

**Master City of San José Consultant Agreement  
Approved Service Order  
(Non-Capital Projects)**

**Cover Page**

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- 1a. Intentionally Omitted 1b. AC Contract No.: OC-002236-000
2. Approved Service Order No. 1
3. Consultant's Name: C4 Innovations, LLC
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4. Project Name: Racial Equity Applied Learning Training
5. Project Location: Virtual
6. The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachment's "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.
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7. Budget/Fiscal:

a. Current <b>unencumbered</b> amount in Master Agreement:	\$	320,000
b. <b>Maximum Service Order Compensation for this Approved Service Order:</b>	\$	9,410
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	310,590

- d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) from 001-41-000309-4052 will be encumbered to pay for this Approved Service Order.

Fund: <u>  001  </u>	Appn: <u>  41  </u>	RC: <u> 000309 </u>	Amount: <u>  \$9,410  </u>
Fund: <u>          </u>	Appn: <u>          </u>	RC: <u>          </u>	Amount: \$ <u>          </u>
Fund: <u>          </u>	Appn: <u>          </u>	RC: <u>          </u>	Amount: \$ <u>          </u>

**Authorized Signature:**

*Carrie Rank*

Date: \_\_\_\_\_

Email: carrie.rank@sanjoseca.gov  
Date: 10/26/2022 GMT

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8. **Departmental Analyst Approval:**

Date: \_\_\_\_\_

*Andrea T. Truong*

Email: andrea.truong@sanjoseca.gov  
Date: 10/26/2022 GMT

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**9. Consultant Approval:**

Date: \_\_\_\_\_

*Kristen Paquette*  
Email: rhodges@c4innovates.com  
Date: 10/26/2022 GMT

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**10. Approval as to Form (City Attorney):**

Service Order Form Approved by the Office of the City Attorney  
(Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

Approved as to Form: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sr.) Deputy City Attorney

**11. City Director Approval:**

Date: \_\_\_\_\_

*Jennifer Schembri*  
Email: jennifer.schembri@sanjoseca.gov  
Date: 10/27/2022 GMT

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## Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

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**General Description of Project for which Consultant will Provide Services:** C4 Innovations will prepare and deliver a racial equity applied learning training and related facilitation to the citywide workforce to expand and deepen the capacity to apply racial equity tools and frameworks throughout their work.

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### Task No. 1: Racial Equity Applied Learning Services for City Departments

#### A. Services:

Provide two 90-minute citywide webinar format Applied Learning Sessions, including pre and post evaluative survey administration, and providing any necessary participant learning materials.

#### The sessions will have the following learning objectives:

- Participants will increase their understanding about Racial Equity Impact Assessments (REIA) and the type of questions that are important to ask while drafting resource documents to determine if they re-enforce, reduce, or eliminate inequitable outcomes.
- Participants will be introduced to a Racial Equitable Results Framework to: (a) Demonstrate an ability to identify systemic factors that perpetuate uneven results, factoring in historic and structural inequity and bias that situate populations differently, (b) Demonstrate an understanding of targeted universalism (i.e., being inclusive of the needs of both dominant and marginal groups but paying particular attention to the situation of the marginal group\*) to develop strategies designed to achieve equitable results through departmental strategies, and policies and procedures, and (c) Demonstrate an understanding of the difference between equality (treating everyone the same) and equity (giving everyone what they need to be successful) and how the usage of each impact outcomes differentially.

In addition, C4 will provide the Office of Racial Equity a brief report on recommendations and the assessment of the training based on any survey disbursement.

**B. Deliverable:** Prepare and deliver two live, 90-minute trainings on Racial Equity Applied Learning that meets the learning objectives outlined above and a brief summary of training outcome.

**C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following times is marked:

- On or before the following date: 6/30/2023
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 2:** Racial Equity Tool Applied Learning Training “Office Hour” Discussions

- A. Services:** Participants of the webinar session a space to debrief the learning and ask ORE and/or C4 Innovations follow-up questions and or technical assistance pertaining to the training received.
- B. Deliverable:** Total of Five (5) live “office hour” discussions.
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following times is marked:
  - On or before the following date: 6/30/2023
  - On or before \_\_\_\_ Business Days from \_\_\_\_\_. [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

## Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: Andrea Truong	Phone No.: 408-535-8198
Department: CMO/Office of Racial Equity	Email: <a href="mailto:andrea.truong@sanjoseca.gov">andrea.truong@sanjoseca.gov</a>
Address: 200 E. Santa Clara St., 14th Floor	San Jose, CA 95113

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."***

		<u>Required to File Form 700?</u>		
		<b>Yes Already Filed (Date Filed)</b>	<b>Yes Need to File</b>	<b>No</b>
<b><u>Consultant's Contract Manager</u></b>				
Name: Ronitia Hodges	Phone No.: 781-247-1721			<b>X</b>
Address: 405 Waltham Street #231 Lexington, MA 02421	Email: rhodges@c4innovates.com			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>	<u>Email:</u>		
1. Regina Cannon	Chief Equity and Impact Officer-Training Facilitator	rcannon@c4innovates.com		
2. Lisa Bahadosingh	REDI Associate Director- Training Facilitator	lbahadosingh@c4innovates.com		

3. Dr. Makeba Boykins	Health, Equity, and Housing SME/Manager II, Training Facilitator	mboykins@c4innovates.com			<b>X</b>
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3. **Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can **not** use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

4. **Reimbursable Expenses:** If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____	_____
2. _____	_____
3. _____	_____

**Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.**

## Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
Task Nos. from Attachment A	Basis of Compensation	Invoice Period	Compensation
1	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$7,300
2	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$2,110
Part 2 – Reimbursable Expenses			
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of:	\$0
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are <b>not</b> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	\$0
<b>Maximum Service Order Compensation</b> (sum of Parts 1 through 3):			<b>\$9,410</b>