

Board Office Use: Legislative File Info.	
File ID Number	12-2199
Introduction Date	9/12/12
Enactment Number	12-2417
Enactment Date	9/12/12



**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

**Board Meeting Date**  
*(To be completed by Procurement)* 9/12/12

**Subject** Professional Services Contract -  
Ugolini Consulting Berkeley CA (contractor, City State)  
922/Family, Schools & Community Partnerships (site/department)

**Action Requested** Ratification of a professional services contract between Oakland Unified School District and Ugolini Consulting. Services to be primarily provided to 922/Family, Schools & Community Partnership for the period of 07/15/2012 through 09/30/2012.

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

Reducing chronic absence is one of the goals outlined in the OUSD Strategic Plan. Procedures and practices are currently provided to school sites to help address truancy but not chronic absence. This manual will focus on early intervention, prevention, and recovery practices that will promote positive attendance.

**Discussion**  
*One paragraph summary of the scope of work.*

Ugolini Consulting will design and create an attendance manual to serve as a job aid in an easy to read format consisting of checklists, flow charts, and other visuals. The entire manual should be less than 100 pages. Consultant to design a manual that has graphic depictions created for each topic section of the manual for the chronic absence intervention protocol, SART/SARB process, Independent Study Checklist and attendance teams.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and Ugolini Consulting. Services to be primarily provided to 922/Family, Schools & Community Partnership for the period of 07/15/2012 through 09/30/2012.

**Fiscal Impact** Funding resource name (please spell out) SARB Tier III200  
Tier 3-TIIG, Unrestricted Discipline Hearing not to exceed \$ 8,150.00

**Attachments**

- Professional Services Contract including scope of work
- Fingerprint/Background Check Certification
- Commercial General Liability Insurance Certification
- TB screening documentation
- Statement of qualifications



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OAKLAND UNIFIED SCHOOL DISTRICT

### PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and Ugolini Consulting (CONTRACTOR). 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:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 07/15/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 09/30/2012.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed \_\_\_\_\_ Dollars (\$ 8,150.00). 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: \_\_\_\_\_.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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 the District and in that case must be replaced by CONTRACTOR without delay.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  - Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* \_\_\_\_\_ which shall not exceed a total cost of \$ \_\_\_\_\_.
- 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 warrants 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.

- 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:



Professional Services Contract

**OUSD Representative:**

Name: Theresa Clincy

Site /Dept.: 922/Family, Schools & Community Partnerships

Address: 2111 International Blvd  
Oakland, CA 94606

Phone: (510) 434-7923

**CONTRACTOR:**

Name: JoAnn Ugiloni

Title: Consultant

Address: 1422 Bonita Avenue  
Berkeley CA 94709

Phone: \_\_\_\_\_

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

**8. 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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
  - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

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. Commercial General Liability Insurance: 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 and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. 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.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

11. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.



**Professional Services Contract**

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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 or sexual orientation.
14. **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 drugs on these sites.
15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
16. **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. CONTRACTOR consents to use of 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 those works are the property of OUSD.
17. **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.
18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
  1. **Tuberculosis Screening**
  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 contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: N/A

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

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
  1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the 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).



Professional Services Contract

- 22. **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.
- 23. **Confidentiality.** The 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.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, 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.  
  
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.
- 25. **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.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of 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.epls.gov/epls/search.do>)

Summary of terms and compensation:

Anticipated start date: 07/15/2012 Work shall be completed by: 09/30/2012 Total Fee: \$ 8,150.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos  
 President, Board of Education  
 Superintendent or Designee

**Certified:**  
Edgar Rakestraw, Jr.  
 Secretary, Board of Education  
 Edgar Rakestraw, Jr., Secretary  
 Board of Education

8-20-2012  
Date

9/13/12  
Date

CONTRACTOR

JoAnn Ugolini  
Contractor Signature

7/17/12  
Date

JoAnn Ugolini  
Print Name, Title

JoAnn Ugolini  
Consultant



EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ugolini Consulting will design and create an attendance manual to serve a a job aid in an easy to read format consisting of checklists, flow charts, and other visuals. The entire manual should be less than 100 pages. Consultant to design a manual that has graphic depictions created for each topic section of the manual for the chronic absence intervention protocol, SART/SARB process, Independent Study Checklist and attendance teams.

SCOPE OF WORK

Ugolini Consulting will provide a maximum of 109.00 hours of services at a rate of \$ 75.00 per hour for a total not to exceed \$8,150.00. Services are anticipated to begin on 07/15/2012 and end on 09/30/2012.

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.

Ugolini Consulting will design and create an attendance manual to serve a a job aid in an easy to read format consisting of checklists, flow charts, and other visuals. The entire manual should be less than 100 pages. Consultant to design a manual that has graphic depictions created for each topic section of the manual but minimally for the chronic absence intervention protocol, SART/SARB process, Independent Study Checklist and attendance pyramid. Consulting will provide writing/editing time for 50 page document with 3-4 authors and 2 review cycles. Consultant will design and template. Consultant will provide cover design. Consultant will provide formatting of 50 pages, as well as necessary graphics. Consultant will supply photos for manual, as well as the printing of the final document.

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.

The attendance manual outlines strategies that can be used to promote positive attendance. School sites will implement these strategies in order to help reduce chronic absences so that Oakland children attend school 95% or more.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract. (Check all that apply.)

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

**4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

**Action Item Included In Board Approved SPSA (no additional documentation required)** – Action 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.
-

## **Ugolini Consulting Resumes**

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### **JoAnn Ugolini – Marketing Consultant, Writer, Editor**

(510) 528-3746; cell: (510) 717-8804 joannugolini@comcast.net

#### **Marketing Consultant – 2000-present**

JoAnn provides marketing consulting for small businesses, corporations, and county agencies. Services include supporting websites, writing and producing brochures, and editing papers. Her company, Ugolini Consulting, has supported Alameda County School Health Services (SHS) as their marketing consultant since 2009. JoAnn has assisted SHS in the writing, design, and production of their brochure and first edition of their newsletter; creation and development of their website; writing, filming, and production of three videos for their website; and writing, editing, and production of technical papers in cooperation with SHS staff writers and outside professionals. Ugolini Consulting has also mentored Alameda County youth in photography and video production.

#### **Proposal Writer/Editor – 1979-present**

JoAnn has been a major participant in approximately 500 proposals as a proposal strategist, writer, and editor for major corporations. She provides proposal development and writing, coordination, scheduling, and management of proposals, presentations, and reports. She is experienced working with multi-disciplinary teams and a broad range of professionals, including scientists, engineers, senior management officers, laboratory directors, construction managers, and safety experts. JoAnn was lead writer with Randall Homan as designer and producer for a CD on Sustainability for a major corporation.

**Education:** BA, English and Art, Mundelein College and the School of the Art Institute of Chicago, 1972

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### **Randall Homan – Gestalt Graphics Senior Partner**

Randall Homan is the senior partner of Gestalt Graphics communications team with over 15 years of experience in interactive web design and user interface, document template design and training, graphic illustration, photo and content management. Her specialty is creating and maintaining messaging and branding consistency across platforms and marketing deliverables. She is a creative problem-solver who enjoys a technical challenge and the team process. She has recent experience and training in web video and design, W3C and ADA requirement compliance standards. Project highlights include the Oakland Public Library Annual Report, the Alameda County SHS Coalition website and brochure, and the Sonoma County Sustainability Guidebook. Selected projects include:

#### **County of Alameda**

Led art direction and graphic design for the annual report, brochure, and website for SHS Coalition. Project included coordination, technical illustration, photo database creation, and web site design/architecture. Mentored a student photographer as art director for multiple on-campus photo sessions to create a large photo database for marketing and website projects.

#### **Oakland Public Library (OPL)**

Performed project management, book design, flyer photography, and graphic design. Project involved graphic design and flipbook architecture for the 2011 OPL Annual Report, an interactive online document that includes video, slide shows, and online books of creative writing published by the OPL teen writing workshops.

#### **County of San Mateo**

Managed web design/architecture, document template design, content management, technical illustration, and user interface and navigation design for county emergency preparedness website.





**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**PATRICK O'CONNELL**  
**AUDITOR-CONTROLLER/CLERK-RECORDER**

October 20, 2011

Certification No. 09-00315

Ugolini Consulting  
1422 A Bonita Ave  
Berkeley, CA 94709

Attention: JoAnn Ugolini

Congratulations on the successful completion of your recertification application for Alameda County's Small, Local, Emerging Business (SLEB) Program!

You have been recertified as an EMERGING business for the period of December 01, 2011 through November 30, 2014 for the following NAICS code(s): 541613.

Ugolini Consulting, business name will be added as a certified vendor to our local vendor database and provided to other businesses looking for a certified business in your service or commodity. Occasionally, you may receive e-mail notices of current contract opportunities and outreach/training events from the County. To control the type of e-mail notices you receive, please visit our website at [acgov.org](http://acgov.org), click on "Get E-Mail Alerts/E-Subscribe," and then follow the instructions.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental land surveying, and construction project management services projects, but no preference points are applied.

Alameda County reserves the right to reevaluate your company at any time during the certification period to determine if your firm continues to meet the County of Alameda and U.S. Small Business Administration size standards and definitions.

If you are named as a SLEB partner in an Alameda County contract, you are required to maintain your SLEB certification status as active. Failure to comply with these contract terms could result in payment delays.

You are required to report any changes in your business structure or ownership. You are also required to submit a current business license each year. Failure to submit a current business license may result in decertification.

Ugolini Consulting will be notified 90 days prior to the expiration of this certification. If you have any questions regarding this certification, please contact the Contract Compliance office at (510) 891-5500 and refer to your certification number as it appears on this letter.

*Thank you for your interest in the SLEB program and doing business with Alameda County!*

Sincerely,

Patricia McFadden  
Principal Auditor

**OFFICE OF CONTRACT COMPLIANCE**

Malinda Jones-Williams, Division Chief  
1221 Oak St., Rm. 249  
Oakland, CA 94612  
Tel: (510) 891-5500  
Fax: (510) 272-6502  
E-Mail: [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org)

**OFFICE OF THE AUDITOR-CONTROLLER**

Steve Manning, Chief Deputy Auditor  
1221 Oak St., Rm. 249  
Oakland, CA 94612  
Tel: (510) 272-6565  
Fax: (510) 272-6502

**ASSISTANT CONTROLLER**

Connie Land  
1221 Oak St., Rm. 238  
Oakland, CA 94612  
Tel: (510) 272-6565  
Fax: (510) 267-9415



**State Farm General Insurance Company**

900 Old River Rd.  
Bakersfield, CA 93311-6000

**RENEWAL CERTIFICATE** DESCRIPTION OF OPERATIONS

<b>POLICY NUMBER</b>	97-BK-V410-0
Business Policy FEB 03 2012 to FEB 03 2013	
<b>DATE DUE</b>	SEE BALANCE DUE NOTICE
CONTINUED	

R-02- 2360-F166 N 3 F

002048 0001

**UGOLINI, JOANN**  
DBA UGOLINI CONSULTING  
1422A BONITA AVE  
BERKELEY CA 94709



ST1-0206-S10C01

<u>Description of Operations</u>	<u>Stat Class</u>	<u>Premium Bases*/ Exposure</u>	<u>Rate</u>	<u>Section II Estimated Premium</u>
CONSULTANT (NOT OTHERWISE CLASSIFIED) - MAJORITY OF EMPLOYEES ENGAGED AWAY FROM THE INSURED'S PREMISES	982	P* 29000	4.30	\$169.00

011008j Rev. 08-2005

\* Premium Bases  
 S Per \$1000 Gross Sales  
 P Per \$1000 Payroll  
 T Per \$1000 Admissions  
 C Per Camper Day  
 H Per \$1000 Gallon  
 Prepared NOV 30 2011





**STATE FARM INSURANCE COMPANIES**

**RECEIPT OF PAYMENT**

**PAYMENT DATE:** 02-28-2012

**POLICYHOLDER(S)**  
JOANN UGOLINI  
DBA UGOLINI CONSULTING  
1422A BONITA AVE  
BERKELEY, CA 94709

**AGENT**  
CASH, JILL  
2809 TELEGRAPH AVENUE  
BERKELEY, CA 94705-1118  
(510) 843-8300

<b>POLICY DESCRIPTION/POLICY NUMBER</b>	<b>CHECK / REF #</b>	<b>AMOUNT</b>
BUSINESS - MISC 97-BK-V410-0 G	CHECK # 6587	\$250.00
CEA - DWELLING 57-KZ-4781-0 J	CHECK # 6587	\$289.00

**TOTAL AMOUNT PAID: \$539.00**

  
\_\_\_\_\_  
**AUTHORIZED SIGNATURE**  
LAURA SEAGREN

THANK YOU FOR YOUR PAYMENT ON THE ABOVE POLICY(IES). PAYMENTS ARE RECEIVED SUBJECT TO COLLECTION AND POLICY PROVISIONS. WE APPRECIATE YOUR BUSINESS.



**State Farm General Insurance Company**

900 Old River Rd.  
Bakersfield, CA 93311-6000

AT2 002048 0001 R-02- 2360-F166 N 3 F

UGOLINI, JOANN  
DBA UGOLINI CONSULTING  
1422A BONITA AVE  
BERKELEY CA 94709



ST1-0106-010CH

Location: 1422A BONITA AVE  
BERKELEY CA  
94709

**Forms, Options, and Endorsements**

Special Form 3	FP-6143
Amendatory Endorsement	FE-6205
Tree Debris Removal	FE-6451
Policy Endorsement	FE-6506.2
Policy Endorsement-Business	FE-6464
Glass Deductible - Section I	FE-6538.1
Amendatory Collapse	FE-6551
Policy Endorsement-Business	FE-6610
Registered Domestic Partnership	FE-5383
Dist Mat Violat Statues Excl	FE-6655
Policy Endorsement	FE-6656
Building Coverage for Tenants	FE-6859

Continued on back of page

NOTICE: Information concerning changes in your policy language is included. Please call your agent if you have any questions.

Audit period: Annual

Policy number 97-BK-V410-0 replaces 97-BK-T881-6.

**RENEWAL CERTIFICATE**

<b>POLICY NUMBER</b>	97-BK-V410-0
Business Policy FEB 03 2012 to FEB 03 2013	
<b>DATE DUE</b>	<b>SEE BALANCE DUE NOTICE</b>
FEB 03 2012	\$250.00

**Coverages and Limits**

**Section I**

A Buildings	Excluded
B Business Personal Property	10,400
C Loss of Income	Actual Loss

**Deductibles - Section I**

Basic	500
Other deductibles may apply - refer to policy	

**Section II**

L Business Liability	\$1,000,000
M Medical Payments	5,000
Gen Aggregate (Other than PCO)	2,000,000
Products-Completed Operations (PCO Aggregate)	2,000,000

<b>Estimated Prem (Sec I)</b>	\$81.00
<b>Estimated Prem (Sec II)</b>	\$169.00
<b>Amount Due</b>	<b>\$250.00</b>

**Premium Reductions**

Yrs in Business Discount
Prot. Devices Discount
Claim Record Discount

Cov. A - Inflation Index:	N/A
Cov. B - Consumer Price:	226.9

*Thanks for letting us serve you...*

Agent JILL CASH

Moving? See your State Farm agent.  
See reverse for important information.

Prepared



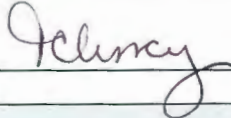
# Consultant Fingerprint/Criminal Background Check Waiver Request

**Directions**

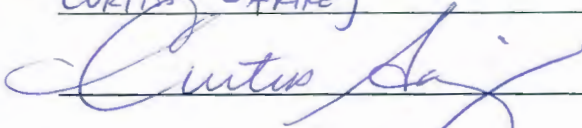
The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check. The OUSD contract originator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (CFO, CSO, CAO or Assistant 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	Ugolini Consulting		
Originator Name	Theresa Clincy	Site or Department	922/ FSCP
Which sites or locations will the contractor be working at? N/A			
<p><b>TB Clearance Requirement</b></p> <p><i>Proof of negative TB status is required for all consultants who will be working with OUSD students or staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker.</i></p> <p><b>How is this contractor going to meet the TB clearance requirement?</b></p> <p><input type="checkbox"/> Proof of TB clearance is in the contract packet    <input checked="" type="checkbox"/> TB Waiver requested</p>			

**[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.]** 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))

OUSD Representative's Name	Theresa Clincy	Title	Coordinator
OUSD Representative's Signature		Date	7/19/12

**Approval** Cabinet Level approval required (CFO, CSO, CAO or Assistant Superintendent)

Approver Name	Curtis SARIKEY	Title	Assoc SUPERVISOR
Approver Signature		Date	7/27/2012
Reason for Approval	NO STUDENT CONTACT/INTERACTIONS.		

# OUSD Consultant General Liability Insurance Reduced Insurance Requirement or Waiver Request

**Directions**

All consultants are required to provide proof of General Liability Insurance with limits of One Million Dollars per occurrence. Additional information about this requirement can be found on the internet under Finances, Procurement and Distribution tab, document entitled "Information for Consultants." In rare circumstances, where appropriate, the District can reduce the required amount of insurance or waive the general liability insurance requirement. To request that your contract is considered for either a reduced amount of insurance or a waiver, complete this form and submit it with a copy of the contract to Risk Management. Waivers will only be granted in cases where the consultant will have NO interaction with students.

**Steps:**

1. OUSD Contract Originator completes request form
2. OUSD Contract Originator submits request form and copy of contract with Scope of Work to Risk Management at 1025 2<sup>nd</sup> Avenue, Room 115A or email [cynthia.grice@ousd.k12.ca.us](mailto:cynthia.grice@ousd.k12.ca.us).
3. Risk Management considers request and returns form within 7 business days to OUSD Contract Originator
4. If approved, OUSD Contract Originator submits form with completed contract to Procurement.

<b>Contractor Name</b>	Ugolini Consulting	<b>Contract Amount</b>	\$8,100.00
<b>OUSD Originator Name</b>	Theresa Clincy	<b>Site / Department</b>	922/ FSCP

*Why do you believe that this contract poses a low risk to the District and should be eligible for a reduction or waiver of the general liability insurance requirement?*  
 Contractor is creating and organizing an attendance manual. Contractor will complete assignment at contractor's office and will not work at any district site.

**Signature of Contract Originator Requesting Waiver** *TClincy*  
*If submitted via email, type name and send from principal or manager's email account.*

**OUSD Principal or Manager** Theresa Clincy **Date** 8/6/12

**Risk Management**

**Approved:** Based on the scope of work provided, I approve the following adjustment to the General Liability Insurance requirement for this contract:  
 Reduced Requirement : \$ \_\_\_\_\_  Waiver of General Liability Insurance Requirement  
 Reason for reduction or waiver: \_\_\_\_\_

**Denied:** Unfortunately, this contract does not qualify for a reduction or waiver  
 Denial Reason: \_\_\_\_\_

**Signature** *J. Johnson/cdr* **Date** 8/8/12



# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

## 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 type="checkbox"/> For All Consultants: Results page of the Excluded Party List ( <a href="https://www.epls.gov/epls/search.do">https://www.epls.gov/epls/search.do</a> )
	<input type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	<input 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) Theresa.Clincy@ousd.k12.ca.us

## Contractor Information

Contractor Name	Ugolini Consulting	Agency's Contact	JoAnn Ugolini				
OUSD Vendor ID #	1005732	Title	Consultant				
Street Address	1422 Bonita Avenue	City	Berkeley	State	CA	Zip	94709
Telephone		Email (required)					
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	07/15/2012	Date work will end	09/30/2012	Other Expenses	\$
Pay Rate Per Hour (required)	\$ 75.00	Number of Hours (required)	109.00		

## 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
0507	SARB Tier III200	922-1210-264	5825	\$ 2,000.00
0522	Tier 3-TIIG, Unres	922-1210-261	5825	\$ 5,000.00
0000	Unrestricted - Dis	922-1202-201	5825	\$ 1,150.00
<b>Requisition No. (required)</b>	R0300543		<b>Total Contract Amount</b>	<b>\$ 8,150.00</b>

## 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.	<b>Administrator / Manager (Originator)</b>	Name	Theresa Clincy	Phone	(510) 434-7923
	Site / Department	922/Family, Schools & Community Partnerships		Fax	(510) 434-7757
	Signature	<i>T. Clincy</i>		Date Approved	7/19/12
2.	<b>Resource Manager, if using funds managed by:</b> <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.	<b>Regional Executive Officer</b>				
	<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	<i>Curtis Lauck</i>		Date Approved	7/23/2012	
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b> Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000				
	Signature	<i>Maria Santos</i>		Date Approved	8-20-2012
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract				
<b>Legal Required if not using standard contract</b>		Approved		Denied - Reason	
<b>Procurement</b>	Date Received			PO Number	

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