**Instructions for Contract Managers:** The language in red below is for illustrative purposes only. You should customize the activities, reporting requirements, data sharing arrangement (if any), and precise performance measures to fit your contract scope and purpose. Please add additional rows or categories wherever needed. If you need guidance, please contact Emily Courtnage, Director of Purchasing & Contracting, at [ecourtnage@pps.net](mailto:ecourtnage@pps.net).

Please delete this instruction and all language in red before finalizing scope and sharing this document with the Contractor.

1. **Synopsis of Contractor’s Work:**
2. **Performance Period/ Dates and Times of Service:** Example: This Contract runs from September 1, 2018 through June 30, 2019. Contractor will hold four two-hour group mentoring sessions, with 10-12 students per session, every week that school is in session. Mentoring sessions will be held at the school between the hours of 3:30 pm and 6:30 pm.
3. **Detailed Description of Goals and Activities:**

|  |
| --- |
| Goal #1: Example: Increase school attendance |
| Activities [Describe below the specific contract activities designed to help achieve the listed goal] |
|  |
|  |
|  |
| Goal #2: Example: Reduce racial disparities in academic performance |
| Activities |
|  |
|  |
|  |

1. **Data Sharing:**

[Describe all data sharing from Contractor to District and, if applicable, from District to Contractor. Describe exactly what data will be shared, frequency of sharing, and method of transmission. Indicate whether student/family releases of information will be required. Confer with the System Planning and Performance Department regarding data availability and data sharing capacity before committing to any sharing of District data.]

1. **Tasks and Reports:**

|  |  |
| --- | --- |
| **Activities & Reporting** | **Time Frame/Due Date** |
| Examples: |  |
| Attend [weekly/monthly/quarterly] check-in meetings with Contract Manager to discuss contract activities and progress to date |  |
| Quarterly progress report for Quarter 1 (or Semester 1 progress report)\* |  |
| Quarterly progress report for Quarter 2\* |  |
| Quarterly progress report for Quarter 3\* |  |
| Final report\* |  |

\*Be sure to specify the period of time each report should cover. In most cases, only the final report should be cumulative, whereas the progress reports should solely cover metrics and outcomes during the period for which the report is provided.

All Reports will be sent to PPS Contact Name (     @pps.net), cc additional PPS Contact Name (     @pps.net) additional PPS Contact Name (     @pps.net)

1. **Contract Performance Measures**:

|  |  |
| --- | --- |
|  | **Target** |
| Examples: |  |
| Minimum number of students served |  |
| School Attendance: % of participating students who will maintain an individual school attendance rate of 90% of higher |  |
| School Attendance Improvement: % of participating students who improved attendance by 10% or more from prior year |  |
| Credit Attainment: % of participating students who will have obtained a minimum of six academic credits prior to entering next school year |  |
| Discipline: % of participating students with zero level 2/3 infractions or exclusions |  |
| Discipline Reduction: % of participating students who decreased their involvement in disciplinary action from prior year |  |

1. **Payment:** See Contract Section 4(a) through 4(d). [Provide additional detail here to explain costs or budget as needed. If payment will be based on actual costs incurred, provide a detailed budget. If payment will be based on hourly or per student fees, provide detail of how hours or students served should be calculated. ]
2. **Estimated Contract Cost Per Student Served:**
3. **Mandatory Contractor Training:**

[Option 1 - to be used if Contract Manager requires training completion via website as stated in Exhibit C. Delete if inapplicable.] Contractors and staff who have direct, unsupervised contact with students must participate in several mandatory trainings, available on a publicly accessible website, as outlined in Exhibit C: Mandatory Contractor Training. Contractors must sign the Certification in Exhibit C.

[Option 2 - to be used only if Contract Manager requires training and tracking of completion via Pepper rather than via the publicly accessible website with contractor trainings. Delete if inapplicable.] PPS will provide all contractor staff working directly with students with an individual PPS email account that will give contractor staff access to our trainings via our profession development site, PEPPER. Contractors must submit the names and emails of all relevant contractor staff to the contract manager to activate their email accounts. Once accounts are activated, contractor staff will have 30 days to complete the mandatory trainings.

PEPPER Training Titles:

Professional Conduct Training (17 minutes)

Child Abuse Prevention and Reporting (35 minutes)

Adult Sexual Misconduct: Staff to Student/ Title IX (35 minutes)

Identifying and Supporting Homeless Youth (8 minutes)

Discrimination, Harassment, Bullying and Retaliation (50 minutes)

Emergency Preparedness Training (40 minutes)

Information Security Awareness Training (10 minutes)