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Agreement No. _____

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND SAN MATEO COUNTY
OFFICE OF EDUCATION**

This Agreement is entered into this ____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and San Mateo County Office of Education, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of The Big Lift Early Learning Initiative to reduce learning loss, increase kindergarten readiness and grow third grade reading in San Mateo County.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Attachment H—HIPAA Business Associate Requirements
- Attachment I—§ 504 Compliance
- Attachment IP – Intellectual Property

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed TWO MILLION SIX HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED EIGHTY-FIVE DOLLARS (\$2,647,285.00). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the

time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2021, through June 30, 2023.

5. Termination

This Agreement may be terminated by Contractor or by the County Manager or designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither

Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. **Hold Harmless**

a. **General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Contractor or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

b. **Intellectual Property Indemnification**

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement

infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability

endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability...	\$1,000,000
(b) Motor Vehicle Liability Insurance...	\$1,000,000
(c) Professional Liability.....	\$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than two-hundred thousand dollars (\$200,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

- (a) Contractor shall maintain all required records relating to services provided under this Agreement for seven (7) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.
- (b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.
- (c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Iliana Rodriguez, Deputy County Manager
Address: 400 County Center, 1st Floor, Redwood City, CA 94063
Telephone: (650) 363-4130
Email: irodriguez@smcgov.org

In the case of Contractor, to:

Name/Title: Alyson Suzuki, Executive Director,
Address: 101 Twin Dolphin Drive, Redwood City, CA 94065
Telephone: (650) 802-5623
Email: asuzuki@smcoe.org

18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: SAN MATEO COUNTY OFFICE OF EDUCATION

DA

AS

Nancy Magee
Contractor Signature

8-6-21
Date

Nancy Magee
Contractor Name (please print)

JL

8/4/21

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Invoicing and Reporting Schedule:

Contractor shall submit reimbursement requests to the County on a quarterly basis on the following dates:

- July – September 2021 invoice due October 29, 2021
- October – December 2021 invoice due January 31, 2022
- January – March 2022 invoice due April 29, 2022
- April – June 2022 invoice due August 15, 2022
- July – September 2022 invoice due October 31, 2022
- October – December 2022 invoice due January 31, 2023
- January – March 2023 invoice due April 28, 2023
- April – June 2023 invoice due August 15, 2023

Contractor shall submit Progress Reports to the County on the following dates:

- July 1, 2021 – December 31, 2021 progress report due January 29, 2022
- January 1, 2022 – June 30, 2022 progress report due August 31, 2022
- July 1, 2022 – December 31, 2022 progress report due January 31, 2023
- January 1, 2023 – June 30, 2023 progress report due August 31, 2023

Contractor shall provide the following in support of the Big Lift Goals:

Goal 1: Work in collaboration with the County of San Mateo and the Silicon Valley Community Foundation to support collective impact activities for Big Lift partners, and to provide countywide coordination and support for Big Lift pillars.
a. Help coordinate and attend meetings with local partners; coordinate meetings with coaches and other agencies providing services to preschool programs; orient programs to requirements; and monitor Big Lift SMCOE budget. Identify service integration and other opportunities that will advance Big Lift goals and improve the quality of the initiative.
b. SMCOE staff will sit on the Core lead implementation Team and meet regularly to plan and ensure progress in the implementation of The Big Lift. Surface policy and program issues and bring them to Core Team for discussion.
c. Coordinate and provide fiscal support to Big Lift quality improvement supports and to preschool programs in order to help them braid The Big Lift with other public preschool funding sources.
d. Prepare reports, grant applications, and presentations as necessary to support The Big Lift.
e. In partnership with the County, monitor preschool grantee Statements of Work and progress in meeting contract deliverables. Attend and assist in contracting meetings with the County and preschool providers.
f. Align existing and new Early Learning Support Services (ELSS) strategies to support programs serving children, families, and teachers in Big Lift-eligible communities (e.g., Parent Cafes, Communities of Practice, F5 Family Engagement grant, First 5 IMPACT, First 5 EQ+IP, CSPP QRIS Block Grant, State Preschool, etc.).
g. Work with the County to support preschool to third grade alignment activities in Big Lift districts and countywide.

Goal 2: Support up to approximately 1,900 preschool* spaces in 7 school district communities to improve quality and work collaboratively with K-12 and community partners with the ultimate goal of improving kindergarten readiness rates for low-income children.

*(*enrollment may continue to be impacted by ongoing Covid-19 pandemic conditions. SMCOE will work with Big Lift preschool programs to support working toward full enrollment in Big Lift classrooms)*

- a. Assist preschool programs in planning the best use of their contract funding based on the results of a variety of data (kindergarten readiness rates of the children they serve, developmental screening data, family needs, Quality & Improvement System (QRIS) ratings and other data).
- b. Support a cadre of coaches who provide aligned coaching and technical assistance using best practices to support Big Lift preschool programs in improving the quality of instruction and preparing higher numbers of children for kindergarten (as measured by the Brigance). The coaching team will operate as a cross-agency collective that includes SMCOE and preschool agency staff coaches as well as consultant coaches and other critical service providers from partner programs. Coaches will meet on a monthly basis to refine their model, cultivate a community of practice, and agree to common coaching standards.
- c. Work with coaches to create Quality Improvement Plans (QIPs) based on their QRIS ratings. QIPs will be updated at a minimum of an annual basis. Targeted coaching and technical assistance (TA) will then be provide monthly to each classroom to help them achieve the goals established in their QIPs.
- d. Support programs to develop internal capacity for continuous quality improvement. Meet with program directors, site supervisors, and coaches to plan and reflect proactively for the 2021-22 and 2022-23 years. Provide tools to support a culture of continuous improvement within their own agencies. Check-in with them throughout the year to track progress on meeting QIP goals.
- e. Support coaches to provide tailored supports to Big Lift sites. In FY 2021-22, require coaches to have at least one QIP goal per site focused on evidence-based early literacy and math activities. Coaches will support teachers and site supervisors to develop early literacy and math activities that evolve intentionally based on the needs of the children, are differentiated for 3- vs 4-year-olds, and have an explicit scope and sequence. The strategies of Counting Collections and Phonological Awareness will be prioritized as part of this work.
- f. Enter the type, amount and duration of all coaching activities into the Vertical Change database.
- g. Support the use of the Online Ages & Stages Questionnaire (ASQ), a developmental screening portal. Hold accounts within the Online ASQ for Big Lift programs and act as the administrator for the linked data hub.
- h. Provide select programs with specialized coaching/TA supports as needed/identified.
- i. Provide 5-8 days of high-quality professional development (PD) on early learning topics for teachers in select Big Lift classrooms. Professional development will prioritize a curriculum focus, specifically evidence-based early literacy and math strategies. Work with other SMCOE early learning managers to coordinate PD offerings with this curriculum focus, and align with coaching and QIP goals. Leverage professional development supports through other funding sources where possible (CSPP; EQ+IP; QRIS).
- j. Enter data on the type and amount of professional development services into Vertical Change.

Goal 3: Expand curriculum strategies that are leading to increased kindergarten readiness rates among Big Lift programs.

- a. Partner with Reading & Math Inc to implement the Reading Corps evidence-based early literacy program in up to 15 preschool classrooms*. Reading Corps members will be embedded in preschool classrooms, providing targeted early language and literacy instruction utilizing a response to intervention (RTI) model.

(Placement of the full 15 members will be dependent on ongoing recruitment in a challenging education labor market. Match for Reading Corps member stipends will only be invoiced for actual members hired)

- b. Evaluate impacts of targeted curriculum strategies on kindergarten readiness by comparing child outcomes for children served by different strategies.

Goal 4: Oversee data collection, data systems, initiative evaluation and data driven improvement for all pillars of The Big Lift.

- a. Coordinate the development, maintenance, and customization of Vertical Change for San Mateo County. Vertical Change is a centralized database for The Big Lift preschool initiatives and the Big Lift Inspiring Summers (BLIS) program (and other countywide EL initiatives). Work closely with database coordinator on all major design elements and specifications, including unique elements identified for independent evaluation of TBL. Integrate Vertical Change and Big Lift data systems with other major early learning efforts, including EQ+IP, Quality Counts, and the California State Preschool Program.
- b. Train and provide all related technical assistance to preschool programs in the use of Vertical Change. Communicate expectations about year-round data requirements to preschool providers. Monitor data quality and follow-up on missing data issues on an ongoing, year-round basis.
- c. Help manage and monitor the BLIS online registration process across 7 districts, including collaborating with the San Mateo County Libraries and the County on BLIS registration, implementing the prioritization ranking by merging registration data with other internal data, providing weekly enrollment updates to the BLIS team, and troubleshooting issues that arise. Train and provide all related technical assistance to district BLIS programs in the use of Vertical Change. Communicate expectations and timelines about BLIS data requirements to districts. Coordinate with the County, BELL, and the San Mateo County Library to integrate data and program needs, including the weekly and program-end transfer of enrollment data. Monitor data quality and follow-up on missing data issues before, during, and after the program ends, including ensuring attendance data is complete and SSIDs are entered. Provide recommendations for how to improve data systems and data/program integration over time. Share BLIS data with BELL and San Mateo County Library as needed/requested. Analyze BLIS data as needed/requested.
- d. Lead the independent evaluation of The Big Lift. Convene funders, leaders and partners to develop research questions and design an evaluation that addresses those research questions.
- e. Develop data collection strategies that address identified research questions, and work with preschool and school district partners to implement those strategies. Monitor data for completeness, follow-up on missing data and clean data at regular intervals to maintain high quality, cumulative, unduplicated service, client and outcome data over time.
- f. Lead, oversee, coordinate and support the implementation of the Brigance universal kindergarten readiness assessment (KRA) in all funded Big Lift districts. Identify and work with district level staff on timeline and logistics; order and disburse Brigance assessment materials; conduct Brigance teacher trainings; receive completed assessment data from

districts; enter assessment data; clean data; provide detailed child level, school level, and district level reports to the 7 Big Lift districts; and perform analyses of data.
g. Lead, oversee, coordinate and support the implementation of district-wide, parent-completed Kindergarten. First and Second Grade Entry Forms. Consult with districts and partners on the content of the form and any revisions needed from year-to-year; translate the form into languages needed by districts; communicate expectations about the form to districts and monitor implementation; receive completed forms and enter data; clean data; and analyze data.
h. Coordinate, monitor, and receive school district extracts from the 7 Big Lift funded school districts. These extracts will include student level demographic and reading assessment data to be used in The Big Lift evaluation effort. Request and receive requested data from school districts at least twice per year; check for completeness, clean as necessary, and analyze.
i. Clean and analyze Vertical Change data on a regular basis and integrate it with other data sets to answer key implementation questions about The Big Lift and to respond to requests for information and analyses from The Big Lift stakeholders. Provide demographic profiles of The Big Lift clients served across all major Big Lift pillars on a least an annual basis. Analyze quality improvement data on a least an annual basis.
j. Continue to work with preschool programs and school districts to assign all Big Lift preschool children PreK Statewide Student Identifiers (SSIDs) in CALPADS prior to kindergarten entry. Serve as the LEA to assign CALPADS SSIDs for children in nonprofit preschool Big Lift programs, obtaining necessary information from Vertical Change and from the preschool programs themselves and working with SMCOE Business Office on the technical components of obtaining SSIDs. Coordinate with school districts to ensure they assign SSIDs to children in their own district-run preschools. Work with preschool programs and school districts to develop a plan for ensuring the PreK SSID stays with children as they transition to kindergarten.
k. Import individual level preschool enrollment and attendance data monthly for Big Lift classroom sessions into Vertical Change. Use data for analyses and independent evaluation and to provide extracts to EveryDay Labs for the preschool attendance intervention.
l. Raise the profile of The Big Lift preschool to third grade (P-3) data driven improvement strategy in regional, statewide and national forums, serving as a resource to other localities wanting to innovate in the realm of P-3 grade integrated data.

Goal 5: Provide training, technical assistance, and support on family engagement in Big Lift preschool programs and communities, supporting a deeper and more impactful focus on supporting parents and improving family functioning to support optimal child development.

a. Coordinate professional learning communities that bring together family engagement staff to align, improve, and expand the work of family engagement staff in meeting family needs. Support staff to improve practice, integration and alignment in the following areas: intake and assessment, resource and referral, case management and service navigation, parent
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education to improve parent-child interactions and support child development, trauma informed care, and tracking of family needs and goal acquisition.

b. Coordinate the provision of high quality, high impact parent education at Big Lift sites. Develop a menu of diverse, evidence-informed options for programs. Negotiate service agreements with consultants and trainers to provide workshop series. Develop quality assurance methods to ensure delivery of trainings follow best practices.

c. Provide the Play to Grow positive parenting series at a limited number of Big Lift sites.

d. Implement the READY4K! text messaging program with Big Lift preschool families. Families will receive weekly text messages with tips for how to promote literacy at home. SMCOE will work with the ParentPowered to administer the intervention, including the transfer of parent cell phone numbers to ParentPowered via Vertical Change, advising on intervention timing, and developing customized local content for enhanced messaging.

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

SAN MATEO COUNTY OFFICE OF EDUCATION THE BIG LIFT
Budget July 1 2021 - June 30 2022

I. PERSONNEL (salaries & benefits)	FTEs	Proposed Budget
Big Lift Coordinator (1.0), Big Lift Data Analysts (2.0), Big Lift Family Support Specialist (0.5), Big Lift Administrative Assistant (0.5)	4.00	\$ 693,689
II. SUBCONTRACTED PROGRAM SERVICES		
Professional development, language and literacy training and targeted coaching supports, professional development stipends, general Big Lift coaching, database support, kindergarten readiness assessment administration, Reading Corps, positive parenting series, refreshments for directors' meetings, developmental screening supports, Ready4K, family fee schedule modification, and translation support		\$ 520,249
III. INDIRECT (ADMINISTRATIVE) COSTS		
Operating Costs: Materials and supplies, printing, photocopy, background checks, mileage, travel/conferences, building rental, noncapitalized equipment, postage/shipping, cell phone		\$ 20,294
SMCOE indirect rate (11% of personnel)		\$ 76,306
Total		\$ 1,310,537

SAN MATEO COUNTY OFFICE OF EDUCATION THE BIG LIFT
DRAFT Budget July 1 2022 - June 30 2023

I. PERSONNEL (salaries & benefits)	FTEs	Proposed Budget
Big Lift Coordinator (1.0), Big Lift Data Analysts (2.0), Big Lift Family Support Specialist (0.5), Big Lift Administrative Assistant (0.5)	4.00	\$ 748,178
II. SUBCONTRACTED PROGRAM SERVICES		
Professional development, language and literacy training and targeted coaching supports, professional development stipends, general Big Lift coaching, database support, kindergarten readiness assessment administration, Reading Corps, positive parenting series, refreshments for directors' meetings, developmental screening supports, Ready4K, family fee schedule modification, and translation support		\$ 485,976

III. INDIRECT (ADMINISTRATIVE) COSTS**Proposed Budget**

Operating Costs: Materials and supplies, printing, photocopy, background checks, mileage, travel/conferences, building rental, noncapitalized equipment, postage/shipping, cell phone	\$	20,294
SMCOE indirect rate (11% of personnel)	\$	82,300
Total	\$	1,336,748

Exhibit B, Continued

Reporting Requirements and Schedule:

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule set forth in the attached "San Mateo County Office of Education The Big Lift Budget" for July 1, 2021-June 30, 2022 and July 1, 2022-June 30, 2023 and terms below:

Contractor shall submit invoices (reimbursement requests) to the County on a quarterly basis on the following dates:

- July – September 2021 invoice due October 29, 2021
- October – December 2021 invoice due January 31, 2022
- January – March 2022 invoice due April 29, 2022
- April – June 2022 invoice due August 15, 2022
- July – September 2022 invoice due October 31, 2022
- October – December 2022 invoice due January 31, 2023
- January – March 2023 invoice due April 28, 2023
- April – June 2023 invoice due August 15, 2023

County will pay Contractor within thirty (30) calendar days of receipt of a quarterly invoice from Contractor itemizing the work completed. Contractor shall submit an invoice indicating the work performed during that billing period. In the event that County staff determines that the invoice is inadequate or fails to provide enough information for County staff to assess Contractor's compliance with the terms and timing of services under this Agreement, the County will return the invoice to Contractor with an explanation and request for missing information.

In no case shall the total amount payable under this Agreement for the work indicated in Exhibit A exceed \$2,647,285 without prior written consent of the County in the form of an amendment to the Agreement.

Reimbursable Travel Expenses:

To the extent that this Agreement authorizes reimbursements to Contractor for travel, lodging, and other related expenses as defined in this section, the Contractor must comply with all the terms of this section in order to be reimbursed for travel.

- a. Estimated travel expenses must be submitted to authorized County personnel for advanced written authorization before such expenses are incurred. Significant differences between estimated and actual travel expenses may be grounds for denial of full reimbursement of actual travel expenses.
- b. Itemized receipts (copies accepted) for all reimbursable travel expenses are required to be provided as supporting documentation with all invoices submitted to the County.
- c. Unless otherwise specified in this section, the County will reimburse Contractor for reimbursable travel expenses for days when services were provided to the County. Contractor must substantiate in writing to the County the actual services rendered and the specific dates. The County will reimburse for travel at 75% of the maximum reimbursement amount for the actual costs of meals and incidental expenses on the day preceding and/or the day following days when services were

provided to the County, provided that such reimbursement is reasonable, in light of travel time and other relevant factors, and is approved in writing by authorized County personnel.

- d. Any mileage reimbursements for a Contractor's use of a personal car for reimbursable travel shall be reimbursed based on the Federal mileage reimbursement rate.
- e. The maximum reimbursement amount for the actual lodging, meal and incidental expenses is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (i.e., Redwood City for work done in Redwood City, San Mateo for work done at San Mateo Medical Center) as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online at <http://www.gsa.gov/portal/content/104877> or by searching www.gsa.gov for the term 'CONUS'). County policy limits the reimbursement of lodging in designated high cost of living metropolitan areas to a maximum of double the then-current CONUS rate; for work being done outside of a designated high cost of living metropolitan area, the maximum reimbursement amount for lodging is the then-current CONUS rate.
- f. The maximum reimbursement amount for the actual cost of airfare shall be limited to fares for Economy Class or below. Air travel fares will not be reimbursed for first class, business class, "economy-plus," or other such classes. Reimbursable car rental rates are restricted to the mid-level size range or below (i.e. standard size, intermediate, compact, or subcompact); costs for specialty, luxury, premium, SUV, or similar category vehicles are not reimbursable. Reimbursable ride-shares are restricted to standard or basic size vehicles (i.e., non-premium vehicles unless it results in a cost-saving to the County). Exceptions may be allowed under certain circumstances, such as unavailability of the foregoing options, with written approval from authorized County personnel. Other related travel expenses such as taxi fares, ride-shares, parking costs, train or subway costs, etc. shall be reimbursable on an actual-cost basis. Reimbursement of tips for taxi fare, or ride-share are limited to no more than 15% of the fare amount.
- g. Travel-related expenses are limited to: airfare, lodging, car rental, taxi/ride-share plus tips, tolls, incidentals (e.g. porters, baggage carriers or hotel staff), breakfast, lunch, dinner, mileage reimbursement based on Federal reimbursement rate. The County will not reimburse for alcohol.
- h. Reimbursement of tips are limited to no more than 15 percent. Non-reimbursement items (i.e., alcohol) shall be excluded when calculating the amount of the tip that is reimbursable.