

Board Office Use: Legislative File Info.	
File ID Number	12-2271
Introduction Date	8/22/12
Enactment Number	12-2322
Enactment Date	8-22-12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To The Board of Education

From Tony Smith, Ph.D., Superintendent
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations
Gee Kin Chou, Information Technology Officer

Board Meeting Date
(To be completed by Procurement) 8-22-12

Subject Professional Services Contract -
SCHOOLWIRES, INC. STATE COLLEGE PA (contractor, City State)
TECHNOLOGY SERVICES (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and SCHOOLWIRES, INC.. Services to be primarily provided to TECHNOLOGY SERVICES for the period of 08/01/2012 through 06/30/2013.

Background
A one paragraph explanation of why the consultant's services are needed.

Schoolwires has released a new version of the website software but OUSD does not have capacity to fully exploit the new features. OUSD believes a new look and feel for the District website and the school websites will improve both internal and external communications.

Discussion
One paragraph summary of the scope of work.

An Addendum to the Master Agreement between OUSD and Schoolwires Inc, State College, PA, for the latter to provide professional services to develop a new look for the OUSD public website and provide two days of onsite training to build capacity within the District to fully utilize the new templates, for the period of August 1, 2012 through June 30, 2013, in an amount not to exceed \$2925.00.

Recommendation Approval of professional services contract between Oakland Unified School District and SCHOOLWIRES, INC.. Services to be primarily provided to TECHNOLOGY SERVICES for the period of 08/01/2012 through 06/30/2013.

Fiscal Impact Funding resource name (please spell out) GP-UNRESTRICTED
not to exceed \$ 2,925.00

- Attachments
- Addendum to the Master Agreement, Schoolwires, Inc.
 - Master Agreement, Schoolwires, Inc.
 - Certificate of Liability Insurance (Includes Workers Compensation)
 - Fingerprint Waiver
 - Billing Rate Waiver



Quote #: 00000645

Addendum to the Master Agreement

Schoolwires, Inc.

330 Innovation Blvd., Suite 301, State College, PA 16803

Phone: 814-689-1046 Fax 866-891-8612

www.schoolwires.com

Schoolwires SPIN Number: 143027372

District/Entity ("CLIENT") Name: Oakland Unified School District
1025 Second Ave.
Oakland, CA 94606
Customer ID [CA01001176]

Subsidized by Champions of Education Program?	Has Applied/Will Apply for E-Rate?	Account Tier
No	Yes	Tier 8 (101 - 125 schools)
Initial Term of Agreement	Start Date	Expiration Date
11 Months	08/01/2012	06/30/2013

Amendment to the Master Agreement

This Addendum amends the Master Agreement (the "Agreement") previously entered into, and currently in effect between the parties. Under this Addendum, Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services listed in Exhibit A, for the fees set forth in Exhibit A, for or during the period beginning with the Start Date of Addendum and ending on the Expiration Date of Addendum. In the event that the Expiration Date of this Addendum falls after the expiration date of the Agreement, then the Agreement is hereby renewed so that it shall remain in effect until the Expiration Date of this Amendment. This Addendum and the Agreement are subject to renewal in accordance with the relevant provisions of the Standard Terms and Conditions. In all other respects, the Agreement shall remain in full force and effect.

Fees and Payment Terms

Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services to the extent identified in Exhibit A of this Addendum to the Master Agreement for the fees set forth in Exhibit A. Any amounts indicated in Exhibit A are in addition to all other amounts payable under the Agreement. In the event that this Addendum renews the Agreement beyond its current term, then for the periods specified in Exhibit A, the fees set forth in Exhibit A will include fees due for certain specified Licenses and Services which were acquired under the original Agreement as well as the additional fees due for any new Licenses and/or Services acquired hereunder. Invoicing procedures, payment terms, fees, limitations to increases in annual fees for renewal periods and other such specifics are governed by the relevant provisions of the Schoolwires Standard Terms and Conditions.

Client Accounts Payable Information:

Is a PO Number Required? (Y/N)	PO Number:
--------------------------------	------------

Accounts Payable Contact Person Information

Contact Name:
Contact Telephone Number:

The following Exhibits are attached to this agreement:

Exhibit A - Fees

Additional Notes

EXHIBIT A

	Unit Price	Units	Prorated 11 Months
Professional Services (one-time)			
Training: On-Site Travel Expenses	\$ 900.00	1.00	\$900.00
Consulting: Site Launch (Client Site: 2-day)	\$ 0.00	1.00	\$0.00
Creative: Custom Web Design	\$ 135.00	15.00 Hour	\$2,025.00
Total			\$ 2,925.00

By signing below, each of Schoolwires and Client represent that this Addendum to the Master Agreement has received all necessary approvals, that each party is authorized to enter into this contract, and that each party agrees to be bound by the terms of the Master Agreement as modified by this Addendum.

THE PARTIES have executed this Agreement through the signatures of their respective authorized representatives

Schoolwires, Inc.

Oakland Unified School District

Christiane Crawford
Name of Authorized Schoolwires Officer

Name of Authorized Oakland Unified School District Representative

CEO
Title:

Title:

[Signature]
Signature:

[Signature]
Signature:

June 28, 2012
Date:

Date:

Schoolwires Internal Use Only:

Service Agency:	
Account Manager:	Raghu Reddy

[Signature]
Jody London 8/23/12
President, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: [Signature]
Attorney at Law

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at www.epls.gov/epls/search.do.

[Signature]
Edgar Rakestraw, Jr., Secretary
Board of Education 8/23/12

File ID Number: 12-2271
Introduction Date: 8-22-12
Enactment Number: 12-2322
Enactment Date: 8-22-12
By: [Signature]



Master Agreement

Schoolwires, Inc.

320 Rolling Ridge Dr., Suite 201, State College, PA 16801
Phone 814-689-1046 Fax 866-891-8612
www.schoolwires.com

Schoolwires SPIN Number: 143027372

DISTRICT/ENTITY Oakland Unified School District
("CLIENT") NAME: 1025 Second Ave.
Oakland, CA 94606
(510) 879-8100
Customer ID [CA01001176]

Subsidized by the Champions of Education Program?	Has Applied / Will Apply for E-Rate?	Account Tier
No		Tier 7 (76-100 schools)
Initial Term of Agreement	Start Date	Expiration Date *
3 years	07/01/2010	06/30/2013

* Agreement is subject to renewal in accordance with the relevant provisions of the Schoolwires Standard Terms and Conditions.

Fees and Payment Terms

Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services to the extent identified in Exhibit A of this Master Agreement for the fees set forth in Exhibit A. Invoicing procedures, payment terms, fees, limitations to increases in annual fees for renewal periods and other such specifics are governed by the relevant provisions of the Schoolwires Standard Terms and Conditions.

Client Accounts Payable Information:

Is a PO Number Required? (Y/N)		PO Number:	
Accounts Payable Contact Person Information			
Contact Name:			
Contact Telephone Number:			

Notice:

This Agreement is subject to the Schoolwires Standard Terms and Conditions, Terms of Use and Privacy Policy which set forth additional terms of this Agreement. If terms of this Master Agreement conflict with the Schoolwires Standard Terms and Conditions, then this Agreement controls. The Terms of Use and Privacy Policy can be found at www.schoolwires.com/policies. The Schoolwires Standard Terms and Conditions have been provided or made available to Client by a Schoolwires' sales representative or other authorized Schoolwires' representative. Client acknowledges receipt and acceptance of those materials.

ADDITIONAL NOTES:

By executing this Master Agreement, Schoolwires and the Client agree to terminate services provided under the previous Master Agreement signed 4/21/2009. Services provided under the previous Master Agreement will terminate effective June 30, 2010.

EXHIBIT A

Fees					
			Year 1	Year 2 *	Year 3 *
	Units	Unit Price	Total Fees	Total Fees	Total Fees
Licensed Software **					
Centricity: Software Subscription	1.0 EL	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Synergy: Software Subscription	1.0 EL	\$7,512.50	\$7,512.50	\$7,512.50	\$7,512.50
Subtotal			\$22,512.50	\$22,512.50	\$22,512.50
SchoolWires Web Hosting Service					
Centricity: Schoolwires Web Hosting Service (ASP) - per Account	1.0	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Synergy: Schoolwires Hosting Service (ASP)	1.0 GB	\$5,312.50	\$5,312.50	\$5,312.50	\$5,312.50
Subtotal			\$35,312.50	\$35,312.50	\$35,312.50
Total			\$57,825.00	\$57,825.00	\$57,825.00

- EL means an enterprise license under which an unlimited number of employees throughout Client's organization may access and use the particular Licensed Software in accordance with the Standard Terms and Conditions;

* While the fees for each of the annual or other periods reflected in the table above are stated as fixed fees, the fees due for each annual period following the initial period (which is either Year 1 or a partial year period) may be increased by a percentage amount no greater than the applicable increase in the U.S. Department of Labor's Consumer Price Index for all Urban Consumers, U.S. City Average ("CPI-U"). In each instance, the CPI-U will be measured over a twelve (12) month period which ends on the month which is six (6) months immediately prior to the first month of the contract year for which the increase would apply. Schoolwires would notify Client of any such increase in the invoice submitted prior to the contract year at issue. For increases that may apply to renewal or other periods following the term of years reflected in the table above, please refer to the applicable provisions of the Standard Terms and Conditions.

** Components included in the Licensed Software and additional licensing and hosting limitations are provided in Exhibit B of this Master Agreement. Some Licensed Software may require Supplements (relating to software or services to be provided by third parties) or Amendments to the Master Agreement. Please see any attached Supplement for more information.

*** Web hosting services provide a school or library website at a location outside of the school's or library's premises. A website is a location (such as www.schoolname.org) for World Wide Web content made available to those accessing the site. The Web Hosting Service Fee includes maintenance and technical support appropriate to maintain reliable operation. Schoolwires Hosting Services and associated fees are separate and distinct from Schoolwires Licensed Software.

EXHIBIT B

Additional Notes Related to Schoolwires Licensed Software and Hosting Services

Schoolwires Centricity™

Components Included in

	Power Pack Gold
Centricity™ Software Subscription	✓
Advanced Website Design & Management Tools (Website Stats Package, e-Alerts, Schoolwires Styler)	✓
Forms and Surveys	✓
MiniBase	✓
SiteSearch	✓
LDAP	✓
Multimedia Bundle (Clip Art, Podcasts, Blogs, Photo Gallery)	✓
Macintosh Support for editing with Mozilla Firefox	✓
Software Maintenance (Updates and Upgrades)	✓
Support Level	Premium
Hosted By	N/A

Hosting Services

FlexSites (also known as Sections)	100 per Site
GB's	1 per Site

Schoolwires On-demand Solution Components

Synergy

Synergy Software License	✓
User Accounts	Unlimited
Hosted By	Schoolwires
GB's	Per Exhibit A

By signing below, each of Schoolwires and Client represent that a) this Master Agreement has received all necessary approvals and that each party is authorized to enter into this contract and b) Client has received and accepted Schoolwires Standard Terms and Conditions, Terms of Use, and Privacy Policy.

THE PARTIES have executed this Agreement through the signatures of their respective authorized representatives.

Schoolwires, Inc.

Don Eisele

Name of Authorized Schoolwires Officer:

CEO

Title:

Signature:

Date:

Oakland Unified School District

Gary D. Yee 8/4/10

Name of Authorized Oakland Unified School District Representative:

Edgar Rakestraw, Jr. 8/4/10

Signature:

Date:

Schoolwires Internal Use Only:

Service Agency:	
Account Manager:	John Doombos
Sales Manager:	Frank Tait

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: J. Miner
Attorney at Law

File ID Number: 10-0198
Introduction Date: 2/1/10
Enactment Number: 10-0284
Enactment Date: 2/10/10
By: el

**Search Results Excluded By
Firm, Entity, or Vessel : SCHOOLWIRES
as of 23-Jul-2012 2:36 PM EDT**

Your search returned no results.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: TL

DATE (MM/DD/YYYY)

06/29/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frost & Conn, Inc. P. O. Box 469 State College, PA 16804-0469 John P. Conroy, CIC	814-237-1492	CONTACT NAME:	
	814-234-0389	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		PRODUCER CUSTOMER ID #:	9SCHO-2
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Schoolwires, Inc. Ed Marflak 320 Rolling Ridge Dr #201 State College, PA 16801	INSURER A : Hartford Insurance Group		29424
	INSURER B : Travelers Insurance Company		25658
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			40SBAKM8544	05/08/12	05/08/13	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	AUTOMOBILE LIABILITY			40SBAKM8544	05/08/12	05/08/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
<input checked="" type="checkbox"/> HIRED AUTOS					\$			
<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$			
								\$
								\$
A	UMBRELLA LIAB			40 SBA KM8544	05/08/12	05/08/13	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			IHUB1A32673612	06/26/12	06/26/13	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Errors and Omissions			TEO263916	05/07/12	05/07/13	Liability	2,000,000
								2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District
1025 Second Avenue
Oakland, CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Naome J Smith

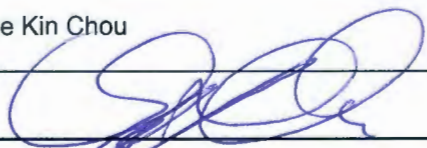
© 1988-2009 ACORD CORPORATION. All rights reserved.

Consultant Fingerprint/Criminal Background Check Waiver Request

Directions

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check through OUSD. The OUSD Administrator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (Deputy Superintendent/Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	Schoolwires, Inc.		
Originator Name	Gee Kin Chou	Site or Department	Technology Services
Which sites or locations will the contractor be working at?	Cole Campus		
TB Clearance Requirement			
<i>Proof of negative TB status is required for all consultants who will be working with OUSD students <u>or</u> staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker with less than 6 hours of contact with OUSD employees.</i>			
How is this contractor going to meet the TB clearance requirement?			
TB Waiver requested <input type="checkbox"/>		Proof of TB clearance is in the contract packet <input type="checkbox"/>	

[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.]		
<p>CONTRACTOR's employees will have only limited contact, if any, with OUSD pupils and OUSD will take appropriate steps to protect the safety of any pupils that may come in contact with CONTRACTOR's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to CONTRACTOR for the services under this Agreement. As an authorized OUSD official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of OUSD. (Education Code § 45125.1 (c))</p>		
OUSD Representative's Name	Gee Kin Chou	Title Information Technology Officer
OUSD Representative's Signature		Date 7/31/12

Approval Cabinet Level approval required (Deputy Superintendent/Superintendent)	
Approver Name	Title
Approver Signature	Date
Reason for Approval:	



OUSD Consultant Billing Rate Guideline Waiver Request

Directions

All District professional services contracts must be paid at an hourly rate within the OUSD Billing Rate Guidelines. Principals and managers can submit a waiver request to pay consultants at a higher hourly rate or in special circumstances, a flat fee contract. Billing rate guideline waivers require Cabinet level approval (Deputy Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to renegotiate the compensation and resubmit the contract for approval.

Contractor Name	Schoolwires, Inc
Contract Originator Name	Gee Kin Chou
Site or Department	986/Technology Services
Requisition Number	R0300395

Reason for requested waiver:

- Specialized skills set justifies higher hourly rate, see resume or statement of qualifications attached
- Short-term contract requires a higher hourly rate. Contract is less than one month in duration.
- Other, please explain:

Rate is normal for technology consultants.

Approval Cabinet Level approval required (Deputy Superintendent)

Regional or Executive Officer

Date

7/30/12

Cabinet Level

Date



What sets **Schoolwires**[®] apart from the rest?

Reliability. Innovation. Service & design that's personal.

You want a Web-based solution with staying power. One that can take you leaps and bounds — not mere steps — ahead. And you want a technology partner that makes it personal, a company on a mission to deliver a solution that anticipates your needs and works the way you do.

Schoolwires brings you Centricity2[™], a flexible website and content management system that plays well with other essential technologies. So as your district advances and your technology needs expand, Centricity2 grows with you.

@centricity²



Reliability.

We work with K-12 school districts of all sizes across the country, and we know how important your technologies are to your success. So we deliver solutions that fit your needs and your budget, and we provide the support you need to stay connected, no matter what.

Stability. With Centricity2 you can integrate new technologies as you need them. That means you won't have to invest in a new solution as your district advances and your needs grow.

99.9% uptime. Our always-on, secure hosting options ensure your sites stay live and your data is always safe, always recoverable.

Online support. We're here when you need us, and our response times are among the best in the industry.

E-rate eligible. You'll know up front what's eligible and what's not, so you can make your purchase with confidence — and without reading the fine print.

Product roadmap. As a Schoolwires customer, you'll see where we're headed, with new features and functionality based on the needs of the districts we serve.



Innovation.

We believe that a successful school district is a product of total community involvement. That's why we designed Centricity2 to help you connect — and stay connected — with the information, services and people you need to reach your goals.

Mobile App. Designed specifically for smartphones, our Mobile App provides you with a better mobile experience and gives you quick and easy access to your Centricity2 website, wherever and whenever you need it.

Personal Workspace. Teachers, parents and members of your K-12 community can choose and organize the information they care about most and view it in a single workspace. And the workspace can even be extended through Google Apps.

Single sign-on. Just a single login and password gives students and staff seamless access to the Web applications they use every day — saving you time and IT resources.

Relevant learning. Teachers and parents can make learning more relevant using online content, teacher pages, and threaded discussions to engage students and help them apply what they've learned.

Open framework. We know Centricity2 isn't the only technology you're likely to need. So we designed it to integrate seamlessly with your other compatible technologies.



Service & design that's personal.

We've been helping K-12 school districts communicate and engage with their communities for more than a decade. And over the years, we've learned that no two districts are alike. That's why we offer solutions tailored to your district.

Schoolwires approach. Your district is different and deserves more than an off-the-shelf solution. We take the time to get to know you and understand your needs, because we believe it's the only way to design a website that's exclusively yours, and that works the way you want it to.

Design that reflects your brand. First impressions are critical. We'll work with you to design a site that makes your brand shine, so you can shape attitudes and attract the students, staff and educators you need to succeed.

Technology that supports your goals. We've worked with school districts of all sizes. And we know that investing in the right technology is essential to your success. Our technology supports small- and large-scale implementations and all those in between.

Customer-focused. We're dedicated to K-12 education, and to helping administrators and educators, students and parents, communicate and collaborate like never before to achieve success.

© 2012 Schoolwires, Inc. All rights reserved. Schoolwires, the Schoolwires logos, and the unique trade dress of Schoolwires are the trademarks, service marks, trade dress and logos of Schoolwires, Inc. All other trademarks, service marks, trade dress and logos used in Schoolwires and the Website are the trademarks, service marks, trade dress and logos of their respective owners.

OAKLAND UNIFIED SCHOOL DISTRICT
OFFICE OF THE GENERAL COUNSEL

DOCUMENT REVIEW TRACKING SHEET

**THE STANDARD DOCUMENT TURN AROUND TIME IS
APPROXIMATELY TWO WEEKS, PLEASE PLAN ACCORDINGLY**

DATE SENT: JULY 16, 2012

DOCUMENT TYPE (circle one) : CONTRACT/AGREEMENT/LEASE/MOU/ADDENDUM

DOCUMENT NAME/TITLE: SCHOOLWIRES ADDENDUM TO THE MASTER AGREEMENT
EXHIBIT A

SITE NAME: Technology Services

SITE NUMBER (BUDGET LOCATION): 986 - Technology Services

SUBMITTED BY: JANICE CHINN for GEE KIN CHOU EXT: 8324
PLEASE NOTE THAT THE DOCUMENT WILL BE RETURNED TO THE NAME NOTED ABOVE

RESPONSE REQUESTED BY (check one) :
 14 Working Days
 10 Working Days
 RUSH (3 Working Days)

IF A RUSH REVIEW IS NEEDED, PLEASE EXPLAIN: _____

PROPOSED DATE FOR COMMITTEE/BOARD PRESENTATION: ~~4/15/2012~~

THIS SECTION TO BE COMPLETED BY THE LEGAL OFFICE

DATE RECEIVED BY LEGAL: _____

ASSIGNED NO: _____

ASSIGNED TO: _____

REVIEWED BY: _____

APPROVED:  NOT APPROVED: _____ CONDITIONALLY APPROVED: _____

COMMENTS:

DATE RETURNED TO SENDER: _____



Quote #: 00000645

Addendum to the Master Agreement

Schoolwires, Inc.

330 Innovation Blvd., Suite 301, State College, PA 16803

Phone: 814-689-1046 Fax 866-891-8612

www.schoolwires.com

Schoolwires SPIN Number: 143027372

District/Entity ("CLIENT") Name: Oakland Unified School District
1025 Second Ave.
Oakland, CA 94606
Customer ID [CA01001176]

Subsidized by Champions of Education Program?	Has Applied/Will Apply for E-Rate?	Account Tier
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11 Months	08/01/2012	06/30/2013

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Client Accounts Payable Information:

Is a PO Number Required? (Y/N)	PO Number:
--------------------------------	------------

Accounts Payable Contact Person Information

Contact Name:
Contact Telephone Number:

The following Exhibits are attached to this agreement:

Exhibit A - Fees

Additional Notes

EXHIBIT A

	Unit Price	Units	Prorated 11 Months
Professional Services (one-time)			
Training: On-Site Travel Expenses	\$ 900.00	1.00	\$900.00
Consulting: Site Launch (Client Site: 2-day)	\$ 0.00	1.00	\$0.00
Creative: Custom Web Design	\$ 135.00	15.00 Hour	\$2,025.00
Total			\$ 2,925.00

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist	<input type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
	<input type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years.
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	<input checked="" type="checkbox"/> For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact Emails about this contract should be sent to: (required) geekin.chou@ousd.k12.ca.us

Contractor Information

Contractor Name	SCHOOLWIRES, INC.	Agency's Contact	RAGHU REDDY			
OUSD Vendor ID #	V058828	Title	SR TERRITORY SALES MANAGER			
Street Address	330 INNOVATION BLVD, STE 301	City	STATE COLLEGE	State	PA	Zip 16803
Telephone	(814) 272-4261	Email (required)	raghu.reddy@schoolwires.com			
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	08/01/2012	Date work will end	06/30/2013	Other Expenses	\$ 900.00
Pay Rate Per Hour (required)	\$ 135.00	Number of Hours (required)	15.00		

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
0000	UNRESTRICTED	9861110799	5825	\$ 2,925.00
			5825	\$
			5825	\$
Requisition No. (required)	R0300395	Total Contract Amount		\$ 2,925.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)

1.	Administrator / Manager (Originator)	Name	GEE KIN CHOU	Phone	(510) 879-8872	
	Site / Department	TECHNOLOGY SERVICES			Fax	(510) 451-1695
	Signature				Date Approved	7/24/12
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
	Signature				Date Approved	
3.	Regional Executive Officer					
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
	Signature				Date Approved	8/7/12
	Superintendent, Board of Education Signature on the legal contract					
5.	Legal Required if not using standard contract		Approved			
	Procurement	Date Received	Denied - Reason	Date	8/13/12	
			PO Number			

