

AGREEMENT FOR SERVICES

This Agreement for Services (hereinafter "Agreement") is made and entered by and between the **State of Ohio, Department of Education and Workforce** (hereinafter "DEW"), located at 25 S. Front Street, Columbus, Ohio 43215, and **Mid Ohio Educational Service Center**, (hereinafter "Contractor"), located at **890 W. 4th St, Mansfield, OH 44903**, an Educational Service Center organized and in good standing under the laws of the State of Ohio. In consideration of the mutual promises and obligations contained herein, the parties agree by and between themselves as follows:

I. NATURE OF AGREEMENT

- A. Contractor shall be engaged as an independent contractor to fulfill the terms of this Agreement and to act as a contractor to DEW. It is specifically understood that the nature of the services to be rendered under this Agreement are of such a personal nature that DEW is the sole judge of the adequacy of such services.
- B. DEW enters into this Agreement in reliance upon Contractor's representations that it has the necessary expertise and experience to perform its obligations hereunder, and Contractor warrants that it does possess the necessary expertise and experience.
- C. Contractor shall perform the services to be rendered under this Agreement and DEW shall not hire, supervise, or pay any assistants to Contractor in its performance of services under this Agreement. DEW shall not be required to provide any training to Contractor to enable it to perform services required hereunder.

II. SCOPE OF WORK

- A. Contractor shall perform the services (the "Work") set forth in the attached [Appendix A](#), Scope of Work, which is incorporated as part of this Agreement.
- B. In order to facilitate the Work, if specified, DEW shall provide the resources set forth in Appendix A, Scope of Work.

III. TIME OF PERFORMANCE

- A. The Work shall be commenced on or after the date of an approved purchase order.
- B. This Agreement shall be binding upon both parties until **June 30, 2027**, unless this Agreement is terminated earlier as provided in Article VI, Termination of Contractor's Services.
- C. It is expressly agreed by the parties that none of the rights, duties, and obligations herein shall be binding on either party if award of this Agreement would be contrary to the terms of Ohio Revised Code ("R.C.") §§ [3517.13](#), [127.16](#), or R.C. Chapter [102](#).

IV. COMPENSATION

- A. The total compensation to be paid to the Contractor under this Agreement shall not exceed **one hundred fifty-seven thousand, three hundred eighty-two, and 00/100 dollars (\$157,382.00)**.
- B. The total amount due and its manner and schedule of payment shall be computed according to the cost schedule established in [Appendix A](#), Scope of Work.
- C. Contractor shall not be reimbursed for travel, lodging, or any other expenses incurred in the performance of the Work.
- D. Contractor must receive a purchase order from DEW prior to filling an order or performing any of the Work.
- E. Payment shall be made upon the submission of an invoice approved by DEW. Invoices shall include the following: a unique invoice number, invoice date, purchase order number, contract number, dates goods and/or services were provided, description of goods/services provided (per PO and contract descriptions), Supplier remit to information which must match what is on [file](#), and amount due. Contractor is expected to complete any deliverable within the requested fiscal year as stated in "[Appendix A](#)." The final invoice under this Agreement will be submitted by the Contractor to DEW no later than forty-five (45) days after the Agreement's expiration date. Contractor shall submit all invoices via email to the following email address: Fiscal.management@education.ohio.gov.
- F. Contractor is required to provide electronic funds transfer (EFT) payment information and maintain such an account for all associated payments. Contractor may sign up at <http://www.supplier.obm.ohio.gov/>
- G. DEW may use the Ohio Payment Card to pay for services that do not exceed Five Thousand and 00/100 Dollars (\$5,000.00) per invoice, unless the Office of Budget and Management approves a higher limit. Contractor may process a payment in the payment card network only upon delivery and acceptance of the supplies or services ordered. For partial deliveries or performance, Contractor may only process a payment for the amount delivered or completed. Upon completion of the delivery of remaining supplies or services, Contractor may process a payment request in the payment card network for the remainder of the order. Contractor will receive payment through its merchant bank within the time frame agreed upon between Contractor and its merchant bank. Contractor should expect normal processing fees from its merchant bank for payment card transactions which may not be passed on to DEW.
- H. OhioBuys. This Agreement will become part of OhioBuys (per [State of Ohio Procurement Policy](#)), an electronic procurement system which provides contract and catalog hosting and management services. Ordering agencies utilize this system to track and monitor procurement, solicitation, and contracting of goods and services. When this contract becomes part of OhioBuys, the Contractor agrees to maintain and support its Supplier account and notify DEW when such updates have been made.

V. APPROPRIATION OF FUNDS

- A. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. § [126.07](#), have been met, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that DEW gives Contractor written notice that such funds have been made available to DEW by DEW's funding source.

VI. SUSPENSION OR TERMINATION OF CONTRACTOR'S SERVICES

- A. DEW may, at any time prior to completion of the Work, suspend or terminate this Agreement with or without cause by giving written notice to Contractor.
- B. In the event that the Work includes divisible services, DEW may, at any time prior to completion of the Work, by giving written notice to Contractor, suspend or terminate any one or more such portions of the Work.
- C. Contractor, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this Agreement, suspend or terminate all subcontracts relating to the suspended or terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and, if requested by DEW, furnish a report, as of the date Contractor receives notice of suspension or termination, describing the status of all Work, including, without limitation, results, conclusions resulting therefrom, and any other matters DEW requires.
- D. Contractor shall be paid for services rendered up to the date Contractor receives notice of suspension or termination, less any payments previously made, provided Contractor has supported such payments with detailed factual data containing Work performed and hours worked. In the event of suspension or termination, any payments made by DEW for which Contractor has not rendered services shall be refunded.
- E. In the event this Agreement is terminated prior to completion of the Work, Contractor shall deliver to DEW all work products and documents which have been prepared by Contractor in the course of performing the Work. All such materials shall become and remain the property of DEW, to be used in such manner and for such purpose as DEW may choose.
- F. Contractor agrees to waive any right to, and shall make no claim for, additional compensation against DEW by reason of any suspension or termination.

VII. RELATIONSHIP OF PARTIES

- A. It is expressly understood that Contractor and DEW are contractors independent of one another, and that neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other.
- B. It is further understood that neither Contractor nor its employees or agents are “employees” of DEW as the term is used in division (F) of R.C. § [124.01](#) and, therefore, are not eligible for vacation, medical insurance, sick leave, parental leave, leave of absence, tenure, bumping rights, retirement, or any other benefits or rights, which are incidents of public employment subject to the civil service laws of Ohio. Moreover, Contractor is responsible for compliance with any labor laws and contracts as it pertains to any union employees under its employment.
- C. Contractor shall be responsible for all of its own business expenses, including, but not limited to, computers, email and internet access, software, phone service, and office space. Contractor will also be responsible for all licenses, permits, employees’ wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers’ Compensation and Unemployment Compensation coverage, if any.

VIII. RECORD MAINTENANCE AND ACCESS

- A. During performance of this Agreement and for a period of three (3) years after its completion, Contractor shall maintain auditable records of all charges pertaining to this Agreement and shall make such records available to DEW as DEW may reasonably require.
- B. Contractor shall, for the purpose of compliance with R.C. § [145.036](#), provide DEW with a list of all individuals who will provide personal services under this Agreement, but only if Contractor has no more than four employees.
- C. Inspection and Copying. At any time during normal business hours and upon not less than twenty-four (24) hours prior written notice, Contractor shall make available to DEW, its agents or other appropriate State agencies or officials all books and records regarding this Agreement which are in the possession or control of Contractor, including, but not limited to, financial reports, and all other information pertaining to Contractor’s performance of its obligations under this Agreement. DEW, its agents and other appropriate State agencies and officials may review, audit, and make copies of such books and records. Any such inspection of books and records will be undertaken in such a manner as not to interfere unreasonably with Contractor’s normal business operations.
- D. Document Accessibility. If Contractor creates documents that will be posted to external or internet websites, Contractor must comply with Section 508 of the Rehabilitation Act, [29 USC 794\(d\)](#), which gives disabled employees and members of the public access to information that is comparable to access available to others.

IX. RELATED AGREEMENTS

- A. All Work is to be performed by Contractor, who may subcontract without DEW's written approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in [Appendix A](#), Scope of Work, but which are required for satisfactory completion of the Work.
 - i. Contractor shall not enter into subcontracts related to the Work without prior written approval by DEW. All subcontracted work shall be at Contractor's expense.
 - ii. Contractor shall furnish to DEW a list of all subcontractors, their addresses, tax identification numbers, and the dollar amount of each subcontract.
- B. Contractor shall bind its subcontractors to the terms of this Agreement, so far as applicable to the work of the subcontractor and shall not agree to any provision which seeks to bind DEW to terms inconsistent with, or at variance from, this Agreement.

X. RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE

- A. DEW shall have unrestricted authority to reproduce, distribute, and use (in whole or in part) any reports, data, or materials prepared by Contractor pursuant to this Agreement. No such documents or other materials produced (in whole or in part) with funds provided to Contractor by DEW shall be subject to copyright by Contractor in the United States or any other country. If Contractor has reason to believe that use of a specified item is subject to patent or copyright protection, Contractor shall immediately notify DEW.
- B. Contractor agrees that all original works created under this Agreement shall be made freely available to the general public to the extent permitted or required by law until and unless specified otherwise by DEW. Any requests for distribution received by Contractor shall be promptly referred to DEW.

XI. CONFIDENTIALITY AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- A. Contractor shall comply with all applicable provisions of Ohio and federal laws including the Family Educational Rights and Privacy Act (hereinafter "FERPA") or its state equivalent. FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of [Chapter 99 of the code of Federal Regulations title 34](#). Nothing in this Agreement shall be construed to allow either party to maintain, use, disclose, or share student information in a manner not allowed by either state or federal laws or regulations.
- B. As used herein, "confidential information" means any and all information provided in any form from one party to the other which is, by its nature, information that a prudent businessperson would maintain as confidential. "Personal information," as described in R.C. § [1347.01\(E\)](#), includes personally identifiable student information or educational records defined by FERPA.
- C. Each party shall use confidential information only in connection with completing the terms of this Agreement as set forth herein. Each party agrees to use reasonable efforts to safeguard confidential information. "Reasonable efforts" means efforts not less than those a party employs to protect its own confidential information and, in any event, efforts not less than

those a prudent businessperson would take to protect his or her own confidential and proprietary information. No party shall, without the prior written approval of the other party, directly or indirectly, disclose confidential information to any person or business entity except its own employees and representatives, including attorneys, accountants, and financial advisors, on a need-to-know basis.

- D. If Contractor experiences any breach of data security that exposes confidential information, that party shall bear all costs to notify every individual whose confidential information may have been compromised.
- E. The Contractor agrees not to use advertising, news releases, sales promotions, or other publicity matters relating to any product or service furnished by the Contractor wherein DEW's name is mentioned, or language used from which a connection with DEW may be reasonably inferred, without the prior written consent of DEW.
- F. Any obligations under this Agreement regarding confidentiality are subject to applicable law, including the Ohio Public Records Act set forth in R.C. Chapter [149](#). The disclosure of records by DEW pursuant to the Ohio Public Records Act shall not be a breach of this Agreement and shall not constitute a waiver of Contractor's obligations under this Article XI as to any records disclosed pursuant to a request for public records.

XII. LIABILITY

- A. Each party to this Agreement agrees that it will be responsible for its own acts and omissions and the results thereof; and shall not be responsible for the acts and omissions of the other party and the results thereof. Each party agrees that it will assume all risk and liability to itself, its agents, subcontractors, or its employees for any injury to persons or property resulting in any manner from conduct of its own operations and the operations of its agents under this Agreement.
- B. Contractor shall notify DEW immediately upon commencement of any actions brought against Contractor whose outcome may affect the rights of DEW granted under this Agreement. DEW shall have the right at its own expense to appear in and defend such actions.

XIII. ANTITRUST ASSIGNMENT

- A. Contractor assigns to DEW all state and federal antitrust claims and causes of action that relate to all goods and services provided for in this Agreement.

XIV. CONTRACTOR'S STATUTORY OBLIGATIONS

- A. **COMPLIANCE WITH LAWS.** Contractor, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- B. **DRUG-FREE WORKPLACE.** Contractor agrees to comply with all applicable state and federal laws regarding drug-free workplace and shall make a good faith effort to ensure that all Contractor employees, while working on State property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

- C. **NONDISCRIMINATION OF EMPLOYMENT.** Pursuant to R.C. § [125.111](#), Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status as defined in R.C. § [4112.01](#), national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the Work. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of the Work on account of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry.
- D. **USE OF MBE AND EDGE VENDORS.** Pursuant to R.C. § [125.081](#) requires state agencies to set aside purchases for Minority Business Enterprises (“MBE”) and Executive Order 2008-13S encourages use of Encouraging Diversity, Growth and Equity (“EDGE”) businesses. DEW encourages Contractor to purchase goods and services from Ohio-certified MBE and EDGE vendors.
- E. **INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT.** Contractor acknowledges and agrees neither Contractor nor any of its individual employees providing personal services under this Agreement are public employees for the purposes of R.C. Chapter 145. DEW will not make contributions to the public employees’ retirement system on behalf of any individuals employed by Contractor, or its subcontractors or other agents. Contractor certifies that it is an employer with five or more employees as defined as a “business entity” in R.C. § [145.037\(A\)](#) for the purposes of the application of R.C. Chapter [145](#), or that it has completed the necessary forms through OhioBuys if Contractor is an employer with no more than four (4) employees.

XV. CONTRACTOR’S REPRESENTATIONS AND WARRANTIES

- A. **EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including R.C. § [125.111](#) and all related Executive Orders.
- B. **CONFLICTS OF INTEREST/ETHICS.** Contractor represents, warrants and certifies that it and its employees engaged in the administration or performance of this Contract are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws including but not limited to Chapter [102](#) and R.C. §§ [2921.42](#) and [2921.43](#). Contractor further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws or otherwise presents a conflict of interest.
- C. **QUALIFICATIONS TO DO BUSINESS.** Contractor affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If Contractor becomes disqualified from conducting business in the state of Ohio for any reason at any time during the term of this Agreement, Contractor will immediately notify DEW in writing and will immediately cease performance of the Work.

- D. CAMPAIGN CONTRIBUTIONS. Contractor hereby certifies that neither it, nor any person described in R.C. § [3517.13](#) (I) or (J), nor the spouse of any such person, has made, as an individual, within the two previous calendar years, one or more contributions to the governor or the governor's campaign committees totaling in excess of the limitations specified in R.C. § [3517.13](#).
- E. FINDINGS FOR RECOVERY. Contractor warrants that it is not subject to an "unresolved" finding for recovery under R.C. § [9.24](#). If the warranty is false on the date the parties signed this Agreement, the Agreement is void *ab initio*, and the Contractor shall immediately repay any funds paid under this Agreement.
- F. DEBARMENT. Contractor represents and warrants that neither it, nor any of its subcontractors, are debarred from consideration for contract awards by any governmental agency. If this representation and warranty is found to be false, this Contract is void *ab initio*, and the Contractor shall immediately repay any funds paid under this Contract.
- G. EXPENDITURES OF PUBLIC FUNDS ON OFFSHORE SERVICES. Contractor affirms to have read and understands [Executive Order 2019-12D](#) issued by Ohio Governor Mike DeWine. Contractor shall perform no services required under this Agreement or locate State data in any way outside of the United States.
- Contractor also affirms to have read and understands [Executive Order 2022-02D](#) issued by Ohio Governor Mike DeWine. Contractor has signed and completed the Standard Affirmation and Disclosure Form and shall perform no services in Russia, locate State data in Russia in any way, or purchase from or invest in Russian institutions or companies.
- H. BOYCOTTING. Pursuant to R.C. § [9.76](#), Contractor hereby declares that it is not boycotting any jurisdiction with whom the State of Ohio can participate in open trade, including the nation of Israel, and will not do so during the term of this Agreement.
- I. MATERIALS AND EQUIPMENT. Contractor warrants to DEW that all materials and equipment furnished under this Agreement shall be new and of good quality unless otherwise required or permitted by the Agreement, that the Work shall be free from defects not inherent in the quality required or permitted, and that the Work shall conform to the requirements of the Agreement.

XVI. MISCELLANEOUS

- A. CONTROLLING LAW. This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the state of Ohio. Contractor consents to jurisdiction in a court of proper jurisdiction in Franklin County, Ohio.
- B. WAIVER. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Agreement will not be a waiver of those terms or to any other terms of this Contract. Waivers must be in writing to be effective, and either party may at any later time demand strict performance.

- C. SURVIVAL. All sections herein relating to payment, confidentiality, license and ownership, indemnification, maintenance, publicity, warranties, and limitations on damages shall survive the termination of this Agreement. In addition, to the extent necessary to carry out the purpose of this Agreement, all other terms, conditions, representations or warranties contained in this Agreement will survive the expiration or termination of this Agreement.
- D. SUCCESSORS AND ASSIGNS. Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Contractor, without the prior written consent of DEW.
- E. NOTICES. For any notice under this Agreement to be effective, the notice must be in writing and: 1) hand delivered with delivery acknowledged in writing; 2) sent by U.S. Certified mail, return receipt requested, postage prepaid; 3) sent by overnight delivery service (Fed Ex, UPS, etc.) with receipt; or 4) sent by email.
- F. CONFLICT. In the event of any conflict between the terms and provisions of the body of this Agreement and any exhibit hereto, the terms and provisions of the body of this Agreement shall control.
- G. HEADINGS. The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
- H. SEVERABILITY. If any provision of the Contract or the application of any provision is held by a court to be contrary to law, the remaining provisions of the Contract will remain in full force and effect.
- I. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.
- J. AMENDMENTS OR MODIFICATIONS.
 - i. DEW reserves the right to right to reduce the Scope of Work set forth in [Appendix A](#) by providing written notice to the Contractor.
 - ii. DEW may document non-material changes in writing and provide notice to the Contractor.
 - iii. Any other change to this Agreement will not be effective unless it is in writing and signed by both parties to the Agreement.
- K. EXECUTION. This Agreement is not binding upon DEW unless executed in full and is effective as of the last date of signature by DEW.
- L. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

- M. ELECTRONIC SIGNATURES. Any party hereto may deliver a copy of its counterpart signature page to this Agreement electronically pursuant to R.C. Chapter [1306](#). Each party hereto shall be entitled to rely upon an electronic signature of any other party delivered in such a manner as if such signature were an original.
- N. ASSIGNMENT. Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned or subcontracted by Contractor without the prior express written consent of DEW.

[SIGNATURE PAGE FOLLOWS]

Each party is signing this Agreement on the date stated below that party's signature.

CONTRACTOR
Mid Ohio Educational Service
Center

OHIO DEPARTMENT OF EDUCATION
AND WORKFORCE

Printed

Name:

Stephen D. Dackin

Title:

Director

Date:

Date:

Appendix A: Scope of Work

Overview

On March 10, 2026, Ohio Governor Mike DeWine’s final State of the State Address provided directives to ensure “that our kids are taught to read the right way.” Dewine directed the Ohio Department of Education and Workforce to create “Science of Reading Instructional Implementation Teams.”

Instructional Implementation Regional teams will be created consisting of Ohio State Support Team (SST), Ohio Educational Service Center (ESC), and Ohio Department of Education and Workforce (DEW) team members. DEW team members will identify specific schools and districts throughout the state of Ohio to provide targeted supports specific to High Quality Instructional Materials (HQIM), curriculum-based professional learning, evidence-based teaching strategies and data-based decision making to meet the needs of all learners during core instruction. Support for all learners in literacy development include students with disabilities, English learners, economically disadvantaged, and gifted learners. The regional teams will conduct instructional learning walks to guide the implementation of high-quality literacy instruction congruent with the Science of Reading. Teams will collaborate with teachers, principals, school districts, and school-sponsored leadership to ensure that all teachers and students have access to appropriate high-quality instructional materials and receive specialized training and ongoing supports to deliver the Science of Reading aligned instruction with fidelity for all learners in the classroom.

To support Ohio’s Science of Reading at Ohio’s schools and districts at the local and regional level, Contractor shall hire a Regional Instructional Implementation Coordinator (one per respective region) to work collaboratively with DEW, state support teams (SSTs), educational service centers (ESCs), and ReadOhio Literacy Coaching Coordinators to organize and support non-evaluative school learning walks, facilitate and ensure data collection, maintain a log of all site visits and regional activities, review data for reporting purposes, and communicate and monitor interactions with schools and districts at the direction of DEW and identified personnel for the South region to initiate calibrated observations in schools identified as needing support.

Work Plan

Project Management

Contractor will recruit, hire, and manage one Regional Instructional Implementation Coordinator for the “South” region at the Direction of DEW. (See [Exhibit 1](#) for Designated Regions).

Contractor will ensure that the Regional Instructional Implementation Coordinator meets the minimum qualifications established by DEW. All terms of employment are the responsibility of the Contractor, however, hiring decisions with respect to the position funded by this Agreement are subject to review and approval by DEW for the purposes of ensuring quality coordination in accordance with this Agreement. It is understood and agreed by the Parties that, should any staffing changes occur after the date of execution of this Agreement, the Regional Instructional Implementation Coordinator employed by the Contractor whose position is funded by this Agreement will meet the level of qualifications held by the personnel who fulfilled the responsibility at the time of contract award. DEW reserves the right to deny the filling of a position funded by this Agreement with any individual who does not meet the minimum qualifications prescribed in this Agreement.

Contractor represents that it will provide the Regional Instructional Implementation Coordinator with the necessary technology and software (i.e., Microsoft) to perform and support tasks such as data review, communication, and scheduling. Contractor will provide technical assistance to the RIIC for any related software installations, usage of existing programs, in addition to support for effective execution of required duties.

The Contractor will ensure the Regional Instructional Implementation Coordinator meets the following at a minimum:

Background Checks: Contractor will ensure that all personnel have successfully passed all required background checks in compliance with applicable laws, regulations, and other standards, including the mandatory criminal record checks from both the BCI and FBI prior to commencing any onsite work, as required by R.C. §§ [3319.391](#) and [3319.392](#). Contractor will also adhere to any additional background check requirements mandated by individual districts under R.C. § [3319.393](#).

Conflicts of Interest: As [Article XIV, Paragraph A](#) of this Agreement provides, Contractor will comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in the execution of its duties and obligations under this Agreement. Further, as [Article XIV, Paragraph B](#) of this Agreement provides, Contractor represents, warrants, and certifies that it and its employees engaged in the administration or performance of this Contract are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws including but not limited to R.C. §§ [2921.42](#) and [2921.43](#), and Contractor represents, warrants, and certifies

that neither Contractor nor any of its employees will engage in any act that is inconsistent with such laws or otherwise presents a conflict of interest. Without limiting the foregoing provisions or any other provision of this Agreement, Contractor represents that it is committed to developing and implementing practices, policies, and taking any other actions required to comply with applicable law(s) and this Agreement with respect to conflicts of interest and ethical conduct. As an example of Contractor's commitment to compliance and fulfilling its obligations, Contractor will implement a clear conflict of interest policy and will ensure that all personnel funded by this Agreement complete conflict of interest statements prior to engagement. Contractor will proactively identify any potential conflicts of interest between personnel and participating schools and implement appropriate mitigation strategies to ensure impartiality and ethical conduct.

Regional Instructional Implementation Coordinator

The role of the Regional Instructional Implementation Coordinator plays a pivotal role in coordinating, organizing, and supporting the work of the Instructional Implementation Teams within the South region. Coordinators will be provided with templates, required tools, and guidance by DEW to perform major duties and responsibilities effectively.

The Regional Instructional Implementation Coordinator will be required to collaborate with DEW, SSTs, ESCs, and ReadOhio Literacy Coaching Coordinators to organize and support non-evaluative school learning walks. In addition, the Regional Instructional Implementation Coordinator for the South region is required to facilitate and ensure data collection, maintain a log of all site visits and regional activities, review data, and communicate and monitor interactions with schools and districts at the direction of DEW and identified regional personnel to initiate calibrated observations in schools identified as needing support.

Major Duties and Responsibilities

In an effort to strengthen instructional leadership to support learning outcomes for literacy and mathematics the Regional Instructional Implementation Coordinator is responsible for the following at a minimum:

Direct Work with Implementation Teams

- Request, enter, and monitor district and school-level data collection.
- Ensure all data collection and scheduling are completed by the Instructional Implementation Teams.
Provide training, professional learning, and support for instructional implementation teams.
- Provide feedback and support to instructional implementation teams regarding high-quality instructional materials and evidence-based practices.

- Meet regularly (cadence to be determined by DEW) with instructional implementation teams or groups of teams to provide technical assistance, support, and evaluation.
- Monitor the progress of implementation teams, provide feedback, and deliver technical assistance as requested by the DEW.
- Provide support, and problem-solve issues as they arise to effectively support instructional implementation teams site visits.
- Monitor use of common learning walk tool, maintain internal records, and engage in ongoing communication with DEW, SSTs, ESCs, ReadOhio Literacy Coaching Coordinators, and other applicable implementation team members.
- Facilitate calibration checks of the common learning walk tool with implementation teams. Cadence of calibration checks will be determined by DEW.
- Schedule check-ins with the Department Instructional Implementation Team leads.
- Develop and maintain master regional spreadsheet per the DEW provided Implementation guide.
- Track team member completion of all required trainings.
- Create and master calendar to share with the implementation leads to inform learning walk dates and locations

Support for Schools and Districts

- Review data collection for literacy and/or mathematics instructional learning walks that include data collection on the following:
 - Adopted HQIM
 - Professional learning provided
 - Data used to drive instruction
 - Materials being used for instruction and intervention
- Review district and school-level data to identify and/or provide targeted support to districts, leadership teams, coaches, and teachers.
- Provide support for required written plans and protocols (support plans) based on instructional learning walk data.
- Provide support with HQIM material review and selection, usage, monitoring, and implementation progress.
- Monitor and support for tiered instruction for all students.
- Participate in learning walks as needed

Activities

The following list is not exhaustive and all activities, referenced must be at the request, direction, and approval of DEW. It is at DEW's discretion to include additional activities following contract award dependent upon regional needs. The Regional Instructional Implementation Coordination for the South region is responsible for ensuring attendance and participation in the following at a minimum:

- Attend and participate in the orientation meeting with DEW and other Regional Instructional Implementation Coordinators.
- Attend and participate in State Support Team August Institute.
- Attend and participate in ReadOhio Network Meetings.
- Complete training on Instructional Learning Walk Tool.
- Complete calibration training on Instructional Learning Walk Tool.
- Complete training on data collection protocols and systems.
- Review resources provided by DEW on Ohio's Integrated MTSS Framework.
- Utilize processes and reporting templates as they are developed and referenced within the DEW implementation guide.
- Collaborate with other Regional Instructional Implementation Coordinators to provide consistent communication, support statewide coherence and alignment with the implementation of HQIM, specifically high-quality literacy and mathematics instruction.
- Participate in ongoing training, support, and networking to provide consistent communication and implementation of statewide instructional implementation teams.
- Participate in regional networking opportunities and support district and school involvement.
- Participate in the development of resources, tools, and guidance at the direction of DEW to ensure alignment of the implementation of high-quality instructional materials in federally identified districts and schools.
- Support the development of synchronous and/or asynchronous professional learning, to ensure alignment with the instructional implementation team model and calibration trainings.
- Maintain feedback loops with and at the direction of DEW and participate in external monitoring efforts related to all implementation activities.

Budget

Deliverable	QTY	Unit of Measure	Unit Cost	Extended Cost
Project Management	1	Amount	\$10,000.00	\$10,000.00
Regional Instructional Implementation Coordinator	1	Amount	\$147,382.00	\$147,382.00
Total:	-	-	-	\$157,382.00

Exhibit 1: Designated Regions



North							
Ashland	Cuyahoga	Erie	Geauga	Huron	Lake	Lorain	Medina
Portage	Stark	Summit	Wayne				
East							
Ashtabula	Belmont	Carroll	Columbiana	Coshocton	Guernsey	Harrison	Holmes
Jefferson	Mahoning	Monroe	Morgan	Muskingum	Noble	Trumbull	Tuscarawas
South							
Adams	Athens	Brown	Butler	Clermont	Gallia	Hamilton	Highland
Hocking	Jackson	Lawrence	Meigs	Perry	Pike	Ross	Scioto
Vinton	Warren	Washington					
West							
Allen	Auglaize	Champaign	Clark	Clinton	Crawford	Darke	Defiance
Fayette	Fulton	Greene	Hancock	Hardin	Henry	Lucas	Mercer
Miami	Montgomery	Ottawa	Paulding	Preble	Putnam	Sandusky	Seneca
Van Wert	Williams	Wood	Wyandot				
Central							
Delaware	Fairfield	Franklin	Knox	Licking	Logan	Madison	Marion
Morrow	Pickaway	Richland	Union				

Regional Instructional Implementation Coordinator

FY27

Overview and Background

During his final State of the State Address (March 10, 2026), Governor Mike DeWine provided four directives to ensure “that our kids are taught to read the right way.” The first of which is as follows, “I am directing our Department of Education and Workforce to create regional “Science of Reading Instructional Implementation Teams.”

Regional teams (SST, ESC, DEW team members) will be deployed to DEW identified schools and districts, to provide targeted, support specific to HQIM, curriculum based professional learning, data-based decision making to meet the needs of all learners during core instruction. The teams will conduct instructional learning walks (using common tools) to guide the implementation of high-quality literacy instruction aligned to the science of reading. These teams will collaborate with teachers, principals, district, and school sponsor leaders to ensure that all teachers and students have access to appropriate high-quality instructional materials, are equipped to use them effectively and receive the training and ongoing support necessary to deliver the Science of Reading aligned instruction with fidelity in the classroom. This includes supporting all learners in literacy development such as students with disabilities, English learners, economically disadvantaged, and gifted learners.

Qualifications

The following are the minimum qualifications of the personnel:

1. A master’s degree in curriculum and instruction, or educational leadership, or master’s degree in a related area with either reading, literacy, and/or mathematics endorsements on a current state of Ohio license.
2. Three to five years of successful experience serving as an instructional coach, building principal, curriculum director, or in a district level leadership role that includes reading/literacy and/or mathematics instruction in grades K-12. Proof of completion of Ohio’s Introduction to the Science of Reading professional development course.
3. Expertise in improving student learning through the implementation of high-quality, evidence-based instructional strategies in reading/literacy and/or mathematics
4. Experience facilitating professional development and technical assistance specific to high-quality instructional materials and evidence-based instructional practices in reading, literacy, and/or mathematics.

5. Evidence of demonstrated success experience in coaching and consulting.
6. Evidence of successful management skills, including building relationships, problem solving, delivering and receiving feedback, leading projects and/or teams, interpersonal skills and motivating others to perform at high standards.
7. Knowledge of how to collect, analyze and apply adult implementation data to guide decision-making and support continuous improvement.
8. Experience working collaboratively with building and district administrators to support instructional priorities, implementation planning, and improvement efforts in reading/literacy and/or mathematics.

The following are the preferred qualifications of the personnel:

1. Experience facilitating and interpreting adult implementation data.
2. Experience providing and coaching on high-quality instructional materials implementation and evidence-based instructional practices.
3. Experience leading and coordinating staff in a schoolwide initiative.
4. Experience facilitating and interpreting ED STEPS (One Needs Assessment and One Plans) for school and district improvement.
5. Experience supervising staff.

Major Duties and Responsibilities

PROVIDE OVERSIGHT AND SUPPORT TO INSTRUCTIONAL IMPLEMENTATION TEAMS AND ACTIVITIES WITHIN DESIGNATED REGION (80% OF TIME)

- Strengthen instructional leadership to support learning outcomes for literacy and mathematics.
- Monitor district and school-level data to provide targeted support to districts, leadership teams, coaches, and teachers.
- Request, enter, and monitor district and school-level data collection.
- Monitor data collection for literacy and/or mathematics instructional learning walks that include data collection on the following:
 - Adopted HQIM
 - Professional learning provided
 - Data used to drive instruction
 - Materials being used for instruction and intervention
- Monitor and provide support for required written plans and protocols (support plans) based on instructional learning walk data.
- Monitor and support HQIM material review and selection.
- Monitor and support HQIM material use and monitor for implementation progress
- Monitor and support for tiered instruction for all students.
- Ensure all data collection and scheduling are completed by the Instructional Implementation Teams.
- Provide feedback and support to instructional implementation teams regarding high-quality instructional materials and evidence-based practices.
- Meet regularly with instructional implementation teams or groups of teams to provide technical assistance, support, and evaluation.
- Monitor the progress of implementation teams, provide feedback, and deliver technical assistance as requested by the Department.
- Provide support, and problem solve issues as they arise to effectively support instructional implementation teams learning walks.
- Monitor use of common learning walk tool, maintain internal records, and engage in ongoing communication with the Department, SSTs, ESCs, ReadOhio Literacy Coaching Coordinators, and other applicable implementation team members
- Facilitate calibration checks of the common learning walk tool with the implementation teams.
- Provide training, professional learning, and support for instructional implementation teams.

PROVIDE REGIONAL OR STATE-LEVEL SUPPORT TO IMPLEMENT OHIO'S INSTRUCTIONAL IMPLEMENTATION TEAMS MODEL AND SUSTAINABLE HIGH-QUALITY INSTRUCTIONAL MATERIALS PRACTICES (20% OF TIME)

- Collaborate with other Regional Instructional Implementation Coordinators to provide consistent communication and support statewide coherence and alignment with the implementation of HQIM, specifically high-quality literacy and mathematics instruction.
- Participate in ongoing training, support, and networking to provide consistent communication and implementation of statewide instructional implementation teams.
- Participate in regional networking opportunities and support district and school involvement, under the direction of the Department.
- Participate in the development of resources, tools, and guidance at the direction of the Department to ensure alignment of the implementation of high-quality instructional materials in federally identified districts and schools.
- Support the development of synchronous and/or asynchronous professional learning aligned to the instructional implementation team model and calibration trainings as requested by the Department.
- Maintain feedback loops with and at the direction of the Department and participate in external monitoring efforts related to all implementation activities.

Knowledge, Skills, and Dispositions

KNOWLEDGE

- Evidence-based instructional practices .
- Knowledge of high-quality instructional materials.
- Explicit and systematic instruction.
- Instructional coaching practices and strategies for supporting adult learners.
- Data-driven decision making to support all learners through a multi-tiered system of support.
- Implementation science.

SKILLS

- Deliver explicit and systematic instruction.
- Ability to build productive relationships with regional partners, district leaders, building administrators, instructional coaches and teachers.
- Ability to use implementation tools, observation protocols and data systems to support school improvement.
- Ability to rapidly acquire and apply new skills and information.
- Ability to provide and receive effective feedback.

- Ability to effectively prioritize, schedule, manage, and organize multiple daily tasks, both in person and virtually, to achieve goals.
- Ability to identify problems and develop appropriate solutions.
- Ability to manage individuals and deliverables related to a project.
- Ability to use technology to meet, communicate, and engage with stakeholders and staff.
- Use effective written and oral communication skills, including the ability to engage in difficult and candid conversations with a variety of stakeholders.
- Ability to gather and submit data from multiple sources on a regular basis with a high degree of accuracy.

DISPOSITIONS

- Sense of urgency for literacy and mathematics achievement.
- Motivate others to perform at high standards.
- High degree of professionalism to ensure and protect the confidentiality of educators and students.
- Strong work ethic, self-directed and reliable, and the ability to work both independently and collaboratively.
- High quality interpersonal skills and the ability to relate to and interact with peers and colleagues.
- Persistent despite obstacles.
- Ability to orchestrate change.
- Valuing lifelong learning.
- Desire to grow professionally.