

Contract Agreement Between NOVAworks Foundation and County of San Mateo

I. PURPOSE

This Contract, entered into by NOVAworks Foundation, located at 456 West Olive Ave, Sunnyvale, CA 94086, and the County of San Mateo, located at 500 County Center, Redwood City, CA 94063, herein referred to as the “Parties,” establishes a framework for collaboration to develop and implement a Career Pathway Pilot for high-quality public sector employment opportunities.

II. BACKGROUND

NOVAworks Foundation (Launch Lab) is the 501(c)(3) foundation of the NOVAworks workforce development board, a consortium of 8 municipal jurisdictions providing essential workforce development services to enhance economic mobility. The County of San Mateo is dedicated to fostering shared prosperity through innovative policies, community collaboration, and workforce initiatives.

This Contract aims to leverage the strengths of both Parties to develop a scalable model for public sector career pathways, advancing equity and inclusion while addressing workforce needs in San Mateo County.

III. SCOPE OF COLLABORATION

1. Services Provided

a. The County of San Mateo will:

- i. Utilize \$250,000.00 in funding from the NOVAworks Foundation to hire part-time project staff or a consultant to oversee the pilot program.
- ii. Engage County departments to identify entry-level roles and provide on-the-job mentorship and support for participants.
- iii. Collaborate with community-based organizations (CBOs) to ensure wraparound supports for participants, such as transportation and childcare assistance.
- iv. Implement inclusive hiring practices to reduce barriers for underserved populations.
- v. Collect and share data on employment outcomes, retention, and participant progress.

b. NOVAworks Foundation (Launch Lab) will:

- i. Co-develop the career pathway framework to align with Launch Lab’s mission and goals.
- ii. Provide strategic guidance, program design support, and advisory input on pilot strategies.
- iii. Assist in convening local businesses, educational institutions, and CBOs to foster a collaborative approach.
- iv. Develop metrics and evaluation criteria, analyzing data to assess pilot effectiveness and scalability.
- v. Support communications strategies to amplify the pilot’s achievements and advocate for expanded public sector workforce initiatives.

2. Funding and Review Schedule

- a. NOVAworks Foundation commits \$250,000.00 to support this project. NOVAworks Foundation will provide an initial investment of \$125,000.00 to support the pilot program. After the initial 6 months, NOVAworks Foundation will recommend an additional investment of \$125,000.00 to its Board.

- b. NOVAworks Foundation and the County of San Mateo acknowledge the evolving needs of the Career Pathway Pilot and agree to maintain flexibility in the use of funding. In addition to supporting project staffing and implementation, funds may also be leveraged—where appropriate and aligned with pilot objectives—to supplement apprenticeships, stipends, or training support for participants. This flexibility will be explored collaboratively as the program develops, ensuring that financial resources are optimized to enhance participant success and sustainability of career pathways.

3. Referral and Information Sharing

- a. The Parties agree to establish a referral system and share relevant information within the bounds of confidentiality and applicable laws to ensure effective program delivery.

4. Joint Activities and Programs

- a. The Parties may collaborate on joint activities and events, including career fairs, workshops, and networking opportunities, subject to mutual agreement.

IV. ROLES AND RESPONSIBILITIES

1. NOVAworks Foundation will:

- a. Provide strategic guidance and workforce expertise to ensure the pilot aligns with Launch Lab's broader goals.
- b. Convene essential partners and support the County of San Mateo in partnership development.
- c. Share best practices and insights to address barriers to entry for underserved populations.
- d. Assist with the development of communication materials to highlight program outcomes.

2. The County of San Mateo will:

- a. Lead project management and coo
- b. rdination efforts, engaging County departments and CBOs to implement the pilot.
- c. Provide staffing resources for program operations and participant support.
- d. Monitor program progress and ensure alignment with Launch Lab's objectives.
- e. Share pilot findings and recommendations with NOVAworks Foundation to inform future initiatives.
- f. The full scope of work for the County San Mateo is detailed in Attachment A, which is incorporated by reference into this Contract.

V. DURATION

- a. This Contract is effective upon signing and will remain in effect for 24 months (ending January 31, 2027). Either Party may terminate this Contract with 30 days written notice.

VI. MODIFICATION AND REVIEW

- a. This Contract may be amended or modified with the mutual written consent of both Parties. A regular review will be conducted annually to ensure its relevance and effectiveness.

VII. SIGNATURES

For NOVAworks Foundation:

Signed by: Marlena Sessions
Signature: FA15A62857C045E

Name: Marlena Sessions

Title: President, NOVAworks Foundation

Date: 3/28/2025

For the County of San Mateo:

Signature: _____

Name: Michael P. Callagy

Title: County Executive Officer

Date: March 28, 2025

ATTACHMENT A: Scope of Work

NOVAworks Foundation (NOVAworks Launch Lab and The County of San Mateo Partnership on the Career Pathway Pilot Project Overview

Scope of Work

The San Mateo County Career Pathway Pilot, developed in partnership with NOVAworks Foundation (NOVAworks Launch Lab), the County of San Mateo, and the San Mateo County Shared Prosperity Coordinating Council (SPCC), seeks to create sustainable career pathways for local residents into entry-level high-quality public sector roles. This pilot serves as a NOVAworks Launch Lab initiative, where learnings will contribute to a broader effort to establish effective public sector career pathways, benefiting both the workforce and our public sector partners.

The \$250,000 investment supports the County of San Mateo's project costs for a 24-month pilot project, including the hiring of a part-time consultant and/or project staff to manage the initiative. NOVAworks Launch Lab will provide strategic guidance, program design support, and partnership co-convening to ensure a scalable, impactful model.

Objectives

1. **Support economic mobility** through structured career pathways that connect underserved populations with sustainable, quality jobs in the public sector.
2. **Strengthen cross-sector partnerships** between the County of San Mateo, NOVAworks Launch Lab, and community-based organizations to foster pathway models for high-quality public sector employment.
3. **Advance Launch Lab's mission** to develop, test, and refine scalable models that enhance, in this instance, entry into public sector roles, promoting high-quality employment and equity & inclusion.

Roles and Responsibilities

1. **The County of San Mateo**
 - **Project Management and Staffing**
 - Utilize the \$250,000 investment to hire a part-time consultant and/or project staff dedicated to overseeing program management, coordination with County departments, and pilot logistics.
 - Ensure alignment with NOVAworks' Launch Lab goals by maintaining open communication with the NOVAworks Launch Lab and sharing insights on pathway development.
 - **Operational Oversight and Department Engagement**
 - Engage County departments (e.g., Human Services, Health, Libraries) to identify entry-level roles and support participants in accessing these career pathways.

ATTACHMENT A: Scope of Work

- Implement policies and training to promote inclusive hiring practices, reduce barriers, and facilitate on-the-job support and mentorship for pilot participants.
 - **Community Engagement and Support Services**
 - Collaborate with community-based organizations (CBOs) to ensure wraparound supports for pilot participants, including assistance with transportation, childcare, and other resources that promote job retention and stability, referring eligible participants to NOVAworks for WIOA enrollment where appropriate.
 - Serve as a primary liaison for SPCC and other local stakeholders, ensuring alignment with community needs and Launch Lab's overarching goals.
 - **Outcome Evaluation and Reporting**
 - Collect data on employment outcomes, retention, and participant advancement to evaluate pilot effectiveness.
 - Share findings and best practices with NOVAworks to inform Launch Lab's approach to scaling public sector pathway models across additional departments and other public sector partners.
2. **NOVAworks Launch Lab**
- **Co-Developer of Programmatic Strategy**
 - Work with the County of San Mateo to design the career pathway framework, integrating Launch Lab's mission to create equitable, scalable public sector employment pathways.
 - Explore opportunities to utilize pilot funding to support apprenticeships, stipends, and workforce training initiatives that enhance participant access to high-quality public sector careers. Work in collaboration with NOVAworks Launch Lab to identify and implement financial supports that align with program goals and advance workforce equity.
 - Develop metrics and evaluation criteria to capture insights on program effectiveness, supporting Launch Lab's mission to refine and scale effective public sector pathways.
 - **Strategic Advisor**
 - Provide advisory support to ensure that pilot strategies align with Launch Lab's vision for inclusive, high-quality public sector career pathways.
 - Share workforce expertise and insights from similar initiatives to guide pilot design and address barriers to entry for priority populations.
 - **Co-Convener of Key Partners**
 - Assist the County of San Mateo in identifying and convening essential partners, including local businesses, educational institutions, and CBOs, ensuring a collaborative approach.
 - Promote alignment between Launch Lab, SPCC, and community partners, fostering a shared commitment to equitable public sector workforce development.
 - **Data Collection and Evaluation Support**

ATTACHMENT A: Scope of Work

- Work with the County of San Mateo to gather and analyze data, providing Launch Lab with actionable insights into program impacts and areas for improvement.
- Share evaluation outcomes with the County of San Mateo and SPCC stakeholders, contributing to Launch Lab's broader mission to inform and advance public sector pathway strategies.
- **Communications and Advocacy Support**
 - Support the County of San Mateo in developing communication strategies that highlight the pilot's achievements, amplifying Launch Lab's impact on public sector workforce development.
 - Advocate for ongoing and expanded support by showcasing pilot outcomes and potential pathways for scaling public sector employment initiatives regionally.

Deliverables and Timeline

1. **Phase 1: Planning and Staff Onboarding** (Months 1-2)
 - Hire and onboard a consultant or project staff to manage pilot operations.
 - Finalize partnership roles, responsibilities, and Launch Lab alignment goals with key stakeholders.
2. **Phase 2: Program Design and Department Engagement and Local Resident Pipeline Partnership** (Months 3-7)
 - Complete the design of the public sector career pathway model, integrating Launch Lab's learning goals to inform future pathway developments.
 - Engage local CBOs for participant support services and begin pilot participant recruitment.
3. **Phase 3: Pilot Implementation and Monitoring** (Months 8-20)
 - Launch program in selected County departments, provide mentorship, and implement support structures.
 - Convene quarterly partner meetings to monitor progress and align on Launch Lab's learnings and insights.
4. **Phase 4: Evaluation and Reporting** (Months 20-24)
 - Analyze pilot outcomes, highlighting career pathway impacts, retention rates, and participant feedback.
 - Develop recommendations based on findings to inform Launch Lab's model for scalable public sector employment pathways.