



County of San Mateo
Contract Amendment Coversheet and Contract Amendment for >\$200K

CONTRACT SUMMARY		
Contract No:	Contractor Name	Amendment No:
079785(b)	La Honda-Pescadero Unified School District	1

THE AGREEMENT HAS CHANGED AS FOLLOWS:			
Agreement Amount			
Original Amount:	\$91,055		
Amendment 1 Amount:	\$140,000		
Amendment 2 Amount:			
Amendment 3 Amount:			
(edit line as needed – add/delete)			
Current Amount:	Addition or Reduction:	New Total:	
\$91,055	\$140,000	\$231,055	
Agreement Term			
Original Start Date:	May 1, 2023	Original End Term:	December 31, 2023
Amendment 1 Start Date:	May 1, 2023	Amendment 1 End Date:	June 30, 2024
Amendment 2 Start Date:		Amendment 2 End Date:	
Amendment 3 Start Date:		Amendment 3 End Date:	
(edit line as needed – add/delete)			

- Paragraph Changes:
1. Section 3 is increased by \$140,000 to a new not-to-exceed amount of \$231,055.
 2. Section 4 – the term is amended to be May 1, 2023 through June 30, 2024.
 3. Section 11- the clause regarding San Mateo County Ordinance Code Chapter 4.107 is removed
 4. Section 19 – Payment of Permits/Licenses is added
 5. Section 20 – Reimbursable Travel Expenses is added
 6. Section 21- Prevailing Wage is added
 7. Exhibits A and B are replaced in their entireties by Exhibit A1 (rev. September 26, 2023) and Exhibit B1 (rev. September 26, 2023).

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
LA HONDA-PESCADERO UNIFIED SCHOOL DISTRICT**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 2023, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and La Honda-Pescadero Unified School District, hereinafter called "Contractor";

W I T N E S S E T H:

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

WHEREAS, on August 2, 2023, the parties entered into an Agreement (Resolution No. 079785(b)) for the purpose of operating The Big Lift Inspiring Summers program in the amount of \$91,055 for the term May 1, 2023 through December 31, 2023; and

WHEREAS, the parties wish to amend the Agreement to include the Preschool to 3rd Grade requirement for the FY 2023-24 school year, increase the amount of the Agreement by \$140,000 to a new not-to-exceed amount of \$231,055, add sections 19 – Payment of Permits/Licenses, and 20 – Reimbursable Travel Expenses, extend the term through June 30, 2024, and replace exhibits A and B in their entireties.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 of the agreement is amended to read as follows:

Payments

In consideration of the services provided by the Contractor in accordance with all terms, conditions, and specifications set forth in the Agreement and in Exhibit A1 (rev. September 26, 2023), County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B1 (rev. September 26, 2023). County reserves the right to withhold payment if the County determines that the quality or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed TWO HUNDRED THIRTY-ONE THOUSAND FIFTY-FIVE DOLLARS (\$231, 055). In the event that the County makes 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.

2. Section 4 is amended to read as follows:

Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from May 1, 2023 through June 30, 2024.

3. Section 19 as added as follows:

Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

4. Section 20 is added as follows:

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. Unless otherwise specified within the contract, reimbursable travel expenses shall not include Local Travel. "Local Travel" means travel entirely within a fifty-mile radius of the Contractor's office and travel entirely within a fifty-mile radius of San Mateo County. 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.

5. Prevailing Wage

When applicable, Contractor hereby agrees to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2-Wages, Chapter 1, Part 7, Division 2, Section 1770 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at www.dir.ca.gov/DLSR or by phone at 415-703-4774. California Labor Code Section 1776(a) requires each contractor and subcontractor keep accurate payroll records of trades workers on all public works projects and to submit copies of certified payroll records upon request.

Additionally,

- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations

6. Original Exhibits A and B are replaced with Revised Exhibit A1 (rev, September 26, 2023) and Exhibit B1 (rev September 26, 2023).

See attached.

7. All other terms and conditions of the agreement dated August 2, 2023, between the County and Contractor shall remain in full force and effect.

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

For Contractor: La Honda-Pescadero Unified School District

Contractor Signature Date Contractor Name (please print)



For County:

(Signature)
Authorized Designee
County of San Mateo

Date

CLAIRE CUNNINGHAM

(please print name)
Authorized Designee
County of San Mateo

DIRECTOR, HUMAN SERVICES AGENCY

Job Title (please print)

Exhibit A1 (rev. September 26, 2023)

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

- The Big Lift Inspiring Summers Program (May 1, 2023 – December 31, 2023)
- The Big Lift Early Learning Program (July 1, 2023 – June 30, 2024)

Contractor will participate in all aspects of The Big Lift; including partnership with participating school districts and the community at large to work toward the long-term goal of third grade reading success.

The sections below provide additional detail regarding the services Contractor will provide as part of The Big Lift Early Learning Program.

1. THE BIG LIFT INITIATIVE PROGRAM OVERVIEW

The Big Lift is a collective impact initiative in which school districts partner with nonprofit preschool programs and the community at large to work toward the long-term goal of third grade reading success. The collaborative is led by the San Mateo County Office of Education (SMCOE) and the County of San Mateo (County), and funding for this agreement is made available through San Mateo County Measure K tax dollars. The Big Lift is operating with a new strategic plan for the years 2023-2026 with four Mission Strategies designed to achieve TBL's mission and four Infrastructure Strategies to strengthen governance collaboration and resource management.

2023-2026 Big Lift Mission Strategies

- 1) Develop and Operationalize an Equity Framework: to provide clear guidance on how equity is addressed throughout The Big Lift initiative
- 2) Build a PreK-3 focus on Literacy and Instructional Quality and Alignment: to ensure that targeted language and literacy instruction is aligned with the science of reading in PreK-3 grade classrooms
- 3) Ensure High Quality Summer Learning Experiences: to provide summer learning programs to targeted children in Big Lift districts to contribute to 3rd grade reading outcomes
- 4) Build Focus on Family Engagement in Literacy Development: to partner and engage with parents around their children's literacy development and the importance of regular attendance in school

There are five conditions that, together, lead to meaningful results from collective impact and are integral to The Big Lift's approach: a shared vision for change or common agenda, shared measurement, mutually reinforcing activities, continuous communication, and backbone support. To achieve this ambitious goal, The Big Lift has committed and maintains rigorous and ongoing evaluation for continuous improvement.

Big Lift communities are defined by school district boundaries and include the following school districts: Cabrillo Unified, Jefferson Elementary, South San Francisco Unified, San Bruno Park Elementary, La Honda-Pescadero Unified, Redwood City and Ravenswood City.

The Big Lift strives for diversity of income levels to be represented within the classrooms, while giving overall priority to low-income families. The Big Lift's definition of low-income households is those earning up to 80 percent of San Mateo County's area medium income. The Big Lift programs are required to prioritize children whose family income meets this definition.

The Big Lift uses the Department of Housing and Urban Development income guidelines to establish eligibility, following 80% of Area Medium Income thresholds as defined here: <https://www.smcgov.org/housing/income-rent-limits>

II. CONTRACTOR REQUIREMENTS

As part of the scope of work, Contractor will meet the following requirements:

- a. Licensure in Good Standing: Preschools must have a license to operate preschool facilities and must ensure that licensed sites are in good standing with Community Care Licensing.
- b. Compliance with Contractor Monitoring Activities: Monitoring activities includes, but are not limited to, site visits by San Mateo County staff, progress reports on implementation of goals and objectives, and submission of financial records, as required by the County. The County will conduct in-person site visits of Contractor throughout the course of the Agreement to ensure compliance with the terms of this Agreement. Contractor is required to address all site visits and report findings by the deadline as set forth by the County.
- c. State and Other Federal Funding Compliance: Contractor must maintain compliance with the terms of any other funding sources they may receive. Any Contractor receiving Title 5 or Head Start funds must maintain good standing with the California Department of Educational/Child Development Division and/or the Administration for Children and Families. Failure to do so may jeopardize Big Lift funding.
- d. Timely Reporting: The County will track and monitor Contractor's reporting and will require timely and accurate submission of data, progress reports, and requests for reimbursement, and Contractor agrees to correct and implement improvements to any areas of concern identified at a site visit or at any other point during the term of the Agreement. Patterns of late and/or inaccurate reporting and/or failure to improve compliance with this Agreement will be taken into consideration when making future funding recommendations, and in egregious cases may affect continued funding for the current term of the Agreement.
- e. Utilization of The Big Lift Name and Logo: Contractor must use The Big Lift name and logo on all public facing materials, signs, banners, press releases, social media, and publications related to The Big Lift program.

- f. Communication Collaboration: Contractor must participate in The Big Lift’s efforts to disseminate information about Big Lift’s program(s) and The Big Lift through social media and other communication channels. This includes obtaining photo releases to be provided to the County for the purposes of communicating information about The Big Lift, when applicable, through social media, publications, reports, etc.

Contractor is expected to participate in all aspects of The Big Lift, work collaboratively with SMCOE and the County of San Mateo, to participate in evaluation efforts, contribute to the larger Big Lift community collaborative, and to be active partners in leading this effort.

III. CONTRACTOR GOALS AND ACTIVITIES

The Big Lift Inspiring Summers (BLIS) Program

Contractor agrees to work towards the following goal area by completing the major activities listed as follows:

Inspiring Summers Goal: Participating children maintain or improve reading proficiency over the summer and are engaged in inspiring learning experiences.
a. Collaborate with San Mateo County Libraries (SMCL) to offer the BLIS program for a minimum of five weeks, including implementing current Big Lift authorized curriculum with fidelity, aligning culture building with the CREATE framework, and partnering to deliver an enriching camp experience that includes family engagement opportunities (i.e. Community Time) throughout the entirety of the program.
b. Adhere to The Big Lift Campus Safety Operating Guidelines and Protocols to ensure program consistency.
c. Recruit and hire district leadership, site leaders, coaches and teachers prior to program start.
d. Recruit and enroll 51 children, based on BLIS enrollment priorities and adhere to the recruitment schedule as determined by SMCL.
e. Provide appropriate facilities and maintenance for the program, including space to stage, organize, and receive program supplies, Wi-Fi/internet connectivity, phones, maintenance services and supplies, and emergency response plans.
f. Provide district staffing to serve meals for participating children including daily breakfast, lunch and snacks; or request support from SMCL in order to do so.
g. For the rising kindergarten program, implement phonological awareness and Counting Collections activities to supplement the existing curriculum, mitigate pandemic related learning loss, and help prepare children for a successful kindergarten experience. Coaching, training and materials to be provided by The Big Lift to classroom teachers.

h. Complete outreach, registration, and enrollment requirements for BLIS, including conducting community outreach, and managing ranking and enrollment using The Big Lift online systems and prioritization processes.
i. Collect and enter individual level data on children and families into Vertical Challenge data system, including daily attendance for BLIS students.
j. Implement assessments that provide information on students' skills both for use in differentiation of instruction and for The Big Lift evaluation (SMCOE developed 1:1 assessment for rising kinders; STAR assessment for rising first through third graders).

P-3 Literacy & Collaborative Impact Program

Contractor agrees to work towards the following five goal areas by completing the major activities listed as follows:

1. Collective Impact Goal: Big Lift activities are aligned from preschool through third grade, and the community is making steady progress towards third grade reading proficiency for all children.
a. Provide leadership at the local level to ensure that activities are aligned, and the community is making steady progress towards third grade reading proficiency
b. Participate in the countywide Big Lift Collaborative meetings, Knowledge Network contractor meetings, Big Lift superintendent meetings and Big Lift preschool director meetings
c. By December 15, 2023, submit a grassroots outreach plan for finding and enrolling children with no preschool into Big Lift Inspiring Summers

2. Preschool /TK Literacy Goal: Big Lift programs provide high quality preschool spaces with an intentional, targeted and specific focus on the five core predictors of third grade reading

- a. Provide 15 preschool spaces with Big Lift quality supports for 3- and 4-year old children, with a minimum of 95% in-person enrollment by October 31, 2023
- b. Preschool classrooms must use language and literacy curricula and instructional strategies that address the five core predictors of third grade reading, and that have an identified scope and sequence. This will include an identified and intentional strategy to build background knowledge, vocabulary development, oral language and the alphabetic principle.

Required activities to meet this objective include the following:

- I. Implement the preschool literacy assessment the IGDIs or PELI three times per year in preschool classrooms in order to inform literacy small group supports and interventions, and for progress monitoring
- II. Identify an agency-wide early literacy lead who will be an internal literacy content expert, support staff in implementing language and literacy related objectives, and attend Big Lift meetings and professional learning communities. This individual should be empowered to make instructional decisions on behalf of the agency, and be able to devote ~2-4 hours/week (or more, if desired) toward leading early literacy activities program wide

3. TK-3 Literacy Goal: Districts Partner with The Big Lift to Work Toward Full Implementation of Science of Reading Aligned Instructional Practices in K-3 Classrooms

- a. Identify a district TK-3 early literacy lead who is responsible for districtwide TK-3 early literacy instructional and curricular decisions, and who will participate in a Big Lift sponsored leadership professional learning community (PLC) that meets 5-8 times during the year.
- b. Conduct literacy assessments between the kindergarten and third grade using one of two approved common literacy assessments for The Big Lift: the DIBELS 8th/Lectura or FastBridge. Follow the assessment frequency indicated below under the evaluation objective for each grade. Individual level assessment data will be shared using a secure portal with the SMCOE twice per year.
- c. Work toward alignment of early literacy instructional practices in transitional kindergarten (TK) with district preschool programs. To advance alignment, districts

are encouraged to implement some or all of the above literacy strategies under Goal #2 in their TK classrooms, with supports available from The Big Lift.

Additional activities for this new objective will be finalized pending further input and planning.

4. Family Engagement in Preschool Goal: Families have the tools and information they need to promote literacy at home, and support and advocate for their children’s well-being and academic success.

- a. Implement Raising A Reader (RAR) early literacy program for children in all Big Lift preschool spaces in alignment with the program model provided by San Mateo County Library (SMCL) and communicate with SMCL for training support where needed to ensure fidelity to the RAR national program. Program model includes 3 family engagement events (including a Family Kick-Off event, connection events to the library/library service and resources), assistance with receiving SMCL service visits, and RAR book bags rotated regularly
- b. Implement READY4K! family engagement text messaging program for children in all Big Lift preschool spaces (SMCOE will administer the program on behalf of programs)
- c. Designate family engagement leadership staff to participate in Big Lift alignment activities to improve and deepen family support practices and to increase their ability to partner with and learn from families across programs. Alignment work will focus on family supports that help reduce parent stress and bolster family wellbeing and, in turn, child development. These include: intake and assessment, resource and referral, case management, goal setting, motivational interviewing, trauma informed care capacity building, and other activities designed to meet critical family needs and improve family functioning
- d. In consultation with families, identify and schedule community building activities and/or evidence based or research-based parent education in accordance with families’ stated interests and needs, with support from SMCOE.

5. Evaluation and Assessment Goal: Evaluation efforts demonstrate the effectiveness of The Big Lift approach and interventions. Child-level assessments inform curriculum and program development and identify each child’s unique needs.

<p>a. Participate in the external evaluation of The Big Lift, which includes sharing a variety of preschool to third grade data using a secure data portal. TK-3 Student information system extracts will be requested up to 4 times per year. Requested data may include student assessment data, student and family demographics, attendance, discipline, special education, report card, and standardized test data. Districts may also be asked to participate in surveys, focus groups, interviews, and observations</p>
<p>b. Implement data-sharing agreements with SMCOE and Big Lift evaluators</p>
<p>c. Collect data on all kindergarten families every Fall through The Big Lift Kindergarten Form (to be completed by all kindergarten families in the district)</p>
<p>d. Complete Big Lift preschool data requirements, including those specified in “Data Collection Activities for The Big Lift Preschool Grantees – School Year Checklist”</p>
<p>e. Collect and enter individual level data on children, families and teachers into the Vertical Change data system for Big Lift preschool participants, including attendance data (SMCOE will import all available data from NoHo and/or ChildPlus to assist with this)</p>
<p>f. Administer the Brigance Kindergarten Readiness Assessment on all entering kindergarteners in the Fall of each year and provide release time (funded by TBL) for teachers to participate in training on the Brigance. Support assessment in children’s home languages wherever possible</p>
<p>g. Implement the supplemental literacy assessment the IGDIs three times per year in preschool programs</p>
<p>h. Conduct universal literacy screenings/assessments between kindergarten and third grade using one of two approved common literacy assessments for The Big Lift: the DIBELS 8th/Lectura or FastBridge. Follow the assessment frequency indicated below for each grade, with all K-3 students receiving assessments in English according to the charts below. For Spanish speaking English Language Learners, The Big Lift strongly encourages students additionally be assessed in Spanish, following best practice. Individual level assessment data will be shared using a secure portal with the SMCOE twice per year.</p> <p>The common assessment windows for The Big Lift districts will be as follows:</p> <p>Beginning of Year Assessment: August 1 – October 31</p>

Middle of Year Assessment: November 27 – January 30

End of Year Assessment: April 1 – June 15

FastBridge Assessment Measures and Frequency:

All students must be assessed in English following the schedule below, at a minimum. For Spanish speaking English Language Learners, The Big Lift strongly encourages students additionally be assessed in Spanish, following best practice.

FastBridge Measure	K - Fall	K - Winter	K - Spring	1 - Fall	1 - Winter	1 - Spring	2 - Fall, Winter, Spring	3 - Fall, Winter, Spring
Concepts of Print (English and Spanish)	E, S							
Onset Sounds (English and Spanish)	E, S	E, S						
Letter Names (English only)	E							
Letter Sounds (English and Spanish)	E, S	E, S	E, S					
Syllable Reading (Spanish only)		S	S	S	S	S		
Word Segmenting (English and Spanish)		E, S	E, S	E, S	E, S	E, S		
Nonsense Words (English only)		E	E	E	E	E		
Word Segmenting (Spanish only)		S	S	S	S	S		
Sight-Words 50 (English and Spanish)			E, S					
Sight-Words 150 (English and Spanish)				E, S	E, S	E, S		
Sentence Reading (English and Spanish)				E, S				
CBMreading (English and Spanish)					E, S	E, S	E, S	E, S

DIBELS 8th /Lectura:

Assessments/screenings will be conducted on all students 3 times per year on the measures per grade specified below (with some variation based on gating/discontinuation rules). All students must be assessed in English following the schedule below, at a minimum. For Spanish speaking English Language Learners, The Big Lift strongly encourages students additionally be assessed in Spanish via Lectura, which is recommended best practice.

	Skill	Measure	Grade K	Grade 1	Grade 2	Grade 3
DIBELS 8th Edition	Letter Names	Letter Naming Fluency	✓	✓		
	Phonological Awareness	Phonemic Segmentation Fluency	✓	✓		
	Alphabetic Principle and Decoding	Nonsense Word Fluency	✓	✓	✓	✓
		Word Reading Fluency	✓	✓	✓	✓
	Fluency	Oral Reading Fluency		✓	✓	✓
	Comprehension	Maze (Basic Comprehension)			✓	✓
Lectura*	Letter Names	Fluidez en nombrar letras	✓	✓		
	Phonological Awareness	Fluidez en la segmentación de sílabas	✓	✓		
	Alphabetic Principle and Decoding	Fluidez en los sonidos de letras	✓	✓		
		Fluidez en las palabras	✓	✓	✓	✓
		Fluidez en la lectura oral		✓	✓	✓
	Comprehension	¿Cuál palabra?			✓	✓

*Optional measures: ¿Qué e (Cuál palabra?) in G3.

IV. CONTRACTOR REPORTING REQUIREMENTS

The Big Lift Inspiring Summers Program

- a. Progress Report: Contractor will be required to submit a mid-year report regarding BLIS, using the San Mateo County approved form that describes progress toward meeting identified goals from the approved scope of work and success and challenges in implementation. Contractor will also be asked to share interesting or inspiring stories and anecdotes that reflect the value of the program that may be disseminated and/or published via The Big Lift's social media channels and reports. Contractor's BLIS report will be due **December 31, 2023**.
- b. Fiscal Reporting: Invoices will be submitted on a quarterly basis using the San Mateo County approved invoice template and general ledger documenting expenses incurred during that term. The BLIS will be due **October 31, 2023**.

Contract period: May 1, 2023 – December 31, 2023

- c. Record Retention: Contractor must retain all financial records, supporting documents, and all other records related to this Agreement for a period of seven (7) years after the County makes its final payment.

P-3 Literacy & Collective Impact Program

- a. Progress Reports: Contractor will be required to submit a mid-year and year-end narrative, using the San Mateo County approved form that describes progress toward meeting identified goals from the approved scope of work and success and challenges in implementation. Contractor will also be asked to share interesting or inspiring stories and anecdotes that reflect the value of the program that may be disseminated and/or published via The Big Lift's social media channels and reports. Reporting schedule will be as follows:
 - ii. January 31st: Mid-Year Narrative & Budget Report
 - iii. July 31st: Year-End Narrative & Budget Report
- b. Fiscal Reporting: Invoices will be submitted on a quarterly basis using the San Mateo County approved invoice template and general ledger documenting expenses incurred during that term. Fiscal reporting schedule will be as follows:
 - iv. October 31st: Term of July 1st – September 30th

- v. January 31st: Term of October 1st – December 31st
- vi. April 30th: Term of January 1st – March 31st
- vii. July 31st: Term of April 1st – June 30th

Contract period: May 1, 2023 – June 30, 2024

- d. Record Retention: Contractor must retain all financial records, supporting documents, and all other records related to this Agreement for a period of seven (7) years after the County makes its final payment.

Exhibit B 1 (rev. September 26, 2023)

In consideration of the services provided by Contractor described in Exhibit A1 (rev. September 26, 2023), County shall pay Contractor based on the budget identified below.

The Program Budgets below provide a not-to-exceed amount for each program. Funding may be shifted within sections of the budget for a particular Program Budget without prior County approval. Funding may be shifted between sections only with the prior written approval of the Director of the Human Services Agency, or designee.

For example, funding may be shifted within the personnel budget or within the operating expenses budget without prior County approval. But to shift funding from personnel to operating expenses, for example, the County's prior written approval is required.

County will pay Contractor within thirty (30) calendar days of receipt of a quarterly invoice from Contractor itemizing the work completed, on the invoicing schedule in Exhibit A1 (rev. September 26, 2023) ("Contractor Reporting Requirements"). Contractor shall submit an invoice indicating the work performed during that billing period and accompanied by the progress report required by Exhibit A1 (rev. September 26, 2023) ("Progress Reports"). 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. The County shall not be obligated to pay Contractor until Contractor submits a corrected invoice, demonstrating satisfactory compliance with the terms of this Agreement.

In no case shall the total amount payable under this Agreement for the work indicated in Exhibit A1 (rev. September 26, 2023) exceed \$231,055 without prior written consent of County in the form of an amendment to this Agreement.

CONTRACTOR BUDGET

The Big Lift Inspiring Summers (BLIS) Program

PERSONNEL			
Position Title	Salary	# FTEs	Summer 2023 Amount
Partner Program Lead		1.00	4,105.00
Program Manager		1.00	10,279.00
Academic Teachers	\$60	3.00	24,615.00
Program Assistants	\$23	1.00	4,600.00
Instructional Coach	\$60	1.00	9,885.00
Substitute Teachers	\$170	1.00	170.00
Janitorial		1.00	3,676.00
Community Liaison	\$30	1.00	1,260.00
Benefits			14,240.00
Sub-Total Personnel			\$72,830.00
OPERATING EXPENSES			
Morning Curriculum Supplies			765.00
Afternoon Curriculum Supplies			3,825.00
Snacks			2,581.00
Non-Instructional Supplies, Printing & Copying			765.00
Other: Bus Transportation to Program			10,289.00
Sub-Total Operating Expenses			\$18,225.00
TOTAL			\$91,055.00

The Big Lift Early Learning Program

I. PERSONNEL			
<u>Position Title</u>	<u>Salary Range</u>	<u># FTEs</u>	<u>Amount</u>
A. Classroom teachers	84,447.00	0.7	59,113.00
B. ECE Literacy Specialist	99,532.00	0.2	19,906.00
C. Big Lift Coordinator	138,228.00	0.1	13,823.00
D. Instructional Assistant	49,304.00	0.2	9,861.00
Enter Benefits % here @ 36.3%	0.363155		37,297.00
Subtotal - Personnel			\$ 140,000.00

II. OPERATING EXPENSES		
Subtotal - Operating Expenses		0

III. INDIRECT COSTS (Include indirect rate below)	0	0
Subtotal - Indirect Costs		0

IV. BIG LIFT P-3 PROGRAM TOTAL COSTS		
Total of sections I - III		\$ 140,000.00