

ATTACHMENT A: SCOPE OF WORK AND DELIVERABLES

COOPERATIVE STRATEGIC PLANNING & BUDGETING PROJECT (SECOND COHORT)

Under DETR Career Enhancement Program (CEP) Subaward SG26-CEP-DOECFO

1. OVERVIEW & OBJECTIVES

This Scope of Work (SOW) describes the collaborative program between the State of Nevada, acting by and through the Education Service Center (ESC), and the participating, XXXX County School District (hereinafter the "District"). This agreement supports the execution of the ongoing Strategic Planning Initiative specifically, funding a selected vendor to provide facilitation and training for the first cohort of school districts to develop and adopt a strategic plan. This project is financed via subaward funds transferred to the ESC from the Department of Employment, Training and Rehabilitation (DETR) under the Career Enhancement Program (CEP) (Subaward SG26-CEP-DOECFO).

The primary goal of this contract is to build school district capacity to develop strategic plans that integrate annual district budgets directly with long-term strategic priorities. By participating in a collaborative community of practice alongside expert vendors and ESC personnel, the District will develop a modernized, student-centered strategic plan aligned with the Department of Education's newly established District Performance Framework (DPF).

2. CONTRACT PERIOD OF PERFORMANCE

The active performance period for all services, activities, and deliverables under this SOW shall commence on October 1, 2026, and terminate on June 30, 2027. All project phases and reporting timelines must adhere strictly to this performance window.

3. RESPONSIBILITIES OF THE EDUCATION SERVICE CENTER (ESC)

In support of this cooperative project, the ESC shall be responsible for:

- **Vendor Support:** Vetting and coordinating with the selected expert training vendor(s) responsible for curriculum design and delivery.
- **Resources & Frameworks:** Providing standardized planning frameworks, strategic budgeting templates, and a guided project timeline.
- **Training Delivery:** Hosting and facilitating three (3) virtual training sessions during Phase I (Insight) and four (4) cohort trainings (including two mandatory in-person sessions in a mutually determined location) during Phase II (Development).
- **Technical Assistance:** Coordinating and providing up to five (5) days of specialized, direct one-on-one technical coaching support to District leadership teams.
- **Financial Support:** The ESC will provide the necessary funds to the District, who will manage payment to the selected vendor. In addition, reimbursing the District for participating educator contract days (teachers) at the approved rate of \$150 per day (or equivalent hourly rate) for training completed outside contract hours, and approved travel costs to on-site sessions, up to the maximum contract limit.

4. RESPONSIBILITIES OF THE SCHOOL DISTRICT

The participating School District shall be responsible for:

- **Core Team Assembly:** Assembling a dedicated leadership team comprising the Superintendent, Chief Financial Officer (CFO) or similar role, and lead educators/teachers, up to two (2), to guide district-level learning and strategic formulation.

- **Active Participation:** Ensuring full team attendance and active participation in all cohort-based training sessions, including three (3) virtual sessions in Phase I and four (4) sessions in Phase II (inclusive of the on-site Reno and Las Vegas events).
- **Technical Engagement:** Engaging with the ESC and vendor coaching staff to utilize specialized one-on-one coaching days to resolve administrative and fiscal challenges.
- **Strategic Formulation:** Developing a comprehensive, modernized, and budget-integrated strategic plan that aligns with the Nevada District Performance Framework (DPF) measures of success.
- **Local Board Adoption:** Securing formal School Board of Trustees presentation and official adoption of the finalized strategic plan and integrated budget on or before June 30, 2027.
- **Compliance & Documentation:** Submitting required monitoring documentation, including attendance sheets, signed logs, draft plans, and board resolutions, to the ESC for progress reporting to DETR.
- **Vendor Payment:** The District will be responsible for processing any payment owed to the selected vendor.
- **Outreach and Marketing:** The District must acknowledge DETR in all outreach and marketing materials relating to this project. The following statement must be included on any/all outreach or advertising that the contractor performs on said project: "This program is supported in whole and/or in part with federal and/or state funds provided by Nevada DETR."

5. MILESTONES AND VERIFIABLE DELIVERABLES

The project is structured into three overlapping phases with corresponding quarterly performance milestones. To verify progress and release subaward reimbursements, the District must collaborate with the ESC to complete and submit the following verifiable deliverables to DETR at the close of each reporting period:

Project Timeline and Budget

Phase I: Insight (Oct – Dec 2026)	Budget
Cohort Leadership Team Stipends (Lead Educators) 3-Virtual Trainings	\$900.00
Design/Develop planning approach-activities, tools/templates, timeline	\$12,558.33
Direct Strategic Coaching Sessions (up to 5 days per LEA)	\$8,000.00
Phase I Subtotal	\$21,458.33
Phase II: Development (Jan – May 2027)	Budget
Direct Strategic Coaching Sessions (up to 5 days per LEA)	\$8,000.00
Cohort In-Person Workshop Attendance & Other Associated Travel	\$2,358.00
Strategic Planning Curriculum, Templates & Budget Frameworks	\$5,583.33
Cross-Functional Alignment Workshops/ In-Person Workshop (Supt, CFO, Educators)	\$16,397.22
Phase II Subtotal	\$32,338.55
Phase III: Adoption (May – Jun 2027)	Budget
Direct Strategic Coaching Sessions (up to 5 days per LEA)	\$8,000.00
LEA Leadership Sustainability & Long-Term Implementation Planning	\$11,543.33
Phase III Subtotal	\$19,543.33
Project Total:	\$73,340.22

District Milestones and Budget Table

Reporting Period	Quarterly Performance Milestones	Verifiable Deliverables
Quarter 1 (Sept 1 – Sep 30, 2026) RFR due Oct. 15, 2027	- Identify cohort participants. - Draft and execute inter-local agreements.	- Deliverable: Signed cohort inter-local agreements from district superintendents.
Quarter 2 (Oct 1 – Dec 31, 2026) RFR due January 15, 2027	- Convene cohort team comprising Superintendent, CFO, and lead educators (2). - Selected vendor completes strategic planning curriculum, templates, and timeline. - Conduct three virtual training sessions on strategic frameworks and expectations.	- Deliverable: Roster of participating district teams. - Deliverable: Agendas, attendance logs, and participant feedback reports.
Quarter 3 (Jan 1 – Mar 31, 2027) RFR due April 15, 2027	- Launch the in-depth budget-integrated training curriculum. - Conduct two major training sessions (at least one in-person in Las Vegas or Reno). - Deliver direct one-on-one technical coaching sessions to participants (up to 5 coaching days total).	- Deliverable: Sign-in rosters and agendas for Phase II cohort sessions. - Deliverable: Completed draft plan for review. - Deliverable: Quarterly district outlines and progress tracking.
Quarter 4 (Apr 1 – Jun 30, 2027) RFR due July 15, 2027	- Conduct final cohort sessions, including the second mandatory in-person event. - Conclude direct 1-on-1 coaching for district teams. - Guide district in final plan iteration and formal local school board presentation.	- Deliverable: Completed, board-approved, strategic plans. - Deliverable: Closeout narrative, reporting and financial reconciliation.
TOTAL SFY 2027	Full program implementation across four quarters fulfilling all DETR milestones. All quarterly verifiable deliverables submitted and verified by DETR.	All quarterly verifiable deliverables submitted and verified by DETR.

6. FINANCIAL TERMS AND REIMBURSEMENT PROCEDURES

All compensation and financial support provided under this Scope of Work are subject to the restrictions and guidelines governing the DETR CEP subaward. Reimbursement is limited strictly to actual, documented expenses in accordance with the following terms:

- Educator Contract Day Claims:** Reimbursements for participating teachers and school educators completing work outside contract hours shall be capped at a flat rate of \$150.00 per day (or the equivalent prorated hourly rate) per teacher. Prior written approval and verified sign-in rosters must accompany all teacher contract day claims.
- In-State Travel:** Reimbursements for travel to on-site training events are subject to State of Nevada travel reimbursement regulations (GSA rates for lodging, mileage, and per diem). All travel expense claims must be substantiated by original receipts and maps verifying mileage.
- Invoicing & Supporting Documentation:** The District shall submit itemized invoices and progress documentation to the ESC for review quarterly, no later than fifteen (15) business days following the end of each reporting quarter noted in the table above. The final invoice must be submitted by June 15, 2027, to facilitate year-end closeout. Late submissions may result in delayed reimbursements or forfeiture of funds.
- Contract Maximum Cap:** The total reimbursement payable to the District under this Scope of Work for teacher contract days, travel, vendor training, and administrative supports shall not exceed the maximum allocated limit of \$73,340.22, unless amended in writing by both parties and approved by the ESC.