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Procurement Office
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-7643 • Fax: (703) 841-0681
www.apsva.us

November 27, 2023

Via email

Allovue Inc
Attn: Jessica L. Gartner, Founder & CEO
1014 West 36th Street, Suite 220
Baltimore, MD 21211
Email: jess@allovue.com !

Subject: Contract 111FY23 Review of Specific Staffing Allocations (also known as Planning Factors)

Dear Ms. Gartner:

Amendment No.1 is presented for your signature to modify the Scope of Work and the Pricing Schedule. An Appendix to the Scope of Work and the Pricing Schedule is included with the modifications shown in **Red** for addition and **Black** for deletion.

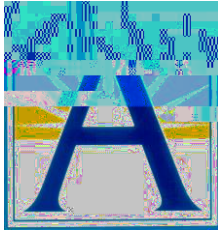
Please indicate your acceptance by having an officer of your firm sign and return the acceptance portion. Upon receipt, this office will sign and execute the Amendment and return one copy to your office. Your response is requested no later than five (5) days from the date of this letter.

All other terms and conditions shall remain unchanged.

Sincerely,

Hamed Hameedi

Hamed Hameedi !
Senior Procurement



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Amendment !o.1

Subject: Contract 111FY23 Review of Specific Staffing Allocations (also known as Planning Factors)

Contractor

Allovue Inc
1014 West 36th Street, Suite 220
Baltimore, MD 21211

Contract !o.

111FY23

By mutual agreement, Amendment No. 1 to Contract No. 111FY23 modifies the Scope of Work and the Pricing Schedule. An Appendix to the Scope of Work and the Pricing Schedule is included with the modifications shown in **Red** for addition and **Black** for deletion.

All other terms and conditions shall remain unchanged.

Allovue Inc

Signature: _____

Title: Chief Executive Officer

Printed !ame: Jessica L. Gartner

Date: November 27, 2023

APS:

Signature: _____

Title: Procurement Director/Procurement Agent

Printed !ame: David Webb, C.P.M.

Date: _____

SCOPE OF WORK (REVISED AME ! DME ! T ! O. 1)

A. Background:

4. Examine staffing allocations for students with disabilities in surrounding districts. Surrounding districts include Alexandria, Falls Church, Fairfax, Loudoun, and Prince William school systems.
5. Assess best practices and emerging trends and innovations in allocating staffing for students with disabilities, to include a review of recommended staffing allocations from national associations.
6. Review the proposal developed by the Office of Special Education (OSE) to change the planning factors for staffing allocations for students with disabilities.
7. Determine if proposed changes from OSE align with what surrounding jurisdictions are doing.
8. Determine if proposed changes from OSE align with best practices and/or emerging trends and innovations.
9. Determine if proposed changes from OSE align with the Virginia Standards of Quality.
10. Determine if factors other than enrollment, as outlined in the Objectives section, should be used to allocate staffing for students with disabilities.
11. Based on the results of the analysis and review, develop

6. Determine if factors other than enrollment, as outlined in the Objectives section, should be used to allocate staffing to ensure equity across schools.
7. Based on the results of the analysis and review, develop recommendations for optimizing the current staffing allocation processes, procedures, and methodologies.
8. Propose new planning factors and/or changes in planning factors to ensure greater equity in the allocation of staffing to schools, especially for economically disadvantaged students, that consider best practices, emerging trends, staffing allocations in surrounding jurisdictions, the Virginia Standards of Quality, and any other factors deemed relevant under Section B.5 above.
9. Provide three options for each implementation of proposed new planning factors:
 - a. Option 1 full implementation in one budget cycle
 - b. Option 2 phase in implementation over 2 years
 - c. Option 3 phase in implementation over 3 years
- 10.

9. Propose new planning factors for English learner students that consider best practices, emerging trends, staffing allocations in surrounding jurisdictions, the Department of Justice Settlement Agreement, the Virginia Standards of Quality and any other fact

5. **February Design Team Sessions:** Facilitate working sessions with Design Team to co-develop planning factor changes for FY26 and forward budget cycles.
6. **March Design Team Sessions:** Facilitate working sessions with Design Team to co-develop planning factor changes for FY26 and forward budget cycles.
7. **April Design Team Sessions and Recommendations Presentations:** Facilitate working sessions with Design Team to co-develop planning factor changes for FY26 and forward budget cycles. Present final Design Team recommendations to key stakeholders, including the School Board, the APS Executive Leadership Team, and relevant departments.
8. Closure: Final project report documenting the outcomes of the project and any additional findings, and closeout of the project.

End of Scope of Work

PRICING SCHEDULE (REVISED AMENDMENT 0.1)

No.	Description	Total Price
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APPENDIX TO SCOPE OF WORK (REVISED AGREEMENT 10.1)

Background:

Arlington Public Schools (APS) has identified a need for a comprehensive review and analysis of its current methodologies and systems used to allocate staffing for students with disabilities, English learner students, and to assess equity in the allocation of resources across all schools. The objective of this review is to evaluate the effectiveness of the current staffing allocation practices and identify any obstacles or bottlenecks hindering their effectiveness. The review will consider the alignment between the current staffing allocation practices and the overall goals and priorities of the School Board, including

18. Examine staffing allocations for students with disabilities in surrounding districts. Surrounding districts include Alexandria, Falls Church, Fairfax, Loudoun, and Prince William school systems.
19. Assess best practices and emerging trends and innovations in allocating staffing for students with disabilities, to include a review of recommended staffing allocations from national associations.
20. Review the proposal developed by the Office of Special Education (OSE) to change the planning factors for staffing allocations for students with disabilities.
21. Determine if proposed changes from OSE align with what surrounding jurisdictions are doing.
22. Determine if proposed changes from OSE align with best practices and/or emerging trends and innovations.
23. Determine if proposed changes from OSE align with the Virginia Standards of Quality.
24. Determine if factors other than enrollment, as outlined in the Objectives section, should be used to allocate staffing for students with disabilities.
25. Based on the results of the analysis and review, develop recommendations, **through**

16. Assess best practices and emerging trends and innovations in staffing allocations to ensure equity across schools,

~~8. Optional: APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to utilize this deliverable. APS will make a determination on the execution of this Deliverable by the end of month sixth.~~

a. Training and

	Evaluation: Evaluation of the effectiveness of the new or optimized staffing allocation processes and procedures after a specified period of time.		
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8	Closure: Final project report documenting the outcomes of the project and any additional findings, and closeout of the project.		
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