



14340 Elsworth St. Suite B-113, Moreno Valley, CA 92553

Phone: 951.413.6587



## Statement of Work for Agreement to Administrate the GET PLUGGED IN Student Leadership Program to Alvord Unified School District

Date	Services Performed By:	Services Performed For:
July 16, 2020	Community Now 28604 Maranda Ct. Moreno Valley, CA 92555	Alvord Unified School District Education 9 KPC Parkway, Corona CA 92879

## Proposal:

This document serves as a proposal from Community Now (CN) to Alvord Unified School District (AUSD), to train school staff on cultural sensitivity.

“It’s My Destiny, I Choose!” is a 3-hour racial equity training curriculum that will provide general knowledge of African American culture, Trauma-Informed Care, Adverse Childhood Experiences and how this information can be applied to all aspects of your personal and professional lives.

At the intersection of COVID19 quarantines and the brutal killing of another Black man at the hands of police played out on social media comes a combustible combination of uncertainty for those who are in positions of leadership.

Internal and external questions arise such as “how do we proceed,” what language is “offensive/non offensive,” or “what’s my new narrative to my non-white colleagues during this season of injustice?” All are relevant questions with no perfect answers or instant resolutions. This is a process, a journey, one fraught with anxiety, stress, and tension, as everyone learns from everyone else as we ease into the next phase of peace and normalcy.

What’s the first step? An introduction of African American culture, its history, and its nuances, taught through the lens of Adverse Childhood Experiences and their effects on those you serve. Participants will then begin to apply a trauma-informed approach that is based on empathy and understanding of other cultures and their respected viewpoint.

At the end of this strategic and emotional learning six hours participants will emerge with a new perspective on the human condition; that we have more in common than the differences that have been manufactured and promulgated through fear, uncertainty and learned mistrust.

## Period of Performance

The Services shall commence as agreed to upon establishment of an MOU between Alvord Unified School District and Community Now for the 2020-21 school year (July 2020 – June 2021).

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## Scope of Work

1. 3-hour interactive training for district. Can be done in multiple sittings.

## Deliverable Materials

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1. Photo documentation of all GET PLUGGED IN Student Leadership events and activities
2. Participant survey results and analysis

## 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

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1. Alvord Unified School District encourages school site/VIRTUAL participation.
2. Community Now has permission to take photo documentation of activities in accordance with board policies and district regulations.
3. Encourage a welcoming environment to Community Now staff by school site administrators and staff.

## Fee Schedule per School Site

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This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed \$1,000.00 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 6 total hours. Contractor will provide GET PLUGGED IN Student Leadership Teams based on the following functional/rate structure.

Cultural Sensitivity Training		
Item description	Number of Hours	Amount
Training	3	\$1,000.00
<b>Contract Total</b>	<b>3.00</b>	<b>\$1,000.00</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

Client will be invoiced monthly and/or bi-monthly for the activities and services. Standard Contractor invoicing is assumed to be acceptable. Invoices are Due Upon Receipt.

Invoices shall be submitted monthly and/or bi-monthly, 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 details to support its invoices, including pictures for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties.

## Completion Criteria

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 60

## 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.