

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	18-2565
Introduction Date	6/26/19
Enactment Number	19-1051
Enactment Date	6/26/19 er



# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Preston Thomas, Network Superintendent, High School  
Matin Abdel-Qawi, Principal, Oakland High School

**Board Meeting Date** June 12, 2019

**Subject** Professional Services Contract  
Contractor: The Regents of the University of California, Berkeley Center for Educational Partnerships Destination College Advising Corps (DCAC)  
Services For: Oakland High School

**Action Requested and Recommendation** Approval by the Board of Education of a Professional Services Contract between the District and The Regents of the University of California, Berkeley Center for Educational Partnerships Destination College Advising Corps ("DCAC"), Berkeley, CA, for the latter to provide services intended to enrich the experiences of students in high school, particularly from low-income and first-generation college-bound backgrounds. The goal of University through the DCAC Program is to increase the college-going rate of students as School ("DCAC Student Participants") and provide comprehensive college awareness, mentorship, resources, preparation, advising and information, at Oakland High School, for the period September 4, 2018 through May 31, 2019, in an amount not to exceed \$18,000.00.

**Background**

*(Why do we need these services? Why have you selected this vendor?)*

The Regents of the University of California ("University") on behalf of UC Berkeley's Center for Educational Partnerships Destination College Advising Corps ("DCAC") operates the DCAC program intended to enrich the experiences of students in high school, particularly from low-income and first-generation college-bound backgrounds ("Program"). The goal of University through the DCAC Program is to increase the college-going rate of students at School ("DCAC Student Participants") and provide comprehensive college awareness, mentorship, resources, preparation, advising and information. California Department of Education cites the student-to-counselor ratio in California secondary schools is averaged at 945:1, significantly higher than the 250:1 ratio recommended by the American School Counselor Association. DCAC/EAOP will provide services with the intent to fill in the gap and provide services to at large percent of those student who would not be otherwise served, missing out on the one-on-one individual advising and workshops as provided by a dedicated college adviser.

**Competitively Bid** Was this contract competitively bid? No.  
If no, exception: Professional Services Agreement of less than \$90,200.00

**Fiscal Impact** Funding resource(s): 9333/Measure N Fund

**Attachments**

- Professional Services Contract

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**OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools. Thriving Students

## PROFESSIONAL SERVICES CONTRACT 2018-2019

This Agreement is entered into between The Regents of the University of California, Berkeley Center for Educational Partnerships (DCAC/EAOP) (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the services ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
- Terms:** The term of this Agreement shall be from 9/4/2018 (or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$90,200 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$90,200, whichever is later) to 5/31/2019. The work shall be completed no later than 5/31/2019.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Eighteen Thousand Dollars (\$18,000) [per fiscal year], at an hourly billing rate not to exceed \$50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.
- CONTRACTOR Qualifications / Performance of Services:**
  - CONTRACTOR Qualifications:** CONTRACTOR warrants it is ~~specially trained~~, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.
  - Standard of Care:** CONTRACTOR represents that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts and in accordance with applicable law, code, rule, regulation, and/or ordinance.
    - CONTRACTOR shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.
    - CONTRACTOR shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that CONTRACTOR or its employees may discover. CONTRACTOR shall use professional efforts in identifying any errors, inconsistencies, or omissions.



3. **District Approval.** The work completed herein must meet the approval of OUSD and shall be subject to OUSD's general right of inspection and supervision to secure the satisfactory completion thereof.

6. **Certificates/Permits/Licenses/Registration:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this agreement.

7. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

8. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

**OUSD Representative:**

Name: Matin Abdel-Qawi

Site /Dept.: Oakland High School

Address: \_\_\_\_\_

Oakland, CA

Phone: 510-874-7799

Email: rosalinda.usison

@ousd.org

**CONTRACTOR:**

Name: Yvette Flores/Synta Bogan

Title: DCAC Director

Address: Hearst Field Annex Bldg C M/S 1060

DCAC

94720-1060

Phone: 510-664-9953

Email: synta@berkeley.edu

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

9. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage, with limits of at least One Million Dollars (\$1,000,000) per occurrence for ~~corporal punishment, sexual misconduct, harassment,~~ bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date of the Agreement (and within 15 days of each new policy year thereafter during the term of this Agreement). Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD



policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, sexual orientation, or other legally protected class.

13. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.

14. **Termination:**

1. **For Convenience by OUSD:** OUSD may at any time terminate this Agreement and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by OUSD shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by CONTRACTOR or no later than three (3) calendar days after the day of mailing, whichever is sooner.

2. **With Cause by District.** OUSD may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- i. material violation of this Agreement by the CONTRACTOR; or
- ii. any act by CONTRACTOR exposing OUSD to liability to others for personal injury or property damage; or
- iii. CONTRACTOR is adjudged bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors, or a receiver is appointed on account of CONTRACTOR's insolvency.

Written notice by OUSD shall contain the reasons for such intention to terminate and, unless within three (3) calendar days after that notice the condition or violation shall cease or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, OUSD may secure the required Services from another CONTRACTOR. If the expense, fees, and/or costs to OUSD exceeds the cost of providing the Services pursuant to this Agreement, CONTRACTOR shall immediately pay the excess expense, fees, and/or costs to OUSD upon the receipt of OUSD's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to OUSD.

Upon termination, CONTRACTOR shall provide OUSD with all documents produced maintained or collected by CONTRACTOR pursuant to this Agreement, whether or not such documents are final or draft documents.

15. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:

1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, CONTRACTOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the CONTRACTOR agent shall obtain an x-ray of the lungs. At his/her discretion, CONTRACTOR agent may choose to submit to the examination instead of the risk assessment.

2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contact with OUSD pupils in providing services to the District under this Agreement."

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

16. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

17. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR in any manner which is permissible under the law. OUSD's evaluation may include, without limitation:

1. Requesting that OUSD employee(s) evaluate CONTRACTOR and CONTRACTOR's employees and subcontractors and each of their performance.
2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

18. ~~Limitation of OUSD Liability: Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or~~

~~incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.~~

19. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
20. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

21. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
22. **Severability:** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
23. **Provisions Required By Law Deemed Inserted:** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
24. **Captions and Interpretations:** Section and paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
25. **Calculation of Time:** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
26. **Copyright/Trademark/Patent/Ownership:** ~~CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD (specifically excluding any underlying pre-existing intellectual property). OUSD may, with CONTRACTOR's prior written consent, use CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in these works are the property of OUSD.~~ See provision 1 (Copyright/Trademark) of Exhibit B, attached hereto and made a part of this agreement.
27. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.
28. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Agreement.
29. **Incorporation of Recitals and Exhibits:** Any recitals and exhibits attached to this Agreement are incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.
30. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

INITIAL

Professional Services Contract

31. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
32. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
33. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
34. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form. See provision 2 (indemnification) of Exhibit B, attached hereto and made part of this agreement.
35. **Indemnification:** To the furthest extent permitted by California law, CONTRACTOR shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of or in any way related to the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend the Indemnified Parties from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR arising out of or in any way related to the performance of this Agreement. CONTRACTOR shall, to the fullest extent permitted by California law, defend the Indemnified Parties at CONTRACTOR's own expense, including attorneys' fees and costs, and OUSD shall have the right to accept or reject any legal representation that CONTRACTOR proposes to defend the Indemnified Parties. This provision survives termination of this Agreement.
36. **Contract Publicly Posted:** This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
37. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent that formal approval. This Agreement shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

(114)

OAKLAND UNIFIED SCHOOL DISTRICT

Aimee Long 6/27/19  
 Date  
 President, Board of Education  
 Superintendent  
 Chief or Deputy Chief  
[Signature] 6/27/19  
 Date  
 Secretary, Board of Education

CONTRACTOR

Yvette Flores 10-26-18  
 Contractor Signature Date  
 Yvette Flores/Synta Bogan  
 DCAC Director  
 Print Name, Title

Form approved by OUSD General Counsel for 2018-19 FY

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of the General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By: [Signature]  
 Ariarea Epps, Attorney at Law  
 3/17/19

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

### EXHIBIT "A" SCOPE OF WORK

**[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Please see Attachment A, attached hereto and made part of this agreement.

2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

As a result of the services provided by the DCAC College Advisers: 1) students' college knowledge and aspirations will be increased; 2) parent/family college awareness, knowledge and expectations for their students will be increased; 3) student preparation for college admissions and applications for financial aid opportunities will be increased; 4) the percentage of high school graduates applying and going to college will increase.

We anticipate 130 2-year college applications and 650 4-year college applications to be submitted by cohort and non-cohort seniors, with DCAC college advisers providing assistance on 725 of those applications. Of those college applications, we anticipated about 130 accepted to 2-yr colleges and 195 accepted to 4-yr universities. We anticipated 90% of the EAOP/DCAC cohort seniors to be accepted into college.

We anticipate that at least 775 cohort and non-cohort students will be served through 1800 individual college advising session and 230 workshops.

3. **Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds):**

Please select:

Action Item included in Board Approved SPSA (no additional documentation required) – Item Number: \_\_\_\_\_

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the SPSA modification was approved.
3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the SPSA modification was approved.



**EXHIBIT A: ATTACHMENT 1****I. RESPONSIBILITIES OF DCAC**

- A. Train, mentor and assign a recent 4-year university graduate(s) College Adviser Fellow(s) to School to offer program services guided by a Regional Field Mentor, driven by data-based assessment.
- B. Provide a CEP career staff who will serve as a Regional Field Mentor to provide support, guidance and direction to the College Adviser Fellow(s) and to work with School to ensure Program efficacy and service delivery.
- C. DCAC will work in partnership with School to promote college and career going culture through providing guidance and training using best practices based on data and analysis of school culture and students' college knowledge and awareness.
- D. DCAC should not be considered a replacement for but may supplement existing School services, programs and/or staffing. Program services will be made available to all students attending the School.
- E. Services may include but not limited to: individual student college preparation advising; student and/or parent group college preparation/informational workshops/sessions; school, district and/or region wide college preparation/informational events; college exploration campus visits; and/or supplemental summer and/or weekend college preparation programs.
- F. DCAC will implement an Evaluation Plan for continuous improvement and for determining sustainability and scale-up opportunities.
- G. Responsibilities of College Adviser Fellow and Regional Field Mentor:

**College Adviser Fellow shall:**

- 1. Be placed on-site at School during the operational hours of the school site(s) beginning late August 2018 through late May 2019.
- 2. Under the direction of the Regional Field Mentor, support student college preparation via individual student sessions, group workshops and/or school-wide events.
- 3. Recruit, enroll and support a cohort of students from all grade levels in order to provide intensive college preparation support.
- 4. Attend mandatory DCAC meetings, trainings and conferences that may be held at non-school site locations. School sites will need to release College Adviser Fellows for mandatory meetings, trainings, and conferences.
- 5. Sign confidentiality agreements with the School, as appropriate.

**Regional Field Mentor shall:**

- 1. Train and mentor the College Adviser Fellow(s) and serve as the liaison between the College Adviser Fellow and School. The Field Mentor will ensure College Adviser Fellow(s) fulfill service requirements and duties. The Field Mentor should be notified of any issues with College Adviser Fellow(s) and will be responsible for resolving them.
- 2. Provide School staff with information about DCAC and its associated research participation, its College Adviser Fellow(s) and general information about admissions to

institutions of higher education; and share data and analysis regarding college culture and students' college knowledge gathered through the administration of pre and post surveys.

3. Coordinate events or visits for further advancement of DCAC's mission.
4. Provide resources and training as appropriate on college-going culture.
5. Work with School parent services to integrate college-going information.

College Adviser Fellows and DCAC Regional Field Mentors will exercise the strictest confidentiality and all information obtained will only be used for program purposes as described in this Agreement and the consent forms signed by the parents of all participating students, or eligible students themselves. College Adviser Fellows will sign confidentiality agreements with the School, as appropriate.

## II. PROGRAM EVALUATION

In addition to the pre- and post-survey data analyzed by the College Adviser Fellow to assess school college culture and students' college knowledge, DCAC will implement an Evaluation Plan that will be designed to minimize the time required by students or teachers, utilize as much as possible present School surveys, annual data collection by DCAC and analysis of publicly available data repositories. DCAC will need to collect data and/or secure data such as Senior Surveys, National Student Clearinghouse college enrollment data (or student data to run NSC reports), a-g reporting and/or student graduation data. The DCAC staff will work with partners to implement the evaluation and information will be gathered for purposes of reporting to various Funders and the College Advising Corps ("CAC") and will be shared with the School for internal reporting goals.

## III. FINGERPRINTING and NSOPW CLEARANCES

The program will cover the costs for fingerprinting clearances. The College Adviser Fellow(s) will have their fingerprints taken and processed by the UC Berkeley Police Department prior to being on-boarded as a DCAC Adviser Fellow. Fingerprints will be cleared through the DOJ and FBI databases. DCAC Adviser Fellows will be screened through the NSOPW prior to enrollment and placement at School site(s).

## IV. RESEARCH AND EVALUATION PLAN

- A. The evaluation plan will collect and analyze data to provide CAC and DCAC with information on the effectiveness of the Advising Corps on the following goals.
  1. Increase students' college knowledge and aspirations;
  2. Increase parent/family college awareness, knowledge and expectations for students;
  3. Increase student preparation for college admissions;
  4. Increase percent of high school graduates going to college.
- B. In consultation with the School, DCAC shall:
  1. Administer Pre/Post (Fall 2018/Spring 2019) student surveys in adopted classes;
  2. Administer College Advising Corps Surveys in April/May 2019 as per both CAC and DCAC requirements;

3. School can choose to administer the College Advising Corps Survey to additional students and DCAC will provide the surveys and the analysis;
  4. Access data collected on school-wide surveys such as a Senior and Satisfaction Surveys, and surveys as to test taking, application, acceptance, enrollment and financial aid information, data from tracking systems;
  5. Analyze information presently collected by the School (*e.g. National Student Clearinghouse and PSAT, SAT/ACT testing data*) for enrollment information and test taking;
  6. Utilize the publicly available data repositories for data such as: a-g analysis, Cal Grant applications;
- C. If the School does not collect college enrollment data from the National Student Clearinghouse, DCAC will require student level data on graduates to send to the National Student Clearinghouse in order to retrieve college enrollment, retention and/or graduation data. There will be no cost to the school for this service;
- D. Other evaluations/assessments from College Advising Corps, African American Male Achievement Initiative, EAOP, SCEC and/or other DCAC partners on a case-by-case basis.
- E. The DCAC Regional Field Mentors and College Adviser Fellows will be responsible to collect and track information as they work with students and will work with CEP staff on implementing the evaluation plan. All data and analysis will be shared with the District/School. DCAC may provide aggregate outcome and service data to external parties.

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2018-2019



### Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

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

1. Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
2. Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and Talent Consultant Verification)
3. Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

Attachment Checklist

- For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
- For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

### Contractor Information

Contractor Name	UC Regents - Center for Ed Partnerships	Contractor's Contact	Yvette Flores		
OUSD Vendor ID #	005192	Title	DCAC Director		
Street Address	Hearst Field Annex Bldg C M/S 1060	City, State	Berkeley	Zip Code	94720-1060
Telephone	510-664-9953	Email (required)	synta@berkeley.edu		
Contractor History	Previously been an OUSD contractor? Yes		Worked as an OUSD employee? NO		

### Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated Start Date	9/4/2018	Date Work Will End	5/31/2019	Other Expenses	\$0.00
Pay Rate Per Hour (required)	\$50	Number of Hours (required)	360		

Requisition No.	Budget Number	Resource Name	Amount
VR19-01497	010-9333-0-3800-1000-5825-304-3040-1690-0101-99999	Measure N	\$18,000.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
<b>Total Contract Amount</b>			<b>\$18,000.00</b>

### OUSD Contract Originator Information

Name of OUSD Contact	Matin Abdel-Qawi	Email	rosalinda.usison@ousd.org
Site/Dept. Name	Oakland High School	Site #	304
		Phone	510-874-7799

### 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.

1.	<b>Administrator / Manager (Originator)</b>	Name	Matin Abdel-Qawi	Phone	5108743676	Fax	
	Site/Department (Name & #)	Oakland High School		Date Approved	11/30/18		
	Signature			<input checked="" type="checkbox"/> Administrator verifies vendor is not excluded on <a href="https://www.sam.gov/">https://www.sam.gov/</a>			
2.	<b>Resource Manager</b>	Type of Funds:	<input checked="" type="checkbox"/> Restricted <input type="checkbox"/> Unrestricted <input type="checkbox"/> Grant				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)						
	Signature			Date Approved			
3.	<b>Network Superintendent/Executive Director</b>			Date Approved	3/23/19		
	Signature						
4.	<b>Chiefs / Deputy Chiefs</b>	Consultant Aggregate	<input type="checkbox"/> Under <input type="checkbox"/> Over \$				
	<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						
	Signature			Date Approved	3/22/19		
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract						
<b>Legal Required if not using standard contract</b>		Approved		Denied - Reason		Date	
<b>Procurement</b>	Date Received			PO Number	P019-02330		