Sole Source Notification
Post-School Survey for Special Education

It is the intent of Washington State to promote open competition and transparency for all contracts for goods and services. In accordance with Department of Enterprise Service (DES) policy #DES-140-00, all intended sole source contracts must be made available for public inspection for a period of not less than fifteen (15) working days before the start date of the contract. This Sole Source Notification satisfies the requirement.

This Sole Source Notification is available at the Office of Superintendent of Public Instruction (OSPI) website and at the Department of Enterprise Services, Washington Electronic Business Solution (WEBS) Procurement website under the following commodity codes: ***924-05****: Advisory Services, Educational;* ***924-16:*** *Course Development Services, Instructional/Training;* ***924-18****: Educational Services, Alternative;* ***924-19:*** *Educational Research Services;* ***924-74****: Special Education;* ***924-78****: Teaching and Instruction Services;* ***918-38:*** *Education and Training Consutling.*

The Office of Superintendent of Public Instruction (OSPI) intends to award a $955,500 sole source contract to Seattle University, specifically their Center for Change in Transition Services (CCTS), for the period of December 2026, through September 30, 2028.

The purpose of this contract is to continue OSPI's decades-long partnership with CCTS as our state's technical assistance on secondary transition supports for students with disabilities and data collection and reporting partner for post-school outcome data.

Seattle University's Center for Change in Transition Services (CCTS) is Washington state's technical assistance center for transition planning and post-school outcome data. CCTS works to empower educators to improve transition services for youth with disabilities through partnerships, research, and training. The Individuals with Disabilities Education Act (IDEA) is a federal statute pertaining to youth and young adults ages 3-21 who receive special education and/or related services. Of the 17 performance indicators in IDEA, four relate to secondary transition. These four indicators are also tied to the Local Education Agency (LEA) Application for Federal Funds for Special Education. Research shows that quality IEPs (Indicator B13) lead to more students staying in school (Indicator B2), which leads to higher graduation rates (Indicator B1). Graduation is linked to positive outcomes for students after they've left high school (Indicator B14), such as engagement in continued education or employment. CCTS is responsible for the collection of statewide post-school outcome (PSO) data through the annual Post-School Survey. School staff and other stakeholders use PSO data to inform practices around transition services including instruction, development of transition plans, activities, and agency collaboration. The goal is to increase engagement outcomes and decrease non-

engagement. This all begins with quality IEPs that meet the requirements of Indicator B13, ensuring that students with disabilities receive the services and supports necessary to pursue their post-school expectations, and transition components are appropriately documented in the IEP.

CCTS provides training and technical assistance around the components of quality IEPs as aligned to Indicator B13, with the goal of improving post-school outcomes (B14). They are also responsible for the Technical Assistance (TA) regarding Indicator B14 Data collection and supervision and oversight of the data collection to ensure timeliness/accuracy and breakdown the data for federal reporting and OSPI by graduation pathway, race/ethnicity, disability, agency connections and outcomes by state, district, county and Educational Service Districts (ESDs).

Consultants contemplating the above requirements shall submit capability statements detailing their ability to meet the state's requirements ***no later than 3:00 pm PST on December 8, 2026.***

Capability statements must address the following state requirements:

- Must have in depth knowledgeable about the Individuals with Disabilities Education Act and Washington state regulations on Special Education as outlined in the Washington Administrative Code (WAC) Chapter 392-172A and be able to apply this knowledge to writing effective IEP transition plans.
- Must be experienced and knowledgeable about Special Education Transition Services as outlined in Indicator B13 and B14 under the Individuals with Disabilities Education Act.
- Must maintain a secure, online data collection and reporting platform for statewide Post-School Survey data on Washington state special education leavers.
- Must be able to provide technical assistance and training to school districts, agency representatives, and families on effective IEPs and transition services and the annual Post-School Survey.
- Must be able to use quantitative and qualitative data to share survey results and to be able to teach agencies, districts, counties and ESD's how to use their data to inform practice.

In the absence of other qualified sources, and pending approval by the Department of Enterprise Services, it is OSPI's intent to make a sole source award of the contract mentioned above to Seattle University, specifically their Center for Change in Transition Services.

Although this Sole Source Notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, you may submit a capability statement to:

Josie Nuckolls
Office of Superintendent of Public Instruction
Email: contracts@k12.wa.us

In accordance with DES Sole Source policy process #PRO-DES-140-00A, the following documents are attached:

- *Attachment 1 – A copy of the Sole Source Contract Filing Justification*
- *Attachment 2 – A copy of the proposed draft sole source contract in significantly final form*

Attachment 1 – Sole Source Contract Filing Justification

Specific Problem or Need

- *What is the business need or problem that requires this contract?*

  The Washington state legislature finds that research continues to suggest that high expectations for students with disabilities is paramount to improving student outcomes. The legislature further finds that to increase the number of students with disabilities who are prepared for higher education, teachers and administrators in K-12 education should continue to improve their acceptance of students with disabilities as full-fledged learners for whom there are high expectations. The legislature also encourages continuous development in transition services to higher education opportunities for these students. The legislature recognizes that other states have authorized transition planning to postsecondary settings for students with disabilities as early as the age of fourteen. To remove barriers and obstacles for students with disabilities to access to postsecondary settings including higher education, the legislature intends to authorize transition planning for students with disabilities as soon as practicable when educationally and developmentally appropriate." [**2015 c 217 s 1**.]

  Completion of the Post-School Survey is a requirement of state and federal statutes, specifically 20 U.S.C. § 1416(a)(3)(B) of IDEA, WAC 392-172A-07015, and WAC 392-172A-07020. Annually, OSPI must report on Washington state's progress for each performance indicator as well as each school district's progress for Indicators 1–14. Post-school outcome data are part of the application for federal Individuals with Disabilities Education Act (IDEA) Part B funds as a performance indicator. In addition, results of the Post-School Survey inform areas of programmatic improvement for OSPI and school districts to develop strategies and action plans that impact positive post-school outcomes for their students.

  Post-school outcome data are collected annually using survey research methodology and a census method. School district staff conduct phone calls to former students who have permanently exited high school and had IEPs in place at the time of exit. School districts use administrative records to verify their former student lists for a statewide total number. School district staff view online training modules and used resources developed by Seattle University's Center for Change in Transition Services (CCTS) to conduct survey phone calls and record responses in the Transition Systemic Framework 2.0 (TSF2), CCTS's secure, online data collection platform. Using student records, school districts record attempts to contact each of their leavers and report any reason for being unable to conduct the survey with each former student or their family member (e.g.,

parent or guardian). Using this information and information from other indicator data for students with IEPs that are receiving transition services, CCTS provides relevant, necessary, and high quality technical assistance statewide.

Sole Source Criteria

- *Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.*

  CCTS provides districts with both the technical assistance required to provide accurate and timely reporting, in addition to valuable technical assistance based on the findings from the B14 outcome data. The mechanisms currently in place are essential for both compliance and to improve student outcomes for students with disabilities across Washington. CCTS is our state's data collection and reporting lead partner for post-school outcome data. CCTS built and houses the data collection platform for this required data collection activity and has worked closely with OSPI for over a decade to draft state-mandated annual legislative reports on secondary transition, as well as OSPI's annual federal special education reporting requirements. CCTS is nationally recognized as a premier expert in secondary transition knowledge and supports for students with disabilities and their educators. Washington state is viewed as a model, nationally, for our post-school outcome response rates and outcomes; this is due in large part to OSPI's close, stable partnership with CCTS.

- *What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements.*

  The work described in this contract is time-intensive and OSPI does not have the staffing capacity or subject matter expertise necessary to carry this work out. This is work that all states must do and it is typically completed by colleges or universities that poses subject matter expertise, for technical assistance and professional development, along with research backgrounds for reporting purposes to the federal government. Washington does not have a government agency or public education entity with the qualified staff or requisite experience to carry this work out.

  CCTS has built up infrastructure over more than a decade related to this work. This includes developing and hosting a proprietary data collection platform that every district in the state with a high school program utilizes annually. To change to a new vendor would not simply include a change in responsibility for the work; it would entail significant technical development costs to design and build a new data collection and

reporting platform, as well as the costs of retraining all special education teachers in the state who conduct the post-school survey and report the survey data.

Market research was conducted by reviewing past solicitations, conducting an internet search, and conducting a search of DES statewide contracts, WEBS, and the OMWBE Directory. All past contracts for this work have been awarded to CCTS. No businesses other than the prospective contractor can perform the duties of the contract.

- *As part of the market research, include a list of statewide contracts review and/or businesses contacted, date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.*

  OSPI has determined that no businesses other than the prospective contractor can perform the contract due to our invested partnership with CCTS as a result of the platform and data collection infrastructure they have built specifically to the requirements in Washington. This includes developing and hosting a proprietary data collection platform that every district in the state with a high school program utilizes annually. Changing to a new vendor would not simply include a change in responsibility for the work; it would entail significant technical development costs to design and build a new data collection and reporting platform, as well as the costs of retraining all special education teachers in the state who conduct the post-school survey and report the survey data. OSPI has the intention to build their own platform, modeling the infrastructure developed by CCTS. Therefore, the partnership and technical assistance delivered by CCTS will be critical for OSPI to ensure an effective and successful transition from CCTS as the host of this platform.

  OSPI conducted a review of statewide contracts in educational data management and transition services. There were no available vendors that offered platforms or services tailored to post-school outcome data collection or transition planning aligned with IDEA Part B requirements.

  OSPI conducted market research that included internet searches of "post school outcomes data collection and reporting", "post school secondary transition technical assistance", and "data collection of post-school experiences of former students with disabilities". This search revealed that no other organization offers the contracted services.

- *Per the Supplier Diversity Policy, DES-090-06: was this purchase included in the agency's forecasted needs report?*
  Yes.

- *Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need.*
  No other organizations presently exist that have developed the reporting infrastructure that is customized to fit Washington state needs. To ensure that no other viable sources exist, OSPI conducted market research that included:

  - The following Keywords were searched in WEBS, DES, and OMWBE's Directory: "secondary transition", "post school outcomes", "post school survey", "survey of students with disabilities."
  - Outreach to other organizations and TA providers (both within Washington and nationally) to determine capacity to provide comparable services. While several organizations provide transition-related supports, none demonstrated the infrastructure to custom build or maintain a statewide platform tied to Washington's PSO survey.
  - Examination of national vendors that provide generic survey and data systems. While such vendors exist, none are equipped with Washington-specific content, experience, or the ability to integrate existing PSO processes and T-Folio functionality without extensive redevelopment costs and delays.
  - Prior procurement processes confirmed this reality. When OSPI explored potential partners in earlier phases of transition data collection work, CCTS was the only organization with technical infrastructure and demonstrated expertise to fulfill the requirements.

- *What considerations were given to unbundling the goods and/or services in this contract, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency's unbundling analysis for this contract.*
  As explained above, the costs to change to a new vendor would be significant for the state and would result in burden on school and district staff to learn a completely new data collection and reporting system. Unbundling the data collection platform, reporting, and analysis would not be feasible, as those are all inextricably connected. As to other types of secondary transition support and services, OSPI works with multiple professional organizations and community-based organizations as part of the Inclusionary Practices Technical Assistance Network. CCTS is one member of that larger collaborative, and all the partners coordinate and align supports for all students with disabilities, including transition supports.

- *Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).*
  Endeavoring to find another qualified organization would mean missing important federal data reporting timelines for the state and school districts. Changing to a new vendor would entail significant technical development costs to design and build a new data collection and reporting platform, as well as the costs of retraining all special education teachers in the state who conduct the post-school survey and report the survey data.

- *Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.*
  No.

- *Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines within which work must be accomplished.*
  No.

- *What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.*
  Completion of the Post-School Survey is a requirement of state and federal statutes, specifically 20 U.S.C. § 1416(a)(3)(B) of IDEA, WAC 392-172A-07015, and WAC 392-172A-07020. Annually, OSPI must report on Washington state's progress for each performance indicator as well as each school district's progress for Indicators 1–14. Post-school outcome data are part of the application for federal Individuals with Disabilities Education Act (IDEA) Part B funds as a performance indicator. In addition, results of the Post-School Survey inform areas of programmatic improvement for OSPI and school districts to develop strategies and action plans that impact positive post-school outcomes for their students. CCTS provides districts with both the technical assistance required to provide accurate and timely reporting, in addition to valuable technical assistance based on the findings from the B14 outcome data. We need these mechanisms for both compliance and to improve student outcomes for students with disabilities across Washington. If this agreement is not approved it would disrupt and complicate federal and state reporting requirements we have and the technical assistance procedures needed in place for successful transition services.

Reasonableness of Cost

- *Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable? Please make a comparison with comparable contracts, use the results of a market survey, or employ some other appropriate means calculated to make such a determination.*
  CCTS has cost breakdowns to illustrate how contract deliverable costs are determined. We are also very familiar with CCTS and the quality of their work. Going into this contract period, CCTS was asked to complete the work at a reduced rate and they have agreed to that. A review of the 2024-25 Parent Survey Contract Number 20250288, 2023-24 Parent Survey Contract Number 20240060, 2023-24 Post-School Outcomes Survey Contract Number 2024084, and the Post-School Survey Contract Number 20250288 show the proposed contract costs are reasonable.

  The proposed contract is performance-based in nature, meaning each deliverable is tied to a specific due date and payment amount, which OSPI's Special Education department determined to be appropriate for that piece of the work. OSPI's Special Education department has extensive experience with professional development and resource creation and believes the proposed costs are well within common and appropriate amounts.

Attachment 2 – Proposed Draft Sole Source Contract

See next page

CONTRACT FOR SERVICES
Contract No. 20270143

between

SUPERINTENDENT OF PUBLIC INSTRUCTION,
STATE OF WASHINGTON
(hereinafter referred to as Superintendent/OSPI)
Old Capitol Building, PO Box 47200
Olympia, WA 98504-7200

and

SEATTLE UNIVERSITY
(hereinafter referred to as Contractor)
901 12th Avenue
Seattle, WA 98122

Employer Identification #91-0565006
Unified Business Identifier #178-021-006

In consideration of the promises and conditions contained herein, Superintendent and Contractor do mutually agree as follows:

I. DUTIES OF THE CONTRACTOR

I.A. **General Objective.** The general objectives of this Contract are as follows:

This Contract is necessary for the successful implementation and operation of the annual Post-School Survey and the provision of technical assistance (TA) to school staff and other stakeholders who use the post-school outcome data to increase post school engagement and decrease non-engagement.

I.B. **Scope of Work.** In order to accomplish the general objectives of this Contract, Contractor shall perform the following specific duties to the satisfaction of the OSPI Contract Manager:

- Provide training and technical assistance around the components of quality Individualized Education Programs (IEPs) as aligned to the Individuals with Disabilities Education Act (IDEA) State Performance Plan/Annual Performance Report (SPP/APR) Indicator B13 (percent of youth with IEPs aged sixteen [16] and above with an IEP that includes appropriate measurable postsecondary goals) with the goal of improving post-school outcomes (Indicator B14).
- Manage the collection of student-level post-school outcomes and aggregate to meet OSPI's reporting requirements, for School Year 2024-25 and School Year 2025-26.
- This is related to Data Sharing Agreement 20250584 to receive student-level data from OSPI for use in post-school outcomes collection and return to OSPI student-level post-school outcome responses.

I.C. Deliverables. The Contractor shall provide the following deliverables to the OSPI Contract Manager by the dates indicated below:

Schedule of Deliverables Year 1				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
1	**Post-School Survey** Updated 2027 Post-School Survey (PSS) course, reflecting changes/updates to the platform.	Provide OSPI with a link to the finalized 2026 PSS course.	1	6/30/2027
2	**Post-School Survey** Review data during the collection process to ensure timeliness and accuracy.	Provide OSPI with 2026 PSS Quality report.	1	3/31/2027
3	**Post-School Survey** Report includes breakdown by graduation pathway, race/ethnicity (all federal reporting categories), disability (all disability categories), agency connections, and outcomes by state, district/LEA, county, and Educational Service District (ESD).	Provide OSPI with the finalized 2026 report.	1	3/31/2027
4	**Post-School Survey** Three trainings for Transition System Framework 2.0 (TSF2) users.	In Quarterly Report provide training materials and dates.	3	12/18/2026 2/3/2027 5/12/2027
5	**Quarterly Newsletters** Address issues informed by the data and share resources related to transition and IPTN goals for Black students with disabilities and students with ID.	Provide a link to Quarterly Newsletters.	3	12/7/2026 2/8/2027 4/13/2027
6	**Reports** Progress Reports	Provide OSPI with two (2) Progress Reports on contract activities.	2	2/15/2027 5/5/2027

Schedule of Deliverables Year 2				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
1	**Training and Technical Assistance (TA)** Overhaul Canvas Course - Partnerships for Inclusion, to address inequities for Black students with disabilities and students with Intellectual Disabilities (ID).	Link to newly updated course.	1	9/30/2027
2	**Training and TA** Maintain other Canvas course modules and affiliated resources to remain	Link to updated module/course/resources.	1	9/30/2027

Schedule of Deliverables Year 2				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
	responsive to changes in field/legislation and Inclusionary Practices Technical Assistance Network (IPTN) goal for Black students with disabilities and students with ID.			
3	**Training and TA** Provide, as requested, up to eight (8) trainings to partners highlighting Post-School Outcome (PSO) data and strategies to support transition for students with disabilities, particularly for Black students and those with ID.	Provide documentation with training materials, training dates, and attendee information.	8	9/30/2027
4	**Post-School Survey** Update collection platform and refine database, reflecting School Year 2024-25 data received from OSPI.	Describe in the Quarterly Report any back-end improvements made.	1	9/30/2027
5	**Participation in interagency workgroups** Attend state-level transition meetings.	Provide OSPI with a record of meeting dates.	1	9/30/2027
6	**Participation in interagency workgroups** IPTN meetings and follow-up activities.	Provide OSPI with a record of meeting dates.	1	9/30/2027
7	**Collaborating with Statewide Partners** Share resources with OSPI, ESDs, IPTN members, agencies, parent/family organizations.	Provide documentation with resources and organization information.	1	9/30/2027
8	**Quarterly Newsletters** Address issues informed by the data and share resources related to transition and IPTN goals for Black students with disabilities and students with ID.	Provide a link to Quarterly Newsletters.	1	8/17/2027
9	**Reports** Progress Report	Provide OSPI with a Progress Report on contract activities.	1	8/25/2027
10	**Reports** Annual Progress Report	Provide OSPI with Annual Progress Report on contract activities.	1	9/30/2027
11	**Post-School Survey** Updated 2028 Post-School Survey course, reflecting changes/updates to the platform.	Provide OSPI with a link to the finalized 2028 PSS course.	1	6/30/2028

Schedule of Deliverables Year 2				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
12	**Post-School Survey** Review data during the collection process to ensure timeliness and accuracy.	Provide OSPI with 2027 PSS quality report.	1	3/31/2028
13	**Post-School Survey** Report includes breakdown by graduation pathway, race/ethnicity (all federal reporting categories), disability (all disability categories), agency connections, and outcomes by state, district/LEA, county, and Educational Service District (ESD).	Provide OSPI with the finalized 2027 data.	1	3/31/2028
14	**Post-School Survey** Three (3) trainings for TSF2 users.	In Quarterly Report provide training materials and dates.	3	10/6/2027 2/2/2028 5/10/2028
15	**Quarterly Newsletters** Address issues informed by the data and share resources related to transition and IPTN goals for Black students with disabilities and students with ID.	Provide a link to Quarterly Newsletters.	3	11/2/2027 1/25/2028 4/11/2028
16	**Reports** Progress Reports	Provide OSPI with two (2) Progress Reports on contract activities.	2	2/15/2028 5/15/2028

Schedule of Deliverables Year 3				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
1	**Training and TA** Overhaul Canvas Course - Partnerships for Inclusion, to address inequities for Black students with disabilities and students with ID.	Link to newly updated course.	1	9/30/2028
2	**Training and TA** Maintain other Canvas course modules and affiliated resources to remain responsive to changes in field/legislation and IPTN goal for Black students with disabilities and students with ID.	Link to updated module/course/resources.	1	9/30/2028

Schedule of Deliverables Year 3				
#	**Activity**	**Deliverable**	**# of Deliverables**	**Due Date**
3	**Training and TA** Provide, as requested, up to eight (8) trainings to partners highlighting PSO data and strategies to support transition for students with disabilities, particularly for Black students and those with ID.	Provide documentation with training materials, training dates, and attendee information.	8	9/30/2028
4	**Post-School Survey** Update collection platform and refine database, reflecting School Year 2025-26 data received from OSPI.	Describe in the Quarterly Report any back-end improvements made.	1	9/30/2028
5	**Participation in interagency workgroups** Attend state-level transition meetings.	Provide OSPI with a record of meeting dates.	1	9/30/2028
6	**Participation in interagency workgroups** IPTN meetings and follow-up activities.	Provide OSPI with a record of meeting dates.	1	9/30/2028
7	**Collaborating with Statewide Partners** Share resources with OSPI, ESDs, IPTN members, agencies, parent/family organizations.	Provide documentation with resources and organization information.	1	9/30/2028
8	**Quarterly Newsletters** Address issues informed by the data and share resources related to transition and IPTN goals for Black students with disabilities and students with ID.	Provide a link to Quarterly Newsletters.	1	8/15/2028
9	**Reports** Progress Report	Provide OSPI with a Progress Report on contract activities.	1	8/25/2028
10	**Reports Annual** Progress Report	Provide OSPI with Annual Progress Report on contract activities.	1	9/30/2028

I.D. **Accessibility and Brand Compliance.** All documents, videos, audio records, presentations, or other deliverables required under this Contract shall be produced in format, compliant with the Americans With Disabilities Act and follow the Web Content Accessibility Guidelines (WCAG) 2.0, OSPI's formatting standard specified in Attachment B – OSPI Americans with Disabilities Act Compliance: Graphics and Colors, OSPI's Brand Use Policy, and OSPI's Style Guide, which are hereby incorporated by this reference. In the event that the deliverables are not compliant, OSPI may require Contractor to promptly make modifications

that will make the deliverables compliant. Additionally, OSPI shall have the right to modify or copy the deliverables in order to make them accessible and/or compliant.

I.E. **Data Compliance.** OSPI agrees to share student data with the Contractor in order to fulfill the work prescribed under this Contract via Data Sharing Agreement 20250584. Therefore, Contractor shall comply with Attachment C – Statement of Confidentiality and Non-Disclosure before any data will be exchanged. Upon expiration or termination of this Contract, Contractor shall sign Attachment D – Certification of Data Destruction and return to the Contract Manager within fifteen (15) days of the date of disposal.

- Contractor agrees to collect and store participant post-school outcomes data in compliance with federal and state privacy laws.
    - School districts conduct the Post-School survey by contacting former students via telephone. District staff enter students' survey responses in the online data collection and reporting platform (TSF2). The list of data elements are provided in Attachment E – TSF2 PSO Data Dictionary.
- Data collection platform Transition System Framework 2.0 (TSF2) includes an access permission structure managed by Contractor to the satisfaction of the OSPI Contract Manager.
- Contractor shall analyze and summarize post-school outcome data to the satisfaction of the OSPI Contract Manager.
    - Aggregations are provided in Attachment F – Indicator 14 Template.
- Contractor shall summarize common errors in coding and prepare a data quality report.
- This Agreement does not constitute a release of the data for Contractor's discretionary use but may be accessed only to carry out the responsibilities specified. Any ad hoc analyses or other use of the data, not specified in this Agreement, is not permitted without the prior written agreement of OSPI.

II. PERIOD OF PERFORMANCE

Contractor shall not commence performance, or be entitled to compensation or reimbursement for any services rendered, prior to the occurrence of each of the following conditions: (1) This Contract must be executed by a representative of the Contractor and the Superintendent; (2) Provisions of Chapter 39.26 RCW require the Agency to file this sole source Contract with the Department of Enterprise Services (DES) for approval; no Contract so filed is effective nor shall work commence under it until the fifteenth (15th) working day following the date of filing, subject to DES approval. In the event DES fails to approve the Contract, the Contract shall be null and void; and, (3) Contract Manager must confirm the occurrence of conditions number one (1) and two (2) and notify the Contractor to commence performance.

The schedule of performance of Contractor's duties is as follows subject, however, to the three (3) prior conditions to commencement of performance set forth immediately above:

December 9, 2026, date of approval by DES, or date of execution, whichever is later, through September 30, 2028.

Year 1: December 9, 2026, or date of execution, whichever is later, through June 30, 2027.
Year 2: July 1, 2027, through June 30, 2028.
Year 3: July 1, 2028, through September 30, 2028.

III. INVOICING & PAYMENT

III.A.1. **Compensation Amount.** In consideration of Contractor's satisfactory performance of the duties set forth herein, Superintendent shall compensate Contractor in an amount not to exceed a total of nine hundred fifty-five thousand, five hundred one dollars and eighty cents ($955,501.80) as noted below in part B, Schedule of Payments. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

III.A.2. **Funding Source.** Funds for the payment of this Contract are provided by state dollars.

III.A.3. All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

III.B.1. **Billing Procedure.** Payment shall be made to the Contractor as follows:

Contractor shall submit invoices to the OSPI Contract Manager in accordance with the Schedule of Payments set forth below:

Schedule of Payments Year 1					
#	**Deliverable**	**# of Deliverables**	**Unit Cost**	**Activity Total**	**Due Date**
1	Provide OSPI with a link to the finalized 2026 PSS course.	1	$30,000	$30,000	6/30/2027
2	Provide OSPI with 2026 PSS Quality report	1	$40,000	$40,000	3/31/2027
3	Provide OSPI with the finalized 2026 report.	1	$40,000	$40,000	3/31/2027
4	In Quarterly Report provide training materials and dates.	3	$10,000	$30,000	12/18/2026 2/3/2027 5/12/2027
5	Provide a link to Quarterly Newsletters.	3	$3,500	$10,500	12/7/2026 2/8/2027 4/13/2027
6	Provide OSPI with two (2) Progress Reports on contract activities.	2	$4,456	$8,912	2/15/2027 5/5/2027
			Subtotal	$159,412	
			10% indirect	$15,941.20	

Year 1 Total	$175,353.20

Schedule of Deliverables and Payments Year 2					
#	**Deliverable**	**# of Deliverables**	**Unit Cost**	**Activity Total**	**Due Date**
1	Link to newly updated course.	1	$56,000	$56,000	9/30/2027
2	Link to updated module/course/resources.	1	$41,000	$41,000	9/30/2027
3	Provide documentation with training materials, training dates, and attendee information.	8	$10,000	$80,000	9/30/2027
4	Describe in the Quarterly Report any back-end improvements made.	1	$46,542	$46,542	9/30/2027
5	Provide OSPI with a record of meeting dates.	1	$10,000	$10,000	9/30/2027
6	Provide OSPI with a record of meeting dates.	1	$10,000	$10,000	9/30/2027
7	Provide documentation with resources and organization information.	1	$10,000	$10,000	9/30/2027
8	Provide a link to Quarterly Newsletters.	1	$3,500	$3,500	8/17/2027
9	Provide OSPI with a Progress Reports on contract activities.	1	$4,456	$4,456	8/25/2027
10	Provide OSPI with Annual Progress Report on contract activities.	1	$10,000	$10,000	9/30/2027
11	Provide OSPI with a link to the finalized 2028 PSS course.	1	$30,000	$30,000	6/30/2028

Schedule of Deliverables and Payments Year 2					
#	**Deliverable**	**# of Deliverables**	**Unit Cost**	**Activity Total**	**Due Date**
12	Provide OSPI with 2027 PSS quality report.	1	$40,000	$40,000	3/31/2028
13	Provide OSPI with the finalized 2027 data.	1	$40,000	$40,000	3/31/2028
14	In Quarterly Report provide training materials and dates.	3	$10,000	$30,000	10/6/2027 2/2/2028 5/10/2028
15	Provide a link to Quarterly Newsletters.	3	$3,500	$10,500	11/2/2027 1/25/2028 4/11/2028
16	Provide OSPI with two Progress Reports on contract activities.	2	$4,456	$8,912	2/15/2028 5/15/2028
			Subtotal	$430,910	
			10% indirect	$43,091.00	
			Year 2 Total	**$474,001.00**	

Schedule of Deliverables and Payments Year 3					
#	**Deliverable**	**# of Deliverables**	**Unit Cost**	**Activity Total**	**Due Date**
1	Link to newly updated course.	1	$56,000	$56,000	9/30/2028
2	Link to updated module/course/resources.	1	$41,818	$41,818	9/30/2028
3	Provide documentation with training materials, training dates, and attendee information.	8	$10,750	$86,000	9/30/2028
4	Describe in the Quarterly Report any back-end improvements made.	1	$46,542	$46,542	9/30/2028

Schedule of Deliverables and Payments Year 3					
#	**Deliverable**	**# of Deliverables**	**Unit Cost**	**Activity Total**	**Due Date**
5	Provide OSPI with a record of meeting dates.	1	$10,000	$10,000	9/30/2028
6	Provide OSPI with a record of meeting dates.	1	$10,000	$10,000	9/30/2028
7	Provide documentation with resources and organization information.	1	$10,000	$10,000	9/30/2028
8	Provide a link to Quarterly Newsletters.	1	$3,500	$3,500	8/15/2028
9	Provide OSPI with a Progress Report on contract activities.	1	$4,456	$4,456	8/25/2028
10	Provide OSPI with Annual Progress Report on contract activities.	1	$10,000	$10,000	9/30/2028
			Subtotal	$278,316	
			10% indirect	$27,831.60	
			Year 3 Total	**$306,147.60**	

III.B.2. **Invoice Requirements.** The invoices shall document to the OSPI Contract Manager's satisfaction a description of the work performed and payment requested. Within approximately thirty (30) calendar days of the OSPI Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to the Contractor by Agency Financial Services, OSPI. In instances where multiple deliverables are due within one month, the Contractor shall combine the payment and submit only one (1) invoice for the month.

The invoices must be emailed to the OSPI Contract Manager and shall include:

- OSPI Contract number
- Contractor name, address, telephone number, and email address for billing issues if someone other than the Contractor's Contract Manager
- Contractor's Federal Tax Identification Number
- Contractor's Statewide Vendor Number
- Description of Services and Deliverables provided
- Dates of Service, if applicable
- When travel reimbursement is allowable, include depart/return times
- Invoice amount for each Service or Deliverable, including applicable taxes

Contractor's invoices for payment shall reflect accurate Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein. OSPI shall have no obligation to pay Contractor for any services that do not comply with this Contract.

III.B.3. **Errors & Corrections.** If errors are found in the submitted invoice or supporting documents, the OSPI Contract Manager will notify the Contractor. In order to receive payment, it shall be the responsibility of the Contractor to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify the OSPI Contract Manager.

III.B.4. **Final Payment.** Final payment shall be made after acceptance by the OSPI Contract Manager if received by within sixty (60) days after the Contract expiration date, unless negotiated with the OSPI Contract Manager and the Fiscal Budget Analyst. There will be no obligation to pay any claims that are submitted sixty-one (61) or more calendar days after the expiration date ("Belated Claims"). Belated Claims will be paid at OSPI's sole discretion, and any such potential payment is contingent upon the availability of funds.

IV. CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract. Any changes to this information shall be communicated to the other party in writing as soon as reasonably possible.

Contractor	**OSPI**
Intentionally left blank	Intentionally left blank

V. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this Contract. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Attachment A – Contract for Services, General Terms and Conditions
- Attachment B – OSPI Americans with Disabilities Act Compliance: Graphics and Colors
- Attachment C – Statement of Confidentiality and Non-Disclosure
- Attachment D – Certification of Data Destruction
- Attachment E – TSF2 PSO Data Dictionary
- Attachment F – Indicator 14 Template

- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

VI. APPROVAL

This Contract shall be subject to the written approval of the Superintendent's authorized representative and shall not be binding until so approved. The Contract may be altered, amended, or waived only by a written amendment executed by both parties.

We the undersigned agree to the terms of the foregoing Contract.

Seattle University	Superintendent of Public Instruction State of Washington
Signature	Kyla L. Moore, Contracts Administrator
Printed Name	Date
Title	
Date	
Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.	Approved as to FORM ONLY by the Assistant Attorney General

Attachment A
Contract for Services
GENERAL TERMS AND CONDITIONS

Definitions. As used throughout this Contract and General Terms and Conditions, the following terms shall have the meaning set forth below:

"Contract" or **"Agreement"** means the entire written agreement between OSPI and the Contractor, including any attachments, exhibits, documents, or materials incorporated by reference. Contract and Agreement may be used interchangeably.

"Contractor" shall mean that firm, provider, organization, individual, or other entity performing service(s) under this Contract, and shall include all employees of the Contractor.

"Services" means all work performed or provided by Contractor pursuant to this Contract.

"Statement of Work" or **"SOW" or "Scope of Work"** means a detailed description of the work activities the Contractor is required to perform under the terms and conditions of this Contract, including the deliverables and timeline.

"Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms " Subcontractor" and " Subcontractors" means Subcontractor(s) in any tier.

"Superintendent" shall mean the Office of Superintendent of Public Instruction (OSPI) of the State of Washington, any division, section, office, unit or other entity of the Superintendent, or any of the officers or other officials lawfully representing the Superintendent. Superintendent and OSPI may be used interchangeably.

1. **Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this Contract to the Superintendent, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

2. **Alterations and Amendments.** This Contract may be amended only by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

3. **Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

4. **Assignment.** Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Superintendent.

5. **Assurances.** The Superintendent and the Contractor agree that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules and regulations.

6. **Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.

7. **Audit Requirements.** If the Contractor is a Subrecipient of federal awards as defined by the Office of Management and Budget (OMB) CFR, Part 200, Subpart F, and expends seven hundred and fifty thousand dollars ($750,000) or more in federal awards (does not apply to contracts for goods and services) from all federal sources in any fiscal year beginning on or after December 26, 2014, the Contractor shall procure at their expense a single or program-specific audit for that year. The Contractor shall incorporate OMB CFR, Part 200, Subpart F audit requirements into all contracts between the Contractor and its Subcontractors who are Subrecipients of federal awards. The Contractor shall comply with any future amendments to OMB and any successor or replacement Circular or regulation.

8. **Budget Revisions.** Any monetary amount budgeted by the terms of this Contract for various activities and line-item objects of expenditure may be revised without prior written approval of Superintendent, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the Superintendent.

9. **Certification Regarding Debarment, Suspension, and Ineligibility.** The Contractor certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars ($25,000). Contractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Contractor shall immediately notify the Superintendent if, during the term of this contract, Contractor becomes debarred. The Superintendent may immediately terminate this Contract by providing Contractor written notice if Contractor becomes debarred during the term of this Contract.

   The Contractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

10. **Certification Regarding Lobbying.** The Contractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall require its subcontractors to certify compliance with this provision.

11. **Certification Regarding Wage Violations.** The Contractor certifies that within three (3) years prior to the date of execution of this Contract, Contractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

    The Contractor further certifies that it will remain in compliance with these requirements during the term of this Contract. Contractor will immediately notify the Superintendent of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Contract.

12. **Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the Superintendent of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

13. **Confidentiality.** The Contractor acknowledges that all of the data, material and information which originates from this Contract, and any student assessment data, material and information which will come into its possession in connection with performance under this Contract, consists of confidential data owned by the Superintendent or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or other privacy laws, and that the data must be secured and protected from unauthorized disclosure by the Contractor. The Contractor is wholly responsible for compliance with FERPA requirements.

    The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure or usages not specifically authorized by this Contract.

14. **Copyright Provisions.** Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent. The Superintendent shall be considered the author of such Materials. If Materials are not considered “works for hire”, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

    Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

    Contractor understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a Creative Commons Attribution License, version 4.0 or later.

All Materials the Contractor has adapted from others' existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial (preferred) or Creative Commons Attribution-NonCommercial-ShareAlike licenses, version 4.0 or later, are acceptable for these specific sections.

The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

The Contractor shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

15. **Covenant Against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Contractor for the purpose of securing business. The Superintendent shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.

16. **Disputes.** In the event that a dispute arises under this Contract, it shall be determined by a Dispute Board in the following manner: (1) The Superintendent shall appoint a member to the Dispute Board; (2) the Contractor shall appoint a member to the Dispute Board; (3) the Superintendent and the Contractor shall jointly appoint a member to the Dispute Board; (4) the Dispute Board shall evaluate the dispute and make a determination of the dispute; and, the determination of the Dispute Board shall be final and binding on the parties hereto.

    As alternatives to the above Dispute Board process: (1) if the dispute is between two or more state agencies, any one of the agencies may request intervention by the Governor, as provided by 43.17.330 RCW, in which event the Governor's process shall control; and, (2) if the dispute is between a non-state agency and another state agency or non-state agency party to this Contract, all the disputing parties may mutually agree to mediation prior to submitting the dispute to a Dispute Board in the event the dispute is not resolved pursuant to mediation within an agreed-upon time period.

17. **Duplicate Payment.** The Superintendent shall not pay the Contractor, if the Contractor has charged or will charge the state of Washington or any other party under any other contract or agreement, for the same services or expenses.

18. **Electronic signature.** Any signature page delivered via fax machine or electronic image scan, receipt acknowledged in each case, shall be binding to the same extent as an original, wet ink signature page. Any Party who delivers such a signature page agrees to later deliver an original counterpart to any Party which requests it.

19. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

20. **Ethical Conduct.** Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.

    Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to the Superintendent's employees.

21. **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

22. **Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Superintendent and all officials, agents, and employees of the Superintendent, from and against all claims for injuries or death arising out of or resulting from the performance of this Contract. "Claim" as used in this Contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

    Contractor expressly agrees to indemnify, defend, and hold harmless the Superintendent for any claim out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, or hold harmless the Superintendent shall not be eliminated or reduced by any actual or alleged concurrent negligence by Superintendent or its agents, employees, or officials.

    Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless Superintendent and its agents, employees, or officials.

23. **Independent Capacity of the Contractor.** The parties intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her employees or agents performing under this Contract are not employees or agents of the Superintendent. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the

Superintendent or of the state of Washington by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

24. Insurance.

a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontract retained by the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:

1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;

2) Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;

3) Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the Superintendent, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the Superintendent incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the Superintendent for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the Superintendent by the Contractor pursuant to the indemnity may be deducted from any payments owed by the Superintendent to the Contractor for the performance of this Contract.

b. **Proof of Insurance.** Certificates and or evidence satisfactory to the Superintendent confirming the existence, terms and conditions of all insurance required above shall be delivered to the Superintendent within five (5) days of the Contractor's receipt of Authorization to Proceed.

c. **General Insurance Requirements.** Contractor shall, at all times during the term of the Contract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Contract at the Superintendent's option. By requiring insurance herein, Superintendent does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Superintendent in this Contract.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

25. Licensing and Accreditation Standards. The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Contract.

26. Limitation of Authority. Only the Superintendent or the Superintendent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Contract is not effective or binding unless made in writing and signed by the Superintendent.

27. Nondiscrimination.

a. **Nondiscrimination Requirement.** During the term of this Contract, the Contractor, including any subcontractor, shall comply with all the federal and state nondiscrimination laws, regulations and policies, which are otherwise applicable to the Superintendent. Accordingly, on the bases enumerated at RCW 49.60.530(3), no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under this Contract. In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

b. **Obligation to Cooperate.** Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

c. **Default.** Notwithstanding any provision to the contrary, the Superintendent may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Superintendent receives notification that Contractor, including any

subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), the Superintendent may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

d. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. The Superintendent shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe the Superintendent for default under this provision.

28. **Overpayments**. Contractor shall refund to Superintendent the full amount of any overpayment under this Contract within thirty (30) calendar days of written notice. If Contractor fails to make a prompt refund, Superintendent may charge Contractor one percent (1%) per month on the amount due until paid in full.

29. **Payments.** No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the Superintendent. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported invoice for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract, and (2) Acceptance and certification by the OSPI Contract Manager or designee of satisfactory performance by the Contractor.

    Except as otherwise provided in this Contract, (1) All approvable invoices for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor and acceptance and certification by the OSPI Contract Manager or designee, and (2) All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

30. **Public Disclosure.** Contractor acknowledges that the Superintendent is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Contract shall be a public record as defined in RCW 42.56. Any specific information that is claimed by the Contractor to be confidential or proprietary must be clearly identified as such by the Contractor. To the extent consistent with chapter 42.56 RCW, the Superintendent shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the Contractor's information, the Superintendent will notify the Contractor of the request and the date that such records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, the Superintendent will release the requested information on the date specified.

31. **Publicity.** The Contractor agrees to submit to the Superintendent all advertising and publicity matters relating to this Contract which in the Superintendent's judgment, Superintendent's name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Superintendent.

32. **Registration with Department of Revenue.** The Contractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

33. **Records Maintenance.** The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the Superintendent, personnel duly authorized by the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

    If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

34. **Right of Inspection.** The Contractor shall provide right of access to its facilities to the Superintendent or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the Superintendent. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.

35. **Severability.** The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

36. **Site Security.** While on Superintendent premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

37. **Subcontracting.** Neither the Contractor nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the Superintendent. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Contractor to the Superintendent for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

    If, at any time during the progress of the work, the Superintendent determines in its sole judgment that any subcontractor is incompetent, the Superintendent shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the Superintendent of any subcontractor

or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the Superintendent.

38. **Subcontractor Payment Reporting.** If a subcontractor is used to is perform all or part of the services under this Contract under a separate contract with the Contractor, this Contract is subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through the Access Equity system. User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are provided by the Office of Minority and Women's Business Enterprises in the Access Equity Help Center. The Superintendent reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Contract, at any tier and regardless of status as certified woman and/or minority business (WMBE) or Non-WMBE. The Contractor shall:
    a. Register and enter all required Subcontractor information into Access Equity no later than fifteen (15) days after the Superintendent creates the Contract Record.

    b. Complete the required user training (two (2) one- (1-) hour online sessions) no later than twenty (20) days after the Superintendent creates the Contract Record.

    c. Report the amount and date of all payments (i) received from the Superintendent, and (ii) paid to Subcontractors, no later than thirty (30) days, issuance of each payment made by the Superintendent to the Contractor, unless otherwise specified in writing by the Superintendent, except that the Contractor shall mark as "Final" and report the final Subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year.

    d. Monitor contract payments and respond promptly to any requests or instructions from the Superintendent or system-generated messages to check or provide information in Access Equity.

    e. Coordinate with Subcontractors, or Superintendent, when necessary, to resolve promptly any discrepancies between reported and received payments.

    f. Require each Subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and (v) coordinate with Contractor, or Superintendent when necessary, to resolve promptly any discrepancies between reported and received payments.

39. **Taxes.** All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

40. **Technology Security Requirements**. The security requirements in this document reflect the applicable IT Security policies, standards, and guidelines of Washington Technology Solutions (WaTech) for the state of Washington, which by this reference are incorporated into this agreement.

    Contractor shall adhere to the Washington State Technology Security policies (SEC-01 through SEC-13), which govern areas such as security principles, risk management, access control, incident response, and disaster recovery. These documents are maintained by WaTech and may be updated periodically.

    Securing Information Technology Assets, applies to all Superintendent assets stored as part of a service, application, data, system, portal, module, components or plug-in product(s) that are developed.

    As part of the Washington State Cybersecurity Program, a design review checklist and/or other action may be required. These activities will be managed and coordinated between Superintendent and the Contractor. Any related costs to performing these activities shall be at the expense of the Contractor. Any such activities and resulting checklist and/or other products must be shared with the Superintendent's Information Technology Services.

41. **Termination for Convenience.** Except as otherwise provided in this Contract, the Superintendent or Superintendent's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the Superintendent shall be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.

42. **Termination for Default**. In the event the Superintendent determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Superintendent has the right to suspend or terminate this Contract. The Superintendent shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Contract may be terminated. The Superintendent reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Superintendent to terminate the Contract. In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the Superintendent provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

43. **Termination Due to Funding Limitations or Contract Renegotiation, Suspension.** In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion of this Contract, with the notice specified below and without liability for damages:

a. At Superintendent's discretion, the Superintendent may give written notice of intent to renegotiate the Contract under the revised funding conditions.

b. At Superintendent's discretion, the Superintendent may give written notice to Contractor to suspend performance when Superintendent determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed.

(1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

(2) When Superintendent determines that the funding insufficiency is resolved, it will give the Contractor written notice to resume performance, and Contractor shall resume performance.

(3) Upon the receipt of notice under b. (2), if Contractor is unable to resume performance of this Contract or if the Contractor's proposed resumption date is not acceptable to Superintendent and an acceptable date cannot be negotiated, Superintendent may terminate the Contract by giving written notice to the Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

c. Superintendent may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to Superintendent in the event the termination option in this section is exercised.

d. For purposes of this section, "written notice" may include email.

44. Termination Procedure. Upon termination of this Contract the Superintendent, in addition to other rights provided in this Contract, may require the Contractor to deliver to the Superintendent any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Superintendent shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the Superintendent and the amount agreed upon by the Contractor and the Superintendent for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by the Superintendent, and (d) the protection and preservation of the property, unless the termination is for default, in which case the Superintendent shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Contract. The Superintendent may withhold from any amounts due to the Contractor such sum as the Superintendent determines to be necessary to protect the Superintendent against potential loss or liability.

The rights and remedies of the Superintendent provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Superintendent, the Contractor shall:

a. Stop work under this Contract on the date and to the extent specified, in the notice;

b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;

c. Assign to the Superintendent, in the manner, at the times, and to the extent directed by the Superintendent, all rights, title, and interest of the Contractor under the orders and subcontracts in which case the Superintendent has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Superintendent to the extent the Superintendent may require, which approval or ratification shall be final for all the purposes of this clause;

e. Transfer title to the Superintendent and deliver, in the manner, at the times and to the extent as directed by the Superintendent, any property which, if the Contract had been completed, would have been required to be furnished to the Superintendent;

f. Complete performance of such part of the work not terminated by the Superintendent; and

g. Take such action as may be necessary, or as the Superintendent may direct, for the protection and preservation of the property related to this Contract which, in is in the possession of the Contractor and in which the Superintendent has or may acquire an interest.

45. Treatment of Assets. Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Contract. The Contractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property “State of Washington, Superintendent of Public Instruction”; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

Any property of the Superintendent furnished to the Contractor shall, unless otherwise provided herein, or approved by the Superintendent, be used only for the performance of the Contract.

The Contractor shall be responsible for any loss or damage to property of the Superintendent which results from the negligence of the Contractor which results from the failure on the part

of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Contractor under this clause shall include Contractor's employees, agents and subcontractors.

46. Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

OSPI Americans with Disabilities Act (ADA) Compliance: Graphics & Colors

Because of their disability, many people with low vision do not see webpages the same as others. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still others can only see website content if it appears in specific colors.

For these reasons, many people with low vision use specific color and font settings when they access the Internet – settings that are often very different from those most people use.

For example, many people with low vision need to use high contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And, many must use softer, more subtle color combinations.

Tips for Graphic Creation that is Accessible

- Provide good contrast. Be especially careful with light shades of gray, orange, and yellow.
- Use True Text whenever possible. You can see True Text (TT) next to the font selection in most programs.
- Avoid all caps. All caps can be difficult to read and can be ready incorrectly by screen readers.
- Use adequate font size. Font size can vary base on font chosen, but 10 point is usually the minimum.
- Make sure links are recognizable. Differentiate links in the body of the page with underline or bold. Links should clearly tell the user where the link will take them (no "click here" links).
- Don't convey content with color alone. Users often can't distinguish or may override page colors.

Resources for Web Accessibility

- Color code finder. Upload a photo to find the different color codes.
- Color contrast checker. Enter color codes to find out which foreground and background combination is accessible.

Accessible Color Guidance

The colors below are OSPI's main brand colors and associated codes. They are displayed with text and background color in ADA compliance.

OSPI's cream and charcoal colors should be used in designs instead of white and black.
Cream color code: #f7f5eb
Charcoal color code: #40403d

Preferred

#40403d	#f7f5eb

Optional

#0d5761	#8cb5ab

Washington Office of Superintendent of
PUBLIC INSTRUCTION

ATTACHMENT C
STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

I acknowledge that I am an "Authorized User" under this Contract #20270143 and I understand that I will have access to student-level information provided by OSPI. I understand that the information may be used solely for the purposes of work outlined the Contract.

- I have been informed and understand that all information related to this Agreement is confidential and may not be disclosed to unauthorized persons. I agree not to divulge, transfer, sell, or otherwise make known to unauthorized persons any information contained in this system.
- I also understand that I am not to access or use this information for my own personal information but only to the extent necessary and for the purpose of performing my assigned duties as a Contractor related to this Contract. I understand that if I participate in any unauthorized disclosure of confidential information, I may be subject to applicable disciplinary, civil, and criminal proceedings and/or penalties.
- I will comply with applicable state and federal student privacy laws, including without limitation the Family Education Rights Privacy Act, 20 U.S.C. 1892(g); the Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.; the Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
- I will protect the data in a manner that does not permit personal identification of students.

Signature _____Date _____

Printed Name, Title

_____

CONTRACTOR hereby assures the Office of Superintendent of Public Instruction (OSPI) that: (1) the above named person has been informed of the obligations and limitations respecting the non-disclosure of information established by the Contract between CONTRACTOR and OSPI, (2) no student-level information will be disclosed to any person or entity not expressly authorized by or pursuant to the Agreement to receive such information, (3) CONTRACTOR shall adequately safeguard all such confidential information from disclosure or access to by unauthorized persons (4) all confidential information provided by or through OSPI will be returned to OSPI or destroyed prior to the expiration of the Contract, or immediately upon termination of the Contract by either party; and (5) CONTRACTOR has adequate supervision and control over its employees, officers, contractors, and subcontractors to ensure their compliance with these Assurances.

Signature _____ Date_____

Printed Name, Title

_____

ATTACHMENT D
CERTIFICATION OF DATA DESTRUCTION

This form must be signed by Contractor and returned to OSPI within fifteen (15) days of the date of disposal.

Acceptable destruction methods for various types of media include:

1) If student-level information has been contained on optical discs (e.g. CDs, DVDs, Blu-ray), the data recipient shall either destroy by incinerating the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
2) If student-level information has been stored on magnetic tape(s), the data recipient shall destroy the data by degaussing, incinerating or crosscut shredding.
3) If data has been stored on server or workstation data hard drives or similar media, the data recipient shall destroy the data by using a "wipe" utility which will overwrite the data at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the data cannot be reconstructed, or physically destroying disk(s).
4) For paper documents containing student-level information, a contract with a recycling firm to recycle confidential documents is acceptable, provided the contract ensures that the confidentiality of the data will be protected. Such documents may also be destroyed by on-site shredding, pulping, or incineration.

❒ All copies of any data sets related to Contract #20270143 have been wiped from data storage systems.

❒ All materials and non-wiped computer media containing any data sets related to Contract #20270143 have been destroyed.

❒ All copies of any data sets related to Contract #20270143 that have not been disposed of in a manner described above, have been returned to the OSPI's Contract Manager listed in this Contract.

❒ All products or reports generated with the data provided through Contract #20270143 have been or will be sent to OSPI before they are released, published, or otherwise made available.

Date of Disposition _____

Contractor hereby certifies, by signature below, that the data disposition requirements outlined above been fulfilled.

Signature of Contractor _____ Date: _____

Attachment E - Post School Outcomes Survey - TSF2 Data Dictionary (10/13/2026)

Source system: Transition Supports Framework 2 (TSF2), Seattle University CCTS, on behalf of OSPI.
Survey: Post-school status of special education student leavers (Indicator 14), conducted by phone with former students ~1 year after exit.
Reference survey year: 2024-25 leavers (survey collected during the 2025-26 school year; survey currently in progress). Column names match the agency extract file.
Each row of the extract is one former student (SSID) for one leaver year.
Sheets: Data Elements | Code Values | Derived Fields

Extract Column	Survey Q#	Data Type	Format	Code List (see Code Values)	Description	Notes
SSID	2	Text	10 digits		Washington Student State ID of the former student	Key to the leaver roster; one survey record per SSID per leaver year.
SurveyStatus		Text		complete / in-progress / not started (to confirm)	Status of the survey record at extract time	System field.
ESD		Text			Educational Service District code of the student's school	Agency hierarchy, system-derived.
DistrictName		Text			District name	System-derived from agency table.
DistrictCode		Text			District code	System-derived.
SchoolName		Text			High school name	System-derived.
SchoolCode		Text			High school code	System-derived.
County		Text			County of the district	System-derived.
Q1a	1a	Text			Student first name	PII.
Q1b	1b	Text			Student last name	PII.
Q3	3	Text			High school the student exited from	Free text name as loaded.
Q4	4	Code	1 digit	exitstatus	Exit status (how student left high school)	Leaver roster field.
Q5	5	Date	MM/DD/YYYY		Date student exited high school	Leaver roster field.
Q6	6	Code	1 digit	ethnicity	Race/ethnicity	Leaver roster field.
Q7	7	Code	1 digit	gender	Gender	Leaver roster field.
Q8	8	Date	MM/DD/YYYY		Birth date	PII. Leaver roster field.
Q9	9	Code	1-2 digits	disability	Primary disability category	Leaver roster field. Code 1 is not defined in the current survey.
Q10	10	Code	1 digit	proficiency (values 1,2,3 observed)	English language proficiency	Code labels are not stored in the survey definition; see Open Items.
Q11a-Q11e	11a-11e	Datetime	YYYY-MM-DDThh:mm		Date and time of contact attempts 1 through 5	Each is a separate extract column (Q11a, Q11b, Q11c, Q11d, Q11e). Blank if attempt not made.
Q12	12	Text			Name of staff member who conducted the interview	PII (staff).
Q13	13	Code	1 digit	interviewer-position	Position of the interviewer	
Q13Other	13 (other)	Text			Interviewer position, free-text when Q13 = 8	
Q14	14	Code	1 digit	interview-status	Is someone on the phone willing to answer the survey? (Interview outcome)	1 = responder; 2 = non-responder when survey is submitted.
Q14a	14a	Code	1 digit	not-completed-reason	Reason the interview was not completed	Asked only when Q14 = 2.
Q14aOther	14a (other)	Text			Free-text reason when Q14a = 6	
Q15	15	Code	1 digit	person-interviewed	Person interviewed	
Q15Other	15 (other)	Text			Free-text when Q15 = 5	
Q16	16	Code	1 digit	work-in-year	Any job in the year after leaving high school	Responder questions.
Q16a	16a	Code	1 digit	work-90-days	Worked a total of at least 90 days	Asked when Q16 = 1.
Q16aOpt	16a+	Text			Specific reasons the student did not work more days	Optional free text.
Q16b	16b	Code	1 digit	work-hours	Hours worked per week	Asked when Q16 = 1.
Q16bOpt	16b+	Text			Specific reasons the student did not work more hours	Optional free text.
Q16c	16c	Code	1 digit	work-wage	Average hourly wage relative to minimum wage	Question text cites the Washington minimum wage range for the survey year ($16.28-$17.13 for 2024-25), which changes annually.
Q16cOpt	16c+	Number	2 decimals		Average hourly wage in dollars	Optional.
Q16d	16d	Text			Job position/title	
Q16e	16e	Text			Name of the place of employment	
Q16f	16f	Code	1 digit	working-where	Work environment best match	
Q16fOther	16f (other)	Text			Free-text when Q16f = 8	
Q17	17	Code	1 digit	school-in-year	Enrolled in any school, job training or education program within 12 months of leaving	Responder questions.
Q17Opt	17+	Text			Reason the student left high school before graduating	Optional free text; shown to non-graduates.
Q17a	17a	Code	1 digit	school-type-V2	Kind of program enrolled in	Asked when Q17 = 1.
Q17aOther	17a (other)	Text			Free-text when Q17a = 6	
Q17b	17b	Text			Name and location of the program	
Q17c	17c	Code	1 digit	school-enrollment	Full-time or part-time enrollment	
Q17d	17d	Code	1 digit	school-1-term	Completed at least one entire term	
Q17dOpt	17d+	Text			Specific reasons a term was not completed	Optional free text.
Q18	18	Code	1 digit	contact-adult-service	Connected with an adult service agency in the year since leaving	
Q18a1-Q18a10	18a	Code	1-2 digits	adult-service-contacted	One column per agency option (Q18a1 ... Q18a10); the column holds its own option code when selected, blank when not	Multi-select. Q18a2 was named DDA before 2024-25. Q18a9 = Other (specify); Q18a10 = Don't know/declined.
Q18aOther	18a (other)	Text			Free-text agency name when Q18a9 selected	
Comments		Text			Interviewer comments	
GroupA, GroupB, GroupC		Flag	0 or 1		Derived indicators computed when the survey is saved	See Derived Fields sheet.
Group1, Group2, Group3, Group4		Flag	0 or 1		Derived Indicator 14 engagement flags	See Derived Fields sheet.
LatestSurveyAction / LatestSurveyActionDate / LatestSurveyUserEmail / LatestSurveyUserFName / LatestSurveyUserLName		Text/Datetime			Most recent audit action on the record and who performed it	System audit fields; included in the TSF2 extract only.

Code List	Code	Label
exitstatus (Q4)	1	Diploma
exitstatus (Q4)	2	Aged out - left without diploma
exitstatus (Q4)	3	GED
exitstatus (Q4)	4	Adult high school diploma
exitstatus (Q4)	5	Dropped out
ethnicity (Q6)	1	American Indian/Native Alaskan
ethnicity (Q6)	2	Asian
ethnicity (Q6)	3	Black/African American
ethnicity (Q6)	4	Hispanic/Latino
ethnicity (Q6)	5	Caucasian/White
ethnicity (Q6)	6	Native Hawaiian/Pacific Islander
ethnicity (Q6)	7	Of more than one race or multiracial
ethnicity (Q6)	8	Not provided
gender (Q7)	1	Male
gender (Q7)	2	Female
disability (Q9)	2	Emotional/behavioral disability
disability (Q9)	3	Orthopedic impairments
disability (Q9)	4	Health impairments
disability (Q9)	5	Specific learning disability
disability (Q9)	6	Intellectual disability
disability (Q9)	7	Multiple disabilities
disability (Q9)	8	Deafness
disability (Q9)	9	Hearing impairments
disability (Q9)	10	Visual impairments
disability (Q9)	11	Deaf-blindness
disability (Q9)	12	Communication disorders
disability (Q9)	13	Autism
disability (Q9)	14	Traumatic brain injury
interviewer-position (Q13)	1	Teacher
interviewer-position (Q13)	2	Administrator
interviewer-position (Q13)	3	Paraprofessional/educational assistant
interviewer-position (Q13)	4	Administrative assistant
interviewer-position (Q13)	5	Transition/Education Specialist
interviewer-position (Q13)	6	School psychologist
interviewer-position (Q13)	7	School counselor
interviewer-position (Q13)	8	Other (specify)
interview-status (Q14)	1	Yes
interview-status (Q14)	2	No (former student counted as a non-responder when survey is submitted)
not-completed-reason (Q14a)	1	Poor or no contact information
not-completed-reason (Q14a)	2	Unable to reach former student or family after three attempts
not-completed-reason (Q14a)	3	Former student declined to be interviewed
not-completed-reason (Q14a)	4	Family member declined to be interviewed
not-completed-reason (Q14a)	5	Former student is deceased
not-completed-reason (Q14a)	6	Other (specify)
person-interviewed (Q15)	1	Former student
person-interviewed (Q15)	2	Parent/guardian
person-interviewed (Q15)	3	Family member
person-interviewed (Q15)	4	Caregiver
person-interviewed (Q15)	5	Other (specify)
Yes/No/Don't know (Q16, Q16a, Q17, Q17d, Q18)	1	Yes
Yes/No/Don't know (Q16, Q16a, Q17, Q17d, Q18)	2	No
Yes/No/Don't know (Q16, Q16a, Q17, Q17d, Q18)	3	Don't know or declined to answer
work-hours (Q16b)	1	Fewer than 20 (less than half-time)
work-hours (Q16b)	2	20-30 (approximately half-time)
work-hours (Q16b)	3	30 or more (approximately full-time)
work-hours (Q16b)	4	Don't know or declined to answer
work-wage (Q16c)	1	Above minimum wage
work-wage (Q16c)	2	Minimum wage
work-wage (Q16c)	3	Below minimum wage
work-wage (Q16c)	4	Don't know or declined to answer
working-where (Q16f)	1	An organization that employs people with and without disabilities (e.g. Starbucks, Home Depot, McDonald's, Wal-Mart, School/College)
working-where (Q16f)	2	The military
working-where (Q16f)	3	Supported employment (paid work with job coach support)
working-where (Q16f)	4	Family business
working-where (Q16f)	5	Self-employed
working-where (Q16f)	6	Employment where most workers have disabilities
working-where (Q16f)	7	Employed while in jail or prison
working-where (Q16f)	8	Other (specify)
working-where (Q16f)	9	Don't know or declined to answer
school-type-V2 (Q17a)	1	Two- or four-year educational institution
school-type-V2 (Q17a)	2	Less than two-year educational institution
school-type-V2 (Q17a)	3	Short-term education or employment training program
school-type-V2 (Q17a)	4	High school completion program
school-type-V2 (Q17a)	5	Religious or church-sponsored mission (not school-related)
school-type-V2 (Q17a)	6	Other (specify)
school-type-V2 (Q17a)	7	Don't know or declined to answer
school-enrollment (Q17c)	1	Full-time
school-enrollment (Q17c)	2	Part-time
school-enrollment (Q17c)	3	Don't know or declined to answer
adult-service-contacted (Q18a1-Q18a10)	1	DVR (Division of Vocational Rehabilitation)
adult-service-contacted (Q18a1-Q18a10)	2	DDCS (Developmental Disabilities Community Services, formerly DDA)
adult-service-contacted (Q18a1-Q18a10)	3	College/University Disability Support Services
adult-service-contacted (Q18a1-Q18a10)	4	Mental health provider
adult-service-contacted (Q18a1-Q18a10)	5	WorkSource
adult-service-contacted (Q18a1-Q18a10)	6	Job Corps
adult-service-contacted (Q18a1-Q18a10)	7	WA State Department of Services for the Blind
adult-service-contacted (Q18a1-Q18a10)	8	SSA/SSI (Social Security Administration/Income)
adult-service-contacted (Q18a1-Q18a10)	9	Other (specify)
adult-service-contacted (Q18a1-Q18a10)	10	Don't know or declined to answer

Field	Meaning	Definition
Group1	Higher Education	1 if the survey responses meet the NTACT Indicator 14 'higher education' definition, else 0. Highest priority category.
Group2	Competitive Employment	1 if responses meet the 'competitive employment' definition, else 0.
Group3	Other Education	1 if responses meet the 'some other postsecondary education or training' definition, else 0.
Group4	Other Employment	1 if responses meet the 'some other employment' definition, else 0.
GroupA / GroupB / GroupC	Legacy cumulative groupings	Intermediate indicators computed alongside Groups 1-4 (cumulative engagement levels). Definitions to be confirmed before release.
(not a column)	Indicator 14 category	Mutually exclusive, hierarchical: Higher Education > Competitive Employment > Other Education > Other Employment > Not engaged (responder with no flag set). Non-responders (Q14 = 2) are not categorized.

Attachment F - Indicator 14 Data Display Templates - Revised

Creates Graphs and Tables for Displaying Indicator 14 Data

NATIONAL POST-SCHOOL OUTCOMES CENTER

Abbreviated instructions are included in this document. Full instructions are available at: http://psocenter.org/content_pages/12

Please print and follow the full instructions that accompany this tool.

Use the tabs at the bottom of the screen to navigate the workbook.

This document was developed by the National Post-School Outcomes Center, Eugene, Oregon, (funded by Cooperative Agreement Number H324S040002) with the U.S. Department of Education, Office of Special Education and Rehabilitative Services. This document has NOT been approved by the U.S. Office of Special Education Programs (OSEP). Opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Education.

Developed by SUNY Potsdam, November 2007. Revised April 2010 and July 2012.

Abbreviated Instructions and Precautions

The abbreviated instructions provide a brief overview of the NPSO Center's ***Indicator 14 Display Templates Revised to Include Not Engaged*** . We encourage you to access the full instructions at the web address provided below.

This tool produces tabular and, when appropriate, graphical presentations of demographic characteristics of (a) non-respondents, (b) post-school outcomes by respondents, and (c) not engaged youth from data entered on three worksheets. The data t***emplates*** require data entry for the graphs to be visible, therefore, you will not see graphs until data are entered. For an example of the template with graphs, go to **http://psocenter.org/analysis.html.**

Below are eight precautions we urge you to keep in mind as you enter data in the workbook. Following the precautions is a brief description of each page of the Data ***Display Templates - Revised.***

Precautions when using the Data Display Templates - Revised:

1. Print the full instructions, available at: **http://psocenter.org/analysis.html**

2. Use the "save as" command to save the file to your computer before entering data.

3. Save frequently when entering data in the workbook.

4. Use the "print preview" command to set the number of pages you want to print before printing.

5. The workbook contains hidden formulas and is password protected. Contact NPSO staff for the password.

6. Data entry prohibits locking all cells. Changing columns or deleting large blocks of cells will result in deleting some unprotected formulas. We ***discourage*** resizing columns or deleting data by using the "select all" command.

7. This product was created using EXCEL 2007.

8. The small red triangle at the top right corner of a cell, like the one in this cell, indicates a note is available about the cell or the worksheet. Move your cursor across the cell to see the note.

Worksheet	Description
NPSO:	Title page
Instructions:	Contains abbreviated instructions for using the ***Data Display Templates - Revised*** .
SPP #14 Background	Summarizes the measurement table for Indicator B #14.
Data Entry-1 (Non-Respondents)	Requires data entry for state name, cohort year, title of the report, & the number of youth who did not respond to the survey by demographic (i.e., disability, ethnicity, gender, & exit type).
Printing 1 (Non-Respondents):	Creates a 1-page table of information entered on Data Entry 1(Non- Resondent) worksheet.
Data Entry-2 (Respondents)	Requires data entry for state name, cohort year, title of the report, & the number of respondents to the survey by demographic (i.e., disability, ethnicity, gender, & exit type)
Printing 2 (Respondents):	Creates a 1-page table of information entered on Data Entry 2(Respondent) worksheet.
Data Entry-3	Requires data entry of the number of respondents' post-school outcomes (i.e., higher education or in some other postsecondary education or training program; or competitively employed or in some other employment) by demographics.
Printing 3:	Creates 3-pages of tables, percents and frequency counts, for each demographic by post-school outcomes from information entered on Data Entry 2 worksheet.
Reporting 1:	Creates a bar chart and data table of the percent of respondents in higher education, other postsecondary education or training program, competitively employed, or some other employment.
Reporting 2:	Creates a pie chart and and data table of the percent of respondents in higher education, other postsecondary education or training program, competitively employed, or some other employment.
Exit Type:	Creates a bar chart and data table of the percent of respondents by type of exit for each post-school outcome.
Disability:	Creates a bar chart and data table of the percent of respondents by disability type for each post-school outcome.
Ethnicity:	Creates a bar chart and data table of the percent of respondents by ethnicity for each post-school outcome.
Gender:	Creates a bar chart and data table of the percent of respondents by gender for each post-school outcome.
Not Engaged:	Requires data entry for number of youth identified in the not-engaged category from Data Entry-3 or the Displays (i.e., Exit type, Disability, Ethnicity, Gender).

Note: The disability categories used in this tool are consistent with IDEA 2004. For help changing the categories (e.g., mental retardation to intellectual disability contact the NPSO staff.

NPSO Overview of SPP Indicator B #14

SPP#14: Students who left school during the 2008-09 school year and includes all youth who had an IEP in effect when they left school including those who graduated with a regular diploma or some other credential, dropped out, or aged out.

Measurement

A. Percent enrolled in higher education = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

B. Percent enrolled in higher education or competitively employed within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

C. Percent enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Leavers are only be counted in one of the categories below, and the categories are organized hierarchically. So, for example, “leavers” who are enrolled in full- or part-time higher education within one year of leaving high school should only be reported in category 1, even if they also happen to be employed. Likewise, “leavers” who are not enrolled in either part- or full-time higher education, but who are competitively employed, should only be reported under category 2, even though they are enrolled in some other postsecondary education or training program.

Definitions

Enrolled in higher education as used in measures A, B and C means youth have been enrolled on a full- or part-time basis in a community college or college/university or other institution that meets the definition of “Institution of Higher Education” in the Higher Education Act (HEA), for at least one complete term, at anytime in the year since leaving high school: (a) in an educational program to earn a degree or other recognized credential; OR (b) in a training program that lasts at least one academic year to prepare for gainful employment in a recognized occupation.

Competitive employment as used in measures B and C means that youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

Enrolled in other postsecondary education or training as used in measure C, means youth have been enrolled on a full- or part-time basis for at least 1 complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program).

Some other employment as used in measure C means youth have worked for pay or been self-employed for a period of at least 90 days at any time in the year since leaving high school. This includes working in a family business (e.g., farm, store, fishing, ranching, catering services, etc.

A = 1. Enrolled in higher education within one year of leaving high school / total respondents

B: = A + 2. Competitively employed within one year of leaving high school (but not enrolled in higher education) / total respondents

C = B + 3.+ 4. (Enrolled in some other postsecondary education or training…) + (in some other employment within one year…) / total respondents

Other or Not Engaged

Total Leavers Respondents

1= Higher Education	2= Competitive Employment	3= Some Other Postsecondary Education or Training	4=Other Employment	Other or Not Engaged
A				
B				
C				
Total Leavers Respondents				

For additional detail about indicator B#14, browse to the National Post-School Outcomes Center at www.psocenter.org or the SPP/APR Calendar at http://spp-apr-calendar.rrfcnetwork.org

NPSO State Reporting: Part B Indicator 14 - Revised Non-Respondent Report

Directions: (1) Enter the number of **NON-*RESPONDENTS*** from your survey or administrtive records data into the cells with a white background. The numbers entered here will be carried forward automatically and used to generate charts suitable for reporting. Critical cells are password protected. You cannot change locked cells because their format and/or formulas are critical to the functioning of the tool.

State	State
Type of Report	Statewide
Cohort Year	2009-10

Enter the name of this report: <Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2009-10 School Year Exiters Non-Respondents

Statewide Non-Response Rate	Percent
Statewide Non-Response Rate	

Characteristic	Count
Statewide Non-Respondents	

Non-Respondents by Type of Disability	Count
Specific Learning Disability	
Emotional Disturbance	
Mental Retardation	
Other Health Impairment	
Multiple Disabilities	
Speech or Language Impairment	
Autism	
Hearing Impairments	
Traumatic Brain Injury	
Orthopedic Impairment	
Visual Impairment including blindness	
Deafness	
Deaf-Blindness	
Unknown: Disability Type	
	0 *totals match*

Non-Respondents by Type of Disability- Short	Count
Specific Learning Disability	0
Emotional Disturbance	0
Mental Retardation	0
All Other Disabilities	0
Unknown: Disability Type	0
	0 *totals match*

Non-Respondents by Ethnicity	Count
White	
Hispanic/ Latino	
Black or African American	
Asian	
American Indian or Alaska Native	
Native Hawaiian or Other Pacific Islander	
Two or more races	
Unknown ethnicity/ not reported	
	0 *totals match*

Non-Respondents by Gender	Count
Female	
Male	
Unknown: Gender	
	0 *totals match*

Non-Respondents by Exit Type	Count
High School Diploma	
Certificate or Modified Diploma	
Aged out (maximum age)	
Dropout	
Unknown: Exit Reason	
	0 *totals match*

Measurement:

A. Percent enrolled in higher education = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

B. Percent enrolled in higher education or competitively employed within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

C. Percent enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Non-Respondents are defined as those youth who were eligible to complete the survey and did not.

Reasons for Non-Response	Count
Deceased- Since leaving high school, youth passed away	
No Contact Information - Contact information was not provided to the interviewer	
Contact information provided - disconnected, wrong number, no answer	
Contact information provided - msg left, no return call, refused to answer survey	
Not Completed - Youth or family began the survey, but did not answer all question	
Contacted youth/family, language barrier	
Returned to school	
	0

Geographic location of Non-Respondents	Count
Northwest Quadrant	
Northeast Quadrant	
Southeast Quadrant	
Southwest Quadrant	
totals match	0

NPSO State Printing Table 1: Part B Indicator 14 Non-Respondent Report

<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2009-10 School Year Exiters Non-Respondents

The tables below display the counts and percentages (%) of leavers by demographic subgroup who did not respond to the survey.

Use the information in the tables below to write a statement summarizing the primary group or groups with the highest number (or percent) of youth who did not respond to the state's post-school outcome survey. This statement will summarize your non-respondents and should be the groups targeted for improvement activities to increase representativeness of the respondent group.

Statewide Non-Response Rate	0%

Characteristic	Count
Statewide Non-Respondents	0

Non-Respondents by Gender	Count	%
Female	0	#DIV/0!
Male	0	#DIV/0!
Unknown: Gender	0	#DIV/0!
	0	**#DIV/0!**

Non-Respondents by Ethnicity	Count	%
White	0	#DIV/0!
Hispanic/ Latino	0	#DIV/0!
Black or African American	0	#DIV/0!
Asian	0	#DIV/0!
American Indian or Alaska Native	0	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	#DIV/0!
Two or more races	0	#DIV/0!
Unknown ethnicity/ not reported	0	#DIV/0!
Total	**0**	**#DIV/0!**

Non-Respondents by Exit Type	Count	%
High School Diploma	0	#DIV/0!
Certificate or Modified Diploma	0	#DIV/0!
Aged out (maximum age)	0	#DIV/0!
Dropout	0	#DIV/0!
Unknown: Exit Reason	0	#DIV/0!
Total	**0**	**#DIV/0!**

Non-Respondents by Type of Disability	Count	%
Specific Learning Disability	0	#DIV/0!
Emotional Disturbance	0	#DIV/0!
Mental Retardation	0	#DIV/0!
Other Health Impairment	0	#DIV/0!
Multiple Disabilities	0	#DIV/0!
Speech or Language Impairment	0	#DIV/0!
Autism	0	#DIV/0!
Hearing Impairments	0	#DIV/0!
Traumatic Brain Injury	0	#DIV/0!
Orthopedic Impairment	0	#DIV/0!
Visual Impairment including blindness	0	#DIV/0!
Deafness	0	#DIV/0!
Deaf-Blindness	0	#DIV/0!
Unknown: Disability Type	0	#DIV/0!
Total	**0**	**#DIV/0!**

Non-Respondents by Type of Disability	Count	%
Specific Learning Disability	0	#DIV/0!
Emotional Disturbance	0	#DIV/0!
Mental Retardation	0	#DIV/0!
All Other Disabilities	0	#DIV/0!
Unknown: Disability Type	0	#DIV/0!
Total	**0**	**#DIV/0!**

Non-Respondents by Reason for Not Responding	Count	%
Deceased- Since leaving high school, youth passed away	0	#DIV/0!
No Contact Information - Contact information was not provided to the interviewer	0	#DIV/0!
Contact information provided - disconnected, wrong number, no answer	0	#DIV/0!
Contact information provided - left message, no return call, refused to answer survey	0	#DIV/0!
Not Completed - Youth or family began the survey, but did not answer all questions	0	#DIV/0!
Contacted youth/family, language barrier	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
Total	**0**	**#DIV/0!**

Non-Respondents by Geographic Region/Disrict	Count	%
Northwest Quadrant	0	#DIV/0!
Northeast Quadrant	0	#DIV/0!
Southeast Quadrant	0	#DIV/0!
Southwest Quadrant	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
	0	#DIV/0!
Total	**0**	**#DIV/0!**

Enter Summary Statement of Non-Respondents:

Of the 1325 leavers who did not respond to the State's PSO survey, 67% were males, 66% were graduates with a high school diploma, 53% were white, and 48% had an SLD. To reduce or nonresponse rate for specific subgroups in FFY 2010, we will create improvement activities to target males and graduates with a high school diploma.

Directions: (1) Enter the number of ***RESPONDENTS*** from your survey data into the cells that have a white background. The numbers entered here will be carried forward automatically and used to generate charts suitable for reporting. Critical cells are Password protected. You cannot change locked cells because their format and/or formulas are critical to the functioning of the tool.

State	State
Type of Report	Statewide
Cohort Year	2010-11
Enter the name of this report:	**<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2010-11 School Year Exiters**

Statewide Response Rate	**Percent**
Statewide Response Rate	

Characteristic	**Count**
Statewide Respondents	

Respondents by Type of Disability	**Count**
Specific Learning Disability	
Emotional Disturbance	
Mental Retardation	
Other Health Impairment	
Multiple Disabilities	
Speech or Language Impairment	
Autism	
Hearing Impairments	
Traumatic Brain Injury	
Orthopedic Impairment	
Visual Impairment including blindness	
Deafness	
Deaf-Blindness	
Unknown: Disability Type	
	0 *totals match*

Respondents by Type of Disability	**Count**
Specific Learning Disability	0
Emotional Disturbance	0
Mental Retardation	0
All Other Disabilities	0
Unknown: Disability Type	0
	0 *totals match*

Respondents by Race/Ethnicity	**Count**
White	
Hispanic/ Latino	
Black or African American	
Asian	
American Indian or Alaska Native	
Native Hawaiian or Other Pacific Islander	
Two or more races	
Unknown: Race/Ethnicity	
	0 *totals match*

Respondents by Gender	**Count**
Female	
Male	
Unknown: Gender	
	0 *totals match*

Respondents by Exit Type	**Count**
High School Diploma	
Certificate or Modified Diploma	
Aged out (maximum age)	
Dropout	
Unknown: Exit Reason	
	0 *totals match*

Measurement:

A. Percent enrolled in higher education = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

B. Percent enrolled in higher education or competitively employed within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

C. Percent enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Remember: Leavers are counted in only one of the categories below and the categories are organized hierarchically. For example, "leavers" who are enrolled in full- or part-time higher education within one year of leaving high school should only be reported in Higher Education, even if they were also employed. Likewise, "leavers" who are not enrolled in either part- or full-time higher education, but who are competitively employed, should only be reported under Competitive Employment, even though they are enrolled in some other postsecondary education or training program.

I. Definitions

Enrolled in higher education as used in measures A, B, and C means youth have been enrolled on a full- or part-time basis in a community college or college/university or other institution that meets the definition of "Institution of Higher Education" in the Higher Education Act (HEA), for at least one complete term, at anytime in the year since leaving high school: (a) in an educational program to earn a degree or other recognized credential; OR (b) in a training program that lasts at least one academic year to prepare for gainful employment in a recognized occupation.

Competitive employment as used in measures B and C means that youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

Enrolled in other postsecondary education or training as used in measure C, means youth have been enrolled on a full- or part-time basis for at least 1 complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program).

Some other employment as used in measure C means youth have worked for pay or been self-employed for a period of at least 90 days at any time in the year since leaving high school. This includes working in a family business (e.g., farm, store, fishing, ranching, catering services, etc.).

NPSO State Printing Table 1: Part B Indicator 14

<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2010-11 School Year Exiters

The minimum cohort size that is reported to protect the identity of small groups of students is:	5	

Monitoring Priorities and Indicators

SPP#14 : Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:

A. Enrolled in higher education within one year of leaving high school.
B. Enrolled in higher education or competitively employed within one year of leaving high school.
C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

The table below displays the counts and percentage for sub groups in each demographic category included in this report.

Statewide Response Rate	0%

Characteristic	Count
Statewide Respondents	0

Respondents by Gender	Count	%
Female	0	####
Male	0	####
Unknown: Gender	0	####
	0	**####**

Respondents by Race/Ethnicity	Count	%
White	0	####
Hispanic/ Latino	0	####
Black or African American	0	####
Asian	0	####
American Indian or Alaska Native	0	####
Native Hawaiian or Other Pacific Islander	0	####
Two or more races	0	####
Unknown: Race/Ethnicity	0	####
	0	**####**

Respondents by Exit Type	Count	%
High School Diploma	**0**	####
Certificate or Modified Diploma	**0**	####
Aged out (maximum age)	0	####
Dropout	0	####
Unknown: Exit Reason	0	####
	0	**####**

Respondents by Type of Disability	Count	%
Specific Learning Disability	0	####
Emotional Disturbance	0	####
Mental Retardation	0	####
Other Health Impairment	0	####
Multiple Disabilities	0	####
Speech or Language Impairment	0	####
Autism	0	####
Hearing Impairments	0	####
Traumatic Brain Injury	0	####
Orthopedic Impairment	0	####
Visual Impairment including blindness	0	####
Deafness	0	####
Deaf-Blindness	0	####
Unknown: Disability Type	0	####
	0	**####**

Respondents by Type of Disability	Count	%
Specific Learning Disability	0	####
Emotional Disturbance	0	####
Mental Retardation	0	####
All Other Disabilities	0	####
Unknown: Disability Type	0	####
	0	**####**

NPSO Part B Indicator 14 State Table 2

<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2010-11 School Year Exiters

The minimum cohort size that is reported to protect the identity of small groups of students is: 5

Respondents by Gender	Statewide Respondents n=0	Female n=0	Male n=0	Unknown: Gender n=0
1: Enrolled in higher education				
2: Competitive employment				
3: Enrolled in other postsecondary education or training				
4: Some other employment				
Not Engaged				

A	B	C
Not Engaged		

Statewide Response Rate: 0%

SPP Indicator #14 Measurement Guide

SPP/APR Measurement C (Percent Engaged)

Respondents by Gender	Statewide Respondents n=0	Female n=0	Male n=0	Unknown: Gender n=0
1: Enrolled in higher education	0	0	0	0
2: Competitive employment	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0
4: Some other employment	0	0	0	0
Not Engaged	0	0	0	0

Respondents by Ethnicity	Statewide Respondents n=0	White n=0	Hispanic/ Latino n=0	Black or African American n=0	Asian n=0	American Indian/ Alaska Native n=0	Native Hawaiian or Other Pacific Islander n=0	Two or more races n=0
1: Enrolled in higher education								
2: Competitive employment								
3: Enrolled in other postsecondary education or training								
4: Some other employment								
Not Engaged								

SPP/APR Measurement C (Percent Engaged)

Respondents by Ethnicity	Statewide Respondents n=0	White n=0	Hispanic/ Latino n=0	Black or African American n=0	Asian n=0	American Indian/ Alaska Native n=0	Native Hawaiian or Other Pacific Islander n=0	Two or more races n=0
1: Enrolled in higher education	0	0	0	0	0	0	0	0
2: Competitive employment	0	0	0	0	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0	0	0	0	0
4: Some other employment	0	0	0	0	0	0	0	0
Not Engaged	0	0	0	0	0	0	0	0

Respondents by Exit Type	Statewide Respondents n=0	High School Diploma n=0	Certificate or Modified Diploma n=0	Aged out n=0	Dropout n=0	Unknown: Exit Reason n=0
1: Enrolled in higher education						
2: Competitive employment						
3: Enrolled in other postsecondary education or training						
4: Some other employment						
Not Engaged						

SPP/APR Measurement C (Percent Engaged)

Respondents by Exit Type	Statewide Respondents n=0	High School Diploma n=0	Certificate or Modified Diploma n=0	Aged out n=0	Dropout n=0	Unknown: Exit Reason n=0
1: Enrolled in higher education	0	0	0	0	0	0
2: Competitive employment	0	0	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0	0	0
4: Some other employment	0	0	0	0	0	0
Not Engaged	0	0	0	0	0	0

Respondents by Type of Disability	Statewide Respondents n=0	Specific Learning Disability n=0	Emotional Disturbance n=0	Mental Retardation n=0	Other Health Impairment n=0	Multiple Disabilities n=0	Speech or Language Impairment n=0	Autism n=0
1: Enrolled in higher education								
2: Competitive employment								
3: Enrolled in other postsecondary education or training								
4: Some other employment								
Not Engaged								

SPP/APR Measurement C (Percent Engaged)

Respondents by Type of Disability	Statewide Respondents n=0	Specific Learning Disability n=0	Emotional Disturbance n=0	Mental Retardation n=0	Other Health Impairment n=0	Multiple Disabilities n=0	Speech or Language Impairment n=0	Autism n=0
1: Enrolled in higher education	0	0	0	0	0	0	0	0
2: Competitive employment	0	0	0	0	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0	0	0	0	0
4: Some other employment	0	0	0	0	0	0	0	0
Not Engaged	0	0	0	0	0	0	0	0

Respondents by Type of Disability: Continued	Statewide Respondents n=0	Hearing Impairment n=0	Traumatic Brain Injury n=0	Orthopedic Impairment n=0	Visual Impairment Inc. Blindness n=0	Deafness n=0	Deaf-Blindness n=0	Unknown: Disability Type n=0
1: Enrolled in higher education								
2: Competitive employment								
3: Enrolled in other postsecondary education or training								
4: Some other employment								
Not Engaged								

SPP/APR Measurement C (Percent Engaged)

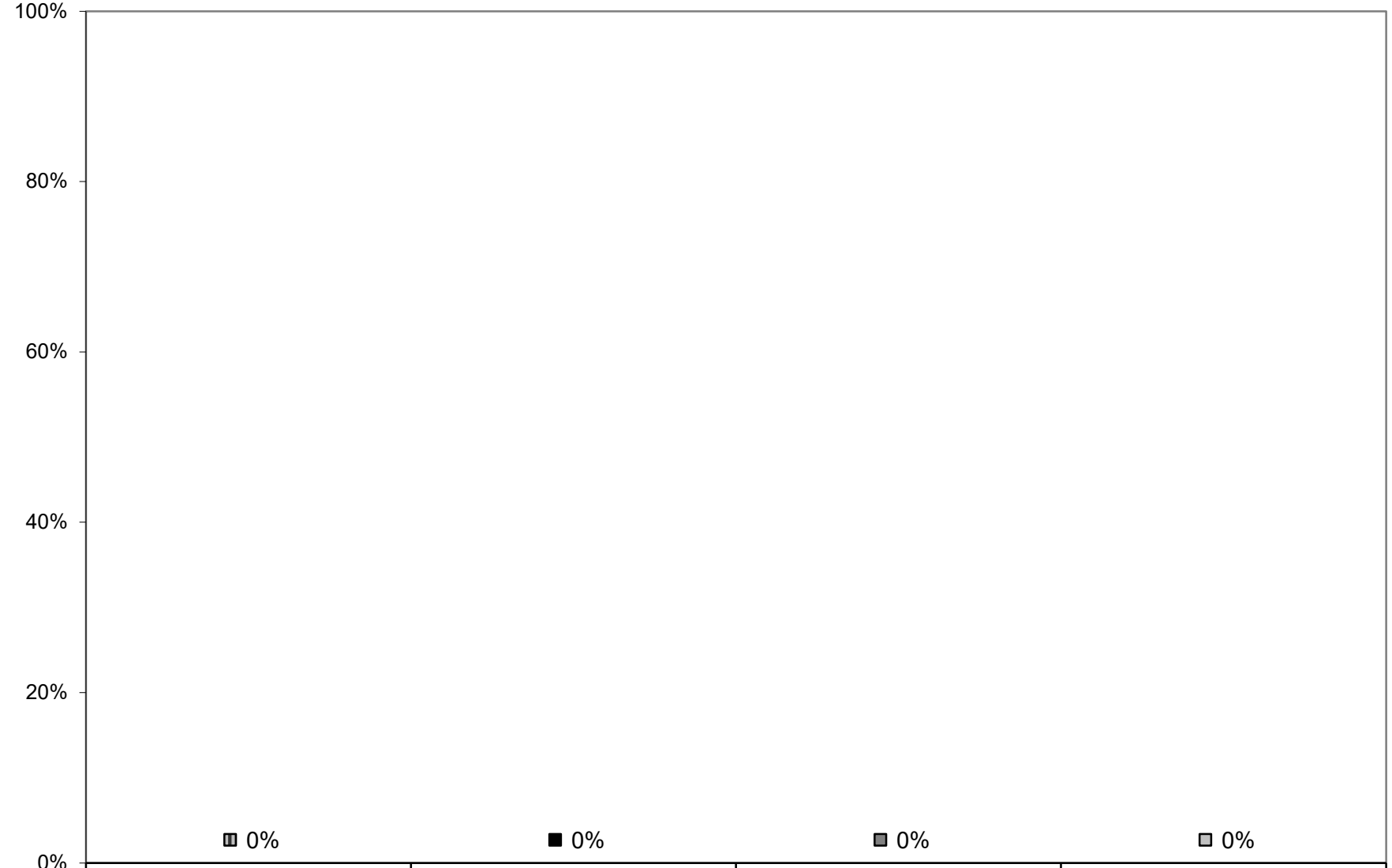
Respondents by Type of Disability: Continued	Statewide Respondents n=0	Hearing Impairment n=0	Traumatic Brain Injury n=0	Orthopedic Impairment n=0	Visual Impairment Inc. Blindness n=0	Deafness n=0	Deaf-Blindness n=0	Unknown: Disability Type n=0
1: Enrolled in higher education	0	0	0	0	0	0	0	0
2: Competitive employment	0	0	0	0	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0	0	0	0	0
4: Some other employment	0	0	0	0	0	0	0	0
Not Engaged	0	0	0	0	0	0	0	0

Respondents by Type of Disability: Short	Statewide Respondents n=0	Specific Learning Disability n=0	Emotional Disturbance n=0	Mental Retardation n=0	All Other Disabilities n=0	Unknown: Disability Type n=0
1: Enrolled in higher education						
2: Competitive employment						
3: Enrolled in other postsecondary education or training						
4: Some other employment						
Not Engaged						

SPP/APR Measurement C (Percent Engaged)

Respondents by Type of Disability: Short	Statewide Respondents n=0	Specific Learning Disability n=0	Emotional Disturbance n=0	Mental Retardation n=0	All Other Disabilities n=0	Unknown: Disability Type n=0
1: Enrolled in higher education	0	0	0	0	0	0
2: Competitive employment	0	0	0	0	0	0
3: Enrolled in other postsecondary education or training	0	0	0	0	0	0
4: Some other employment	0	0	0	0	0	0
Not Engaged	0	0	0	0	0	0

<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2010-11 School Year Exiters



	Measurement A:	Measurement B:	Measurement C:	Not Engaged
Percent	0%	0%	0%	0%
Count	0	0	0	0