

For TCOE Office Use	
Vendor #	_____
Req. #	_____
PO #	_____
Contract #	2403(6)

## AGENCY AGREEMENT

**THIS AGREEMENT**, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **County of Fresno**, referred to as **AGENCY**.

**ACCORDINGLY, IT IS AGREED:**

1. **TERM:** This Agreement shall become effective as of July 1, 2023 and shall expire on June 30, 2024.
2. **SERVICES:** AGENCY shall provide services as set forth: (See attached Scope of Services - Exhibit A and Exhibit B for details. The Exhibit A and Exhibit B are made part of this Agreement by reference.)
3. **COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY the actual cost of such services to the extent they are allowable not to exceed the sum of \$45,000.00.
4. **METHOD OF PAYMENT:**
  - a. AGENCY must submit itemized invoices to SUPERINTENDENT for the cost of the services.
  - b. AGENCY is responsible for maintaining verifiable records for all expenditures.
5. **INDEMNIFICATION:** SUPERINTENDENT and AGENCY shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or AGENCY or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**AGENCY**

Sal Quintero  
County of Fresno  
2281 Tulare St. Room 301  
Fresno, CA 93721

**SUPERINTENDENT**

Tim A. Hire, Superintendent  
Tulare County Superintendent of Schools  
Tulare County Office of Education  
P.O. Box 5091  
Visalia CA 93278-5091

By: Sal Quintero  
Date: 10-24-2023

By: [Signature]  
Date: 9/22/23

TCOE Program Information

Contact Person and Phone No.: Katelyn Williford  
Division: CFNLP  
Program Title:  
Budget Number: 010-58103-4-490000-400000-51000-00-9620

Please return an original copy to:

Tulare County Office of Education  
ATTN: Internal Business Services Secretary  
P.O. Box 5091  
Visalia, CA 93278-5091

ATTEST:  
BERNICE E. SEIDEL  
Clerk of the Board of Supervisors  
County of Fresno, State of California

By: [Signature] Deputy

FOR ACCOUNTING USE ONLY:

Fund: 0001

Subclass: 10000

ORG: 56302005

Account: 7295/0

# EXHIBIT A

## SCOPE OF SERVICES, 2023 - 2024

### 1. RESPONSIBILITIES OF CONTRACTOR:

- Implement Friday Night Live (FNL) program(s) (Friday Night Live [FNL], Club Live [CL], Friday Night Live Kids [FNLK], and/or Friday Night Live Mentoring [FNLMT]) by supporting existing chapters and developing new chapters, utilizing FNL Standards of Practice (*Exhibit B*).
- Demonstrate efforts to become a Member in Good Standing (MIGS). MIGS is a peer-driven process led by the California Friday Night Live Partnership (CFNLP) and the California Friday Night Live Collaborative Leadership Team (CFNLC LT). MIGS areas include:
  - o A foundation of youth development, as realized through the implementation of the FNL Standards of Practice, in each program;
  - o Implementation of an alcohol, tobacco, or other drug (ATOD) prevention-related project;
  - o Program branding; and
  - o Administrative requirements as communicated by the CFNLP and CFNLC LT.
- Report chapter activities through an online portal on a quarterly basis.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

- The California Friday Night Live Partnership (CFNLP)/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.

# EXHIBIT A

## FEE SCHEDULE

The contract total for services to be provided is estimated to be \$45,000.00

**Reporting:** CONTRACTOR will record FNL activities on a quarterly basis through an online portal.

CONTRACTOR shall submit one invoice and report narrative per project year. The invoice and report narrative will be submitted in accordance with the dates below by one of the two following methods:

MAIL: Tulare County Office of Education  
California Friday Night Live Partnership  
Attn: Katelyn Williford  
PO Box 5091  
Visalia, CA 93278-5091

EMAIL: [katelyn.williford@tcoe.org](mailto:katelyn.williford@tcoe.org)

<u>Project Year</u>	<u>Invoice &amp; Report Narrative Due Date</u>	<u>Contract Amount</u>
July 1, 2023 – June 30, 2024	July 15, 2024	\$ 45,000.00
		Total \$ 45,000.00

Payment will be made at the conclusion of each project year.

Invoice and report narrative templates will be made available by August 30, 2023.



## Friday Night Live/Club Live Youth Development Standards of Practice

Youth in FNL/Club Live programs will experience the following:

- **A Safe Environment**
  - Physical safety – to feel safe physically, free from the risk of harm.
  - Emotional Safety – to feel safe emotionally, to feel like they can be who they are.
- **Opportunities for Community Engagement**
  - Knowledge of Community – to learn about their community and its resources.
  - Interaction/Interface with the Community – to interact and work with community members.
  - Communication with the Community – to communicate about the program or youth issues.
  - Contribution to the Community – to give back and serve the community.
- **Opportunities for Leadership and Advocacy**
  - Decision-Making and Governance – to participate in decision-making and occupy leadership roles, such as staff or board roles.
  - Youth Voice – to learn to express their opinions constructively and to hear those of others.
  - Action – to take action on issues or projects they care about outside of the program – in the community, at school.
- **Opportunities to Build Caring and Meaningful Relationships with Peers and Adults**
  - Peer Knowledge – to learn about their peers and build relationships with them.
  - Adult Knowledge/Guidance – to learn about the adult staff and build relationships with them.
  - Emotional Support – to feel supported emotionally by others in the program.
  - Practical Support – to feel like their practical needs are met by adult staff.
  - Sense of Belonging – to feel like they belong, like they matter to the group and its success.
- **Opportunities to Engage in Interesting and Relevant Skill Building Activities**
  - Specific Skills – to develop and build specific skills through program activities.
  - Challenging and Interesting Activities – to engage in interesting and challenging activities.

