

## SCOPE OF WORK

This Scope of Work (“SOW”), with an effective date of [month] [day], [year] (the “SOW Effective Date”), is agreed pursuant between the CITY OF PORTLAND (the “City”), and The Centre for Public Impact North America, Inc. (“Contractor”).

### 1. PROJECT BACKGROUND & OBJECTIVES

The Office of Community and Civic Life (OCCL) in Portland, Oregon is aiming to “co-design an innovative, equitable, and responsive engagement structure for all Portlanders.” In a model that goes from “Building Shared Understanding” to “Advancing Community Trust”, the City is working towards enabling flourishing for all Portlanders through the vehicle of community engagement. To promote and realize this goal, the Centre for Public Impact (CPI) will work in partnership with the Office of Community and Civic Life to create a “Community Engagement Champions’ Learning Network” that will bring the City of Portland’s community engagement practitioners together to develop a shared vision for transforming the City to have a culture of engagement.

The key objectives for this project include:

1. Co-create a unifying structure for cross-bureau collaboration and engagement coordination.
2. Share tools and concepts to build government legitimacy tailored to practitioners' needs.
3. Understand community perspective by developing deeper relationships with community leaders.
4. Share storytelling practices to share the importance of strong community engagement with city leadership and the community.

### 2. SCOPE OF WORK

To achieve these objectives, the Contractor will be responsible for the following set of activities and deliverables:

#### **Community Engagement Champions’ Learning Network (January 2023 - April 2023)**

- *Key deliverables*
  - o Develop and share the curriculum infrastructure for participants to refer to throughout and beyond the program
  - o Record 3 “Earned Legitimacy” Lectures that contain the content discussed in the program for participants to watch asynchronously
  - o Facilitate 2 1.5- hour discussion sessions per month with participants on how concepts have looked in the past and how they can be used to build out a vision for the City’s culture of engagement.
  - o Create 1-2 page policy briefs at the end of each month summarize the learnings and key findings from the community of practice based discussions

#### **Project Impact Policy Brief (April 2023 - May 2023)**

- *Key deliverables*
  - o Host short 1:1 follow up conversations with program participants about their experience in the program to see to collect qualitative data about the impact of the program
  - o Survey participants through an exit survey to collect quantitative data on the impact of the program
  - o Write a short program brief outlining the findings on the experience of participants in the program and the potential impact of the program by May 15th, with potential for this to be shared publicly to CPI's network of public servant, academic, and social networks.

### 3. TERM

January 2023 to May 2023

### 4. FEES AND EXPENSES

The total Fees for the Services set-forth in the SOW above shall be up to [REDACTED], as further detailed below and in the budget attached hereto as Attachment 1 (the "Budget"), provided that:

(a) Any incremental costs exceeding the Fee either as a whole or at a line item (as specified in the Budget), must be approved in writing in advance by a person authorized to approve on behalf of the City. To that end, it is understood that for example, if expenses in one budget category are lower than expected, while expenses in another budget category are higher than expected, the Contractor will notify the City and resources will be reallocated accordingly within the confines of the total budget amount, upon pre-approval from the City in writing; and

(b) Contractor may be eligible to request reimbursement for travel and expenses incurred in the performance of the Services, provided: (i) such travel and/or expenses have been pre-approved by the City not to exceed the budget below; (ii) the cost of such travel and expenses is reasonable and reflects the actual cost to Contractor without markup of any kind; and (iii) Contractor presents documentary proof of such expenses/travel costs at the time it submits its reimbursement request. For the avoidance of doubt, the City will not reimburse the Contractor for travel or expenses incurred in the performance of the Services by U.S. Government officials, except as permitted under Treasury Regulation Section 53.4941(d)-3(e).

### 5. BUDGET

The total cost is [REDACTED].

Portland, Oregon - Building a Community Engagement Champions' Learning Network Project Budget	
Program Component	Total Cost
CPI Labor	[REDACTED]

Communications & Marketing	████████
Community Stipends	████████
<b>Grand Total</b>	████████

## 6. STAFFING MODEL

The Contractor has calculated the core team budget based on the following staffing model:

- Service Area 1: January 2023 - April 2023
  - Program Director (1 day per week), Manager (4 days per week), Senior Associate (4 days per week)
- Service Area 2: April 2023-May 2023
  - Program Director (1 day per week), Manager (3 days per week), Senior Associate (3 days per week)

The City agrees to make staff available to support the CPI team as necessary throughout the duration of the project. Inability to provide staff resources to support the program may result in delay of the project timeline and potential failure to meet one or more program objectives.

### CPI Labor Cost Breakdown

Role	Days/week	Weeks	Total Cost
Director	1	17.0	████████
Program Manager	3.85	17.0	████████
Senior Associate	3.85	17.0	████████
<b>Total</b>			████████

## 7. PAYMENT

The Contractor shall invoice the City according to the schedule below.

Invoice Date	Invoice Amount
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Upon signing of the Contract	████████
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May 15, 2023	████████
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In witness whereof, this SOW has been executed as of the date first written above.

OFFICE OF COMMUNITY AND CIVIC LIFE  
CITY OF PORTLAND, OR

By: \_\_\_\_\_

Name:  
Title:  
Date:

THE CENTRE FOR PUBLIC IMPACT  
NORTH AMERICA, INC.

By: \_\_\_\_\_  
Name: Daniel W. Vogel  
Title: Director, North America  
Date: