UNIVERSITY INSTRUCTORS LLC®
A Public Consulting Group Company

Scope of Work

Date	Quote Number
01/11/2022	#IB22-0562

Quoted to Client:

San Leandro Unified School District
835 E. 14th St., Suite 200
San Leandro, California 94577

For Additional Information or Remittance, contact:
University Instructors LLC
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Submitted By:
Irene Bailey
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Description	Amount
TutorEd Intervention Services **Program Overview & Academic Focus:** Public Consulting Group, Inc. ("PCG") and its subsidiary, University Instructors LLC ("UI"), a Public Consulting Group ("PCG") Company, will provide instructional support and targeted interventions for middle school students at San Leandro Unified School District. **Service Overview:** • Instructional support will be delivered during the regular school day (push in and/or pull out sessions as needed) • Standards-based content aligned to learning objectives and students' specific needs will be provided by schools/districts • Small group ratio (1:1 – 3) per session • Collaborative planning with teachers to ensure additional instructional support is optimally aligned with in-classroom core content teaching/pacing • Program Dates: February 14 – May 27, 2022 • Schedule: 7:30 AM – 3:30 PM; 7 HRS/Day x 5 Days/Week per Instructor including planning time • Program Hours: 908 HRS Total • (64 Days x 7 HRS/Day x 2 Instructors + 12 HRS Training/PD - 3 HRS program training & 3 HRS add. instructional coaching per Instructor throughout the implementation) • Hourly Rate: $96.50/PRG HR • Design, Coordination, and Management (DCM): 20% of total program investment; see additional details enclosed **Program Investment: $105,146.40** **Program Goals & Objectives include:** Design and implement a structured intervention program that engages students and improves academic skills and student engagement, as well as confidence in learning.	105,146.40
Total:	**$105,146.40**

All services provided by UI are subject to both these Terms and Conditions and UI's Standard Terms and Conditions, a copy of which is located at: http://ui.pcgus.com/termsconditions.

The start date for services will be based on date of execution of this Scope of Work ("SOW").

Unless otherwise indicated in this SOW, (1) UI will invoice CLIENT for the Design, Coordination and Management Fee ("DCM Fee") upon receipt of signed agreement or purchase order; and (2) UI will invoice CLIENT for the remaining balance as services rendered, or in equal monthly installments (or other designated installments to be agreed upon by the parties) during the service period.

Design, Coordination, and Management ("DCM") Services

Upon CLIENT's written request for one or more of the following DCM services, UI will provide such requested DCM service(s) pursuant to this SOW:

i. Confirm program details with school and/or district administration.
ii. Review program delivery timeframe, schedules, and leadership expectations.
iii. Coordinate pre-launch activities with school and/or district.
iv. Recruit, screen, and place appropriate instructors for program(s) in compliance with agreement terms.
v. Manage and facilitate all personnel and payroll functions throughout program.
vi. Monitor elements of school program implementation including, but not limited to personnel, training, materials distribution, and student attendance.
vii. Update school administration concerning program progress and emerging issues.
viii. Adjust program delivery timeframes and/or hour usage as necessary.
ix. Communicate to all parties regarding changes to programs that affect the schedule.
x. Initiate removal and replacement of Instructors and personnel as necessary.
xi. Provide program personnel with ongoing support and encouragement.
xii. Review and approve instructor timesheets.
xiii. Conduct program wrap-up and any final program review meetings.

Screening

UI will ensure that all placed UI instructors/staff have passed: (1) a comprehensive criminal background check including the National Sex Offender Registry Database; (2) a check of the Multi-State Instant Criminal Database; and (3) a thorough search of the most recent jurisdiction on record when hired. Each school year, UI will complete an updated criminal background check for all existing UI instructors/staff. UI verifies the educational backgrounds of its instructors/staff by reviewing their transcripts as a part of the hiring process. Further, UI participates in the E-Verify program which verifies employment authorization and is operated by the U.S. Department of Homeland Security in partnership with the Social Security Administration.

Health and Safety

UI complies with all applicable health and safety laws, rules, regulations, and guidelines, including those promulgated by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). In case of conflict between federal, state, and/or local recommendations, UI follows the most stringent safety recommendations. If UI is asked to provide in-person services at any site or workplace at which the strictest health and safety guidelines are not followed, or if the conditions associated with any public health emergency, including the COVID-19 pandemic, materially change, UI may, in its discretion and without penalty, either terminate any in-person portions of this SOW or transition to alternate workplace conditions and/or means of service delivery, including transition to virtual delivery of services.

COVID-19 Staff Shortages

The parties acknowledge and agree that, due to COVID-19 related staff shortages, not all instructors may be available to provide in-person delivery at all times. In the event there are an insufficient number of available instructors to fulfill an agreed-upon in-person delivery, UI will deliver a remote or hybrid model until such time as sufficient staff is available for deployment.

Instructor Qualifications

UI instructors will: (1) possess a bachelor's degree from an accredited university; (2) have teaching or tutoring experience; and (3) be proficient in the subject matter in which they are tutoring.

Collaboration

UI instructors and program coordinators will coordinate instructional activities with classroom teachers to ensure that all instruction is standards-based and aligned across core academic areas. Upon CLIENT's written request, instructors will assist with CLIENT's instructional planning.

Instructional Model

Upon CLIENT's written request, UI will adopt a customized "push-in", "pull-out", or co-teaching model, which may vary from day to day based on CLIENT and student needs. Tutoring sessions may take place either in-person or remotely.

Materials and Supplies

UI instructors will utilize materials, supplies, and benchmark assessments provided by the classroom teachers to ensure continuity and alignment with district pacing. Computer assisted instruction, if required, will be conducted using school-supplied computer equipment.

Meetings and Reporting

Upon CLIENT's written request and where appropriate, instructors will attend planning meetings, classroom assessment, and data meetings. In-person attendance at any meeting is not required; all meetings may be attended remotely.

Training
UI will provide instructors training on policies, procedures, and expectations, as well as best practices for small group instruction. UI welcomes and encourages CLIENT to include instructors, as appropriate, in specific trainings.

Non-Solicitation/Non-Competition
During the term of this agreement and for a period of four (4) months thereafter, CLIENT shall not, directly or indirectly, solicit or hire any UI employee/candidate (each, a "UI Instructor") to provide services that are the same as or similar to those provided by the UI instructor without the express written consent of UI and payment of a one-time staffing fee equal to 10% of the first-year salary (or equivalent) for such hired UI Instructor. Upon CLIENT's payment of this staffing fee to UI, UI will release the UI Instructor from non-compete and other restrictions relevant to such instructor's service with UI in order to allow CLIENT to hire the UI Instructor. These provisions shall survive the termination of this agreement and will remain in full force and effect throughout the applicable period in question.

Cooperative Purchasing Agreement
The terms and conditions of this SOW may be extended to any other school district or other entity to permit those other entities to contract with UI for the goods or services set forth in this SOW, subject to the mutual agreement of UI and the other entity, which may include different payment terms. CLIENT assumes no authority, liability, or obligation to UI or to any other entity with respect to any such resulting contract.

Additional Services
By mutual agreement through written amendments to this SOW signed by each party, the parties may expand the scope of this SOW to include other products or services offered by UI, and to specify rates of payment for such products or services.

Irene Bailey
ibailey@pcgus.com

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University Instructors LLC		San Leandro Unified School District	
By:	James Popp	By:	
Title	President	Title:	
Date	01/11/2022	Date:	
Signature:		Signature:	

Please scan/email signed Scope of Work to ibailey@pcgus.com. Thank you!