# <u>SCOPE OF WORK</u>

## Project Ready to Learn

This proposed Scope of Work (Scope) describes the tasks to be performed by the Contracted Project Coordinator (Contractor) in assisting the Project Ready to Learn Coalition (Project Team) in fulfillment of the requirements of Library Services and Technology Act (LSTA) Grant Number 13-09-4p, "Project Ready to Learn" (the Grant). The purpose of the project is to assist families in preparing children from birth to age five to reach public kindergarten "ready to learn" as measured by results on the Oregon standardized Kindergarten Readiness Assessment.

## BASIC SCOPE OF SERVICES

This project will combine resources from public libraries, public education, Oregon State Treasury and multiple community and business partners to focus on the goal of kindergarten readiness. The scope of work includes providing overall project coordination in fulfillment of the Grant objectives; organizational and administrative assistance to the Project Team and Work Groups; selection and coordination of Field Staff; report writing; developing content for early learning newsletters; supplemental grant writing; and implementing a project marketing campaign.

### Item 1. Review Grant materials and create a working plan of action

Within two weeks of contract implementation:

- Using notes and information from Ready to Learn Project Team meetings, draft an action plan and revised timeline that incorporates, revises and updates the original activities outlined for year one of the Grant, listed below. The plan will be aligned to goal and objectives of the Grant document (attachment 1) to insure that all requirements are fulfilled. The draft plan will be forwarded electronically for review to the Project Team (attachment 2) at the next regularly scheduled Project Team meeting. Revise the plan as directed and prepare a final version for acceptance.
- Design a report template that will show progress directly linked to the plan and which will effectively capture output measures for use in Grant reports.

<u>Project Timeline and Expanded Activities</u> (Year One)

**Month One (February):** The Contractor will work with the Project Team to select Field Staff. The process for issuing Ready to Learn Cards will be reviewed at each library during on-site training sessions. Ready to Learn Cards and related promotional materials will be ordered using pre-determined design and branding elements.

**Month Two (March):** Process training will be completed. Content for newsletters will be developed by contracted workers and IMESD staff. Twelve monthly focus areas will be determined and shared with libraries. Training will begin on aligning story program content with Oregon Common Core Standards.

**Month Three (April):** Promotional materials will be distributed to libraries. Follow up contact will be made with hospitals, medical centers and community partners to distribute promotional materials and provide project updates. Any adjustments needed to Sage (Evergreen) ILS will be completed. LSTA reports submitted.

**Month Four (May):** Training for story program staff will be completed. Marketing campaign will begin.

**Month Five (June):** Libraries will begin distribution of Ready to Learn Cards. IMESD will distribute early learning tips newsletter to registered participants by email, electronic notification or US Mail. Weekly library programs will be aligned to monthly content to reinforce concepts. Field staff will begin weekly story programs for libraries without in-house children's staff. Skills will be taught to library-assigned personnel or volunteers. Weekly story programs and quarterly parent education programs aligned with Common Core and kindergarten readiness skills begin at all libraries.

**Month Six (July):** Monthly reports for participation (gross numbers for each participant) will begin to be sent from library ILS to IMESD. Supplemental "incentive" items from community business partners will be identified and attached to Ready to Learn Card use.
LSTA reports submitted.

**Month Eight (September):** The first quarterly distribution of "incentive funding" will be received in participant accounts.

**Month Nine (November):** LSTA reports submitted.

**Month Eleven (December):** Initial data review will begin, examining the first six months of registration. Calculations and adjustments will be made for registration targets.
Second quarterly distribution of "incentive funding."

**Month Twelve (January):** LSTA final narrative report submitted.

**Item 2. Prepare Materials**

Arrange for the design, proofing and approval by the Project Team of all project materials including but not limited to:

- Ready to Learn Card
- Application Forms
- Information Brochures
- Newsletter design and layout
- Monthly newsletter content
- Other materials needed in support of the grant goals and objectives.

Evaluate and recommend to the Project Team vendors for production.
Evaluate and recommend to the Project Team a translation service to ensure all materials are accurately produced in both English and Spanish.
Responsible for assuring the distribution of project materials to libraries and other project partners.

**Item 3. Prepare Documents**

Prepare a monthly progress report for review by the Project Team which will document all achievements towards fulfilling the Action Plan (Item 1) and flag any issues that require attention, retooling or reassessment. Report will include all output measures needed to quantify project activities.

Prepare narrative reports for the LSTA grant according to the contract schedule. Obtain the corresponding financial reports from IMESD staff and facilitate sending reports to the Oregon State Library in a timely manner.

Prepare subsequent LSTA applications in collaboration with Project Team to extend project funding. All grant materials will be reviewed and approved by the Project Team prior to submittal.

**Item 4. Design Marketing Campaign**

Within sixty (60) days of contract implementation, draft a proposed campaign to market the Ready to Learn Card throughout the target area and forward to the Project Team for review. The plan will be approved at the next regularly scheduled Project Team meeting. This marketing campaign will reflect the timeline established in the Action Plan (Item 1). The Contractor, or Field Staff as assigned by the Contractor, will be responsible for identifying, meeting and communicating with community partners as needed to promote

the understanding and use of the Ready to Learn Card. Examples of community partners include but are not limited to: hospitals and medical centers, Chambers of Commerce, Early Learning Centers or preschools and churches.

The Contractor will prepare all media releases for newspaper, radio, television, or social media, with care given to review local information with grant partners prior to release.

The Contractor will work with IMESD technical staff to prepare and post information about the Ready to Learn Card on webpages for all grant partners.

**Item 5. Training**

Following the timeline set in the Action Plan (Item 1):

- Organize, plan and provide training in the Ready to Learn card application process for all library partners.
- Organize, plan and provide training for all youth library staff to ensure that library early learning programs reflect the Grant's common goal of kindergarten readiness as defined by successful completion of the Oregon Kindergarten Readiness Assessment.
- Assist partner libraries in use of consistent language.
- Design and provide tools for libraries to collect statistics needed to meet Grant objectives.

**Item 6. Coordination and Consultation**

The Contractor will coordinate with Ready to Learn Coalition Project Team, IMESD staff, and with the participating libraries throughout the project. The Contractor will meet with contracted Field Staff regularly to fulfill the needs of the project. In addition, the Contractor will organize, schedule and attend monthly Team meetings, to be held at the IMESD with options arranged for remote attendance, and keep and distribute notes from all meetings.

**Item 7. Termination**

A. This contract may be terminated at any time by the District upon fifteen days' written notice, without cause.

B. In addition, District may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:

(i) If District funding is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;

(ii) Contractor's failure to maintain any license or certificate required by law or regulation to be held by Contractor to provide the services required by this Contract.

(iii) Contractor's failure to meet the timelines as stated.

C. Time is of the essence of Contractor's performance of each and every obligation and duty under this Contract. In the event of default or breach, District may at any time terminate the whole or any part of this Contract by written notice to Contractor.

D. In the event of termination by District without cause, Contractor shall be paid in accordance with the terms of this Contract for services provided, together with all costs arising out of such termination.

E. Under no circumstances shall Contractor be entitled to claim, or receive compensation for, anticipated profits or lost opportunity.

F. The rights and remedies of either party provided for in this Section are not exclusive and are in addition to any other rights and remedies provided to the parties by law or under this Contract, except as otherwise provided herein.

*Copies of all reports, documents and graphics are the property of the Ready to Learn Coalition, and are subject to Oregon's public records law.*