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|  | **EXHIBIT**  **Portland Public Schools**  **Career Learning Requirements** |

1. **Program Summary**
   1. The District’s Career Learning requirements apply to all District architecture, engineering, and related services contracts with a value at or exceeding $250,000.
   2. The Prime Contractor shall offer Career Learning opportunities to District students as follows:
      1. **If this contract has a value at or exceeding $250,000 but less than $1,000,000,** Contractor must:

Offer at least two Career Learning opportunities to District students. For contracts lasting longer than one year, the Contractor must offer at least two opportunities every year during the active term of the contract.

* + 1. **If this contract has a value at or exceeding $1,000,000,** Contractor must:

Offer at least four Career Learning opportunities to District students. For contracts lasting longer than one year, Contractors must offer at least four opportunities every year during the active term of the contract.

* 1. Opportunities may be in alignment with the existing Career Learning framework or customized in collaboration with District Career and Technical Education leadership and/or the District’s Certified Business Program Manager.

1. **Program Registration**
   1. The Prime Contractor is required to reach out via email to the District’s Project Manager and the District’s Certified Business Program Manager, Avtar Sunnivagora ([asunnivagora@pps.net](mailto:asunnivagora@pps.net)), to schedule an initial orientation and notify District of who will be in charge of the Career Learning requirement for Contractor.
2. **Program Administration**
   1. **Orientation:** The Contractor's representative managing Career Learning requirements shall attend an orientation at the beginning of the project and once per year thereafter for multi-year projects, as opportunities change and our partner menu is updated. Orientation meetings will provide more detail on the Career Learning program and offer up suggestions for ways to get involved and engage with students. **Orientation meetings are held virtually from 10am-10:30am on the second Monday of every month.**

If the same representative is managing Career Learning compliance for Contractor for more than one District project, they must have attended an orientation once in the last year. If they have attended an orientation in the last year, they do not need to attend again for each new project. If a new representative is overseeing the Career Learning requirement, then that person must attend an orientation.

* 1. **Monthly Check-Ins:** Contractor’s representative shall attend a monthly meeting, hosted virtually by District staff, to connect with opportunities. **Monthly check-in meetings are held virtually from 10:30am-11am on the second Monday of every month.** Once all required opportunities for the year are completed, attendance is no longer required. Keep in mind you may need to restart attendance for the following year(s) if your contract lasts more than one year. Contract duration is calculated from the date stated on the contract. Contract extensions that push your contract end date out may result in additional opportunities being required.
  2. **Coordination of Activities:**  Contractor will receive requests from District Career Coordinators, the Certified Business Program Manager, or other District staff to provide Career Learning opportunities to District students. These requests may be made at the monthly meeting or via email, phone, or in person. Contractors will coordinate with the District’s Career Coordinators, the Certified Business Program Manager, or other District staff to plan, schedule, and conduct the Career Learning events or activities. Career Coordinators will coordinate student participation before and during scheduled events and activities.

1. **Reporting**
   1. Contractor must inform the District Project Manager and the Certified Business Program Manager of all Career Learning events that they participate in via an online reporting form found at <https://forms.gle/hViAGwvUwAktMqgT7>. One form must be completed for each opportunity offered. In addition, if Contractor was not able to meet all of the Career Learning requirements, Contractor must use this form to explain the steps that were taken to attempt to meet each required opportunity.

Please send any questions about these Career Learning requirements to the District’s Certified Business Program Manager, Avtar Sunnivagora ([asunnivagora@pps.net](mailto:asunnivagora@pps.net)).