



Illinois Resource Center

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Draft Contract for Harlem CUSD 122

Request #[788](#)

Prepared on 4/10/26 by Vanessa Figueroa, Education Specialist Illinois Resource Center

Requested by: Ana Luisa Dominguez, Director of Multicultural Education

Introduction

This is a draft contract for services requested for the **2025-2026** school year. I anticipate engaging in an iterative process in which IRC will work with school leadership to continuously refine our understanding of the needs and issues to be addressed and accordingly determine the most relevant services and specific courses of action.

The table below provides detail for this initial proposal and indicates areas that are yet to be decided (TBD). After review of this preliminary proposal, the scope of services, dates and formats can be tailored further to reflect the district's logistical parameters, priorities, and budget.

Sincerely,
 Vanessa Figueroa
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 (224) 366-8532

Proposed Plan				
Service/ Support	Topic	Description	Date/ Time/ Location	Associated Cost
Professional Learning (<i>Virtual or In-person</i>)				

<p>Half-day Workshop (1-3hrs)</p>	<p>Session Title: Making Content Comprehensible for MLs (K-12)</p>	<p>Making Content Comprehensible for MLs (K-12) <u>Half Day Professional Learning (1-3hrs.)</u></p> <p>This session will be a summer professional development workshop with the goal of supporting all MLs across grade levels, K-12. Teachers will review WIDA’s Guiding Principles of Language Development, review scaffolding strategies and other high yield strategies for MLs that are applicable across content areas. We will review a variety of research-based/ evidenced-based scaffolding techniques that are easily transferable into practice. Teachers will self-assess on their current scaffolding techniques and identify new strategies they might want to apply in their future lesson plans in support of MLs. All participants will need their laptop to be able to access the session resources.</p> <p>Participants: approximately 25 ESL teachers supporting TBE/TPI classrooms</p> <p>Technology: projector with sound, WiFi access</p> <p>Set-up: table arrangement for group work</p> <p>Outcome: To deepen knowledge around pedagogical research-based and/or evidence-based practices that support multilingual learners.</p> <p><i>Note: The workshop rate is based on a group size of 1-40 participants.</i></p> <p><i>Group Size 41-100 (Additional</i></p>	<p>Date: TBD (Aug.)</p> <p>Time: TBD</p> <p>Location: 8605 N. 2nd St. Machesney Park, IL 61115</p>	<p>Half day session <u>\$2,500</u> + <u>\$152.70</u> travel fee = <u>\$2,652.70</u></p>
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		\$150 Fee) Group Size 100+ (Additional \$500 Fee)			
Any additional services to be determined in a separate contract					
				Total Quote	\$2,652.70
				Is the IRC responsible for issuing credit?	No

Anticipated Travel Costs	
Mileage & Tolls (Vanessa)	200 mi/day .725./mile x 200 mi. = \$145 total +\$7.70 tolls Total: \$152.70
Total	\$152.70 per day travel fee

2023-2024 Terms and Conditions

- Purchase orders must be received at least 4 weeks prior to the date of service.
- Any change in date or scope of service received more than 4 weeks prior to the original service date must be negotiated and approved beforehand with The Center/IRC. If a date or scope of service cannot be fulfilled as a result, then The Center/IRC reserves the right to cancel or reschedule the service at a mutually convenient time and date.
- Changes to date or scope of service are not allowed within 4 weeks of the original date of service.
- CANCELLATION FEES**
 - If a district cancels an agreed-upon paid event 60 days or more (minimally 2 months' notice) prior to the date of service, there is no cancellation penalty.
 - If a district cancels an agreed-upon paid event up to 31 to 59 days prior to the date of service, the cancellation fee is 25%.
 - If a district cancels an agreed-upon paid event up to 15 to 30 days prior to the date of service, the cancellation fee is 50%.
 - If a district cancels an agreed-upon paid event between 7 and 14 days prior to the date of service, the cancellation fee is 75%.
 - If a district cancels an agreed-upon paid event up to 7 days prior to the date of service, the district must pay the entire amount of the fee.
- If an event must be canceled because of an emergency school day cancellation, the event will be rescheduled at a mutually agreed upon date.
- Invoices will be sent each month after a date of service in the contract has been provided.
- Payment is due within 30 days of the date of service. If late, a 1.25% monthly service fee will be charged.
- For workshops, if the group size exceeds 100 participants, a \$500 additional charge will be applied.
- For keynotes, if the group size exceeds 300 participants, a \$150 additional charge will be applied. If the group size exceeds 1000 participants, a \$500 additional charge will be applied.

10. If customization or a special format for delivery (multi-group, multi-topic, mini-conference style, etc.) is requested after the initial booking, or needed on the day of delivery, we reserve the right to increase the charge to reflect the next tier of billing (increases begin at \$400).

11. Acceptance of these terms and conditions is required for the fulfillment of this service request. If the terms and conditions are not accepted, this service request will be denied.

Additional Information

All services include at least 1 hour of planning conversation/follow-up availability.

Recording of Live Virtual Sessions: \$150 Fee for Use Beyond Registered Participants, Link Available for 3 Months. *ALL recordings are only available for 3 Months

A list of developed workshops on a variety of topics is available [here](#).

For programmatic consulting or instructional coaching strands, fees will vary based on the scope of the request, beginning at \$5600. Once the Request for Service form is submitted, the IRC staff will contact you to discuss this request and provide you with a proposal, including a quote.

For in-person services, districts will need to pay for specialists' mileage and/or lodging if the place of service is more than 50 miles away (one way), and can be negotiated at the time of booking.

Vanessa Figueroa [signed electronically on date: 4/10/26]

Vanessa Figueroa, Education Specialist, Illinois Resource Center

Signature of Client