



Community Now  
28604 Maranda Ct, Moreno Valley, Ca 92555  
951-413-6587

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## Statement of Work for Agreement to Perform Consulting Services to for Alvord Unified School District.

Date	Services Performed By:	Services Performed For:
April 13, 2021	Community Now 28604 Maranda Ct Moreno Valley, Ca 92555	Alvord Unified School District 9 KPC Parkway Corona, CA 92879

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Community Now will market services within the Riverside County area using existing relationships to support their school staff and district employees by providing cultural education classes and coaching opportunities. The **Coaching for Cultural Success™** program will give cultural sensitivity trainings for up to 60 management staff and provide eight-week one-on-one coaching sessions for all participants.

This program will help educate school staff on the history of the diverse culture in America and begin a process of understanding and healing while building the emotional intelligence of the school staff. By providing a multi-tiered approach to systematic racism within the school environment we must first educate the staff, provide one-on-one coaching to improve life skills and emotional intelligence and develop a peer to peer program to develop an internal coping system teachers can use to support mental wellness, increase teacher retention, reduce student discipline, and improve student academic achievement.

Community Now understands that Youth of Color have the poorest academic outcomes of all student groups and are disproportionately suspended compared to the rate of their peers. We need to ensure that educators are well informed of the specific needs of this special at-risk population.

We also acknowledge that Youth of Color can benefit from additional support due to years of generational suppression or unconscious bias used against them within the educational environment.

## Period of Performance

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

## Scope of Work

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1. Training - cultural sensitivity training for up to 60 school district management staff to bring awareness to the cultural disparities and intergenerational trauma in the community.
2. Assessments - The assessment will shed light on the emotional intelligence, relationship challenges and cultural awareness of staff providing a place to start the one-on-one coaching conversation.
3. Coaching - 8 one-on-one coaching opportunities per participant
4. Develop workbook of best practices
5. Administration-reporting, billing, surveys

## Deliverable Materials

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1. Monthly outcome reports of marketing, outreach and coaching activities.
2. Up to 15 Cultural Sensitivity Trainings. Participant roster will be provided.
3. Up to 480 hours of one-on-one coaching.
4. Coach up to 60 administrators.
5. Survey data results of each school in aggregate form.
6. Workbook of best practices provided to each department.

## Contractor Responsibilities

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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 Community Now.

## Client Responsibilities

We ask Alford Unified School District to provide:

1. Up to 60 participants to receive the above trainings and coaching sessions.
2. Community Now has permission to take photo documentation and/or video recordings of all online activities in accordance to board policies and district regulations.
3. Encourage a welcoming environment to Community Now staff by AUSD administrators and staff.

## 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 \$95,992.50 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. **Billing based on number of participants.**

This figure is based on up to 1,279.9 hours for professional services. Contractor will provide this program based on the following functional/rate structure.

Up to 60 staff				
Coaching for Cultural Success				
Item Description	Timeline	Hourly Rate	Number of Hours	Total
Training/presentations, material	June 2021 thru September 2021	\$75.00	170	\$12,750
Assessments, data collection, analysis and reporting	June 2021 thru September 2021	\$75.00	134.4	\$10,080
Coaching Administration and Oversight	June 2021 thru September 2021	\$75.00	265	\$19,875
One-on-One Coaching Sessions	June 2021 thru September 2021	\$75.00	480	\$36,000
Workbook development	June 2021 thru September 2021	\$75.00	80	\$6,000
Administrative Reporting and Documentation	June 2021 thru September 2021	\$75.00	150.5	\$11,288
	District Discount			(21,720)
	<b>Contract Total</b>		<b>1,279.9</b>	<b>\$95,992.5</b>

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

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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

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

- 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.
- 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

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

- 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.

- 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.
- 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.
- 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.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

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

Community Now

Alvord Unified School District

Name: Nakita Hooper

Name: Sherri Kemp, Ed.D

Signature: *Nakita Hooper*

Signature:

Title: Contract Administrator

Title: Assistant Superintendent, Educational Services

Date: April 26, 2021

Date: