

# **CONTRACTING ELEMENTS AND PERFORMANCE BASED CONTRACTING**

**Contact and Grant Renewal  
FY 2013-2014  
Webinar Training**



*Champions For Our Children*  
[www.First5LA.org](http://www.First5LA.org)

# AGENDA

- I. Types of Agreements
- II. Changes in FY 2013-14
- III. Overview of Performance Based Contracting
- IV. Developing a Performance Matrix - Exercises
- V. “Getting Better Data” Reporting
- VI. Q & A

# TYPES OF FIRST 5 LA AGREEMENTS

- **Direct Services (Grant Agreement)** – Services where the grantee is directly interacting with the Target Populations (pregnant women, children 0-5 and their families).
  - Examples: SRI, Family Literacy, Oral Health Nutrition
- **Professional Services (Contract)** – Professional services designed to benefit First 5 LA or where the contract is not directly interacting with the Target Population.
  - Examples: Legal Services, Research and Evaluation, Financial Services, Consulting, ECE Workforce Development
- **Vendor Agreement** – Routine purchase of goods or services
  - Examples: Facility rentals, catering, equipment rentals, printing

# CHANGES IN FY 2013-14

- Invoicing Due Date – last day of the month
- Invoices sent to the Finance Department
- Quarterly Reporting – forms will be sent out
- Quarterly Budgeting
- Compliance Guidelines
- Corrective Action Plan
- Termination Clause

# WHAT IS PERFORMANCE-BASED CONTRACTING?

- **Definition:** A performance-based contract is an agreement that is managed based on the achievement of *results* rather than *processes*.
- **Why Performance-Based Contracting?**
  - Encourage grantees to be innovative by shifting focus from process to results
  - Create an effective framework for contractual compliance
  - Allows for benchmarking between grantees and comparable programs
- **Elements of a Performance-Based Agreement:**
  - Clearly defined results
  - Measurement and reporting
  - Ongoing system and contractor performance evaluation
  - Consequences

# DEVELOPING THE PERFORMANCE MATRIX

- **Project Description** – A brief summary of the nature of the services being provided. This section is not intended to be a summary of activities, but rather a high-level description of the core activities and intended outcomes. Most descriptions should be 1 to 3 paragraphs.
- **Performance Objectives** – A listing of the measureable and attainable milestones that will demonstrate progress toward achieving the intended outcome of the contract/grant.
  - Outcomes
  - Outputs
  - Major Deliverables

# PERFORMANCE MATRIX – OUTCOMES

- **Outcomes** – Outcomes represent the measurable changes in health/mental health status, developmental status, attitudes, behaviors, knowledge, skills, practices, or policies.
  - Used to measure the effectiveness of the program on achieving intended goal
  - Identify the target population, the intended result and the strategy used to obtain that result
- **Outcome Statement Example:**
  - Reduce obesity in children 0-5 by providing parenting education classes related to nutrition.
- **Outcome Metrics Examples:**
  - 70% of children gain 7 points or more on the RLN IRT score
  - 80% of children retuning for dental visits show no new dental caries

# PERFORMANCE MATRIX – OUTPUTS

- **Outputs** -- The direct result of activities and typically expressed as (1) the number of services and/or products that are delivered (2) the efficiency of providing those services or product
  - Used to show progress toward the achievement of outcome/goal
  - Most commonly used in Direct Services agreements, but can also be used in professional service contracts which involve routine tasks (e.g. training of service providers, etc.)
- **Examples:**
  - Provide 10,000 books to children 0-5
  - Administer well-child vaccinations to 5,000 children
  - The average time to answer call is 2 minutes or less
  - Caseworkers meeting with 200 clients per month



# PERFORMANCE MATRIX – MAJOR DELIVERABLES

- **Major Deliverables** -- Tangible products that are submitted in fulfillment of contract requirements (e.g., reports). These deliverables should be designed to evidence the contractor/grantees progress in achieving the intended outcome the contract.
  - Used to ensure progress is being made toward the achievement of the end goal/product
  - Not a summary of all activities needed to implement the grant
- **Example:**
  - By September 30, 2013, contractor will submit a draft Evaluation Plan to First 5 LA for approval
  - By December 31, 2013, grantee will hire consultant to develop training curriculum
  - By June 30, 2014, grantee will complete implementation of new case management system

## SAMPLE - EXHIBIT A – Performance Matrix

Contract Number:

Agency Name: **Happy Parents, Inc.**

Project Name: **Books and Safe Toys Program**

Project Length: **12 Months**

Contract Period: **July 1, 2013 – June 30, 2014**

Revision Date:

### Project Description:

Establish a five-year program to provide vouchers for books, childhood development and safety items to children to increase literacy and safety of this population. These items could include: children’s and parenting books, developmental toys, vouchers for car seats, child safety locks and other items that improve childhood development and safety. WIC centers would distribute the vouchers to their clients and provide education to ensure parents know how to best utilize these items. Additionally, Happy Parents will hire a sustainability consultant to subsidize the cost of the program through the procurement of sponsorships from commercial vendors.

Performance Objectives <small>Measurable, observable, and attainable objectives including: (1) Outcomes –Changes in health/mental health status, developmental status, attitudes, behaviors, knowledge, skills, practices, or policies; (2) Outputs -- The direct result of activities and typically expressed as the number or scope of services and/or products that are delivered or produced; and/or, (3) Major Deliverables -- Tangible products that are submitted in fulfillment of contract requirements.</small>	Due Date <small>Date Objective will be completed.</small>	Quantity by Quarter			
		Q1 <small>(Jul-Sep)</small>	Q2 <small>(Oct-Dec)</small>	Q3 <small>(Jan-Mar)</small>	Q4 <small>(Apr-Jun)</small>
Develop parent education curriculum	July 31, 2013	1	N/A	N/A	N/A
Provide parent education classes to 100,000 parents	June 30, 2013	N/A	33,333	33,333	33,333
Provide vouchers for toys and child safe items to 100,000 children	June 30, 2013	25,000	25,000	25,000	25,000
Retain the services of a sustainability consultant	August 31, 2012	1	N/A	N/A	N/A
Sustainability consultant will develop a sustainability plan	December 31, 2012	N/A	1	N/A	N/A



## SAMPLE - EXHIBIT A – Performance Matrix

Contract Number:

Contract Period: **October 1, 2014 – June 30, 2014**

Agency Name: **ABC Consulting**

Revision Date:

Project Name: **Literacy Program Evaluation**

Project Length: **9 Months**

### Project Description:

Conduct a comprehensive evaluation of First 5 LA's family literacy programs within the County. This project will include the development of an evaluation methodology, conduct on-site reviews of all grantees, conduct a survey including 25% of all participants in the family literacy initiative, develop an evaluation report and present findings to First 5 LA and stakeholders. The evaluation report will focus on evidencing the cumulative impact of First 5 LA's family literacy programs and present findings and recommendations on how the program could be improved.

Performance Objectives <small>Measureable, observable, and attainable objectives including: (1) Outcomes –Changes in health/mental health status, developmental status, attitudes, behaviors, knowledge, skills, practices, or policies; (2) Outputs -- The direct result of activities and typically expressed as the number or scope of services and/or products that are delivered or produced; and/or, (3) Major Deliverables -- Tangible products that are submitted in fulfillment of contract requirements.</small>	Due Date <small>Date Objective will be completed.</small>	Quantity by Quarter			
		Q1 <small>(Jul-Sep)</small>	Q2 <small>(Oct-Dec)</small>	Q3 <small>(Jan-Mar)</small>	Q4 <small>(Apr-Jun)</small>
Submit evaluation methodology to First 5 LA for review and approval	October 31, 2013	1	N/A	N/A	N/A
Conduct site visits to each of grantee providing family literacy programs	December 30, 2013	N/A	1	N/A	N/A
Complete survey of 25% of all family literacy program participants	March 31, 2014	N/A	N/A	1	N/A
Submit evaluation report to First 5 LA for review and approval	May 30, 2014	N/A	N/A	N/A	1
Present evaluation findings to First 5 LA Board and stakeholders	June 30, 2014	N/A	N/A	N/A	1



# Online Mid-Year and Year-End Reporting

- Thank you everyone for your patience and work on the online reporting!
- We are working on refining our instructions and questions, but there will be no major changes for year-end report.

# Online Mid-Year and Year-End Reporting

- Trainings will be held in late May and early June.
- You will be asked to report on Jan-Jun activities.
- Reports will be due July 31.