

## EXHIBIT A – SCOPE OF WORK

Updated December 5, 2016

ATTACHMENT: Independent Contractor Form # 15678

### ***Contract between Linda “Birch” Early and the Peralta Community College District***

The purpose of this scope of work is to define the services to be provided by **Linda “Birch” Early** (hereinafter “Contractor”) to the Peralta Community College District (hereinafter “District”) related to providing support to Career Technical Education (CTE) in Division I at College of Alameda (COA). Under the terms of the contract dated September 9, 2016, attached hereto, and this Scope of Work, Contractor will perform the services outlined herein.

**Justification:** The initial contract dated September 9, 2016 only covered the work for the Data Unlocked grant. At that point, we were not able to add work for the Work-Based Learning (WBL) grant because the carryover budget was not loaded. The WBL budget was loaded on October 29, 2016. Thus, the college requested an extension for the grant, which was approved to June 30, 2017. Ms. Early’s initial ICC focused on CTE Data Unlock grant. The increase to the initial ICC is to support the deliverables in two other grants, CPT (\$5,000) and Work Based Learning (\$24,000). Adding these to new areas is the reason for the increased ICC.

Below is the justification for the extension:

Ms. Early was not able to work on the Work Based Learning grant early in the fall because the carryover budget was not loaded until October 29, 2016. Ms. Early will complete the following outstanding deliverables in support of meeting the new June 30, 2017 deadline:

- Arranging to bring in at least one advanced transportation speaker in the classroom
- Securing at least one more workplace tour for our transportation and logistics students
- Making arrangements for mock interviews for our students with industry participation in a Career Pathways Trust (CPT) Career Exploration class
- Continuing with the work of industry sector based (transportation and logistics) work based learning continuum. In order to produce our industry specific work based learning continuum in the transportation and logistics sector, we plan to do the following:
  - Work closely with the deputy sector navigator in our region to leverage their work and contacts in our area
  - Deepen our work with the Port of Oakland
  - Develop our new partnership with the Metropolitan Transportation Commission
  - Become a member of regional Eastbay Supply Chain Association to tap their industry knowledge and contacts
  - Grow our network of local transportation and logistics contacts, especially those in the warehouse and aviation industries to align with our ATLAS and Aviation Maintenance CTE programs.

## GOALS AND DELIVERABLES

### **DATA UNLOCKED GRANT**

#### **Data Unlocked Grant Goal:**

To provide information on student outcomes and labor market conditions (employment and earnings data, future industry trends, etc.) to support the development of regional workforce plans, preparation for more CTE funding in 2017, strengthen program review, accreditation, integrated planning and regional and sector-based program design.

**Deliverables for CTE Data Unlocked:**

- Contractor will become the COA CTE Data point person, through CTE Unlocked training and technical assistance, to understand and utilize CTE data tools such as Student Success Scorecard, Salary Surfer, Data Mart, CATEMA, LaunchBoard, and CTE Employment Outcomes Survey, etc. and to integrate and institutionalize use of this data in all COA CTE programs.
- Work with CTE faculty and administrators to understand and utilize these tools to pull and format data from these sources to support COA CTE program review, accreditation/tracking of student outcomes and future planning for COA CTE funding and new programs and courses.
- As a powerful business engagement strategy, utilize labor market information from these CTE tools in one-on-one and industry advisory committee meetings with business partners. Consultant will utilize this data to more effectively engage business partners by providing high value-added info and trends to keep their business more competitive and build long-term relationships with local business partners on providing value-added data.
- Share and leverage this information in our current work as part of regional East Bay Career Pathways initiative with regional partners in education, workforce and economic development to develop more effective regional and sector-based strategies for student success.
- Develop outreach and educational planning materials based on data found in the LaunchBoard, Salary Surfer, and other tools
- Draft and submit quarterly reports
- Contractor will provide training and facilitation on data integration
- Contractor will format data from CTE data tools to support program, sector and college planning

**WORK-BASED LEARNING GRANT**

**Justification:** Ms. Early has been working on the WBL grant. Recently, the carryover budget was loaded and we received an extension to June 30, 2016. With the budget in place and the extension granted, the consultant can continue working on the deliverables of the WBL grant.

**Work-Based Learning (WBL) Goal:**

To complete the deliverables listed below as part of the extension we were granted to June 30, 2017. This will allow us to complete the work and spend the carryover balance.

**Deliverables for Work-Based Learning (WBL) Grant:**

- Contractor will continue to attend WBL/CPT related meetings/conference and disseminate information back to the College.
- Strengthen existing partnerships with Alameda Unified School District (AUSD) by offering opportunities to our Career Pathways Trust (CPT) students
- Strengthen partnerships with Community Based Organizations, Workforce Development Boards and industry to identify resources for the College and its students.
- Assist in coordinating and implementing WBL events/activities related to WBL grant objectives:

- Provide coordination assistance as it relates to the CTE Fair/Lab Tour at college site
  - Coordinate mock interviews, performed by industry partners, within the CPT Career Exploration Course.
  - Establish one summer internship and cooperative education credit for eligible high school students.
- Assist in reporting progress made towards identified grant objectives.

**CAREER PATHWAYS TRUST (CPT) GRANT:**

**Justification:** Ms. Early has been working on the CPT grant, collaborating with staff at the college and district, and partnering schools.

- A portion of CPT funds will be used to attend WBL/CPT related meetings and conferences.

**TIMELINE AND COMPENSATION**

**Period of Performance:** September 19, 2016 – June 30, 2017.

**Compensation:** As compensation for the defined services to be performed under this agreement, College of Alameda will pay *Linda “Birch” Early not to exceed \$53,000.*

The scope of work may be modified and evolve to satisfy the needs and requirements of the client. Significant additions or modifications to this contract and scope of work may result in changes to the project budget and schedule. All modifications of the agreement are to be transmitted in writing or via email.

**Payment shall be in installments payable per the information below:**

*Linda “Birch” Early* to provide monthly invoices with a description of the work performed and its relation to the overall progress.

**Hourly Rates:**

- \$50 per hour
- 30-40 hours/week for 12 weeks X \$50 hourly rate = \$24,000

**BUDGET BREAKDOWN**

The following work was part of the initial contract in September 2016:

**Data Unlocked Budget:** Not to exceed \$24,000  
**Data Unlocked Budget String:** 2-11-255-5105-1-672700-2037-00

The work for the two grants below required a contract extension in December 2016:

**Work-Based Learning (WBL) Budget:** Not to exceed \$24,000  
**Budget String:** 2-11-255-5105-1-601200-1084-00

**Career Pathways Trust Budget:** Not to exceed \$5,000  
**Budget String:** 2-11-255-5202-601200-1075-02