SRC must review all Early Learning Quality Network related documents, including:
    - i. Early Learning Quality Network Application Guidebook
    - ii. Early Learning Quality Network Applications from NSH and LNOs
    - iii. Planning documents
    - iv. Meeting notes
    - v. Media articles
  - d. SRC must engage with publicly available data sources about the Harris County early childhood community
- 3. Engage in qualitative data collection activities:**
- a. Site visits must occur on the date or during the time period specified in the work plan. Site visits will include:
    - i. One learning tour in each LNO community
    - ii. One focus group with each LNO's staff
    - iii. Two focus groups with child care providers
    - iv. One listening session with families
    - v. At least one observation with child care providers in each LNO community
      - i. Will include an Equity in Early Learning Assessment
  - c. Virtual focus groups with NSH must occur on the date or during the time period specified in the work plan. Virtual focus groups with LNOs must occur on the date or during the time period specified in the work plan. Plan
  - d. Photovoice Project, as described in RFP Response Section 5, Organization and Project Methodology, Task 2.4 must occur throughout the program implementation period. Planning will occur according to a schedule outlined in the work plan and will follow the virtual focus groups with LNOs.
    - i. Must include 1 family member and 1 child care provider from each LNO community
    - ii. Each participant will receive a \$1,300 incentive for participation
      - 1. \$900 stipend for participation
      - 2. \$100 for food
      - 3. \$300 for child care
- 4. Execute research design and data collection to analyze the impact of the network.**
- a. Data sharing agreements must be completed with NSH, LNOs, and Harris County (if needed)
  - b. SRC must support LNOs in preparing to collect metrics data for the purpose of the evaluation. SRC will provide technical assistance to support the LNOs in setting up systems to collect, store, and transfer the metrics data
  - c. SRC must develop and administer a survey to collect information from community members in LNO communities about their experience with the early childhood system.
  - d. Data collection and analysis for qualitative and quantitative metrics must occur throughout Early Learning Quality Network implementation
- 5. Community Feedback Loops (to provide feedback on the vision, methods, and timelines of the evaluation)**



- a. Virtual Listening Sessions
  - i. Three sessions must be held
  - ii. Sessions must be completed on the date or during the time period specified in the work plan
  - iii. Sessions must include participation from Harris County staff, NSH, LNOs, and community members from each LNO
  - iv. Must consult Harris County staff, NSH, and LNOs to recruit up to 50 community members
    1. Participants will receive \$40 stipends for participation
  - v. Virtual listening sessions must be conducted in English and Spanish
    1. SRC must hire interpreters as needed
- b. Virtual Strategic Learning Sessions
  - i. SRC must consult with Harris County, NSH, and LNOs to identify stakeholders to participate in these sessions
  - ii. SRC must hire interpreters as needed
  - iii. Sessions must be recorded
  - iv. Sessions must last 90 minutes in duration, at a minimum
  - v. Four sessions must be held:
    1. Theory of Change and Evaluation Plan
    2. Early implementation Session
    3. Progress and Evolution Session
    4. Evaluation Findings and Recommendations Session

## Goals and Performance Monitoring

School Readiness Consulting, LLC (SRC) will serve as the program evaluator for the Early Learning Quality Network program. SRC will be required to report on progress via regular reporting (e.g., monthly updates, quarterly and annual reports). Harris County will measure performance on this program through the timely completion of project milestones detailed in the reports.

## Reporting Requirements

**School Readiness Consulting, LLC will report via the following:**

- Milestone statuses and evaluation plan updates via monthly meetings
- Quarterly report describing progress, challenges, solutions, and next steps
- Annual Report (Year 1 and Year 2)
- Final Report (Year 3)

## School Readiness Consulting, LLC (SRC) Responsibilities

SRC will strive to incorporate equity considerations throughout the project.

Any changes to this Scope of Services shall be agreed upon by Harris County.

## Compliance and Monitoring

This project's funding source is Harris County FLEX Fund, and any funded program/project and its expenditures are expected to align and ensure compliance with Harris County governing rules for subrecipients and contractors. School Readiness Consulting, LLC (SRC) will gather, and report data and documentation as required for compliance monitoring.

## Close Out

School Readiness Consulting, LLC (SRC) fulfilled its obligations when the following occurs:

- SRC accomplishes the Activities described within this SOW, including delivery to Harris County of all materials and reports listed herein, and Harris County accepts such activities and materials without unreasonable objections.

ORDER OF COMMISSIONERS COURT  
Authorizing execution of an amendment to an agreement

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2024 with all members present except \_\_\_\_\_.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF A FIRST AMENDMENT TO THE  
AGREEMENT WITH SCHOOL READINESS CONSULTING, LLC**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

**IT IS ORDERED** that County Judge Lina Hidalgo be, and she is hereby authorized to execute, for and on behalf of Harris County, the First Amendment with School Readiness Consulting, LLC to add in an exhibit for a Statement of Work to the Master Agreement. The First Amendment is incorporated herein as though fully set forth word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.