



July 29, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Volunteer Placement

RECOMMENDATION: That the School Committee award a contract to the following vendor for placement of volunteers in both elementary and secondary schools; funds to be provided from the General Fund budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Cambridge School Volunteers 459 Broadway Cambridge, MA 02138	7/1/14 – 6/30/15	\$151,365.00

DESCRIPTION: This contract is for administering and processing the placement of volunteers in the schools.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12... "motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53101	Professional Services
FUND:	15000	General Fund
ORG:	893640	Deputy Superintendent/School Volunteer
PROJ:		

Respectfully Submitted,

Jeffrey M. Young, Ed.D.
Superintendent of Schools

CS

JUN 26 '14 PM 4:01

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CAMBRIDGE PUBLIC SCHOOLS

REQUEST FOR CONSULTING OR PROFESSIONAL SERVICES CONTRACT

check one

Account	Fund	Dept	Proj/Grant
<input checked="" type="checkbox"/> 53101 Prof/Tech	15000	893640	
<input type="checkbox"/> 57202 Training			
<input type="checkbox"/>			

For Contracts exceeding \$5,000, check one:

- Professional Development Contract
- Mental Health or other Health Service
- Special Education Related Services
- Social Service Provider
- Sole Source (documentation required)
- Three Quotes Solicited (please attach)

AU Administrator

Dr. Carolyn L. Turk
893640

Department:

Vendor Name:

Cambridge School Volunteers

Street Address:

CRLS, 459 Broadway

City:

Cambridge	State: MA	Zip: 02138
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Email:

Phone

349-6794

Send To: Contact Name:

Jennifer Fries

FAX:

Scope of Services: Please attach consultant proposal if available.

Administer and process the placement of volunteers in the Cambridge Public Schools, both the elementary and secondary levels. Volunteers are placed at the request of teachers, administrators at the Office Special Services and the Guidance Department throughout school year.

To administer the placement, training, supervision on Early Literacy Programs K-3, through which students are tutored twice weekly on a one-on-one basis in beginning reading skills. Coordination of the Learning Center Program for Elementary and Upper Schools, including the Amigos School. Coordinate Corporate Partnerships such as Reading Buddies and NetPals. To assist with the recruitment of volunteers for MCAS extended day programs.

Contract Period:

Start Date: 7/1/14

End Date: 6/30/15

Contract Amount:

Not to exceed: \$151,365.00

Payment Terms:

Flat amount at end of project:

Daily Rate of:

Hourly Rate of:

Progress Payments as follows:

Invoices

CORI Authorization: The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required:

CORI Not Required:

AU Administrator:

Dr. Carolyn L. Turk

Date: 6/24/14

6/24/14