



## Arlington Public Schools

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Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
[www.apsva.us](http://www.apsva.us)

March 6, 2020

**Via Email**

Communities In Schools of NOVA, Inc.  
Attn: Patrick F. Brennan  
Executive Director  
201 N. Union Street  
Suite 340  
Alexandria, VA 22314  
[patrick@cisofnova.org](mailto:patrick@cisofnova.org)

Subject: Integrated Student Supports for Identified At-Risk Students – Contract 49FY17 Amendment  
No. 1

Dear Mr. Brennan:

Attached is Amendment No. 1 to revise the Exhibit B – Scope of Services and Exhibit C – Fee Schedule to add the Graduation Coach position at Wakefield High School and the Career College Life Ready Manager at Gunston Middle School, Arlington Community High School, Wakefield High School and the Career Center at the rates reflected herein for the current Contract Term. A revised Exhibit B – Scope of Services and Exhibit C – Fee Schedule are attached. All other terms and conditions shall remain unchanged.

Sincerely,

Joshua A. Makely, CPPO, CPPB  
Assistant Director of Procurement

JAM:jam

Enclosure



**Arlington Public Schools**

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**Amendment No. 1**

**Subject:** Integrated Student Supports for Identified At-Risk Students – Contract 49FY17  
Amendment No. 1

**Contractor:**  
Communities In Schools of NOVA, Inc.  
Attn: Patrick F. Brennan  
201 N. Union Street  
Suite 340  
Alexandria, VA 22314  
[patrick@cisofnova.org](mailto:patrick@cisofnova.org)

**Contract:**  
49FY17

Exhibit B – Scope of Services and Exhibit C – Fee Schedule are hereby amended to add the Graduation Coach position at Wakefield High School and the Career College Life Ready Manager at Gunston Middle School, Arlington Community High School, Wakefield High School and the Career Center at the rates reflected herein for the current Contract Term. The adjusted Fee Schedule will be effective from January 4, 2020 and November 15, 2019 respectively. A revised Attachment B – Scope of Services and Exhibit C – Fee Schedule are attached. All other terms and conditions shall remain unchanged.

**Arlington Public Schools**  
Authorized Signature: *David J. Webb*  
Printed Name and Title: David J. Webb, C.P.M.  
Procurement Director /  
Procurement Agent  
Date: April 1, 2020

**Communities In Schools of NOVA, Inc.**  
Authorized Signature: *Patrick F. Brennan*  
Printed Name and Title: Patrick F. Brennan  
Executive Director  
Date: 4/1/20

**Exhibit B**  
**Scope of Services – Revised**

- A.** Arlington Public Schools (APS) is seeking the services of a Contractor to provide Integrated Student Supports (ISS) to at-risk, disadvantaged students and their families, from pre-K through high school at, initially, four (4) of its schools. The ISS shall promote these identified students’ academic success by developing or securing and coordinating supports that target academic and non-academic barriers to achievement.

Currently funding for two locations is provided by the Contractor. APS seeks to continue this type of arrangement; that is the Contractor will support the program by providing personnel and services for a minimum of two school sites.

- B.** For identified students the Contractor will at a minimum:
- Oversee provision of a continuum of support to low-income students and their families from pre-K through high school at Barcroft Elementary School (year-round), Gunston Middle School, Wakefield High School, and Arlington Mill High School (year-round) and the Career Center.
  - Conduct a needs assessment.
  - Identify and develop community partnerships to address at a minimum healthcare and counseling.
  - Work with community partners to ensure students receive supports.
  - Develop measurable outcomes which may include for example: academic progress, attendance, behavioral progress and drop-out prevention. Measures may vary from school to school depending on specific needs.
  - Track data of student needs and outcomes.
- C.** Full-time Site-Based Coordinator(s) (SBC) Responsibilities:
- Create and execute the implementation plan (include timeline, processes, staffing, professional development and needed resources).
  - Work with the school leadership to identify student needs, match community resources to those needs, and monitor results. Resources include mentoring, tutoring, dental care, food assistance, college and career counseling, and workforce development.
  - Develop a network of existing resources in the business, non-profit, faith, government, and higher education communities to provide integrated community support for low-income students in Arlington Public Schools.
  - Develop a community strategy and culture to provide integrated supports, including identifying best practices.
  - Cultivate local, regional and state funding to continue and expand ISS.
  - Provide site-based accountability management to include:
    - quarterly student progress reports, and
    - end of year assessment of program implementation.
- D.** Full-time Outreach Coordinator Responsibilities:
- Connect community’s resources with the needs of identified students.

- Recruit and coordinate community volunteers for identified schools.
- In collaboration with the site-based coordinator, cultivate public, private and non-profit partnerships that bring needed services and resources into identified schools.
- Support weekend (or other out of school time) tutoring sessions, school open houses and community events for identified students and schools.
- Expand support services to students during the summer where possible.
- Work with the Arlington Food Assistance Center to provide backpacks with food for students in need.
- Recruit speakers for college and career workshops for high school students.
- Organize regular school tours as appropriate.
- Contractor staff shall wear an APS identification badge at all times.

**E. Part-time Site-based Coordinator for Arlington Career Center Responsibilities:**

- Create the implementation plan (include timeline, processes, staffing, professional development and needed resources).
- Work with the school leadership to identify student needs, match community resources to those needs, and monitor results. Resources include mentoring, tutoring, dental care, food assistance, college and career counseling, and workforce development.
- Cultivate local, regional and state funding to continue and expand ISS.
- Provide site-based accountability management to include:
  - quarterly student progress reports, and
  - end of year assessment of program implementation.

**F. Additional student support services include the following Contractor Responsibilities:**

- Contractor staff shall provide part-time, on-site translation and transition support services at the APS Language Services Resource Center for three (3) months during the summer and one (1) month during the winter break for a total level of effort not to exceed seventy (70) hours per month.

**G. APS Responsibilities:**

- At each identified school an appropriate work space with a computer will be provided.
- At each identified school, access will be granted to the APS internet, telephone and fax systems.
- Access will be granted to the online student information system, Synergy.
- One staff person within each school will be identified as the point of contact.
- The site-based coordinator may be included in school meetings and activities as appropriate.

**H. Full-time Site-based Graduation Coach at Wakefield High School Responsibilities**

- Work in coordination with the incumbent Site-based Coordinator at Wakefield to support an additional sixty-five (65) identified at-risk students.
  - Develop and support small, personalized career-themed learning communities.
  - Engage with identified at-risk students to strengthen post-secondary pathways.
  - Provide career guidance and academic counseling, which may include information described in Section 135 Local Use of Funds of *Perkins V: The Official Guide*, for students participating in career and technical education programs, that: a) improves graduation rates and provides information on postsecondary and career options, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans; and b) provides assistance for post-secondary students, including for adult students who are changing careers or updating skills
  - Provide programs for special populations.
  - Provide mentoring and support services.
- I. Part-time Career College Life Ready (CCLR) Manager supporting at-risk students via the CIS model for students at Gunston Middle School, Arlington Community High School, Wakefield High School and the Career Center.
- Provide career exploration and career development activities through an organized systematic framework designed to aid students, including in the middle grades before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study, which may include:
    - Programs and activities related to the development of student graduation and career plans;
    - Career guidance and academic counselors that profile information on post-secondary education and career options;
    - Any other activity that advances knowledge of career opportunities and assists student in making informed decisions about future education and employment.

**Exhibit C**  
**Fee Schedule - Revised**

| <b>Contract Year</b>   | <b>Description</b>   | <b>Annual price</b> |
|--|--|---------------------|
| <p align="center"><b>Year 1</b><br/>July 1, 2017 –<br/>June 30, 2018</p> | Site-Based Coordinator for Arlington Mill (full-time)  | \$72,600            |
|  | Site-Based Coordinator for Barcroft (full-time)  | \$72,600            |
|  | Site-Based Coordinator for Gunston (full-time)   | No fee              |
|  | Site-Based Coordinator for Wakefield (full-time)   | No fee              |
|  | Integrated Student Supports for Identified At-Risk Students for Arlington Career Center (part-time)  | \$25,000            |
|  | Outreach Coordinator (full-time)   | \$72,600            |
|  | Part-time translation and transition support for APS Language Services Resource Center (70 hours/month – <b>3 months during summer and 1 month during winter break - \$2775/month</b> ) any demand exceeding the seventy (70) hours per month billed at the hourly rate of <b>\$40 per hour.</b> | \$11,100            |
|  | <b>TOTAL YEAR 1:</b>   | \$253,900           |
| <p align="center"><b>Year 2</b><br/>July 1, 2018 –<br/>June 30, 2019</p> | Site-Based Coordinator for Arlington Mill (full-time)  | \$75,286            |
|  | Site-Based Coordinator for Barcroft (full-time)  | \$75,286            |
|  | Site-Based Coordinator for Gunston (full-time)   | No fee              |
|  | Site-Based Coordinator for Wakefield (full-time)   | No fee              |
|  | Integrated Student Supports for Identified At-Risk Students for Arlington Career Center (part-time)  | \$25,925            |
|  | Outreach Coordinator (full-time)   | \$75,286            |
|  | Part-time translation and transition support for APS Language Services Resource Center (70 hours/month – <b>3 months during summer and 1 month during winter break - \$2878/month</b> ) any demand exceeding the seventy (70) hours per month billed at the hourly rate of <b>\$42 per hour.</b> | \$11,512            |
|  | <b>TOTAL YEAR 2:</b>   | \$263,295           |
| <p align="center"><b>Year 3</b><br/>July 1, 2019 –<br/>June 30, 2020</p> | Site-Based Coordinator for Arlington Mill (full-time)  | \$78,094            |
|  | Site-Based Coordinator for Barcroft (full-time)  | \$78,094            |
|  | Site-Based Coordinator for Gunston (full-time)   | No fee              |
|  | Site-Based Coordinator for Wakefield (full-time)   | No fee              |
|  | Site-Based Graduation Coach for Wakefield (full-time) January 4, 2020 through June 30, 2020  | \$25,000            |
|  | Career College Ready Life Ready (CCLR) Manager (part-time) supporting students at Gunston Middle School, Arlington Community High School, Wakefield and Career Center November 15, 2019 through June 30, 2020  | \$26,250            |
|  | Integrated Student Supports for Identified At-Risk Students for Arlington Career Center (part-time)  | \$26,892            |
|  | Outreach Coordinator (full-time)   | \$78,094            |
|  | Part-time translation and transition support for APS Language Services Resource Center (70 hours/month – <b>3 months during summer and 1 month during winter break - \$2985/month</b> ) any demand exceeding the seventy (70) hours per month billed at the hourly rate of <b>\$44 per hour.</b> | \$11,940            |
|  | <b>TOTAL YEAR 3:</b>   | \$324,364           |

| <b>Contract Year</b>                             | <b>Description</b>   | <b>Annual price</b> |
|--|--|---------------------|
| <b>Year 4</b><br>July 1, 2020 –<br>June 30, 2021 | Site-Based Coordinator for Arlington Mill (full-time)  | \$81,015            |
|  | Site-Based Coordinator for Barcroft (full-time)  | \$81,015            |
|  | Site-Based Coordinator for Gunston (full-time)   | No fee              |
|  | Site-Based Coordinator for Wakefield (full-time)   | No fee              |
|  | Integrated Student Supports for Identified At-Risk Students for Arlington Career Center (part-time)  | \$27,898            |
|  | Outreach Coordinator (full-time)   | \$81,015            |
|  | Part-time translation and transition support for APS Language Services Resource Center (70 hours/month – <b><u>3 months during summer and 1 month during winter break - \$3097/month</u></b> ) any demand exceeding the seventy (70) hours per month billed at the hourly rate of <b><u>\$46 per hour.</u></b> | \$12,388            |
|  | <b>TOTAL YEAR 4:</b>   | \$283,331           |
| <b>Year 5</b><br>July 1, 2021 –<br>June 30, 2022 | Site-Based Coordinator for Arlington Mill (full-time)  | \$84,053            |
|  | Site-Based Coordinator for Barcroft (full-time)  | \$84,053            |
|  | Site-Based Coordinator for Gunston (full-time)   | No fee              |
|  | Site-Based Coordinator for Wakefield (full-time)   | No fee              |
|  | Integrated Student Supports for Identified At-Risk Students for Arlington Career Center (part-time)  | \$28,944            |
|  | Outreach Coordinator (full-time)   | \$84,053            |
|  | Part-time translation and transition support for APS Language Services Resource Center (70 hours/month – <b><u>3 months during summer and 1 month during winter break - \$3213/month</u></b> ) any demand exceeding the seventy (70) hours per month billed at the hourly rate of <b><u>\$48 per hour.</u></b> | \$12,852            |
|  | <b>TOTAL YEAR 5:</b>   | \$293,955           |