

## ATTACHMENT 1 SCOPE OF WORK

Department or School Name: The Earth Institute

Agreement Terms: Start Date: 9.20.21      End Date: 6.30.22

Scope of Services Requested (What are your needs?)

DE&I training for ESP, SUMA, and the Undergraduate Program in Sustainable Development. Educational sessions, one-on-one coaching, and an assessment.

All training will be done online.

*Detailed Description of Services Objective (How will Supplier meet your needs?)*

Iere Strategies will provide a DEI-focused educational program for faculty in the ESP and SUMA programs.

- 1) **Two educational sessions:** one on either September 24, and the second on either November 5 or 12, 2021. Both trainings will center on DEI-informed teaching methods. Each session will be about 2 hours. These will be offered virtually. Iere proposes to a) discuss our decolonizing approach to this work, b) share some teaching-related data points from the ESP & SUMA DEI audits, c) create space for critical self reflection, d) share DEI-informed teaching methods, e) create space for faculty to brainstorm usage of the methods shared, f) provide opportunities for some faculty volunteers to model for the group.
- 2) **One-on-one coaching/Q&A sessions:** between both educational sessions, Iere will offer forty (40) 30-minute scheduled sessions for one-on-one meetings with individual faculty who may have questions about the first session and/or wish to receive individualized coaching. We will offer varied time slots for faculty to sign up. These will be offered virtually.
- 3) **Assessment:** Iere proposes varied forms of assessment: a) faculty self-assessment at the end of the semester, b) Iere-administered student surveys at the end of the semester (for students in the classes with faculty who have participated in the educational sessions, c) some class observations by Iere staff. We will analyze all data and issue a brief report in January 2022.

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If applicable, key Deliverables throughout Project (Phases)

1. Session Prep, Post-Session Assessment, Data Analysis and Report Generation
2. Conducting Session 1
3. Conducting Session 2
4. Forty (40) 30-minute individual coaching sessions

Resources to Complete the Scope of Work (I.e. Training, Materials, Headcount)

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What is the Final Product for Services Rendered?  
(I.e. Database Management, Software, HR Benefits, Data Analysis Report, Architecture Drawings)

Two Educational Trainings  
Individual coaching sessions  
Post-Session Assessment

Payment Terms:  
(\$ per hours, day, Milestone Rate Specified in an Addendum, Percentage Rate Based on Work Completion, or Fixed Fee)

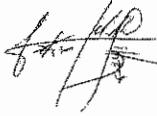
In full monetary consideration for this SOW and the services performed by the Consultant hereunder, the University shall reimburse Consultant in an amount not to exceed \$20,000, which is based on:

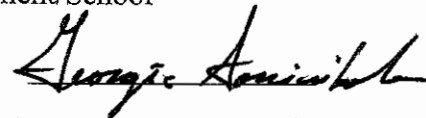
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1. A rate of \$ \_\_\_\_\_ per \_\_\_\_\_ for such times as the Consultant actually performs services as called for by this SOW; or
2. **A milestone rate specified in an addendum to the Agreement;** or
3. A percentage rate specified as follows: \_\_\_\_\_

Note: The total consideration includes all other expenses, including transportation and subsistence expense, which shall be reimbursed to the Consultant in accordance with the reimbursement practices of the University; or as otherwise specified in an addendum to this Agreement.

SOW Approved by (Print Name) \_\_\_\_\_ for Contract Executed on \_\_\_\_\_.

“Service Provider”  
Sign: \_\_\_\_\_   
Name: Hakim Williams  
Title: Co-Principal  
Date: 9.7.21

Department/School  
Sign: \_\_\_\_\_   
Name: George Sarrinikobou  
Title: Director, Office of Academic and Research Programs  
Date: 9.14.21

**NOTE**<sub>1</sub>: This would articulate the incorporation of the standard University terms & conditions (PO boilerplate).

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### ADDENDUM

In full consideration of Consultants' performance of the Services and providing of all deliverables pursuant to the Agreement, Consultants will be compensated as follows:

Consultants will submit invoices in **three (3) equal** segments.

Three invoices will be issued based on the following deliverables:

- 1) Invoice 1 for \$ 6,666.66: completion of Session 1
- 2) Invoice 2 for \$6,666.67: completion of Session 2
- 3) Invoice 3 for \$6,666.67: data collection and analysis, and submitting of report