

**MEMORANDUM OF AGREEMENT BETWEEN
Chabot-Las Positas Community College District
AND Jobs for the Future**

This Memorandum of Agreement ("the Agreement") is entered into on this 7th day of January 2020 by and between Chabot-Las Positas Community College District ("the Community College") and Jobs for the Future (hereinafter "JFF" or "Contractor") for the purpose of participating in the "Google IT Certificate Implementation" (hereinafter "the Project").

- I. Period of Performance: This agreement shall start on January 1, 2020 and continue in effect until December 1, 2020, unless terminated earlier in accordance with the terms above.

- II. There are no financial considerations associated with this agreement.

- III. Deliverables: The community college shall perform and complete the deliverables described in the Scope of Work attached to this Agreement as Attachment A, all to the satisfaction of JFF in its sole discretion. The community college warrants that it is qualified to properly perform the Services, and that it has obtained all licenses and permits that are necessary to perform the Services.
 - a. Changes to the Scope of Work shall be agreed to in writing between the signatories of the parties through Modification of this section.

- IV. Please have the enclosed copy of this agreement reviewed and signed where indicated by an authorized representative of the Center and then returned within 30 days.

Chabot-Las Positas Community College District

On behalf of the Chabot-Las Positas Community College District, I understand and agree to the foregoing terms and conditions of this Memorandum of Agreement, and hereby certify my authority to execute this agreement.

Signature: _____

Printed Name: Doug Roberts

Title: Acting Vice Chancellor, Business Services

Date: _____

JFF

On behalf of JFF, I understand and agree to the foregoing terms and conditions of this Memorandum of Agreement, and hereby certify my authority to execute this agreement.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment A – Scope of Work
Chabot-Las Positas Community College District
Google IT Support Professional Certificate Implementation
January 1, 2020 to December 1, 2020

Scope of Work

JFF is working with Google to help leading community colleges integrate the Google IT Support Professional Certificate (Certificate) into their programs and/or curricula. As a Participating College, the Subrecipient will engage in a range of activities to offer the Google IT Support Professional Certificate to learners and, optionally, explore integration of the Certificate into a credit pathway. These activities include:

Certificate Review. Subrecipient should engage faculty to review the Certificate content before implementation. A form will be provided for Subrecipient to summarize Certificate feedback and provide recommendations to JFF within the first 30 days of participation in the project. The feedback will provide an opportunity to share specific recommendations related to potential inaccuracies, errors, and/or any specific concerns related to the content. JFF will aggregate recommendations from colleges implementing the Certificate and submit to Google and/or Coursera on an ongoing basis.

Implementation Plan. Using a JFF template, Subrecipient will develop an Implementation Plan, which must be submitted to JFF prior to program launch.

Recruitment and Enrollment. Subrecipient will enroll students into the Certificate according to a schedule agreed upon with JFF and documented in the Implementation Plan. Subrecipient agrees *not* to enroll learners beyond the number specified in this agreement without express written consent from JFF.

JFF reserves the right to remove learners who have been inactive in the Coursera platform for thirty (30) days or more. Such removal of inactive learners will not count against the enrollment milestone of this agreement.

Special attention to priority demographic groups for recruitment include non-males, Latinx persons, African Americans, and/or military veterans.

Retention and Placement. Subrecipient will provide sufficient supports to students to facilitate participants' persistence in and completion of Certificate courses, as well as placement into employment or training, with specific outcome goals as follows:

1. A minimum of 60% of learners enrolled are on track to complete Certificate within one year from their start date. On track means;
 1. a learner is still active, and
 2. their content completion pace is on par with time since enrollment;
2. a minimum of 60% of enrollees complete the Certificate within one year of enrollment; and
3. a minimum of 60% of those Certificate completers are placed in jobs or enter related education and/or training within 90 days of Certificate completion.

JFF will measure subrecipient's progress toward retention and placement goals at the end of the contract period. In lieu of achieving agreed upon retention and placement goals, subrecipient will submit a brief written narrative containing a rationale for the actual achieved performance.

Employer Engagement. The Subrecipient will recruit at least one employer to join the Google IT Support Professional Certificate hiring consortium to consider completers for their open IT Support jobs. Benefits to the employer will include the opportunity to post openings to the job board for Certificate completers.

Technical Assistance. JFF will provide technical assistance through

- regular group coaching calls and/or peer learning webinars with subject matter experts;
- a web-based Learning Community for all provider organizations;
- resources and tools such as a Quick Start Guide; and
- coordination with Google and Coursera.

JFF staff or consultants may conduct site visits to provide in-person assistance. Subrecipient will participate in the grantee Learning Community and in periodic peer learning webinars for Certificate providers to address high priority topics such as serving non-males, Latinx, African American, and military veteran populations; successful retention strategies; and other best practices for community college delivery of the Certificate.

Subrecipient may request individualized support on a particular implementation challenge. Subrecipient may be asked to voluntarily participate in peer learning and/or roundtable sessions to share Subrecipient's promising practices with other grantees on an ad hoc basis.

Reporting and Data Collection. To support program evaluation activities, Subrecipient will

1. provide brief monthly reports to JFF using a template provided by JFF to track progress and outcomes in Certificate delivery;
2. provide quarterly updates on implementation successes, barriers, and opportunities;
3. administer an online data sharing and consent form provided by JFF to all participating students prior to their enrollment in Certificate courses;
4. promote the completion of voluntary learner surveys sent from within the Coursera platform and directly by JFF to learners; and
5. support qualitative data collection via such as interviews, focus groups and possible site visits, the total time commit of which not to exceed 10 hours.

If required, JFF will submit for review, protocols and data collection instruments for these evaluation activities to Subrecipient's Institutional Review Board or other designated body. Note that based upon both JFF's experience with colleges participating in this initiative and newly revised IRB guidelines, the evaluation activities associated with this project are generally considered "exempt" from IRB review.

JFF may follow up with Subrecipient for optional updates on student outcomes after the agreement end date.

Qualitative Learner Case Studies. Subrecipient will provide the JFF team with information ('leads') on current learners and/or those who have completed the Certificate so they can be featured in brief qualitative learner case studies. Subrecipient will provide an agreed-upon number of case study leads by the end of the contract period according to the table listed below.

No. of Learners	Qualitative Case Study Leads
500 +	50
275 – 499	25
200 – 275	20
150 – 199	15
125 – 149	10
100 – 125	10
<100	5

Technology requirements. If Subrecipient will be providing hardware for learners in order to access the Certificate, note that:

- laptop or desktop computers are required in order to complete graded assessments; this includes Mac, Windows, Linux or Chromebook devices (tablets or mobile devices are not compatible with certain graded assessments); and

- if providing Chromebook devices, these must be Google Play Store enabled in order for learners to access various apps needed to complete assessments.

Credit Design and Delivery (optional). If desired, Subrecipient may map Certificate competencies to Subrecipient’s existing courses and programs to identify credit and credentialing options. Options include:

- embedding the Certificate into already existing courses;
- adding the Certificate to an existing program of study;
- creating a non-credit program for which for credit for prior learning will be granted by the institution; and/or
- other strategies in consultation with JFF.

Payment Schedule

Milestone		Amount
1	Upon submission of Implementation Plan	Up to 90* Coursera Licenses (in-kind)
TOTAL		<i>In-kind value of \$18,000</i>

* JFF will provide Las Positas with a maximum of 90 licenses in the winter of 2020. The total number of new licenses needed must be confirmed by Las Positas before the 1/14/20 launch – as it will take into account unused licenses from JFF’s October 2019 distribution.