

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

**SECOND AMENDMENT TO MASTER AGREEMENT  
FOR SAFE HAVEN SUPPLEMENTAL SERVICES**

**(FAMILY CENTERED EDUCATIONAL AGENCY)**

This Second Amendment for Supplemental Services to Master Agreement for Safe Haven Sites and Services ("**Second Amendment**") is effective as of July 19, 2021 ("**Effective Date**") and is entered into by and between the Board of Education of the City of Chicago, a body politic and corporate, commonly known as Chicago Public Schools ("**Board**" or "**CPS**"), and Family Centered Educational Agency with offices located 6600 S. Hermitage Ave., Chicago, IL 60636 and 16241 Wausau Ave., South Holland, IL 60473 ("**Provider**").

**RECITALS**

- A. The Board and Vendor entered into that certain Master Agreement for Safe Haven Sites and Services, for an original term commencing July 1, 2019, and continuing through June 30, 2020, with the Board having two (2) options to renew for periods of one (1) year each (the "**Original Agreement**"). The term of the Original Agreement was extended through August 31, 2020, pursuant to that certain First Amendment to Master Services Agreement for Safe Haven Sites and Services entered into as of July 1, 2020 ("**First Amendment**"). The Original Agreement, as amended by the First Amendment, shall be referred to herein as the "**Existing Agreement**;"
- B. The Board exercised both the first and second options to renew the Original Agreement for a combined period of two (2) years commencing on September 1, 2020 and continuing through August 31, 2022 ("**First and Second Renewal Agreement**"). The Original Agreement, First Amendment, and First and Second Renewal Agreement shall be collectively referred to as the "**Existing Agreement**;"
- C. The Board now desires to further amend the Supplemental Services to the Master Services Agreement and the amended terms and conditions are set forth in this Second Amendment and Vendor accepts the Second Amendment terms and conditions set forth herein. The Existing Agreement and this Second Amendment shall be collectively referred to as the "**Agreement**."

**NOW THEREFORE**, in consideration of the foregoing Recitals, which are incorporated into and made a part of the Second Amendment by this reference, the parties agree as follows:

- 1. **Definitions**: Any and all capitalized terms shall have the definition as set forth in the Existing Agreement unless otherwise defined herein.
- 2. **Amendment Term**: This Agreement for Supplemental Services is for a term commencing on July 19, 2021 and continuing through August 31, 2021 ("**Term**"), unless terminated sooner.
- 3. **Services and Compensation**: During the Second Amendment Period, Provider shall provide the services at the compensation described in the Amended Supplemental Scope of Services (the "**Supplemental Services**"), attached hereto and incorporated herein as Exhibit A-3, in addition to the Services described in the Existing Agreement. Following the provision of the Supplemental Services, Provider shall revert to providing only the Services as described in the Scope of Services attached to the Original Agreement as Exhibit A-2.

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

4. **Freedom of Information Act:** Provider acknowledges that this Second Amendment and all documents submitted to the Board related to this contract award are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this Second Amendment is subject to reporting requirements under 105 ILCS 5/10-20.4
5. **Entire Agreement:** Except as expressly provided in this Second Amendment, all terms and conditions of the Existing Agreement are and shall remain in full force and effect.
6. **Counterparts and Electronic Signature:** This Second Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by facsimile or other electronic means shall be considered binding for both parties.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

**IN WITNESS WHEREOF**, the parties hereto have caused this Second Amendment to be executed by their duly authorized representatives as of the Effective Date.

**BOARD OF EDUCATION OF THE CITY OF CHICAGO**

**FAMILY CENTERED EDUCATIONAL AGENCY**

DocuSigned by:  
*Jonathan Maples*  
By: \_\_\_\_\_  
Jonathan Maples,  
Chief Procurement Officer

DocuSigned by:  
*Jonathan McKenzie*  
By: \_\_\_\_\_  
Name: Jonathan McKenzie  
Title: July 14, 2021

**Board Report No. 20-0826-PR5**

Approved as to Legal Form: <sup>DS</sup> *BM* <sup>DS</sup> *JG* <sup>DS</sup> *AB*

DocuSigned by:  
*Joseph T. Moriarty*  
By: \_\_\_\_\_  
Joseph T. Moriarty, General Counsel

**Attachment**

Exhibit A-3: Supplemental Scope of Services and Compensation

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

**Exhibit A-3  
Supplemental Scope of Services and Compensation**

**Name of Project: Canvassing Ambassadors Program**

**Board Project Manager:** Alan Conley                      **E-Mail:** abconley@cps.edu

**Board Designee:** Adrian Segura                      **E-Mail:** asegura7@cps.edu

**Second Amendment Period:** July 19, 2021 – August 31, 2021

---

This Supplemental Scope of Services will be conducted pursuant to the terms and conditions of that Agreement by and between the Board of Education of the City of Chicago (the "**Board**"), commonly known as the Chicago Public Schools ("**CPS**"), and Family Centered Educational Agency. Defined terms used in this Supplemental Scope of Services will have the same meanings as those ascribed to such terms in the Agreement. If there is any conflict between this Supplemental Scope of Services and the Agreement, the Agreement shall govern and control.

**1. Overview of Services**

Under this Agreement, Provider will provide the "**Supplemental Services**" described below through its "**Canvassing Ambassador's Program**" ("**Program**"). The goal of the Program is to ensure students who are identified by CPS as students most disengaged from school during remote learning are enrolled in school. Provider will provide Supplemental Services based on need in specific communities and schools identified by CPS.

Provider will dedicate a group of "**Canvassing Ambassadors**" to conduct robust door-to-door canvassing as trusted messengers to share Board approved information about CPS summer programming and the start of the 2021-2022 school year to community areas or census tracts that have high concentrations of students who have been absent from school for an extended period of time within the City of Chicago. A list of community areas or census tracts will be provided to Vendor by CPS staff from CPS Central Office. Canvassing Ambassadors serving in this capacity must be able to travel to community areas or addresses provided for student canvassing.

Canvassing Ambassadors Supplemental Services will include, but are not limited to the following: robust door-to-door canvassing of highly traveled or frequented areas as trusted messengers to share Board approved information about CPS summer programming and the start of the 2021-2022 school year. Canvassing Ambassadors will be required to deliver aforementioned information successfully, including in areas where bi-lingual canvassing will be necessary. The Canvassing Ambassadors will be provided Board approved information, flyers and door hangers which they will provide to students, residents, commuters and individuals in the assigned community areas.

**A. Protocols**

When conducting all Supplemental Services, Provider and its Canvassing Ambassadors must abide by the following protocols:

1. Remaining in compliance with all applicable federal, state, county, and municipal, statutes, laws, ordinances, regulations, and guidelines, as well as any Board guidelines, policies, and rules in effect now or later, and as amended from time to time related to COVID-19. Provider shall further

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

comply with evolving requirements to protect the health and safety of all persons that Provider provides Supplemental Services to, as expressed in local, and state guidance from various government agencies. This includes, but is not limited to, adhering to all health and safety guidelines issued by CPS, Illinois Department of Public Health, and Chicago Department of Public Health related to COVID-19. Provider acknowledges these health and safety guidelines are subject to change. Provider and all Canvassing Ambassadors must wear Personal Protective Equipment (“PPE”) and maintain an adequate social distance of at least six feet while outdoors. Provider and all Canvassing Ambassadors must also remain in compliance with all State and City guidelines that are in place at the time the Supplemental Services are provided.

2. Provider and all its Canvassing Ambassadors will work based on a list of community areas or census tracts provided by CPS central office to create a narrative that would be best practice for messaging to the family and getting information to improve student success. Canvassing Ambassadors will provide information about summer programming and the start of the 2021-2022 school year.
3. During canvassing, Canvassing Ambassadors shall wear Provider issued identification badges and vests. These vests shall not be yellow.
4. During canvassing, if a Canvassing Ambassador suspects an emergency situation involving CPS student(s) or any emergency situation exists, the Canvassing Ambassador must call 911, as well inform the school/program the student(s) attend immediately of the emergency situation. If the Canvassing Ambassador witnesses or suspects that an emergency situation exists, it is critical that Canvassing Ambassadors inform the police and/or appropriate authorities in a timely manner. Provider must ensure Canvassing Ambassadors are aware of this responsibility.

**B. Requirements**

While providing the Supplemental Services, Provider shall meet the below requirements:

1. Have consistent, punctual and good attendance when providing all Supplemental Services;
2. Be outgoing and adept at relationship building;
3. Be alert with an attention to identifying situations that may become serious incidents if not addressed immediately or as soon as practicable;
4. Have the ability to de-escalate situations that may become serious incidents if not addressed; and
5. Possess strong communication skills, including verbal and writing skills

**C. Obligations While Conducting Outreach Activities**

Provider and its Canvassing Ambassadors will conduct outreach and canvassing activities. Provider and its Canvassing Ambassadors' obligations while conducting such activities will at a minimum consist of the following obligations:

1. Canvassing Ambassador teams will consist of two workers that will work a maximum of five (5) hours per day. The number of days per week that teams work will be dependent on the community area or census tract needs, and demographic and geographic size. The days that Canvassing Ambassadors will need to perform Supplemental Services will include Saturdays. Canvassing Ambassador teams will conduct these activities from July 19, 2021 to August 31, 2021. The number of days each Canvassing Ambassador team must work and the number of Canvassing Ambassadors teams Provider will be required to provide will be based on the demographic and geographic makeup of the community areas or census tracts covered by Provider. CPS will verify the number of teams and work hour requirements with Provider prior to

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

the start of Supplemental Services. Provider must be available to have its Canvassing Ambassador Teams support more than one community area or census tract.

2. Upon request from the Board Designee, Provider will conduct repeated canvassing to selected community areas or census tracts to provide additional information to those communities.
3. The Canvassing Ambassador Provider will also be responsible for completing all canvassing assignments based on the community areas or census tracts it received from the Board via CPS staff.
4. Follow the guidelines given by CPS regarding key information to convey to/from students/families during canvassing outreach.
5. From July 19, 2021 through August 31, 2021, Provider will also provide canvassing services. Canvassing Ambassadors will distribute marketing materials to designated community areas.
6. CPS will provide materials for canvassing which will include door hangers and flyers for back to school marketing efforts.
7. Submit a weekly report to the Board Designee. CPS will inform Provider of the format that shall be utilized. Weekly reports will include at a minimum, the number of home visits, the number of
8. flyers handed out to individuals, the number of door hangers distributed and number of addresses canvassed.

**D. Outcomes**

Provider's services will result in the following:

1. Increased student enrollment and attendance for the 2021-2022 school year
2. Through information collected from outreach visits, to obtain a better understanding for CPS regarding why students and families are disengaged, informing how we best address these needs in the fall of 2021.

**2. COMPENSATION**

- A. Compensation for Safe Haven–Summer Break 2021 Canvassing Ambassadors Program:  
  
\$300.00 for Program per day per Vendor Site (must have a minimum of 15 Student Participants per Vendor Site for payment)
- B. Invoice/Payment Schedule. For the Safe Haven Summer Break 2021 Canvassing Ambassadors Program, Vendor shall invoice the Board for Services rendered by Vendor every other Friday after the first day of Program operation. Such invoice shall specify the dates that Services were rendered, the number of participants each day of Program operation, and the names of employees and volunteers who operated and assisted each day of the Program.