



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 operate the Greatness Within Academy for the 2020-2021 school year.

The Greatness Within Academy will provide students with 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 academic lives.

The program will include 5, 1-hour sessions on the following topics. Mental health/self-care, Generational poverty, Stereotypes vs. Pride (the use of the N word). The importance of challenging ourselves academically and Healthy Relationships. A pre and post survey will provide a baseline of cultural and social-emotional intelligence and show the impact of the Greatness Within program on its participants.

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).

Scope of Work

1. 5 1-hour interactive virtual events.

Deliverable Materials

1. Photo documentation of Greatness Within events and activities
2. Participant survey results and analysis

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 Community Now.

Client Responsibilities

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.
4. Provide a virtual platform to engage youth.

Fee Schedule per School Site

This engagement will be conducted on 5 events. The total value for the Services pursuant to this SOW shall not exceed \$5,500.00 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 5 events. Contractor will provide billing based on the following functional/rate structure.

Greatness Within Academy		
Item description	Number of Hours	Amount
Mental health/self-care	1.5	1,000.00
Generational poverty	1.5	1,000.00
Stereotypes vs. pride	1.5	1,000.00
Importance of challenging ourselves academically	1.5	1,000.00
Healthy Relationships	1.5	1,000.00
Contract Total	7.50	5,000.00

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 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 day written notification.

Project Change Control Procedure

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.