

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

- The DigiGeeks team will collaborate with the MBK Yonkers team to support MBK Yonkers to provide strategic planning consulting. Through ongoing strategy sessions, the DigiGeeks will provide support in creating an MBK Yonkers Strategic plan and creating programmatic assessments to track progress towards milestones and annual goals. We will advise on developing survey metrics and data collection tools to ensure MBK Yonkers activities are aligned with key goals.
- Deliverables:
 - Supporting the development of MBK Yonkers Strategic Plan
 - Provide weekly strategic consulting for ongoing programming opportunities and challenges
 - Develop baseline metrics and tool to track progress
 - Advise on development of MBK Yonkers milestone quarterly reporting tools to support milestone leads
 - Support development of a master milestone progress and activity tracker
 - Provide strategic consulting on MBK Yonkers quarterly and annual reporting

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

- Total budget is \$20,000 for the period of February 2025- December 31, 2025

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

- MBK Yonkers staff, students and alumni

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

- Stefanie Cruz, Founder and CEO of DigiGeeks Collective

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? IF YES, PLEASE LIST **ALL** OF THEIR NAMES AND CONTACT INFORMATION.

- No

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

- A monthly update on the progress of the project and activities will be provided.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

- The school district will evaluate the quality of services based on timely completion of deliverables, usefulness of strategic guidance, and effectiveness of tools developed to track progress. Feedback from the MBK Yonkers team and the clarity of reports and trackers will also inform performance assessment.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: DigiGeeks Collective

Vendor Address: 5814 Washington Blvd., Arlington, VA 22205

Vendor Phone No.: 646-326-5654

Vendor Business Status: (corporation, non-profit individual, unincorporated) S Corp

Vendor Contact Name: Stefanie Cruz

Vendor Contact Email: stefanie@digigeeks.com

Tax ID No.: 85-4203678

School District Administrator Name: Dr. Jason Baez

School District Administrator Title: Executive Director

School District Administrator Phone No.: 914-376-8183

School District Administrator Email: jbaez@yonkerspublicschools.org

8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?

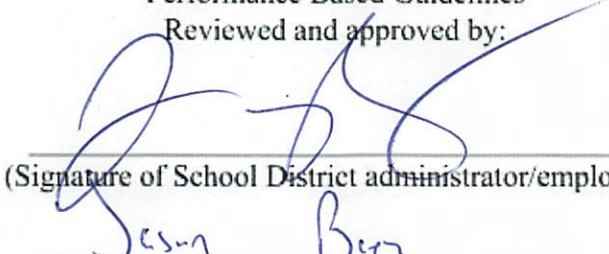
- Yes, these services are pursuant to the Obama Foundation grant.

9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

- No

10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? **IF YES, PLEASE SPECIFICALLY DESCRIBE.**

- No

<p>Performance Based Guidelines Reviewed and approved by:</p>  <p>_____ (Signature of School District administrator/employee)</p> <p><u>Jason Burr</u> _____ (Printed Name)</p>
