

Advantage Public Institute

3200 Guasti Rd #100
Ontario, CA 91761
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Proposal to Perform Transition Parent Training for Alvord Unified School District

Date	Services Performed By:	Services Performed For:
May 12, 2021	Advantage Public Institute 3200 Guasti Rd #100 Ontario, CA 91761	Alvord Unified School District 9 KPC Way Corona, CA

Advantage Public Institute (API) is a non-profit serving California and Oklahoma. Its primary purpose is to contribute to best practices by connecting research with counseling, education, and advocacy. Advantage is excited to work with the Alvord Unified School District in the district's facilitation and preparation for parents/caregivers of transition age students entering Kindergarten and Middle School. We will provide a total of up to 5 seminars for parents throughout the months of June and July 2021.

Tamika Carter, Executive Director of API is a certified School Counselor and Licensed Alcohol, Drug, and Mental Health Counselor, has 20 years of work with youth and adults in a variety of settings; from coaching, to mentoring, educating, and counseling. She established a practice in Oklahoma City, becoming a trusted treatment professional in the local community working with local schools and city government to provide psychoeducation, addiction, truancy, and probation treatment and services. Carter serves as an advocate for many issues that affect women and girls and has designed curriculum for treating emotional and behavioral disorders in K-12 youth in urban settings. Advantage Public Institute expanded this work to California in 2019.

With the mounting pressures of the pandemic parents are feeling especially strained. Surveys show that 89% of California parents are concerned about children falling behind (The Education Trust-West). Communication between families and schools has weakened, which impacts student participation. Advantage understands that supporting parents improves children's educational and social outcomes. We seek to work closely with students, families, and schools to act as a team in resolving the problems that lead to a negative school climate. Parents of children transitioning into elementary and middle school face unique challenges in navigating their roles and responsibilities. They are at risk of becoming disengaged in the education process. API's programming has proven successful to equip parents in support of their children aged 4-19. We look forward to helping parents guide their children and pre-teens through their academic and socio-emotional development.

In response to Alvord's interest in summer programming for parents and/or caretakers of the district's students, the consulting plan is outlined below for review:

Period of Performance

The Services shall commence on June 1, 2021, and shall continue through June 30, 2021.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

1. Deliver 5 Seminars total tailored to AUSD parent population and child/youth developmental stages.
 - a) All Parents: (1) full group Meeting
 - b) Child (K) Parent: (1-2) Seminars
 - c) Youth (Jr. High) Parents: (1-2) Seminars
2. Provide outreach by disseminating flyers and information to parent advisory committees.
3. API's Parent Voice Activity which helps them identify specific ways to support the student and school.
4. Conduct research on AUSD parent participation, communication, and monitoring.

Deliverable Materials

1. Seminar event flyers and posters for use in communications
2. List of seminar attendees with dates and topics
3. Report of attendee demographics
4. Report of parent satisfaction with seminars
5. Report on survey of parent communication, involvement, and monitoring
6. File of presentation for display/dissemination on AUSD Family Engagement Webpage

Contractor Responsibilities

Contractor basic responsibilities are outlined under the Statement of Work. The contractor certifies that we are capable of all work in said scope upon establishment of an MOU between Alvord Unified School District and Advantage Public Institute.

Client Responsibilities

1. Communicate expectations and feedback for project with API by email, phone, meeting.
2. Collaborate with AUSD Technology /Social Media for promotion of the seminars.
3. Promote seminar to parents and schools.
4. Provide meeting place for parents if face to face seminars are preferred.

Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed \$6,950.00 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on 75 hours of professional services. Contractor will provide services and deliverables based on the following rate/structure.

API is able to provide in-person option with a 5% rate increase, to compensate for extra time and travel to the Alvord School District.

Item Description	Timeline	Hourly Rate	Total Hours	Total
Program Administration, seminar design, process, consultation	June 1- 30	\$85	20	\$1,700
Materials development and production of presentation for display	June 1-12	\$75	25	\$1,875
Presenter Compensation	June 7-15	\$150	15	\$2,250
Research, demographics, and program survey report	June 7-June 30	\$75	15	\$1,125
Total			75	\$6,950

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Out-of-Pocket Expenses / Invoice Procedures

Client will be invoiced monthly for the consulting services and T&L expenses. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt.

Client will be invoiced all costs associated with out-of-pocket expenses (including, without limitation, costs and expenses associated with meals, lodging, local transportation and any other applicable business expenses) listed on the invoice as a separate line item. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized and up to the limits set forth in this SOW, shall be in accordance with Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client Project Manager. The limit of reimbursable expenses pursuant to this SOW is estimated to be 15% of the fees unless otherwise authorized in writing and agreed to by both parties via the project change control procedure outlined within.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

1. Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.
2. Contractor and/or Client has the right to cancel services or deliverables not yet provided with 20 business days advance written notice to the other party.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

1. A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
2. The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
3. Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
4. Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
5. A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

API looks forward to supporting the school district's mission and goals, and to work with the district's personnel and parents/caretakers to achieve smooth transitions for students in the Alvord Unified School District.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Alvord Unified School District


Advantage Public Institute

By:

By:

Name: Sherri Kemp, Ed.D

Name:



Tamika J. Carter

Title: Assistant Superintendent, Educational Services

Title:

Executive Director