



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

## Statement of Work for Agreement to Administrate the Self-Care Strategies for Staff Program to Alvord Unified School District

### Date

February 18, 2021

### Services Performed By:

Community Now  
28604 Maranda Ct.  
Moreno Valley, CA 92555

### Services Performed For:

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 Self care strategies.

Self-Care Strategies for staff: Training will review strategies and exercises to best practice self-care for improved mental health.

During COVID19 our teachers and staff have experienced long-term quarantine. This has increased anxiety and depression among educators across the country. To support teachers at AUSD this training will help our educators learn how to manage daily stresses, incorporating self-care techniques into their lives can increase physical and mental health.

## 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 (February 2021– June 2021).

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## Scope of Work

1. 3-1 hour interactive training for district.

## Deliverable Materials

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1. Photo documentation of meetings
2. Participant list

## 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 \$900.00 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 3 total hours. Contractor will provide Self-Care Strategies for Staff Program based on the following functional/rate structure.

Self-Care Strategies for Staff:		
Item description	Number of Hours	Amount
3 1 hour Trainings	3	900.00
<b>Contract Total</b>	<b>3.00</b>	<b>\$900.00</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.