



Memo

To: Commissioners, First 5 Ventura County

From: Petra Puls, Director of Program and Evaluation

Date: June 19, 2014

Re: Recommendation to rollover funding for evaluation consultant services to assist in refining Commission's evaluation plan

Background

After a public application process earlier in 2014, EVALCORP was selected as the contractor to assist in refining an evaluation plan for the Commission that incorporates a point-in-time parent survey and a series of program survey tools to be used by funded programs towards continuous quality improvement.

The current agreement with EVALCORP, in the amount of \$17,000, runs through August 30, 2014. It was initially anticipated that the parent survey portion of the week would be completed in June 2014, with \$11,000 of the total contract being expended in FY 2013-14. A one month extension and rollover of unspent funds from FY 2013-14 is sought to provide sufficient time for EVALCORP to complete the scope of work.

Recommendation

The recommended action would authorize a rollover of \$11,000 in funds to FY 2014-15 for the purpose of completing the development of a parent survey tool and concurrent implementation plan, with extension of existing contract with EVALCORP through September 30, 2014. As these funds were budgeted in FY 2013-14 but not expended, no new allocation would be needed.