

**AMENDMENT TO AGREEMENT BETWEEN CITY OF SUNNYVALE AND  
BIOCOM CALIFORNIA INSTITUTE FOR LIFE SCIENCE INDUSTRY WORKFORCE  
DEVELOPMENT SERVICES**

The Amendment to Agreement No. 001-540-23 ("Agreement"), dated July 31, 2024 ("Amendment"), is by and between the City of Sunnyvale (hereinafter referred to as "City"), on behalf of the NOVA Workforce Board ("NOVA"), and the Biocom California Institute, a 501(c)(3) organization established by Biocom California (hereinafter referred to as "Contractor") (collectively referred to as "Parties").

**Whereas**, on June 2, 2023, the City and Contractor entered into the Agreement whereby the Parties agreed to adhere to and comply with conditions and requirements established for use of specific funds from the State of California, which are intended to provide Rapid Response activities under the Workforce Innovation and Opportunity Act, Title I that include life science workforce development services; and

**Whereas**, the City and Contractor agree that an Amendment to Agreement No. 001-540-23 is advisable; and

**Whereas**, the Parties desire to extend the Term of Agreement through July 30, 2025; and

**Whereas**, the Amendment is necessary to change the contact information for the City under Exhibit A (PROGRAM AND DESIGN STANDARDS), Section II. (NOTICES); and

**Whereas**, the Amendment is necessary to delete Exhibit A. I. PROGRAM DESIGN, B. SCOPE OF SERVICES and add Exhibit A, Attachment I AMENDED SCOPE OF SERVICES; and

**Whereas**, the Amendment is necessary to replace Exhibit D. BUDGET, with Exhibit D-1, BUDGET – AMENDED and Exhibit D-1, Attachment I that adjust line items and incorporate new funding for the new term. As such, the total funding for July 31, 2024, through July 30, 2025, will be \$150,000; and

**Whereas**, the City and Contractor agree that the effective date of this Amendment is July 31, 2024.

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AMENDMENT TO AGREEMENT NO. 001-540-23:

1. Paragraph 2 of the Agreement, entitled "Term of Agreement", is hereby amended to read as follows:

2. Term of Agreement: July 31, 2024 through July 30, 2025.

2. Exhibit A, Section II. NOTICES, to the Agreement is hereby amended, in part, to read as follows:

[Replace City's contact information with the following:]

City: Jennifer Cheyer, Senior Manager of Workforce Development  
NOVA Workforce Services Department  
456 West Olive Avenue  
Sunnyvale CA 94086  
Telephone: (408) 730-7762  
Email: [jcheyer@novaworks.org](mailto:jcheyer@novaworks.org)

3. Exhibit A. Section I. PROGRAM DESIGN, B. SCOPE OF SERVICES is hereby deleted in its entirety.

4. Exhibit A, Attachment I, entitled “AMENDED SCOPE OF SERVICES”, is attached hereto and incorporated herein.

5. Exhibit D to the Agreement is hereby replaced in its entirety with Exhibit D-1, BUDGET – AMENDED and Exhibit D-1, Attachment I, attached hereto and incorporated herein.

6. All other terms and conditions of this Agreement remain unchanged and in effect.

The Parties, by and through their authorized representatives as indicated below, hereby acknowledge, and agree to the terms and conditions of this Amendment to Agreement No. 001-540-23.

**CITY OF SUNNYVALE**

**BIOCOM CALIFORNIA  
INSTITUTE**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: **Sarah Johnson-Rios**

NAME: **Vicki Brannock**

TITLE: **Assistant City Manager**

TITLE: **Senior Director, Workforce**

**Strategy & Innovation**

**APPROVED AS TO FORM:**

BY: \_\_\_\_\_  
City Attorney

## Exhibit A, Attachment I: AMENDED SCOPE OF SERVICES

Under the direction of the City, Contractor is responsible for providing the following services. The Contractor will implement services according to three components focused on enhancing NOVA Workforce Services' connections and access to employers in the life science industry sector. The components include:

1. Support for Life Science Companies Adjusting Their Workforce Size

Worker Adjustment and Retraining Notification (WARN) Assistance:

- Present customized content to affected employees during Rapid Response events per year and/or attend meetings with employers and the Rapid Response team.
- Provide a customized list of current openings from Biocom California member companies to be shared during the Rapid Response presentations.
- Support connections with human resource departments to organize Rapid Response Events and/or providing customized email with resources available through Contractor and Biocom California.
- For companies needing assistance with reducing or growing their workforce:
  - Present to companies.
  - Present customized content to laid-off employees.
  - Prepare a customized list of current openings from Biocom California member companies.

2. Business and Job Seeker Engagement

- Human Resource Biotech Group Happy Hour sponsorship (2 in-person events):
  - Listing as a sponsor on marketing materials.
  - Opportunity for a 5-minute presentation at each event.
- Human Resource Conference attendance:
  - Free admission for two NOVA Workforce Services representatives.
  - One table in the exhibitor's hall.
- Facilitate one webinar on NOVA Workforce Services services to life science companies.
- Career Fair sponsorship:
  - One table in the exhibitor's hall.
  - Opportunity to participate in workshops.
  - Listing as a sponsor on marketing materials.
- Workforce Symposium sponsorship:
  - One table in the exhibitor's hall.
  - Opportunity to participate in sessions.
  - Listing as a sponsor on marketing materials.
- Facilitate one webinar introducing NOVA Workforce Services clients to Career Hub.

Exhibit A, Attachment I.: AMENDED SCOPE OF SERVICES (cont.)

3. Career Exploration Fellowship Program

- Meet with NOVA Workforce Services team to discuss the program and planning.
- Create customized outreach presentation about the program for NOVA Workforce Services staff.
- Create customized marketing materials (graphics, flyers, social media posts) to recruit fellows and mentors, to find trainers, and for special outreach during the Life Science Workforce Symposium in October.
- Develop training.
- Create application process for NOVA Workforce Services clients.
- Vet applications.
- Match mentors with fellows.
- Conduct orientation at the beginning of the program.
- Organize a Virtual Career Panel.
- Facilitate a Meet and Greet Mentors event.
- Mid-program check-in meeting.
- Organize Career Fair.
- Check with mentors and fellows throughout the program.
- Conduct a mid-program check-in survey.
- Organize Capstone Event and celebrate receiving certificates.

### **BUDGET - AMENDED**

The Contractor will be reimbursed for the program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$150,000, as detailed in Exhibit D-1, Attachment I.

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

**Accrued expenditures** (not yet paid) must be reported monthly on the Request for Payment form.

### **METHOD OF PAYMENT**

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form that will be provided following approval of the contract. Requests shall be submitted by the 15th of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. This submission must also consist of an itemized description of work performed to support amounts claimed on the Request for Payment form.

Description of work performed should relate to tasks described in the amended scope of services of Exhibit A, Attachment I and the amended budget of Exhibit D-1, Attachment I.

Failure to submit required documentation and forms may cause a delay in payment.

## Exhibit D-1, Attachment I: BUDGET – AMENDED (cont.)

Activity	#	Budget
<b>*Support for Life Science Companies Adjusting Their Workforce Size</b> <ul style="list-style-type: none"> <li>Worker Adjustment and Retraining Notification (WARN) Assistance</li> </ul>	1	<b>\$80,000</b>
<b>Business and Job Seeker Engagement</b> <ul style="list-style-type: none"> <li>Human Resource Biotech Group Happy Hour sponsorship (2 in-person events)</li> <li>Human Resource Conference Attendance</li> <li>Facilitate one webinar on NOVA Workforce Services to life science companies</li> <li>Career Fair sponsorship</li> <li>Workforce Symposium sponsorship</li> <li>Facilitate one webinar introducing NOVA Workforce Services clients to Career Hub</li> </ul>	2	<b>\$20,000</b>
<b>Career Exploration Fellowship Program</b> <ul style="list-style-type: none"> <li>Meet with NOVA Workforce Services Team to discuss program and planning</li> <li>Create customized outreach presentation about the program for NOVA Workforce Services staff</li> <li>Create customized marketing materials (graphics, flyers, social media posts) to recruit fellows and mentors, to find trainers, and for special outreach during the Life Science Workforce Symposium in October</li> <li>Develop training</li> <li>Create application process for NOVA Workforce Services clients</li> <li>Vet applicants</li> <li>Match mentors with fellows</li> <li>Conduct orientation at the beginning of the program</li> <li>Organize a Virtual Career Panel</li> <li>Facilitate a Meet and Greet Mentors event</li> <li>Mid-program check-in meeting</li> <li>Organize Career Fair</li> <li>Check with mentors and fellows throughout the program</li> <li>Conduct a mid-program check-in survey</li> <li>Organize Capstone Event and celebrate getting certificates</li> </ul>	3	<b>\$50,000</b>
<b>Total</b>		<b>\$150,000</b>

**\*Charge per each activity:** Email with resources \$500; in-person meeting \$1,000; presentation for employers \$3,000; presentation to affected employees \$3,000; customized list of job openings \$3,000