EASI Cohort 10- 2026-27 Provider Scope of Work Guide

Overview

The purpose of this document is to provide guidance around the development of a scope of work in support of the Empowering Action for School Improvement (EASI) grant. When an applicant or current EASI grantee creates a budget that includes expenses from an external provider (i.e., purchased service), a draft scope of work for the services is required for budget approval. Scopes of work need to include details to ensure the expense is allowable and aligned to the selected EASI service.

Required Components in Scope of Work

There are key components required in the scope of work for an EASI applicant or current grantee to get a budget expense for an external provider approved. The required components in the scope of work assist in ensuring that the use of funds is aligned to the selected EASI service and respective allowable uses, reasonable and necessary, and the services are within the grant performance period. Scopes of work submitted must include the following components:

Use of EASI Funds Considerations	Scope of Work- Required Components

Aligned to the intent and purpose of the selected EASI service and the respective allowable uses	• Names of schools or programs served
	• Cost breakdowns include details indicating the tailored needs of the school or district
	• Cost breakdowns must include details per person, school, or district (as appropriate)
	  ○ If services are for multiple schools within one district, then the expenses should be associated with each respective school.
	• Cost breakdowns must include details that explain what the services will include in terms of time, people, and deliverables.
	  ○ For Exploration Support service areas (i.e., District Strategic Planning or School Holistic Review), outline costs by diagnostic review, stakeholder engagement, planning, and early implementation support.

Reasonable and necessary	• Cost breakdowns must include details that support pricing to allow grant reviewers to determine if costs are consistent with the prevailing charges for a particular service. • Cost breakdowns must include detailed line items.
Expenses align with the grant performance period	• Costs must include a timeline for services with clear deliverables or outcomes. For multi-year partnerships or services, pricing must show costs broken down by fiscal year (July 1-June 30).

Example Scope of Work

The example scope of work outlined below incorporates all the key required components. Providers may certainly include other elements in the scope of work including organization background, theory of change, information about the staff supporting the work, or other supporting information. Additional details are at the discretion of the provider. The example scope of work below serves only as a reference to demonstrate each of the key required components.

ABC Provider- Example Scope of Work

ABC Provider seeks to partner with **Colorado Elementary School** through a school holistic review and improvement planning process. The details below outline the proposed schedule, deliverables, and costs associated with these services.

Deliverables

- *School diagnostic review report by April 30, 2027.*
- *Stakeholder engagement memo by May 28, 2027.*
- *School improvement plan for 2027-28 school year by August 2, 2027.*
- *Additional scope of work and details for proposed early implementation support by August 9, 2027.*

Area of Work & Timeline	Activities & Description of Work	Cost

School Diagnostic Review
 	
(April 2027)
	• Initial set up (customizing diagnostic tools including interview questions for focus groups and surveys) ($1,200)
	• School artifact gathering and review ($1,200)
	• Two days of classroom observations, focus groups, and interviews at the school by two ABC Provider consultants ($6,000)
	  ◦ Parent, student, and teacher focus groups
	  ◦ Individual interviews for school leaders, district partner(s), teachers (minimum one teacher per grade level and/or content area), support staff, current service providers, and community partners
	  ◦ Classroom observations
	• Four days of data analysis and report writing ($6,000)
	• Three hour debrief in the initial report with school and district leaders ($600)
	• Two presentations to share process and key findings from the review process with school or district staff ($1,200)
	
	Deliverable- School diagnostic review report by April 30, 2027.
		$16,200

Stakeholder Engagement (May 2027)	• Holistic review report engagement with interested parties. Five focus groups (student, family, community, teacher, and leader) for one hour each. Focus groups develop themes for incorporation into the improvement planning process. ($1,250) • Data analysis and stakeholder engagement follow up memo provided to support improvement planning by staff. Data	$1,850

	analysis and stakeholder engagement memo writing by one consultant ($600) *Deliverable- Stakeholder engagement memo by May 28, 2027.*	
Planning (July-August 2027)	• Facilitate two-day summer work session with school leaders, district partner(s), and school ILT staff with two ABC Consultants. Summer work session resulting in development of a school improvement plan (theory of action, target/goal setting, and action steps) for 2027-28 school year ($8,000) • Two-hour debrief and refinement of improvement planning report with school and district leaders ($600) *Deliverable- School improvement plan for 2026-27 school year by August 2, 2026.*	$8,600
Early Implementation (August 2027-May 2028)	• Activities to be determined based on holistic review findings and finalized improvement plan. *Deliverable- Additional scope of work and details for proposed early implementation support by August 9, 2027. ****	TBD*
	Proposed Cost (FY2026-27)	$18,050
	Proposed Cost (FY2027-28) **Costs will increase if Colorado Elementary School opts for early implementation support.*	$8,600
	Total Proposed Cost	**$26,650**