

# SCHEDULE A

February 1, 2022 – January 31, 2023

Schedule A is an integral part of the Hosted Agreement between Be A Mentor, Inc. (BAM), and Santa Rosa City Schools (Customer) signed and dated on February 1, 2022 and expands its scope to include fees and services related to the use of the hosted software

<b><u>Hosted Software License Agreement for use of Volunteer Management System (VMS)</u></b>	
Use of VMS as an online application residing on a Be A Mentor, Inc. servers or the purposes of volunteer application processing, conducting background screening and clearances, assigning volunteer applicants to selected sites and/or youth, tracking expiration dates and renewal of key issues.	
<b><u>I. Licensing</u></b>	<b><u>Cost</u></b>
License to use VMS  <p style="text-align: center;"><b><u>Annual Subscription</u></b> Basic Fee (includes 4 site coordinator Logins) 21 additional site logins at \$300 each</p>	Included

<b><u>II. System Services</u></b>	
<ol style="list-style-type: none"> <li>1. Process new Volunteer Online Applications</li> <li>2. Obtain Criminal Background Clearances when Volunteer Activities Require</li> <li>3. Require 'proof of Covid Vaccination' for all volunteers</li> <li>4. Conduct Sex Offender Registry Searches</li> <li>5. Ongoing technical support to trained licensee/ Customer Site Coordinator(s)</li> <li>6. Train School Site Coordinators on Use of VMS</li> <li>7. Assist &amp; Support District and School Site Coordinators with use of VMS</li> <li>8. Train New Staff on Use of VMS</li> <li>9. Track &amp; Update Clearance Progress of all Applicants &amp; Issue Clearance Letters</li> <li>10. Remind &amp; Assist Volunteers to Record Amount of Time Volunteering</li> <li>11. Track Expiration Dates of Applicants' Required Documents and Obtain Renewals</li> <li>12. Maintain School and School Site Coordinator Information and Contact Data</li> <li>13. Maintain and Update 'Volunteer Types selected by specific schools with appropriate descriptions &amp; Background Clearance Requirements</li> <li>14. Coordinate with Customer regarding Subsequent Arrest Notices</li> <li>15. Conduct Periodic Surveys of Volunteers Regarding Various Issues</li> <li>16. Conduct Periodic Surveys of School Site Coordinators Regarding Various Issues</li> <li>17. Generate Reports and Queries on Demand</li> <li>18. Once applicant is cleared, Customer site coordinator, with login ID and password, may access the applicant's electronic file for viewing and/or downloading</li> <li>19. Provide phone, email, and online chat support to volunteers registering in VMS</li> </ol>	<p style="text-align: center;">\$25 Fee per each newly registered applicant</p> <p><b><u>Example Only</u></b> 1,000 <b><u>new</u></b> applicants = \$25,000</p> <p>Charge is for newly registered applicants - No charge for volunteers in subsequent years of service</p>

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<b>III. Other Project Services</b>	
	<b><u>One-time Fees</u></b>
<b><u>Training</u></b> Train and support District and school-site coordinators on the use of VMS – 20 hrs. at \$90 per hour	\$1,800.00
<b><u>Set up and Configuration</u></b> Set up and configure SRSC Volunteer Portal at \$150 per school as a one-time fee - 25 schools X \$150	\$3,750.00 <b>\$5,550.00</b>

<b>IV. Options</b>	
Custom Queries and reports - \$ 300 - \$ 600	
Custom Application Programming - \$ 150 per hour	

<b>V. Summary of Charges</b>	
<b><u>Initial Payment</u></b>	
1. Hosted Software License Agreement (Annual Subscription)	\$ Included
2. Set up & Configuration (One-time Fee)	\$ 3,750.00
3. Training & Support (One-time Fee)	\$ 1,800.00
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<b>Total Initial Payment</b>	<b>\$ 5,550.00</b>
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<b>\$25 per new volunteer will be invoiced monthly</b> (NOTE: CA DOJ/FBI clearances will use BAM's ORI – District will not be billed from DOJ for clearance reports)	

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**VI. Indemnification**

Except in the case of gross negligence or willful misconduct by either party, each will release the other and will indemnify, and hold the other (including all officers, agents and employees) harmless from any and all claims, damages, actions, losses, costs, penalties, obligations, judgments, liabilities, each party's own attorney fees, each party's own costs of suit, each party's own expert witness fees, and each party's own legal costs, whether or not an actual lawsuit is filed resulting from or arising out of the services provided by BAM, as selected by Customer.

**Assumptions:** Outside fees such as those paid to a Live Scan vendor for fingerprinting, FBI Report, Calif Dept of Justice (DOJ) Report, and health check fees are not included in this agreement.

This document is agreed upon for the period of **February 1, 2022 through January 31, 2023**

**Be A Mentor, Inc.**

**Santa Rosa City Schools**

\_\_\_\_\_  
Robert Goetsch  
President

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

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