

# ROCKLAND BOCES

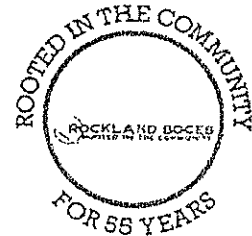
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADULT EDUCATION AND BUSINESS SERVICES

131 MIDLAND AVENUE NORTH, NYACK, NY 10960

PHONE: 845-348-3500 FAX: 845-348-3550

[WWW.ROCKLANDBOCES.ORG](http://WWW.ROCKLANDBOCES.ORG)



## PROFESSIONAL SERVICES AGREEMENT

This agreement, in reference to RFP # 2019-20-21, is between the Rockland Board of Cooperative Educational Services, Adult Education Division located at 131 Midland Avenue, Nyack, New York 10960 (hereinafter referred to as "BOCES") and Impact Support Services, LLC located at 28 Barnes Drive, Garnerville, NY 10923 (hereinafter referred to as "CONSULTANT").

WHEREAS, BOCES has sought professional services in accordance with the provisions of 104-b of the New York State General Municipal Law, and

WHEREAS, BOCES has need of the professional services of an individual or organization with particular training, ability, knowledge, experience, and/or expertise, it is agreed that:

1. BOCES will pay the CONSULTANT according to the following Rate Schedule:

Task Rate: \$1,000 per youth served to a maximum of 20 youth @ \$20,000.

Date(s): January 1, 2021 – June 30, 2021

This rate is for deliverance of the following services:

CONSULTANT will coordinate, facilitate, and implement a Mentoring Program for In- and Out-of-School Youth as part of the services under the WIOA grant INCLUDING:

- A. Provide adult mentoring services for out-of-school and in-school youth, up to age 24
- B. Effectively match youth participants with individual mentors
- C. Provide mentoring activities off site from Rockland BOCES' campus which could include job shadowing, worksite tours, college visits, and other career related activities
- D. Coordinate a minimum of 12-monthly mentoring meetings between each youth participant and an adult mentor
- E. Provide training to adult mentors to ensure mentors cover topics related to the youth's career goals as outlined in their Individual Service Strategy
- F. Provide group mentoring as needed on an occasional basis; however one-on-one meetings must be the primary type of mentoring

- G. Effectively screen and provide background checks as part of the process of hiring adult mentors
- H. Provide transportation, including proof of liability and vehicle insurance
- I. Maintenance of all document files, and electronic monthly submission all services provided to youth each month to the Youth Coordinator at Rockland BOCES by the 10<sup>th</sup> of the following month.
- J. Provision of, or referral to program elements as follows:
  - 1. Provision of Tutoring, study skills training and evidence based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a postsecondary credential.
  - 2. Paid and unpaid work experience. (Youth may be referred to Rockland BOCES for this program element.)
  - 3. Occupational skill training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors and occupations. (Youth may be referred to Rockland BOCES for this program element.)
  - 4. Alternative Secondary School services or dropout recovery services as appropriate. (Youth may be referred to Rockland BOCES for this program element.)
  - 5. Integrated education and Training. (Youth may be referred to Rockland BOCES for this program element.)
  - 6. Leadership development opportunities, which may include such activities as positive social behavioral and soft skills, decision making, team work and other activities.
  - 7. Support Services
  - 8. Adult mentoring for a duration of at least (12) months, that may occur both during and after program participation.
  - 9. Follow-up Services for minimum of 12-months period post exit.
  - 10. Comprehensive Guidance and Counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
  - 11. Financial Literacy education. (Youth may be referred to Rockland BOCES for this program element.)
  - 12. Entrepreneurial skills training. (Youth may be referred to Rockland BOCES for this program element.)
  - 13. Services that provide labor market and employment information about in-demand industry sectors and occupations.
  - 14. Activities that help youth prepare for and transition to post-secondary education and training.

Expected Outcomes:

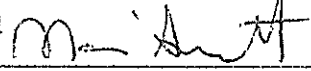
A minimum of 5 Youth will participate in the Adult Mentoring services.

A maximum of 20 Youth will participate in the Adult Mentoring services.

Payment: Impact Support Services, LLC will invoice \$500 per student with documentation of provision of first mentoring service and \$ 500 per student with documentation of 12 months of mentoring service provision up to a maximum of \$20,000 (20 students).

The CONSULTANT is retained only for the purpose and to the extent set forth in this agreement.

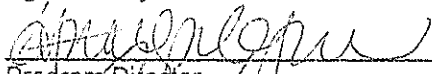
2. A CONSULTANT shall not be entitled to health insurance, workers' compensation insurance, unemployment insurance, disability insurance, or other benefits.
3. In accordance with federal and state requirements, BOCES will report payments made as a result of this agreement on the appropriate form(s) for income tax purposes.
4. This agreement may be terminated by either party at any time upon two weeks' written notice. In such event, the CONSULTANT shall be entitled to receive a reasonable payment for work completed as of the date of termination as determined by BOCES. BOCES shall have no liability beyond payment of said reasonable sum.

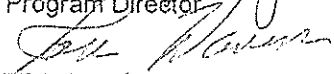
Consultant Signature  e-mail address: Marac.Singleton@impact-supportservices.com  
 Date 3/12/21 Soc.Sec.#/Fed.I.D.# 82-2870222  
 Print Name Marac Singleton Phone# (845) 664-2564  
 Mailing Address 28 Barnes Drive FAX \_\_\_\_\_  
Garrettsville City NY State Zip 10923

Rockland BOCES Approvals:

Department Career Center Budget Code: 758 WIOA Youth

Agreed to by:

 Date: 3/22/2021  
Program Director

 Date: 3/25/21  
Exec Director of Business & Operations

 Date: 3/6/21  
Chief Operating Officer