



CONTRACT FOR SERVICES

This Contract for Services (“Agreement”) is between The College of the Florida Keys (hereinafter the “College”) whose address is 5901 College Road, Key West, Florida 33040 and The University of Central Florida Board of Trustees, for the benefit of PEER – Program Evaluation and Education Research Group (hereafter called “Contractor”) Building 93, Suite 403, Orlando, FL 32816-1250.

1. Independent Contractor

The Contractor shall perform any and all work due under this Agreement as an independent entity. It is explicitly understood and agreed that the Contractor, its employees, agents and representatives are not employees of the College. No part of this Agreement shall be construed to represent the creation of an employer/employee relationship. Contractor expressly represents and warrants that it will comply with all federal and state employment laws with any and all of Contractor’s employees working under this Agreement.

Contractor is not an agent of, or authorized to transact business, enter into agreements, or otherwise make commitments on behalf of College unless expressly authorized in writing by College. College will not pay or withhold federal, state, or local income tax or other payroll tax of any kind on behalf of Contractor or its employees. Contractor is not eligible for, not entitled to, and shall not participate in any of the College employee, health, or other benefit plans. Contractor is responsible for the payment of all required payroll taxes, whether federal, state, or local in nature, including, but not limited to income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses, or payments required by law. Contractor indemnifies College and holds it harmless against any fines, damages, assessments, or attorney fees in the event a court or administrative agency shall find that Contractor or anyone engaged through Contractor is an employee of College.

Contractor’s employees, if any, who perform services for College under this Agreement shall also be bound by the provisions of this Agreement.

2. Statement of Work

Contractor agrees to accomplish the following work under this contract:

- **Description of Service - Professional program evaluation**
- **Contractor’s work is detailed in a Statement of Work attached hereto as Exhibit “A”, which is incorporated herein by express reference.**

3. Consideration

a. College agrees to grant to Contractor the total amount not to exceed the sum of SEVENTY-ONE THOUSAND AND NO/100 DOLLARS (\$71,000.00) for accomplishment of the work due under this Agreement (the “Contract Price”).

b. The College will transfer the Contract Price to the Contractor upon satisfactory completion of work due under this Agreement in accordance with the schedule as shown on Exhibit “A” and upon receipt of an approved invoice from the Contractor.

c. Should the College reasonably believe that the Contractor is not complying with the Statement of Work, or satisfactorily performing any material obligation due hereunder, the College may withhold all, or any part, of a scheduled payment until the Contractor, in the reasonable discretion of the College, has remedied the

problem and/or fully performed its obligation(s).

4. Authority to Contract and Subcontract

The Contractor shall have no authority to incur any obligations or liabilities on behalf of the College. Contractor shall not represent to any party, or parties, that it possesses any authority in regard to this Agreement that it does not actually have. Contractor shall not enter into any subcontracts for any of the work scheduled under this Agreement, other than those described in Exhibit "A", without obtaining prior written approval from the College. Should the Contractor obtain prior written approval to enter into a subcontract with a qualified provider of services, the subcontractor shall acknowledge the binding nature of this Agreement and incorporate this Agreement, with attachments, into any subcontract entered. Should a subcontract be used, the Contractor hereby agrees to indemnify and hold harmless College from any and all acts of its subcontractor, and from any and all damages, liabilities, judgments, costs, claims, liens, expenses, penalties, causes of action, or controversies brought by any party on account of any acts or omissions of subcontractor. Contractor further agrees to be solely responsible to the College for the performance of any subcontractor hired by Contractor to complete any work associated in any way with this Agreement.

5. Funds Available and Authorized

The College certifies that sufficient funds are available within the College's current appropriation budget and the College is further authorized to finance the costs of this Agreement. It is agreed that in the event funding to the College is not continued beyond the current budgetary period at a level sufficient to allow for future payments to the Contractor for all the services identified in Paragraph 2, then College will notify Contractor of same, tender payment for authorized work completed during the prior budgetary period, and the obligations of both parties will thereafter terminate.

6. Term and Termination

Term. The Term of this contract is effective on **July 1, 2021** and will terminate on **September 30, 2025**.

Termination. This Agreement may be terminated by either party in writing and delivered by certified mail or in person 30 days prior to termination date. Upon delivery of written notice to the Contractor, the College may immediately terminate the whole or any part of this Agreement if:

- a) The Contractor fails to provide services called for by this Agreement within the time specified herein, or any extension thereof; or
- b) The Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the College, fails to correct such failures within ten (10) days or such longer period as the College may authorize.

The rights and remedies of the College provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. Any such termination of this Agreement, other than from breach of contract, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Should the College terminate this Agreement because the Contractor has breached it, then College shall have all remedies available by law.

7. Contract Management

Notwithstanding the Contractor's responsibility for total management responsibility during the performance of the Agreement, the administration of the Agreement will require coordination between the College and the Contractor.

College's Technical Representative

The College's Technical Representative ("TR") will be designated on authority of the College's Authorized Officer (hereinafter defined) to monitor all technical aspects of, and to assist in the administration of, the Agreement. The types of actions within the purview of the TR's authority are, without limitation: To assure that the Contractor performs the technical requirements of the Agreement; to perform or cause to be performed inspections necessary in connection with the performance of the Agreement; to maintain both written and oral communications with the Contractor concerning all aspects of the written interpretations of the technical requirements pertaining to the Statement of Work; to monitor the Contractor's performance under the Agreement and notify the College of any deficiencies observed.

College's Authorized Officer

All contractual administration will be carried out by the College's Authorized Officer, noted below. Communications pertaining to administration of the Agreement will be addressed to the Authorized Officer:

- Dr. Jonathan Gueverra, President

The College's Authorized Officer is the only person authorized to approve changes in any of the requirements under the Agreement.

8. Access to Records

Under Florida's Public Records Law, upon request the public shall have broad access to the books, documents, papers and records of the Contractor which are directly related to this Agreement.

9. Compliance with Law

The Contractor shall comply with all federal, state, and local laws, ordinances and codes applicable to the work due under this Agreement.

10. Indemnity and Insurance

The Contractor shall save and hold harmless the State of Florida and the College, its officers, agents, employees, and members, from any and all damages, liabilities, judgments, costs, claims, liens, expenses, penalties, causes of action, or controversies of whatsoever nature from any party resulting from or arising out of any of the negligent acts or omissions of its employees or agents acting within the course and scope of their obligations under this Agreement. This clause shall survive the expiration or earlier termination of this Agreement.

11. Ownership of Work Product

All work product of the Contractor resulting from this Agreement shall be considered property of the College, unless specifically exempted in Exhibit "A", or another executed Amendment to this Agreement. This clause shall survive the expiration or earlier termination of this Agreement.

12. Nondiscrimination

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer: Jose Reyes, Assistant Director, Talent Acquisition, Development and Accountability
(305) 809-3118 or jose.reyes1@cfk.edu
Title IX Coordinator: Naomi Walsh, Assistant to the VP, Advancement
(305) 809-3198 or naomi.walsh@cfk.edu
Disability Services: Katie Norland, Assistant Director, Student Success Center
(305) 809-3181 or katie.norland@cfk.edu
Mailing Address: The College of the Florida Keys, 5901 College Road, Key West, FL 33040

13. Applicable Law / Binding Effect

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any and all controversies arising out of this Agreement shall be granted exclusively to the Courts located in the City of Key West, Monroe County, Florida, and to the exclusion of any and all other venues. This Agreement shall be binding upon the Parties, their personal representatives, successors and assigns.

14. Captions

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Agreement.

15. Execution and Counterparts

This Agreement may be executed in counterparts, each of which together shall constitute the same, original instrument. Signatures transmitted by facsimile, scan, or similar electronic means, shall be treated as true original signatures.

16. Amendments

The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

17. Notices

All notices, certificates or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as previously set forth, or as detailed below, or at a place designated hereafter in writing by the parties.

For The College of the Florida Keys:

Dr. Jonathan Gueverra,
President and CEO
5901 College Road
Key West, Florida 33040

For UCF PEER

Dr. Bonnie Swan
Director
Program Evaluation and Educational Research (PEER)
Building 93 Suite 403
4221 Andromeda Loop North
Orlando, FL 32816-1250

18. Authorization / Successors in Interest

Each party signing below specifically represents and warrants that they are authorized to execute and deliver this Agreement and to make it a binding obligation of College or Contractor.

19. Attorney's Fees and Other Costs

If any party brings an action or proceeding to enforce the terms hereof or declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding shall be entitled to reasonable attorneys' fees and costs, including those incurred upon appeal. The term "Prevailing Party" shall include, without limitation, a Party who substantially obtains or defeats the relief sought. This clause shall survive the expiration or earlier termination of this Agreement.

20. Severability

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the

Agreement did not contain the particular term or provision held to be invalid.

21. Waiver

The failure of the College to enforce any provisions of this Agreement shall not constitute a waiver by the College of that or any other provision. Further, no waiver by College of a default by Contractor shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent default by Contractor of the same or any other term, covenant or condition hereof.

22. Merger Clause

This Agreement constitutes the entire agreement between the parties and supersedes all oral, written prior or contemporaneous agreements or understandings. There are no understandings, agreements, or representations, either oral or written, regarding this Agreement that are not specified herein. Contractor, by the signature below of its authorized representative, hereby acknowledges that the Contractor has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

23. Interpretation

The parties acknowledge that this Agreement is the result of negotiations between the parties, and in construing any ambiguity hereunder no presumption shall be made in favor of either party. No inference shall be made from any item, which has been stricken from this Agreement other than the deletion of such item.

24. Time of Essence

Time is of the essence with respect to the performance of all obligations to be performed or observed by the parties under this Agreement.

25. Force Majeure

Any prevention, delay, or stoppage due to strikes, lockouts, labor disputes, acts of God, including inclement weather and/or periods of rain or other weather conditions, inability to obtain labor or materials, or reasonable substitutes therefore, governmental restrictions or requirements, governmental regulations, governmental controls, inability to timely obtain governmental approvals, failure of power, riots, insurrection, war or other enemy or hostile government action, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform, shall excuse the performance by such party for a period equal to any such prevention, delay, or stoppage.

26. Background Screening

In accordance with the legislative mandate set out in sections 1012.32, 1012.465, and 435.04, Florida Statutes (2005) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this contract have completed all background screening requirements pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirement of this paragraph where so applicable.

Contractor agrees to bear any and all costs associated with acquiring the required background screenings. Contractor agrees to require all affected employees and sub-contractors to sign a statement, as a condition of employment with Contractor in relation to performance under this contract, that the employee and/or sub-contractor will abide by the terms and notify Contractor/Employer of any arrest or conviction of any offense enumerated in section 435.04, Florida Statutes within forty-eight (48) hours of their occurrence. Contractor agrees to provide the College with a list of all employees and/or sub-contractors who have completed background screenings as required by the above referenced statutes and the meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees and/or subcontractors are hired and in the event that any previously screened

employee fails to meet the statutory standards. Contractor further agrees to notify the College immediately up on becoming aware that one of its employees, who was previously certified as completing the background check, and meeting the statutory standards, is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify the College of such arrest or conviction within forty-eight (48) hours of being put on notice by the employee/sub-contractor and within 5 days of its occurrence shall constitute grounds for immediate termination of this contract by the Contractor. The parties further agree that failure by Contractor to perform any of the duties described in their paragraph shall constitute a materials breach of the contract entitling the College to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this contract.

**The College of the Florida Keys
Confidentiality Statement for Accessing College Records
Consultants and Independent Contractors**

Contractor understands that in the course of its work for The College of the Florida Keys (“the College”), its employees may be given or have access to personal information regarding employee, faculty, student and/or parent accounts with the College (e.g., name, address, social security number, employment, type and/or amount of debt owed, payment, banking, medical and/or other similar information) and other information that is confidential (collectively, “Confidential Information”) including, but not limited to, students, parents, custodians, customers and lists (actual or prospective and including charges and payment histories); financial information, including financial statements, purchases; computer programs and/or systems information; information relating to College operations, methods, strategies and techniques and their use and effectiveness; and employee information (including disciplinary and other similar matters). This information may be on paper, contained in software, visible on-screen displays, in computer readable form or otherwise. Contractor understands that from time to time, the College may revise the description of “Confidential Information” and that Contractor may obtain clarification as to what is “Confidential Information”.

Contractor will direct its employees and agents to receive and hold all personal information as highly confidential, and not (i) use any of it except in connection with work for the College; (ii) copy any of it except as necessary to such permitted use; and/or (iii) publish, disclose or provide access to any of it (including to a student’s parents unless written permission is received) except for limited disclosure and access to other College employees who need to know for the same permitted use or as otherwise directed by College, or as required by law, including the Florida Public Records Law. Upon the expiration of this Agreement, or earlier termination as instructed by College, Contractor, consistent with its obligations of the Florida Public Records law, will return to the College all copies (original and duplicate) of all materials in whatever form containing Confidential Information.

Contractor shall direct its employees and agents to read, understand and comply with all applicable College Policies, as well as the related responsibilities outlined by the College. Contractor shall further direct its employees and agents to:

- Access, distribute, share, and retain confidential data only as authorized and only as needed to conduct College business as required to perform duties under this agreement.
- Store under secure conditions all confidential data and ensure its confidential and timely destruction when no longer needed to conduct College business
- Respect the confidentiality and privacy of individuals whose data is accessed
- Observe all ethical restrictions that apply to such data
- Protect confidential information located at workstations with password-activated screensavers, strong Passwords and not posting passwords near a computer or share passwords with others
- Report immediately to a supervisor any and all apparent and suspected security breaches
- Comply with all applicable department and College security policies and procedures
- Not discuss verbally or distribute in electronic or printed formats any confidential data except as authorized and as needed to conduct College business as required to perform job duties
- Not make unauthorized copies of confidential data
- Not knowingly falsely identify myself
- Not gain or attempt to gain unauthorized access to confidential data or College computing systems
- Not share user ID(s) and password(s) with anyone nor use anyone else’s user ID(s) or password(s), except as authorized by Information Technology
- Not leave a workstation unattended and unsecured while logged-in to College computing systems
- Not use or allow other persons to use College data for personal gain
- Not engage in any activity that could compromise the security or confidentiality of data held in College records

Any violation of the foregoing may result in termination of this Agreement and legal liability. This clause shall survive the expiration or earlier termination of this Agreement.

AGREED TO BY THE PARTIES ON THE DATES NOTED BELOW

THE COLLEGE OF THE FLORIDA KEYS

By: _____

Name; Dr. Jonathan Gueverra

Title: President/CEO

Date: _____

CONTRACTOR

By: _____

Name: Dr. Bonnie Swan

Title/Co. Director, Program Evaluation and Educational Research (PEER)

Date: _____

Exhibit “A” Statement of Work

The Contractor will work with the Principal Investigator (“PI”) over the duration of the NSF HIS grant (Award #1928591) estimated to conclude September 30, 2025. The Contractor will provide project evaluation as outlined in Table 1.

Upon satisfactorily receiving the Contractor deliverables based on the schedule below and Table 1. the Contractor will submit bi-annual invoices to the College in line with the following schedule:

Project 5 year total = \$71,000 (\$66,000 for Project Evaluation; \$5,000 for travel)

Year 1 (Total = \$14,200)

- | | | |
|------------------------|------------------|--------------|
| • July 31, 2021 | - Payment 2021-1 | = \$6,600.00 |
| • Dec. 31 2021 | - Payment 2021-2 | = \$6,600.00 |
| • Travel Reimbursement | | = \$1,000.00 |

Year 2 (Total = \$14,200)

- | | | |
|------------------------|------------------|--------------|
| • June 30, 2022 | - Payment 2022-1 | = \$6,600.00 |
| • Dec. 31 2022 | - Payment 2022-2 | = \$6,600.00 |
| • Travel Reimbursement | | = \$1,000.00 |

Year 3 (Total = \$14,200)

- | | | |
|------------------------|------------------|--------------|
| • June 30, 2023 | - Payment 2023-1 | = \$6,600.00 |
| • Dec. 31 2023 | - Payment 2023-2 | = \$6,600.00 |
| • Travel Reimbursement | | = \$1,000.00 |

Year 4 (Total = \$14,200)

- | | | |
|------------------------|------------------|--------------|
| • June 30, 2024 | - Payment 2024-1 | = \$6,600.00 |
| • Dec. 31 2024 | - Payment 2024-2 | = \$6,600.00 |
| • Travel Reimbursement | | = \$1,000.00 |

Year 5 (Total = \$14,200)

- | | | |
|-------------------------------|------------------|---------------------|
| • May 31, 2025 | - Payment 2025-1 | = \$6,600.00 |
| • Sep. 30 2025 | - Payment 2025-2 | = \$6,600.00 |
| • <u>Travel Reimbursement</u> | | <u>= \$1,000.00</u> |

Total	= \$71,000.00
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Deliverables:

The Contractor agrees to provide the following deliverables:

For each year, the Contractor will complete the following:

- Conduct 1-2 site visits to the College or other program related sites.
- Attend conference calls with PI quarterly.
- Attend other meetings either virtually or in person as requested or required by College.
- Collect and analyze data,
- Provide 1-2 formative and 1 summative report.

Evaluation will employ principles set forth in NSF’s User-Friendly Evaluation Guide (2010) and meet other well-established standards. Formative evaluation will occur early in the project and focus on identifying obstacles or barriers to the project goals and objectives and process improvement to ensure maximum likelihood of achieving successful goals and objectives. Summative evaluation will occur towards the end of the project and results will be used to determine the degree of success of the project. Each project goal has measurable objectives and activities, and evaluation tasks are tied to many of these. See Table 1.

The Contractor will provide two or more reports each year, including 1-2 formative reports each year detailing results from the implementation and progress evaluation, and 1 summative report. The focus of the summative reporting will be the project’s achievement in terms of the intended goals and activities and will draw conclusions and recommendations. Specific outcomes identified in the proposal will be measured to gauge the success of the project as it relates to its stated goals and objectives.

The evaluator will conduct site visits, attend quarterly meetings with the PI, attend project related meetings, and review program enrollment records and other agreed upon evidence. They will also conduct interviews and administer surveys with key stakeholders of the project to obtain feedback related to program objectives. An Implementation Template (similar to Table 1 but with a column for PI activities for each deliverable) will be exchanged each semester between the PI and the evaluator to document progress and answer questions. This will help assure that they have a shared vision of what is being accomplished, and that nothing important is missed.

Other tasks include conducting a review relevant literature, reviewing curriculum with post-secondary content experts, and investigating whether evaluation recommendations are acted upon. Another important focus of the evaluation will be for providing technical assistance for how well DREAM STEM research adheres to well established standards.

The Contractor will work with the project’s PI to develop evaluative instruments leveraging previous instruments developed and tested by PEER or through other research. The evaluator will also work with the project team to develop and update a DREAM STEM logic model.

Table 1. Project goals, objectives, activities, and evaluation activities (i.e. deliverables)

Project Goal	Associated Objective	Activities	Evaluation Activities
Goal 1: Increase the STEM educational capacity at CFK.	Objective 1. Renovate CFK Math Learning Center into DREAM STEM Learning Center	<ul style="list-style-type: none"> Repurpose the Math Learning Center (MLC) to expand the capacity to support all STEM programs at the College: <ul style="list-style-type: none"> 4 new graphing calculators for check out Offer 5 summertime PD ops, targeting innovative STEM mentorship/tutoring strategies Hold meetings for students to meet with DREAM STEM faculty/staff/Ambassadors 	<ul style="list-style-type: none"> Site visits to review evidence, collect data, view lab and software demonstrations, review course components, attend meetings and events (1-2/yr.) Conducting interviews and administering surveys with important stakeholders involved to document feedback related to program objectives. Developing surveys and interview protocol for different stakeholder groups. Provide the following evidence to PEER to evaluate <ul style="list-style-type: none"> PRF, PO, and receipts for purchases of calculators, equipment, VR simulators, hardware, software Professional development plan (within 1 yr.) including timeline for events Status reports with suggested evidence (flyers, announcements, attendance counts by target) for each event offered (each semester) Roundtable discussion notes from breakout sessions at Summer CFK Convocation Days STEM VR/AR Lab management and sustainability plan (within 1 yr.) Use logs for VR Training Lab and Mobile VR Lab (each semester) with date and program, course, campus or school, number of students/others impacted Progress updates for development of brick and mortar and mobile VR laboratories (each semester) Progress updates for reviewing training tech options (each semester) Progress update for development of courses and VR lab components (each semester) Timeline and updates on progress for creating the mobile recruitment unit (each semester)
	Objective 2. Procure commercially available STEM VR/AR for DREAM STEM VR Lab.	<ul style="list-style-type: none"> Beta test the TSSWTT training program during ETP 1532C Installation of Wind Energy Systems during as part of the ET-RET training program If the beta test is successful, the ET-RET program will consider a commercial installation of the TSSWTT software at the College and satellite campuses Review solar VR training tech and consider purchasing a license agreement for installation of the software to support solar courses at main campus Review and consider purchase of state-of-the-art VR welding sims that are stationary and portable plus associated license agreements Explore Amphibian VR technology, especially as a foundation upon which to develop additional, specific VR advanced and technical dive training. Consider purchasing a license agreement with Labster for software installation as well as mobile VR 	
	Objective 3. Develop state-of-the-technology DREAM STEM VR training laboratories.	<ul style="list-style-type: none"> Identify and install dedicated space with VR stations complete with equipment 	
	Objective 4. Renovate the dive trailer to create the DREAM STEM mobile recruitment unit.	<ul style="list-style-type: none"> Create the DREAM STEM mobile recruitment unit 	
	Objective 5. Develop STEM VR/AR for CFK Marine Science & Technology courses.	<ul style="list-style-type: none"> Work with CIVS and EliteVR to develop VR software using 360° video superimposed with 3-D training objects for Basic Research Diving 	

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
		<ul style="list-style-type: none"> • Create a VR version for the CCC PRD for MET students not capable to participate in scuba diving • Work with Purdue University NW CIVS to develop VR field training for 3 MET courses • Work with Purdue University CIVS and Elite VR to develop a VR course for hydrokinetic energy technician training (ETP 1506C Hydrokinetic Power Technician) • Develop VR software to support rebreather training will improve instructional quality and access, reduce instructional cost/time, and improve safety 	<ul style="list-style-type: none"> ○ Photographs of new spaces, events, mobile lab, equipment, etc.(annual) ○ Copies of new course description and syllabi, status (each semester) and evidence for college and state-level approval
	Objective 6. Develop innovative STEM courses to enhance current STEM academic programs.	<ul style="list-style-type: none"> • Develop and obtain approvals for Introduction to Rebreather Technology course 	
	Objective 1. Develop the DREAM STEM policies and procedures to promote enrollment.	<ul style="list-style-type: none"> • MCSD and CFK have already executed an agreement to collaborate in the Collegiate High School Program (CHSP). 	<ul style="list-style-type: none"> • Analysis of assessments for student knowledge, skill • Telephone interviews or surveys will be conducted with key stakeholders involved to document feedback related to program objectives • Attend at least one meeting each year with MCSD STEM Coordinator • Attend at least one meeting each year with the DREAM STEM Ambassadors
	Objective 2. Develop mechanisms to cover the cost associated with STEM courses.	<ul style="list-style-type: none"> • Provide resources for public transportation between campuses. • Support the cost of college level textbooks associated with the STEM courses. • Perform sustainability efforts (narrative Section H). 	

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
	Objective 3. Develop and implement recruitment plan with the Monroe County STEM. Coordinator	<ul style="list-style-type: none"> The MCSD STEM Coordinator will work with the College to promote STEM dual enrollment programs and help to identify and remove barriers to dual enrollment in the DREAM STEM program. The MCSD STEM Coordinator and DREAM STEAM team collaborate to develop a county-wide recruitment strategy by coordinating times and events at K-12 schools where the DREAM STEM team can participate, especially with the DREAM STEM Ambassadors and Mobile VR Laboratory. The MCSD STEM Coordinator will work with science and math teachers to facilitate DREAM STEM Ambassador mentorship during the Annual Regional MCSD STEM Fair. CFK DREAM STEM Faculty Mentors will be solicited to judge at the fair and excellent student participants from middle school, 9th, and 10th grade levels will be heavily recruited into the DREAM STEM program. 	<ul style="list-style-type: none"> Use an encrypted participant level database to track involvement in program activities and the evaluation Provide the following evidence to PEER for review to evaluate <ul style="list-style-type: none"> Evidence of collaboration with local schools, e.g. schedule of events (planning); meeting agendas/minutes (each semester) Recruitment plan, including short descriptions and timeline for events (within 1 year) Outreach materials, e.g., brochures, flyers, other marketing materials, press releases (each semester) (each semester) List of recruitment efforts and events accomplished with short descriptions, dates, and reach (schools, classrooms, grade level) (each semester) List of events with brief descriptions, CFK staff/faculty who attend (each semester) Participant information for tracking involvement in programmatic activities, and for soliciting feedback for the evaluation (each semester) Description of resources provided for textbooks and transportation (each semester)
Goal 3: Increase retention and graduation in STEM academic programs at CFK.	Objective 1. Establish the DREAM STEM Council	<ul style="list-style-type: none"> Through a dynamic process, the College will explore and solicit leaders from the STEM community to participate on the DREAM STEM Council. The DREAM STEM Council will meet biannually to provide guidance and steering for the DREAM STEM program. The committee will be an integral resource for STEM network development and internship opportunities. The committee will be governed by a set of bylaws developed and approved at the first meeting. 	<ul style="list-style-type: none"> Annual surveys of DREAM STEM Council and DREAM STEM Support Team, and sample of those involved in the DREAM STEM Ambassador Program to document feedback related to program objectives Provide the following evidence to PEER to evaluate (each semester) for implementation evaluation <ul style="list-style-type: none"> Agenda and Minutes for DREAM STEM Council and DREAM STEM Support Team committee meetings held, with dates, list of attendees, contact information, status for accomplishments. Council minutes will include contact information members provide for their respective STEM networks (see Goal 4).
	Objective 2. Develop and implement DREAM STEM Ambassador program	<ul style="list-style-type: none"> The DREAM STEM Ambassador program will employ five of the most qualified DREAM STEM students to: (a) represent CFK and promote STEM disciplines at elementary, middle school, and high school events, especially with regard to the operating 	

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
		<p>the Mobile VR Lab, (b) participate in elementary aftercare STEM awareness and mentorship initiatives, (c) provide mentorship and tutorial service in the STEM Support Lab at CFK, and (d) provide mentorship to MCSD students as they participate in the annual State STEM Fair.</p> <ul style="list-style-type: none"> • Multilingual STEM Ambassadors will assist with interpretation and tutoring services as part of the Ambassador Program and STEM Support Center service 	<ul style="list-style-type: none"> ○ Description of and participation in DREAM STEM Ambassador Program ○ Dates for DREAM STEM Ambassador Program meetings and descriptions of events, list of attendees and facilitator(s) with contact information, status for accomplishment ○ Description of progress for developing DREAM STEM professional network and how that list is used/disseminated (annual) ○ Description of the DREAM STEM Support Team once assembled
	Objective 3. Assemble the DREAM STEM Support Team	<ul style="list-style-type: none"> • The PI and Co-PI make up the team with others who receive guidance from the DREAM STEM Council. • The team supports the following: <ul style="list-style-type: none"> ○ Providing resources to support STEM Faculty as mentors with a primary duty to foster student success in the STEM Support Center, but also to participate as mentors during the annual state STEM fair and provide mentorship to DREAM STEM Ambassadors. ○ Partnerships with VR technical support services from Purdue University NW CIVS, EliteVR, Labster, and the Amphibian Team. ○ Include MCSD in all aspects of the program and participate on the AC. ○ Provide resources to support translation services in the STEM Support Center. ○ Provide resources for multiple coordinators depending on the departmental need to support the program. 	
	Objective 4. Develop a DREAM STEM professional network	<ul style="list-style-type: none"> • The DREAM STEM Council will be the primary source for developing a STEM network including local, state, regional, national, and even international STEM professionals. This global network will be utilized primarily to identify professional internship opportunities, but also to provide resources to sustain the DREAM STEM program beyond the grant funding period. In addition, the DREAM STEM professional network will be a primary resource and recipient for 	

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
		information on contemporary STEM topics, technology, knowledge, and expertise.	
Goal 4: Increase transitions into STEM workforce	Objective 1. Develop paid professional internships.	<ul style="list-style-type: none"> The DREAM STEM project will provide resources and funding for paid professional internships as capstone courses in STEM academic programs. Local, regional, national, and international industry partners will host internships during the final stages of the DREAM STEM program to (1) encourage program retention, (2) encourage program completion, and (3) increase job placement. 	<ul style="list-style-type: none"> Provide the following evidence (each semester) for PEER to evaluate (Goal 5): <ul style="list-style-type: none"> List of paid professional internships developed List of internship hosts and internship students, contact information, and internship status
	Objective 2. Utilize DREAM STEM professional network.	<ul style="list-style-type: none"> The DREAM STEM project will solicit feedback on internship opportunities biannually during Council meetings. AC members will be asked to develop and provide contact information for their respective STEM networks. The annual DREAM STEM newsletter will be produced highlighting project activities and progress, successes, and challenges, and solicit resources for sustainability (i.e. donations). The College has an educational foundation to support the administration of charitable donations. (see Dissemination section) 	<ul style="list-style-type: none"> Provide copies of the newsletter for PEER to evidence (annual)
	Objective 3. Host an annual DREAM STEM Career Fair.	<ul style="list-style-type: none"> The College will work with the MCSD STEM Coordinator to host the DREAM STEM Career Fair each spring after the MCSD STEM Fair. The STEM Career Fair intends to pair local, regional, national, and international industry with STEM students, especially those near graduation, and anyone who might be interested in pursuing a STEM career. Special requests for students who participated in the MCSD STEM Fair to display their projects at the DREAM STEM Career Fair. 	<ul style="list-style-type: none"> Provide the following for PEER to evidence (annual) <ul style="list-style-type: none"> Short description of event and suggested evidence (flyers, announcements, attendance counts by target) Photographs List of citations for student posters presented
Goal 5: Conduct Institutional research on	Question 1. Is VR technology an effective tool for increasing interest in CFK STEM programs?	<ul style="list-style-type: none"> During recruiting events, students will be asked to share their career goals at the beginning of the event (i.e. pre-event survey). Then students will interact with DREAM STEM Ambassadors (e.g. define STEM, tell 	<ul style="list-style-type: none"> PEER will offer TA for CFK Co-PI conducting this research. Meetings will be held twice annually, to review progress. PEER will provide

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
DREAM STEM impacts		personal stories about why they chose STEM, answer questions, etc.), and then the students will experience some of the innovative VR STEM training in the Mobile VR Lab (i.e. scuba and marine science, welding, renewable energy, etc.). Then students will be asked the exact same question (i.e. post experience survey). Data will be collected throughout Monroe County, FL.	recommendations related to how well the project adheres to well established standards.
	<i>Question 2.</i> Will participation in the DREAM STEM program increase retention and completion in STEM programs at CFK?	<ul style="list-style-type: none"> • Compare general STEM retention and graduation rates to DREAM STEM retention and graduation rates. Data will be collected through the Office of Institutional Research at CFK. 	
	<i>Question 3.</i> Will paid professional internships for DREAM STEM participants significantly increase graduate transitions into the STEM workforce?	<ul style="list-style-type: none"> • Using the local resource for graduate employment data (i.e. CareerSource South Florida) data will be collected on general STEM graduate employment and compared to DREAM STEM graduate employment. In order to control for the effects of paid internships for non-DREAM STEM graduates, they will be removed from the data analysis. 	<ul style="list-style-type: none"> • Conduct follow up surveys with interns and internship providers to document feedback related to program objectives
Goal 6: Meet all reporting requirements	Prepare and submit NSF: (1) Annual Progress Reports, (2) Final Project Report, (3) Project Outcomes Report	<ul style="list-style-type: none"> • The PI will prepare Annual reports on DREAM STEM progress, which will be submitted to the NSF Program Director. 	<ul style="list-style-type: none"> • Conduct reviews of these reports
Meet Other Dissemination Goals	<i>Objective 1.</i> Develop DREAM STEM webpage(s) and social media.	<ul style="list-style-type: none"> • The College will dedicate webpages on the CFK website to promote and share information on the DREAM STEM Program. The College will work with contracted web developers to: (1) embed videos of selected VR training, (2) promote and accept applications for the CFK DREAM STEM program, and (3) report progress and solicit opportunities for paid professional DREAM STEM internships. 	<ul style="list-style-type: none"> • Conduct reviews of webpage (annual)
	<i>Objective 2.</i> Prepare an Annual DREAM STEM Newsletter.	<ul style="list-style-type: none"> • The PI and Co-PI will work with STEM Faculty, STEM Ambassadors, Coordinators, and DREAM STEM Students to publish an annual newsletter to be distributed to the Council and associated DREAM STEM Network. (Related to Goal 4) 	<ul style="list-style-type: none"> • Provide copies of the newsletter for PEER to evidence (annual)

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
	Objective 3. Attend conferences:	<ul style="list-style-type: none"> The PI will attend mandatory annual meetings. Annual STEM Career Fairs will pair students with the STEM industries. Students and graduates will be encouraged through financial support to present experiences during local, regional, national, and/or international conferences. 	<ul style="list-style-type: none"> Conduct follow up interview or survey with each participant supported to participate at conferences Provide the following evidence to PEER to evaluate (each semester) <ul style="list-style-type: none"> List of students and graduates participating in meetings, with contact information, and how they were supported
	Objective 4. Prepare and submit NSF reports (Goal 6)	<ul style="list-style-type: none"> See Goal 6. 	
	Objective 5. Prepare a manuscript(s) on relevant academic research findings.	<ul style="list-style-type: none"> The PI and Co-PI will prepare manuscripts for any relevant research findings will be prepared and submitted for publication in the appropriate journal. 	<ul style="list-style-type: none"> PEER will collaborate with the PI to develop a program logic model and investigate adherence to the model Review of research methods in the beginning stages of development
Meet CFK Deliverable Requirements*	Increase STEM capacity through facility upgrades, curriculum development, and support services.	<ul style="list-style-type: none"> PI will obtain this information from CFK records and measure over baselines. 	<ul style="list-style-type: none"> PEER will offer TA for CFK meeting these deliverable requirements.
	Once established, 25 additional STEM graduates/ yr. w/ conservative est. growth at 10%.		
	The program will increase job placement from the current baseline by 10%.		
	The program will increase retention rates from the current baseline of 60%.		
	The program will increase completion rates from the current baseline of 80%.		
	The program will create a state-of-the-technology virtual reality laboratory that will be utilized recruitment, STEM training and research opportunities.	<ul style="list-style-type: none"> See Goal 1. 	<ul style="list-style-type: none"> See Goal 1.

Exhibit A. Statement of Work

Project Goal	Associated Objective	Activities	Evaluation Activities
	Answer DREAM STEM research questions.	<ul style="list-style-type: none"> • See Goal 5. 	<ul style="list-style-type: none"> • See Goal 5.
	DREAM STEM webpage(s) for updates and dissemination of materials.	<ul style="list-style-type: none"> • See section above, titled Meet Other Dissemination Goals. 	<ul style="list-style-type: none"> • See section above, titled Meet Other Dissemination Goals.
	Prepare Annual, Final, and Outcomes reports, Newsletters, brochures, and educational materials to the STEM community.		

*Note – baseline values are based on 2018 metrics provided by FLDOE.