

Statement of Work #CCS06

This Statement of Work, effective January 16, 2022 through June 2022, is issued pursuant to the Master Development and Services Agreement (“Agreement”) by and between Battelle for Kids (“BFK”) and Columbus City Schools located at 270 E. State St., Columbus, OH 43215.

1. Project title: ***Project Management for Columbus City School’s Wallace Grant*** (“Project”).
2. This Statement of Work (“SOW”) describes the Deliverables/Services to be provided by BFK for the Project at the fees set forth below and under the terms and conditions of the Agreement and as set forth below.
3. Scope and Approach.
 - A. If the Project involves sharing of information between the parties that is subject to the Family Educational Rights and Privacy Act of 1974 (FERPA) it will be done in a manner consistent with FERPA.
 - B. BFK agrees to provide (the “Services”): Battelle for Kids will provide Project Management services for the overall grant.
 - C. BFK shall provide the Services virtually and onsite at meeting locations, as needed.

Travel Restrictions Notice

Battelle for Kids continues to closely monitor the COVID-19 pandemic and will continue to make decisions regarding staff travel based on the recommendations and guidelines from the Centers for Disease Control and Prevention (CDC), and other city, state and federal agencies. BFK will keep you updated regarding any relevant changes to our policies regarding staff travel that may affect this engagement.

- D. BFK agrees to provide the following deliverables and/or reach the following milestones as outlined below.

Overall Grant Project Management

Milestone/Deliverable	Description	Est. Timeline
Communications/ Status Check-ins with Partners	BFK will maintain open communications and have regular check-ins with all partners. [Monthly or as needed]	Ongoing



Quarterly Review	Quarterly review project plan status and success metrics.	January 2022 March 2022 June 2022
Grant Project Management	Provide overall project oversight and management of the grant activities, deliverables, status and reporting.	Ongoing
Grant Reporting Support	Track Wallace report deadlines and gather information needed for reports.	Ongoing

Note: All timelines can shift based on actual start date and ground-level realities.

- E. BFK delivery of services and deliverables will commence upon contract signoff.
- F. BFK will provide regular status updates to Customer indicating project status, issues and risks.
- G. Acceptance/signoff of deliverables is assumed if no notification indicating otherwise is received from client within 20 days of delivery/fulfillment of services and deliverables as defined above.

4. Compensation.

The fee summary and anticipated invoice schedule are below. The fees below are inclusive of travel and any other BFK anticipated project related expenses.

Fee Summary	
Overall Grant Project Management	\$72,000

Anticipated Invoice Schedule		
Date	Description	Amount
January 2022	Overall Grant Project Management	\$24,000
March 2022	Overall Grant Project Management	\$24,000
June 2022	Overall Grant Project Management	\$24,000
Total		\$72,000

- 5. Feedback.
To drive continuous improvement, BFK will gather feedback via online survey or phone regarding services/solutions provided during the engagement.
- 6. General.
The BFK Project Manager, in conjunction with the project team, may create a project plan based on this SOW. The project plan will adapt with the project. Any material changes to the information in this SOW shall be by written agreement signed by both parties.

APPROVALS

The parties have intended their authorized officers to execute this SOW, as of the date entered below,

BFK

Customer

Battelle for Kids

Columbus City Schools

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____