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| Board Office Use: Legislative File Info. | |
| File ID Number | 12-0782 |
| Introduction Date | 4/25/12 |
| Enactment Number | 12-1147 |
| Enactment Date | 4-25-12 |



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 4-25-12
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Philip Williams Oakland CA (Contractor, City/State) -
210 - Edna Brewer (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Philip Williams. Services to be primarily provided to 210 - Edna Brewer for the period of 11/01/2011 through 06/30/2012, in an amount not to exceed \$9,000.00.

Background
A one paragraph explanation of why an amendment is needed.

Edna Brewer is increasing the number of hours being served beyond the original number of hours served as stated in the original contract to include an extra 180 hours. The consultant will provide technical assistance with Apple Macintosh and Windows computers, as required by the school, to obtain the maximum instructional benefit and utility for students and staff at Edna Brewer Middle School (EBMS). Consultant will devise and implement a plan for provision of printing capability in all classrooms and computer labs.

Discussion
One paragraph summary of the amended scope of work.

Ratification of Amendment No. 1 to the professional services contract between OUSD and Philip Williams (Oakland, CA) for the latter to provide additional 180 hours. for specific projects will include:1) Assistance in initial setup, activation and subsequent maintenance of instructional computers using both Windows and MAC OS-X platforms 2)Maintenance of the fixed iMAC lab in room 53, containing 34 iMAC computers and fixed PC lab in room 54 containing 34 Windows computers. 3) Maintenance of the school's three mobile iBook and MacBook labs (carts 1, 2,3) 68 iBooks, 32 MacBooks through the period of November 1, 2011 through June 30, 2012. This shall not exceed \$9000. increasing the agreement from \$25,000 to \$34,000.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Philip Williams. Services to be primarily provided to 210 - Edna Brewer for the period of 11/01/2011 through 06/30/2012, in an amount not to exceed \$9,000.00.

Fiscal Impact Funding resource name (please spell out) GP-UNREST
not to exceed \$9,000.00

Attachments

- Contract Amendment
- Copy of original contract

| | |
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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Philip Williams (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 11/1, 2011, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work is unchanged. The scope of work has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. **OR,** The CONTRACTOR agrees to provide the following amended services:
Philip Williams agrees to provide an additional 180 hours of service. He will continue to will provide support in the initial set-up, maintenance and schedule upgrades of instructional computers and software. These computers will communicate with on-site printers and computers and be able to access the internet from any teaching location. He will provide advice on the configuration of "teacher" computers, laptops, projection and printing capability, and backup strategies for student work. Provide assistance in troubleshooting implementation issues with all software packages and applications.

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The contract price is unchanged. The contract price has changed.
If the compensation has changed: The contract price is amended by
 Increase of \$ 9,000.00 _____ to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Thirty four thousand _____ dollars (\$ 34,000.00 _____)

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**
 There are no previous amendments to this Agreement. This contract has previously been amended as follows:

| No. | Date | General Description of Reason for Amendment | Amount of Increase (Decrease) |
|-----|------|---|-------------------------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos
 President, Board of Education
 Superintendent or Designee

3-23-2012
Date

CONTRACTOR

Philip Williams
Contractor Signature 3/12/12
Date

PHILIP G. WILLIAMS
Print Name, Title

CERTIFIED:

Edgar Rakestraw, Jr.
Edgar Rakestraw, Jr., Secretary
Board of Education

4/20/12
Date

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.

Ratification of Amendment No. 1 to the professional services contract between OUSD and Philip Williams (Oakland, CA) for the latter to provide additional 180 hours. for specific projects will include: 1) Assistance in initial setup, activation and subsequent maintenance of instructional computers using both Windows and MAC OS-X platforms 2) Maintenance of the fixed iMAC lab in room 53, containing 34 iMAC computers and fixed PC lab in room 54 containing 34 Windows computers. 3) Maintenance of the school's three mobile iBook and MacBook labs (carts 1, 2,3) 68 iBooks, 32 MacBooks through the period of November 1, 2011 through June 30, 2012. This shall not exceed \$9000. increasing the agreement from \$25,000 to \$34,000.

SCOPE OF WORK

Philip Williams will provide a maximum of 180.00 hours of services at a rate of \$50.00 per hour for a total not to exceed \$9,000.00. Services are anticipated to begin on 11/01/2011 and end on 06/30/2012.

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.

The consultant will provide support in the initial set-up, maintenance and schedule upgrades of instructional computers and software. These computers will communicate with on-site printers and computers and be able to access the internet from any teaching location. Consultant will provide advice on the configuration of "teacher" computers, laptops, projection and printing capability, and backup strategies for student work. Provide assistance in troubleshooting implementation issues with all software packages and applications.

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 consultant will be involved in further development of advanced teaching and intervention strategies using computer. The consultant will research and advise on improved and more robust security and account configuration options. The aim is to minimize support and maintenance requirements, while maximizing utility and flexibility of the equipment within the middle school environment. The consultant will be involved in the design, implementation and supervision of after-school intervention classes using computers as needed by the school. The consultant will be involved in maintenance, installation and troubleshooting of any other computer, printer or projector at the school, as needed by the school.

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.
-

PROFESSIONAL SERVICES CONTRACT AMENDMENT ROUTING FORM 2011-2012

Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement on modification to original contract.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist

- Contract amendment packet including Board Memo and Amendment Form
- Amended Scope of work (be specific as to what is changing)
- Copy of original contract

OUSD Staff Contact Emails about this contract should be sent to: charlene.johnson@ousd.k12.ca.us; sam.pasarow@ousd.k12.ca.us

Contractor Information

| | | | | | |
|------------------|-----------------------|------------------|----------------------|-------|----|
| Contractor Name | Philip Williams | Agency's Contact | Philip Williams | | |
| OUSD Vendor ID # | 1001868 | Title | Consultant | | |
| Street Address | 3708 Lakeshore Avenue | City | Oakland | State | CA |
| Telephone | (510) 444-4640 | Email | pgwillia@pacbell.net | | |
| | | | Zip | 94610 | |

Compensation and Terms – Must be within the OUSD Billing Guidelines

| | | | | | |
|---------------------------|--------------|--------------------|------------|----------|------------|
| Original Contract Amount | \$ 25,000.00 | Original PO Number | P1203722 | | |
| Amended Amount | \$ 9,000.00 | New Requisition # | R0203678 | | |
| New Total Contract Amount | \$ 34,000.00 | Start Date | 11/01/2011 | End Date | 06/30/2012 |

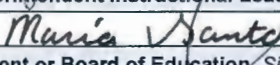
Budget Information

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

| Resource # | Resource Name | Org Key | Object Code | Amount |
|------------|---------------|------------|-------------|-------------|
| 0000 | UNREST-INSTR | 2101110101 | 5825 | \$ 9,000.00 |
| | | | 5825 | \$ |
| | | | 5825 | \$ |

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

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|--|---|---|-------------|-----------------|---------------|-----------|---------|
| 1. | Site Administrator or Manager | Name | Sam Pasarow | Phone | 5316600 | Fax | 5316626 |
| | Site / Department | 210 - Edna Brewer | | | | | |
| | Signature |  | | | Date Approved | 3/7/12 | |
| 2. | Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs | | | | | | |
| | Signature | | | | Date Approved | | |
| | Signature | | | | Date Approved | | |
| 3. | Regional or Executive Officer | | | | | | |
| | Signature |  | | | Date Approved | 3/21/12 | |
| 4. | Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000 | | | | | | |
| | Signature |  | | | Date Approved | 3-23-2012 | |
| 5. | Superintendent or Board of Education Signature on the legal contract | | | | | | |
| Legal Required if not using standard contract | | Approved | | Denied - Reason | | Date | |
| Procurement | Date Received | | | PO Number | P1203722 | | |

1700

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| Board Office Use: Legislative File Info. | |
| File ID Number | 11-3099 |
| Introduction Date | 1-11-12 |
| Enactment Number | 12-0060 |
| Enactment Date | 1-11-12 |



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) 1-11-12

Subject Professional Services Contract -
Philip Williams Oakland CA (contractor, City State)
210-Edna Brewer (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Philip Williams. Services to be primarily provided to 210-Edna Brewer for the period of 11/01/2011 through 06/30/2012.

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

The consultant will provide technical assistance with Apple Macintosh and Windows computers, as required by the school, to obtain the maximum instructional benefit and utility for students and staff at Edna Brewer Middle School (EBMS). Consultant will devise and implement a plan for provision of printing capability in all classrooms and computer labs.

Discussion
One paragraph summary of the scope of work.

A contract for services between OUSD and Philip Williams at EBMS in Oakland, CA for the latter to provide specific projects will include: 1) Assistance in initial setup, activation and subsequent maintenance of instructional computers using both Windows and MAC OS-X platforms 2) Maintenance of the fixed iMAC lab in room 53, containing 34 iMAC computers and fixed PC lab in room 54 containing 34 Windows computers. 3) Maintenance of the school's three mobile iBook and MacBook labs (carts 1, 2,3) 68 iBooks, 32 MacBooks throughh the period of November 1, 2011 through June 30, 2012.

Recommendation Ratification of professional services contract between Oakland Unified School District and Philip Williams. Services to be primarily provided to 210-Edna Brewer for the period of 11/01/2011 through 06/30/2012.

Fiscal Impact Funding resource name (please spell out) GP-UNREST
MS Settlement not to exceed \$ 25,000.00

Attachments

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

Professional Services Contract

OUSD Representative:

Name: Sam Pasarow

Site /Dept.: 210-Edna Brewer

Address: _____

Oakland, CA

Phone: (510) 531-6600

CONTRACTOR:

Name: Phillip Williams

Title: Consultant

Address: 3708 Lakeshore Avenue

Oakland CA 94610

Phone: (510) 444-4640

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 a 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.

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.
-

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

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 has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

| | |
|----------------------|---|
| Attachment Checklist | <input checked="" type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year |
| | <input checked="" type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years |
| | <input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant) |
| | <input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured |
| | <input type="checkbox"/> For All Consultants with employees: Proof of workers compensation insurance |

OUSD Staff Contact Emails about this contract should be sent to: charlene.johnson@ousd.k12.ca.us; sam.pasarow@ousd.k12.ca.us

Contractor Information

| | | | |
|--------------------|---|---|----------------------|
| Contractor Name | Philip Williams | Agency's Contact | Philip Williams |
| OUSD Vendor ID # | 1001868 | Title | Consultant |
| Street Address | 3708 Lakeshore Avenue | City | Oakland |
| Telephone | (510) 444-4640 | State | CA |
| | | Zip | 94610 |
| | | Email | pgwillia@pacbell.net |
| Contractor History | Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input 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 | 11/01/2011 | Date work will end | 06/30/2012 | Other Expenses | |
| Pay Rate Per Hour (required) | \$ 50.00 | Number of Hours | 500.00 | Total Contract Amount | \$ 25,000.00 |

Budget Information

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

| Resource # | Resource Name | Org Key | Object Code | Amount | |
|------------------------|---------------|------------|-------------|------------------------------|--------------------|
| 0000 | GP-UNREST | 2101110101 | 5825 | \$ 1,706.00 | |
| 9220 | MS Settlement | 2109220167 | 5825 | \$ 23,294.00 | |
| | | | 5825 | \$ | |
| Requisition No. | R0202065 | | | Total Contract Amount | \$25,000.00 |

Approval and Routing (in order of approval steps)

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

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

| | | | | | |
|--|--|--------------------|-----------------|---------------|----------------|
| 1. | Administrator / Manager (Originator) | Name | Sam Pasarow | Phone | (510) 531-6600 |
| | Site / Department | 210-Edna Brewer | | Fax | (510) 531-6626 |
| | Signature | <i>Sam Pasarow</i> | | Date Approved | 10/28/2011 |
| 2. | Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs | | | | |
| | <input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA) | | | | |
| | Signature | | | Date Approved | |
| 3. | Regional Executive Officer | | | | |
| | <input type="checkbox"/> Services described in the scope of work align with needs of department or school site | | | | |
| | <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work | | | | |
| 4. | Signature | | | | Date Approved |
| | <i>Maria Dante</i> | | | | 11/9/11 |
| | Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant/Aggregate Under \$50,000 | | | | |
| 5. | Signature | | | | Date |
| | <i>Maria Dante</i> | | | | |
| Legal Required if not using standard contract | | Approved | Denied - Reason | Date | |
| Procurement | Date Received | | PO Number | P1203722 | |

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