

**CITY OF NORTH MIAMI  
CONSULTING AGREEMENT  
(Leaders in Training Program)  
SPECIAL SUMMER**

**THIS CONSULTING AGREEMENT** (“Agreement”) entered into by and between the City of North Miami, a municipal corporation of the State of Florida, located at 776 NE 125<sup>th</sup> Street, North Miami, Florida 33161 (hereinafter referred to as “City”) and **College Readiness Access Motivational Services (“CRAMS”) Consulting, LLC**, located at 12550 Biscayne Blvd, PMB 500, Suite 800, North Miami, FL 33181 (hereinafter referred to as “CRAMS”), collectively referred to as “Parties”.

**WITNESSETH:**

**WHEREAS**, CRAMS has proposed Leaders in Training (LIT) Program designed to provide workforce readiness skills to students throughout the City and at all local schools within the boundaries of the City; and

**WHEREAS**, the City wishes CRAMS to provide the services more fully described in its proposal for the Special Summer Leaders in Training (the “Proposal”) attached hereto as Exhibit “A”;

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

**ARTICLE I  
SCOPE OF SERVICE**

**CRAMS** shall carry out the work described in Exhibit “A” attached hereto and made part hereof.

- A. All work shall be completed in compliance with all applicable regulations codes and ordinances and in a satisfactory and proper manner as determined by the City. Such services shall be performed except as otherwise stated herein by persons or instrumentalities solely under the domain and control of CRAMS.
- B. CRAMS shall comply with such other terms and conditions including record keeping and reports for program monitoring and evaluation purposes for the purposes of carrying out the program in an effective and efficient manner.

**ARTICLE II  
PERIOD OF AGREEMENT AND EFFECTIVE DATE**

This Agreement shall commence upon June 1, 2021, and shall remain in full force and effect until August 31, 2021.

**ARTICLE III  
CONSIDERATION AND PAYMENT**

For its performance under this Agreement, CRAMS will receive funds from the City in an amount not to exceed Seventeen Thousand Five Hundred Dollars and 00/100 Cents (\$17,500.00). Payment for services shall be limited to the scope described in Exhibit "A".

#### **ARTICLE IV CANCELLATION OF AGREEMENT**

Except as otherwise provided herein, this Agreement may be cancelled by either party with thirty (30) days in advance written notice to the other party at its address specified herein. In the event CRAMS cancels the Agreement prior to completion of the Scope of Work, CRAMS will reimburse the City in proportion to time remaining on the Project. In the event City terminates the Agreement no reimbursement will be required of CRAMS; however, if the Agreement is terminated by the City for cause, CRAMS will reimburse the City in proportion to time remaining on the Project.

#### **ARTICLE V DEFAULT AND TERMINATION FOR NON PERFORMANCE**

A default shall consist of any use of funds for a purpose other than as authorized by this Agreement, noncompliance with any provision in the Articles herein, or any material breach of the Agreement.

Upon the occurrence of any such default, the City Shall serve due notice to CRAMS at which time CRAMS shall have a reasonable opportunity to respond and cure; For purposes of this Agreement, a reasonable opportunity to respond and cure shall be ten (10) business days from receipt by CRAMS of the City's written notice of such default (the "Cure Period"). If the default is not cured to the satisfaction of the City, the City shall have the right in its sole discretion to take the following actions:

- A. Upon a written request from CRAMS setting forth a reasonable basis to support the need for an additional Cure Period the City may grant an additional Cure Period by written acknowledgement thereof;
- B. Terminate this Agreement by written notice thereof;
- C. Take other action including but not limited to temporarily withholding cash payments pending correction of the deficiency by CRAMS to disallow all or part of the cost of the activity or action not in compliance, wholly or partly suspend or terminate the current award for CRAMS' program, withhold further awards for the program, or take other remedies that are legally available.

#### **ARTICLE VI ADDITIONAL RIGHTS AND REMEDIES**

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

#### **ARTICLE VII FISCAL NON FUNDING CLAUSE**

This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, the City shall notify CRAMS of such occurrence and the City may terminate this Agreement without penalty or expense to the City upon no less than twenty-four (24) hours written notice to CRAMS. The City shall be the final authority as to the availability of funds and how available funds will be allotted. If this Agreement is funded in whole or in part by Federal or State dollars which are reduced or become unavailable, the City shall notify CRAMS of such occurrence and the City may terminate this Agreement without penalty or expense to the City upon no less than twenty-four (24) hours written notice to CRAMS.

## **ARTICLE VIII ASSIGNMENT**

CRAMS shall not assign this Agreement or any part hereof without the prior written consent of the City.

## **ARTICLE IX COMPLIANCE WITH APPLICABLE LAWS**

CRAMS shall comply with all applicable laws, orders, and codes of the Federal, State, and Local governments as they pertain to this Agreement.

## **ARTICLE X EQUAL OPPORTUNITY CLAUSE**

CRAMS agrees to comply with the requirements of all applicable State, Federal, and Local laws, rules regulations, ordinances, and Executive Orders prohibiting and or relating to discrimination. CRAMS shall not discriminate on the basis of race, color, religion, sex, national origin, age, familial status and handicap.

## **ARTICLE XI PROJECT PUBLICITY**

CRAMS shall recognize the City for its contribution in promotional material and at any events or workshops for which funds from this Agreement are allocated. Any news release or other type of publicity pertaining to the scope of work performed pursuant to this Agreement must recognize the City as the sponsor.

## **ARTICLE XII POLITICAL ENDORSEMENT PROHIBITION**

CRAMS shall not engage in political activities that promote or oppose any political party.

## **ARTICLE XIII PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to public entity; may not be awarded or performed work as a contractor, supplier, or subcontractor of CRAMS under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 under Florida Statute 287.133 for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. Additionally, pursuant to City's policy, a conviction of a public entity crime may cause the rejection of a bid, offer, or proposal. The City may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offeror, or proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a bid offer, proposal or reply.

#### **ARTICLE XIV MAINTENANCE OF RECORDS**

CRAMS shall maintain all records and accounts including property, personnel, and financial records, contractual agreements, construction reports, Davis Bacon records, subcontracts, proof of required insurance and any other records related to or resulting from the activities performed under this Agreement to assure a proper accounting and monitoring of all funds. In the event the City determines that such records are not being adequately maintained by CRAMS, the City may cancel this Agreement in accordance with Articles IV and V herein. This Article shall survive the expiration or earlier termination of this Agreement.

With respect to all matters covered by this Agreement, records will be made available for examination audit inspection or copying purposes at any time during normal business hours and as often as the City may require. CRAMS will permit same to be examined and excerpts or transcriptions made or duplicated from such records and audits made of all contracts, invoices materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The City's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency whether Local, State, or Federal. CRAMS shall retain all records and supporting documentation applicable to this Agreement for six (6) years after receipt of final payment from the City for inspection. If any litigation, claim, negotiation, audit monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it or the end of the required period whichever is later. The retention period starts from the date of the execution of this Agreement.

#### **ARTICLE XV EVALUATION**

CRAMS agrees that the City shall be responsible for monitoring and evaluating all aspects of the services provided under this Agreement as it relates to consulting and project management. The City shall have access to and be able to make copies and transcriptions of such records as may be

necessary in the determination of the City to accomplish this obligation subject to State and Federal confidentiality requirements.

In order to properly monitor and evaluate CRAMS' performance under this Agreement, the City shall make onsite inspections as often as it deems necessary. Further, CRAMS shall submit an activity report with each reimbursement request which details the progress made to date toward the completion of the activities authorized under Exhibit "A".

## **ARTICLE XVI DRUG FREE WORKPLACE**

CRAMS shall assure the City that it will administer in good faith a policy designed to ensure that CRAMS is free from the illegal use, possession, or distribution of drugs or alcohol.

## **ARTICLE XVII NEGATION OF AGENT OR EMPLOYEE STATUS**

CRAMS shall perform this Agreement as an independent agent and nothing contained herein shall in any way be construed to constitute CRAMS or any assistant representative, agent, employee, independent contractor, partner, affiliate, holding company subsidiary, or subagent of CRAMS to be a representative, agent, subagent or employee of the City.

CRAMS certifies its understanding that the City is not required to withhold any federal income tax, social security tax, state and local tax to secure worker's compensation insurance or employer's liability insurance of any kind or to take any other action with respect to this insurance or taxes of CRAMS.

In no event shall any provision of this Agreement make the City or any political subdivision of the State of Florida liable to any person or entity that contracts with or provides goods or services to CRAMS in connection with the services CRAMS has agreed to perform hereunder or otherwise for any debts or claims of any nature accruing to any person or entity against CRAMS. There is no contractual relationship either express or implied between the City or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to CRAMS as a result of the provisions of the services provided by CRAMS hereunder or otherwise.

## **ARTICLE XVIII LIABILITY**

CRAMS shall comply with all applicable laws, orders, and codes of the Federal, State, and Local governments as they pertain to this Agreement. The parties agree that CRAMS is liable for any violation of Federal, State or Local law by CRAMS in relation to this Agreement. CRAMS agrees that it shall be liable for any penalties imposed against CRAMS or the City by any federal, state or local agency for any actions or inaction by CRAMS. Such penalties shall include but not be limited to repayment of any of the funding received pursuant to this Agreement this obligation shall survive the termination or expiration of this Agreement for a period of not less than five (5) years or any applicable statute of limitation period or equitable limitation doctrine whichever is longer.

## **ARTICLE XIX INSURANCE**

CRAMS shall have insurance for financial protection for bodily and personal injury and property damage arising from the operations. The combined limits for general liability and fleet automobile liability coverage amount to One Thousand Dollars and 00/100 cents (\$1,000.00) per person per claim, and Two Thousand Dollars and 00/100 Cents (\$2,000.00) per occurrence. Nothing herein shall be construed as a waiver of the sovereign immunity of CRAMS. The State of Florida and their agents and agencies beyond the waiver provided in Section 768.28 Florida Statutes. CRAMS shall maintain in force all policies and coverage for the duration of this Agreement. The City shall receive written notice of any changes or cancellation of the required coverage.

## **ARTICLE XX ACCESS TO RECORDS**

If applicable, CRAMS shall comply with the requirements of Chapter 119 Florida Statutes with respect to any documents, papers, and records made or received by CRAMS in connection with this Agreement.

## **ARTICLE XXI SURVIVABILITY AND SEVERABILITY**

Any term, condition, covenant, or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such subsequent to such termination. In the event any section sentence clause or provision of this Agreement is held to be invalid, illegal, or unenforceable by a Court having jurisdiction over the matter the remainder of this Agreement is held to be invalid illegal or unenforceable by a Court having jurisdiction over the matter the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

## **ARTICLE XXII SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

## **ARTICLE XXIII GOVERNING LAWS**

This Agreement shall be construed under the laws, rules, and regulations of the State of Florida. Venue shall be in Miami-Dade County, Florida.

## **ARTICLE XXIV AUTHORIZATION**

Each party represents to the other that such party has authority under all applicable laws to enter into an agreement containing such covenants and provisions. All of the procedural requirements imposed by law upon each party for the approval and authorization of this Agreement have been properly completed and that the persons who have executed this Agreement are duly authorized and empowered to do so.

## **ARTICLE XXV NOTICE AND GENERAL CONDITIONS**

All notices which may be given pursuant to this Agreement shall be in writing and shall be delivered by personal service or by certified mail return receipt requested addressed to the parties at their respective addresses indicated below or as the same may be changed in writing from time to time:

### **Notices to the City shall be sent to:**

City of North Miami  
Attn: City Manager  
776 NE 125<sup>th</sup> Street  
North Miami, FL 33161

### **With copy to:**

City of North Miami  
Attn: City Attorney & Housing & Social Services Director  
776 NE 125<sup>th</sup> Street  
North Miami, FL 33161

### **Notice to CRAMS shall be sent to:**

Marlyn Paris-Lawson, MPA  
President/ Founder CRAMS Consulting, LLC  
12550 Biscayne Blvd, PMB 500, Suite 800  
North Miami, FL 33181  
Phone: 754-248-9775/ 954-224-8998  
Email: marlyn@cramsconsulting.com

### **With copy to:**

Norma Florival, Registered Agent  
12845 NE 4<sup>th</sup> Ave  
North Miami, FL 33161

## **ARTICLE XXVI TERMS**

Capitalized terms contained herein shall have the definition assigned. Capitalized terms contained herein that do not have the definition assigned shall have the meaning assigned in the applicable federal statute or regulation. All article and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

**ARTICLE XXVII  
ESTOPPEL WAIVER**

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed waiver of any right or acceptance of defective performance.

**ARTICLE XXVIII  
MERGER AND MODIFICATIONS**

This Agreement together with the Exhibits embodies the entire agreement and understanding between the parties hereto and there are no other agreements and or understandings oral or written with respect to the subject matter hereof that are not merged herein and superseded hereby. This Agreement may only be amended or extended by a written instrument executed by the City and CRAMS expressly for that purpose.

*[The remainder of this page is intentionally left blank]*

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the date on which the last of the Parties initials or signs.

**CONSULTANT:**

Witnessed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Consultant Name: Marlyn Paris-Lawson, MPA

Witness Date: \_\_\_\_\_

Consultant Date: \_\_\_\_\_

**ATTEST:**

**CITY OF NORTH MIAMI**

A Florida Municipal Corporation, **“City”**

\_\_\_\_\_  
Vanessa Joseph, Esq., City Clerk

\_\_\_\_\_  
Theresa Therilus, Esq., City Manager

\_\_\_\_\_  
City Clerk Date Signed

\_\_\_\_\_  
City Manager Date Signed

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Jeff P. H Cazeau, Esq., City Attorney

\_\_\_\_\_  
City Attorney Date Signed

**EXHIBIT “A”  
SERVICE PROPOSAL**



## City of North Miami Leaders in Training (LIT) Service Special COVID19 Proposal

**Submitted to: Ms. Alberte Bazile**

**Housing and Social Service Director**

**City of North Miami**

12400 NE 8<sup>th</sup> Avenue

North Miami, Florida 33161

**Phone:** (305) 895-9824

**Email:** [abazile@northmiamifl.gov](mailto:abazile@northmiamifl.gov)



**Submitted by: Marlyn Paris-Lawson, M.P.A.**

***President/Founder***

***College Readiness, Access, and Motivational Services***

**CRAMS Consulting, L.L.C.**

**Phone:** (754) 248-9775

**Email:** [marlyn@cramsconsulting.com](mailto:marlyn@cramsconsulting.com)



## CRAMS CONSULTING'S EXPERIENCE

**CRAMS Consulting** is led by industry veteran, Marlyn Paris-Lawson. Marlyn's credentials include a bachelor's degree in Psychology from Florida State University and a master's degree in Public Administration from Barry University. She is a dynamic, passionate, results-oriented bilingual professional with over 20 years of combined experience in education, social services, and human resources. In addition to the many accolades, she has received over the years, Ms. Paris-Lawson was recently named amongst South Florida's Top Black Educators (2015) by *Legacy Magazine*. She is best known for her passion for motivating students to tap into their inner-selves, work to their full potential and earn their way to college. Her sound academic tracking strategies, coupled with innovative student advocacy and engaging motivational workshops are contributing factors which have resulted in over 900 students being accepted to the college of their choice in the last 10 years. Mrs. Lawson leads a CRAMS team of 11 professional and committed Success Coaches, which comprises of college advisors, guidance counselors, certified teachers, and high achieving college students.



Marlyn is credited for her contribution in transforming a local drop-out prevention program into a leading college readiness and college access program, whose best practices have been recognized and adopted at the state level. Furthermore, Mrs. Paris- Lawson's efforts have produced recipients of the following college scholarships:

Bill Gates Millennium Scholarship	QuestBridge Scholarship	Silver Knight Awards Scholarship
Posse Foundation Scholarship	Golden Drum Scholarship	Miami Heat Foundation Scholarship
Jason Taylor Foundation Scholarship	Carnival Cruise Line Scholarship	City of North Miami Foundation Scholarship
Take Stock in Children Scholarship	Cruise Industry Foundation Scholarship	Sun Life Financial Rising Star Scholarship
Ford Salute to Education	Burger King Foundation	Dell Foundation
4-Girls Foundation Scholarship	Women with Purpose Scholarship	Bayside Foundation Scholarship

Marlyn Paris-Lawson has been recognized for her exemplary work in the areas of education, social services, and human resources. She is the recipient of numerous awards including:

- **Legacy Magazine:** One of South Florida's Top Black Educators in 2015
- **City of North Miami:** Proclamation
- **DISC Village:** Employee of the Year Award
- **Financial Health Care Associates:** Employee of the Year
- **Bank of America:** Neighborhood Excellence Emerging Leader
- **Miami-Dade County Commission:** Outstanding Service Award
- **Miami-Dade County Public Schools Proclamation:** Junior ROTC Project PASS Advisory Chair
- **Miami-Dade County Public Schools Proclamation:** Mentoring Program
- **Take Stock in Children:** Excellence in Program Management
- **Telephone Counseling and Referral Services:** Unsung Hero
- **Take Stock in Children:** Excellence in Program Growth
- **Certificate of Special Congressional Recognition:** Outstanding and Invaluable Community Service
- **Junior Leadership Corps:** Citizenship Award



Mrs. Paris-Lawson and the CRAMS team subscribe to and practice the four P's: "Preparation Prevents Poor Performance. For she strongly believes that if students receive adequate preparation during the formative years and beyond, they should expect to successfully transition to the college of their choice, embrace the rigor of a college course load and attain a college degree within a reasonable time frame.



## City of North Miami Leaders in Training (LIT) Program

### Special COVID19 Proposal: Life Advancement & Career Planning Program

#### PROPOSED INVESTMENT

<i>Service Site Address</i>	<b>Virtually Through Zoom Platform</b> Virtual CRAMS
<i>Service Period</i>	<b>June 15, 2021 – July 28<sup>th</sup>, 2021</b> Tuesday & Wednesday 10:00 am – 12:15 (with 15 minutes break)
<i>Service Frequency</i>	<b>Programming Period:</b> 7 weeks (14 days total / 2.15 hours per session) 2 days per week (Tuesdays & Wednesdays)
<i>Student Population</i>	25-30 high school students (grades 9-12)
<i>Program Development &amp; Implementation</i>	<b>\$17,500</b> (inclusive: program design and planning and delivery)
<i>Cost for Supplies and Materials</i>	Provided by the City of North Miami – Social Services Department Meals will not be served due to that students will participate virtually.
<i>Special Incentives (<b>highly recommended</b>)</i>	Community service hours and <b>(City recommended incentive)</b>

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<b>Total Cost</b>	<b>\$17,500</b> (Service development, implementation, recruitment & delivery)
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## SUMMARY OF SERVICES

<b>Program Summary</b>	<p>This special COVID19 Life Advancement and Career Planning component of the Leaders in Training (LIT) Program is designed to help student participants recover from the many of life's challenges they faced as a result of the pandemic. Children and adults have endured multitude of setbacks since the onset of the pandemic. As a result, there is a general sense of hopelessness and helplessness echoing throughout our communities. Many lives have been lost unexpectedly and those left behind have been forced to do without, while having to learn new ways of adjusting to life. Life Advancement is the process of gradually and progressively moving forward in life. To that end, this seven-week program will offer hope and transferrable skills in preparation for the re-opening of society. In addition, the hopelessness and helplessness will be replaced with a renewed spirit of purpose through career planning, career exposure through esteemed guest speakers, self-esteem building and engaging project-based activities that will prepare participants for their transition to college, career and life.</p> <p>The program will be offered during a 7-week period this summer, two days per week, for a total of 14 days and 2.15 hours per session, with a 15-minute break. For the successful completion of the program, participants will receive community service hours and a City of North Miami selected grand prize. Each participant is required to complete a minimum of 12 sessions to receive a certificate of completion and accompanying prize at the conclusion of the program. To be considered excused, absences need to be communicated in writing and approved by the program facilitator.</p>
<b>Deliverables: CRAMS &amp; City of North Miami</b>	<p><b>CRAMS' responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Life Advancement &amp; Career Planning Program Development &amp; Implementation</li> <li>2. Recruitment of (25-30) participants</li> <li>3. Scheduling of guest speakers</li> <li>4. Creation of weekly lesson plans</li> <li>5. Manage and document attendance for community service hours</li> <li>6. Final program report submitted to the City</li> </ol>

	<p><b>City of North Miami's responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Provide administrative guidance (throughout the duration of programming)</li> <li>2. Create promotional flyer for CRAMS to distribute electronically throughout the North Miami community</li> <li>3. Provide website link to facilitate registration of prospective applicants</li> <li>4. Screening of applications to ensure eligibility requirements are met</li> <li>5. Provide a list of eligible students (based on residency eligibility criteria)</li> <li>6. Select prize(s) and print certificates for participants who successfully complete the program</li> <li>7. Timely process of invoicing</li> </ol>
<b>Target Population &amp; Protocol</b>	<p><b>CRAMS Consulting, LLC (CRAMS)</b> is proud to continue its five-year relationship with the City of North Miami. Since the inception of LIT, together, we have impacted the lives of many youth. This special component of the Leaders in Training Program is designed to <b>Prepare, Engage</b> and <b>Empower</b> program participants for their transition into college, career, and life.</p> <p>A minimum of 25 participants will be selected for this program. They will be City of North Miami residents in multi-grade levels, (ranging from grade 9-12), age 15-18. Students will be recruited by CRAMS on behalf of the City of North Miami Housing and Social Services Department. Program content will include the following topics:</p> <ul style="list-style-type: none"> <li>• Life Advancement Planning</li> <li>• Career Exploration &amp; Planning</li> <li>• College Exploration &amp; Workforce Planning</li> <li>• Career Exposure Through Guest Speakers</li> <li>• Interpersonal, Life &amp; Social Skills</li> <li>• Stress Management &amp; Coping Skills</li> <li>• Leadership Development &amp; Communication Skills</li> </ul>
<b>Implementation Projected Timeline</b>	<p>The LIT Life Advancement &amp; Career Planning Program will be a 7-week program, which is tentatively scheduled to begin on June 15<sup>th</sup>, pending implementation approval by the City Manager. Implementation will also include an orientation for program participants (as needed). Engagement activities will consist of the following:</p> <ul style="list-style-type: none"> <li>• Program Design &amp; Curriculum Development (CRAMS)</li> <li>• Virtual Platform (CRAMS)</li> <li>• Recruitment of students (CRAMS)</li> <li>• Screening for city residency eligibility requirement (Social Services Department)</li> </ul>

	<ul style="list-style-type: none"> <li>• Scheduling (CRAMS &amp; Social Services Department)</li> <li>• Purchasing of Supplies (as needed) (Social Services Department)</li> <li>• Program Orientation for participants (CRAMS &amp; Social Services)</li> <li>• Program Implementation Pending scheduling start and end time 10:00 am – 12:15 pm (15 mnt break in between)</li> </ul>
<b>Budget &amp; Funding Logistics and In-kind</b>	<p><b>CRAMS</b> provides effective, quality services across the board, using excellence as its compass for service delivery. <b>Compensation to CRAMS Consulting: \$17,500 (inclusive of programming)</b>, \$5,600 of which is assessed for program designed and development which will be invoiced once the program is approved. The balance of \$11,900 will be invoiced bi-weekly.</p> <p><b>Cost of services will include:</b></p> <ul style="list-style-type: none"> <li>• Service Delivery Online Platform (Zoom)</li> <li>• Curriculum Development</li> <li>• Recruitment of Participants</li> <li>• Service Delivery</li> <li>• Scheduling of External Guest Speakers</li> <li>• Attendance and Participation Tracking</li> <li>• Final Report</li> </ul> <p><b>City of North Miami Cost:</b></p> <ul style="list-style-type: none"> <li>• Cost of laptop(s) for needy program participants</li> <li>• Fee for CRAMS services</li> </ul> <p><b>In-Kind Services:</b></p> <ul style="list-style-type: none"> <li>• Guest speakers in the form of department directors or managers</li> <li>• External guest speakers</li> </ul> <p><b>Required Need:</b></p> <ul style="list-style-type: none"> <li>• Internet access to engage in programming</li> <li>• Laptop or computer with video capacity to facilitate delivery &amp; participation in programming</li> </ul>
<b>Measurable Outcomes</b>	<p><b>CRAMS</b> has positioned itself to be a leading career readiness and leadership development service provider. As such, we are deliberate in achieving outcomes which produce long-term impact as outlined below:</p> <ul style="list-style-type: none"> <li>• <b>Eligibility Screening:</b> 100% of program participants will be screened for eligibility requirements</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Life Advancement Skills:</b> 75% of program participants will learn practical life advancement skills.</li> <li>• <b>Career Planning Skills:</b> 65% of program participants who successfully complete the program will do so with a 5-year life plan on hand to serve as a GPS to life.</li> <li>• <b>Program Completion:</b> 65% of participants will successfully complete the Life Advancement program.</li> </ul>
<b>Evaluative Method &amp; Data Sharing Process</b>	<b>CRAMS</b> subscribes to “ <i>our success is in our results</i> ” motto. As such, we measure every aspect of our services through formal and informal means, primarily in the form of: pre and post-tests, informal surveys, and log-in logs and a takeaway summary, following each session.

## Tentative Program Timeline

**Please Note:** This is a tentative timeline based on projected program launch and programming activities. Each week a guest speaker will be invited to present on the selected weekly topics. Guests will range from City of North Miami employees as well as well as professionals from the community.

Schedule	Deliverables	Accountability
<b>May 1<sup>st</sup> – June 11<sup>th</sup>, 2021</b>	Program Planning & Recruitment	NoMi & CRAMS
<b>Tuesday June 15<sup>th</sup>, 2021</b>	Program Launch	NoMi & CRAMS
<b>Monday June 14, 2021 (Time TBD)</b>	Program Orientation: Introduction to Life Advancement & Career Planning Program	NoMi & CRAMS
<b>Week 1: June 15 &amp; June 16</b>	Self-Exploration and Self-Introduction	CRAMS
<b>Week 2: June 22 &amp; June 23</b>	Mental Health & Self-Care, Stress Management & Coping Skills	CRAMS
<b>Week 3: June 29 &amp; June 30</b>	Career Exploration & Planning	CRAMS
<b>Week 4: July 6 &amp; July 7</b>	College Exploration & Planning	CRAMS
<b>Week 5: July 13 &amp; July 14</b>	Leadership Development & Communication Skills	CRAMS
<b>Week 6: July 20 &amp; July 21</b>	What is Your GPS? Creating a 5-Year Life Plan	CRAMS
<b>Week 7: July 27 &amp; July 28</b>	Resume Building & Etiquette for the 21 <sup>st</sup> Century	CRAMS
<b>July 28, 2021 (Time &amp; location TBD)</b>	End of Program Celebration	NoMi & CRAMS



***THANK YOU IN ADVANCE FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL FOR SERVICES***

For information about the LIT Life Advancement & Career Planning Program

**Please contact:**

Marlyn Paris-Lawson

**Email:** [marlyn@cramsconsulting.com](mailto:marlyn@cramsconsulting.com)

**Phone:** (754) 248-9775

