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Memo

To Board of Education
From Antwan Wilson, Superintendent
Devin Dillon, Chief Academic Officer

Board Meeting Date
(To be completed by
Procurement) 10/26/16

SUBJECT: Memorandum of Understanding with Bay Area Urban Debate Commission (BAUDC) for the purpose of defining the partnership that brings the Bay Area Urban Debate League (BAUDL) to serve the young people of Oakland Unified School District (OUSD). Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term July 1, 2016 through June 30, 2017.

ACTION REQUESTED

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Bay Area Urban Debate Commission (BAUDC), for the purpose of defining the partnership that brings the Bay Area Urban Debate League (BAUDL) to serve the young people of Oakland Unified School District (OUSD). Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term July 1, 2016 through June 30, 2017.

SUMMARY

The OUSD and the BAUDC shall extend participation in the BAUDL to high schools and middle schools that meet the criteria for membership outlined below. Working with the BAUDC, OUSD staff will take leadership roles in securing Letters of Intent and MOUs from each participating school, demonstrating that the school has: Two paid, committed teacher-coaches identified to lead the debate team; this must include at least one full-time teacher on staff, with two teachers as the highly preferred model. Administrative support, to include demonstrated willingness to provide class coverage to coaches on tournament days falling on Friday and BAUDL professional development days, to host one debate Tournament - or other event with BAUDC approval - during the season, to facilitate photocopying and a debate team practice room and storage site in the building, and to seek out supplemental funding support as needed.

BACKGROUND

The BAUDL shall include a one-week (Monday-Friday, six hours per day) Bay Area Urban Debate Summer Institute to be held in summer 2017 for all students registered on their debate teams at participating high schools. The Institute will be directed by BAUDC, and will have an instructional staff of experts in debate. The BAUDL shall include a five-day Coach Orientation Workshop in summer 2017 directed by BAUDC, held either on an OUSD campus or on a site provided by BAUDC without cost to the OUSD. The BAUDL shall have a season that extends from the beginning of the 2016/17 school year (in Mid-August) through May, 2017. The BAUDL shall include six Student Workshops of five hours each during the season, led by BAUDC. The Student Workshops will be held either on an OUSD campus or on a site provided by BAUDC without cost to OUSD. The BAUDL shall include six Coach Seminars during the regular season, led by BAUDC. Curriculum for the season will be available in advance and on our website. The Coach Seminars will be held either on an OUSD campus or on a site provided by BAUDC without cost to OUSD. The BAUDL shall include six weekend UDL Debate Tournaments. Four of these tournaments shall be one day in length. Two shall be two days in length. The BAUDL shall include a minimum of one full-day professional development session to prepare teachers to use debate strategies as instructional tools in their classrooms. OUSD shall cover the cost of substitutes for teachers who attend. Teachers not currently serving as debate coaches shall be welcome to attend. Schools shall be responsible for fulfilling their own judge obligation, consistent with Policy Debate practices, though they will be assisted in this effort by BAUDL staff. Judges that are not paid debate Coaches employed by OUSD shall be offered a stipend for judging for the full two days of a Tournament (lesser amounts for judging at some portion of the Tournament), unless they are volunteers supplied by the BAUDC. BAUDL debate will be classified under athletics so that trip forms will only be filed once a semester.

STRATEGIC ALIGNMENT

The OUSD is the final authority over all aspects of the BAUDL related to OUSD schools participating in the League. BAUDC advises and counsels the OUSD in its implementation and development of the BAUDL in OUSD schools, as well as guiding the overall development of the BAUDL. The OUSD's Director of Teaching and Learning (or appropriate counterpart), David Chambliss and Nicole Knight, shall be the overall Supervisor of the BAUDL with respect to OUSD schools. The BAUDL Program Director (or appropriate counterpart) shall prepare and distribute Quarterly Reports on BAUDL operations in OUSD schools (publication dates 11/17/16, 1/31/17, 5/30/17), assessing the extent to which the program has been fully implemented in those schools and recommending steps to improve the program's impact among OUSD students. OUSD approves the expenditures that the BAUDC will

make, as indicated in the following Budget for Operations, toward supporting the Bay Area Urban Debate League. The BAUDC shall continue to fund and manage league staff, with the approval of OUSD. The Program Director shall answer and report directly to the BAUDC but will have to work closely with and subordinate to the OUSD's Manager of Teaching and Learning in supervising BAUDL operations in OUSD schools. The Manager of Teaching and Learning shall provide periodic job evaluations, formal or informal, on BAUDL staff to the BAUDC. Ultimately, BAUDL staff work in OUSD schools only at the allowance of the district. District feedback and oversight are crucial to the success of the League. As such, OUSD is empowered, after a reasonable warning/ remediation process, to remove BAUDL staff from contact with OUSD schools.

ASSESSMENT

All students participating in the BAUDL shall be entered in a UDL Tracking and Assessment System. Achievement and disciplinary data (including attendance, absenteeism, grade point averages, and test scores) from previous years will be collected. OUSD will provide access to student-level data for each of the students participating in the Urban Debate League and for a comparison group, and assist in gathering necessary permissions. Students' academic performance shall be tracked, inputted, and aggregated to identify the correlative impact of debate participation. Students may be administered a set of critical thinking, advanced literacy, social-affective, and college-attitudinal pre-tests and post-tests, the results of which shall be analyzed by BAUDC and its university partners for assessment. Students' post-graduation applications, admissions, and matriculation shall be tracked on an on-going basis. The BAUDC shall work in coordination with and at the approval of the OUSD, and will comply with all relevant district and state rules and protocols governing the collection of student data.

DISCUSSION

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Bay Area Urban Debate Commission (BAUDC), for the purpose of defining the partnership that brings the Bay Area Urban Debate League (BAUDL) to serve the young people of Oakland Unified School District (OUSD). Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term July 1, 2016 through June 30, 2017.

FISCAL IMPACT

Funding of the Bay Area Urban Debate League (BAUDL) is covered under this Agreement

OUSD approves the expenditures that the BAUDC will make, as indicated in the following Budget for Operations, toward supporting the Bay Area Urban Debate League. The BAUDC shall continue to fund and manage league staff, with the approval of OUSD. The Program Director shall answer and report directly to the BAUDC but will have to work closely with and subordinate to the OUSD's Manager of Teaching and Learning in supervising BAUDL operations in OUSD schools. The Manager of Teaching and Learning shall provide periodic job evaluations, formal or informal, on BAUDL staff to the BAUDC. Ultimately, BAUDL staff work in OUSD schools only at the allowance of the district. District feedback and oversight are crucial to the success of the League. As such, OUSD is empowered, after a reasonable warning/ remediation process, to remove BAUDL staff from contact with OUSD schools.

INTELLECTUAL PROPERTY. The parties to this agreement acknowledge and agree that advice and comments provided by OUSD are extremely important to the development of BAUDL materials (including curriculum), but under applicable copyright law they will not make OUSD a joint author of

these materials, and in the event that OUSD acquires any intellectual property rights in BAUDL materials or in any component of them, as a joint author or otherwise, OUSD will and hereby does assign all such rights to BAUDC such that BAUDC will retain sole ownership of the intellectual property rights in the BAUDL materials.

It is the intent of the parties to this agreement that they will enter into a new Memorandum of Understanding at the termination of this MOU to continue collaboration on the BAUDL. Unless this MOU is terminated by OUSD or by BAUDC due to OUSD's breach, BAUDC agrees to grant OUSD a perpetual, royalty-free non-exclusive license to use and reproduce BAUDL materials developed during the period covered by the MOU, solely in relation to teaching debate skills to OUSD students only. Other than the use and reproduction rights granted in the immediately preceding sentence, and unless otherwise expressly authorized in writing, such license will not authorize use of any names, marks, logos, or other legally protected designations of BAUDC, in connection with BAUDL materials or otherwise.

FUNDING

[Please see the Appendix A for a table summary of the following.]

The OUSD shall provide bus transportation for participating schools for seven Tournaments (up to 14 Tournament days) excluding charter schools, or other adequate transportation as agreed by the BAUDC. Neighboring schools may share buses to reduce transportation costs.

The OUSD shall provide, or ensure the provision of, an allocation of \$3,500 per year for debate materials and supplies costs, including photocopying costs.

The OUSD shall provide meals and awards at four BAUDL Tournaments. Meals include breakfast and lunch on Saturday and, in the event of two-day tournaments, dinner on Friday. Awards shall include all team, speaker, and specialty awards.

The OUSD shall provide for the costs of using an OUSD campus for four of the seven BAUDL Tournaments. These costs typically include custodial, engineer and maintenance worker overtime and security.

The BAUDC shall provide for the costs of using a college campus or the facilities of another external partner for the remaining BAUDL Tournaments.

At the BAUDL Tournaments, the BAUDC shall provide a stipend for each judge who does not coach at one of the participating schools, or who is not a volunteer.

The BAUDC will provide debate topic, instructional, and team-building materials and resources to each of the participating schools.

The BAUDC shall solicit funds to cover the costs of Regional and National Circuit debating events and tournaments for those schools in the BAUDL that are interested in competing at these events. The BAUDC will also solicit funds to cover the costs of scholarships to university summer debate institutes, to be distributed in the spring, 2017.

Through the National Association for Urban Debate Leagues, the BAUDC shall cover the costs of participation for at least one two-person team, a coach, and one administrator from the BAUDL to participate in the 2017 Chase Urban Debate National Championship. The BAUDC may cover the costs of a second team and coach to participate as well.

The BAUDC shall solicit funds to cover the costs of the BAUDL Summer Debate Institute (summer, 2017), a one-week commuter debate institute free to all BAUDL students and taught by experienced debate instructors from colleges and high schools.

The BAUDC shall create and distribute promotional material on the BAUDL throughout the season to raise understanding of and appreciation for the League.

The BAUDC shall solicit funds to hold a year-end banquet for all BAUDL students, family members, teachers, judges, administrators, supporters, and allies.

The BAUDC shall cover the cost of core BAUDL staff for the full 2016/17 BAUDL season.

RECOMMENDATIONS

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Bay Area Urban Debate Commission (BAUDC), for the purpose of defining the partnership that brings the Bay Area Urban Debate League (BAUDL) to serve the young people of Oakland Unified School District (OUSD). Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term July 1, 2016 through June 30, 2017.

ATTACHMENTS

Memorandum of Understanding
District Routing Form

TEACHING AND LEARNING

Oakland Unified School District
1000 Broadway, Suite 600, Oakland, CA 94607
Devin Dillon, Chief Academic Officer • 879.4097
David Chambliss – Teaching and Learning • 510.978.3204 • David.Chambliss@ousd.org



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

MEMORANDUM OF UNDERSTANDING SY 2016 - 17

Oakland Unified School District and Bay Area Urban Debate Commission

This Memorandum of Understanding and Interagency Agreement (“MOU” or “Agreement”) for the purpose of defining the partnership that brings the Bay Area Urban Debate League to serve the young people of Oakland Unified School District, as may be specified—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (“District” or “OUSD”), a public school district in the State of California, County of Alameda, and Bay Area Urban Debate Commission.

Article 1: Recitals

This Memorandum of Understanding (MOU) is to be established between the Oakland Unified School District (OUSD) and the Bay Area Urban Debate Commission (BAUDC) for the purpose of defining the partnership that brings the Bay Area Urban Debate League (BAUDL) to serve the young people of OUSD. Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties through June 30, 2017.

School Selection

1. The OUSD and the BAUDC shall extend participation in the BAUDL to high schools and middle schools that meet the criteria for membership outlined below up to eleven.
2. Working with the BAUDC, OUSD staff will take leadership roles in securing Letters of Intent and MOUs from each participating school, demonstrating that the school has:
 - Two paid, committed teacher-coaches identified to lead the debate team; this must include at least one full-time teacher on staff, with two teachers as the highly preferred model.
 - Administrative support, to include demonstrated willingness to provide class coverage to coaches on tournament days falling on Friday and BAUDL professional development days, to host one debate Tournament - or other event with BAUDC approval - during the season, to facilitate photocopying and a debate team practice room and storage site in the building, and to seek out supplemental funding support as needed.

Programming

1. The BAUDL shall include a one-week (Monday-Friday, six hours per day) Bay Area Urban Debate Summer Institute to be held in summer 2017 for all students registered on their debate teams at participating high schools. The Institute will be directed by BAUDC, and will have an instructional staff of experts in debate.
2. The BAUDL shall include a five-day Coach Orientation Workshop in summer 2017 directed by BAUDC, held either on an OUSD campus or on a site provided by BAUDC without cost to the OUSD.
3. The BAUDL shall have a season that extends from the beginning of the 2016/17 school year (in Mid-August) through May, 2017.
4. The BAUDL shall include six Student Workshops of five hours each during the season, led by BAUDC. The Student Workshops will be held either on an OUSD campus or on a site provided by BAUDC without cost to OUSD.
5. The BAUDL shall include six Coach Seminars during the regular season, led by BAUDC. Curriculum for the season will be available in advance and on our website. New teacher-coaches shall participate in the two Coach Seminars of debate competition to complete professional development. The Coach Seminars will be held either on an OUSD campus or on a site provided by BAUDC without cost to OUSD.
6. The BAUDL shall include six weekend UDL Debate Tournaments. Four of these tournaments shall be one day in length. Two shall be two days in length.
7. The BAUDL shall include a minimum of one full-day professional development session to prepare teachers to use debate strategies as instructional tools in their classrooms. OUSD shall cover the cost of substitutes for teachers who attend. Teachers not currently serving as debate coaches shall be welcome to attend.
8. Schools shall be responsible for fulfilling their own judge obligation, consistent with Policy Debate practices, though they will be assisted in this effort by BAUDL staff. Judges that are not paid debate Coaches employed by OUSD shall be offered a stipend for judging for the full two days of a Tournament (lesser amounts for judging at some portion of the Tournament), unless they are volunteers supplied by the BAUDC.
9. BAUDL debate will be classified under athletics so that trip forms will only be filed once a semester.

Governance

1. The OUSD is the final authority over all aspects of the BAUDL related to OUSD schools participating in the League. BAUDC advises and counsels the OUSD in its implementation and development of the BAUDL in OUSD schools, as well as guiding the overall development of the BAUDL.

2. The OUSD's Director of Teaching and Learning (or appropriate counterpart), David Chambliss and Nicole Knight, shall be the overall Supervisor of the BAUDL with respect to OUSD schools. The BAUDL Program Director (or appropriate counterpart) shall prepare and distribute Quarterly Reports on BAUDL operations in OUSD schools (publication dates 11/17/16, 1/31/17, 5/30/17), assessing the extent to which the program has been fully implemented in those schools and recommending steps to improve the program's impact among OUSD students.
3. OUSD approves the expenditures that the BAUDC will make, as indicated in the following Budget for Operations, toward supporting the Bay Area Urban Debate League. The BAUDC shall continue to fund and manage league staff, with the approval of OUSD. The Program Director shall answer and report directly to the BAUDC but will have to work closely with and subordinate to the OUSD's Manager of Teaching and Learning in supervising BAUDL operations in OUSD schools. The Manager of Teaching and Learning shall provide periodic job evaluations, formal or informal, on BAUDL staff to the BAUDC. Ultimately, BAUDL staff work in OUSD schools only at the allowance of the district. District feedback and oversight are crucial to the success of the League. As such, OUSD is empowered, after a reasonable warning/remediation process, to remove BAUDL staff from contact with OUSD schools.
4. INTELLECTUAL PROPERTY. The parties to this agreement acknowledge and agree that advice and comments provided by OUSD are extremely important to the development of BAUDL materials (including curriculum), but under applicable copyright law they will not make OUSD a joint author of these materials, and in the event that OUSD acquires any intellectual property rights in BAUDL materials or in any component of them, as a joint author or otherwise, OUSD will and hereby does assign all such rights to BAUDC such that BAUDC will retain sole ownership of the intellectual property rights in the BAUDL materials.

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Funding

[Please see the Appendix A for a table summary of the following.]

1. The OUSD shall provide bus transportation for participating schools for seven Tournaments (up to 14 Tournament days) excluding charter schools, or other adequate transportation as agreed by the BAUDC. Neighboring schools may share buses to reduce transportation costs.
2. The OUSD shall provide, or ensure the provision of, an allocation of \$3,500 per year for debate materials and supplies costs, including photocopying costs.

3. The OUSD shall provide meals and awards at four BAUDL Tournaments. Meals include breakfast and lunch on Saturday and, in the event of two-day tournaments, dinner on Friday. Awards shall include all team, speaker, and specialty awards.
4. The OUSD shall provide for the costs of using an OUSD campus for four of the seven BAUDL Tournaments. These costs typically include custodial, engineer and maintenance worker overtime and security.
5. The BAUDC shall provide for the costs of using a college campus or the facilities of another external partner for the remaining BAUDL Tournaments.
6. At the BAUDL Tournaments, the BAUDC shall provide a stipend for each judge who does not coach at one of the participating schools, or who is not a volunteer.
7. The BAUDC will provide debate topic, instructional, and team-building materials and resources to each of the participating schools.
8. The BAUDC shall solicit funds to cover the costs of Regional and National Circuit debating events and tournaments for those schools in the BAUDL that are interested in competing at these events. The BAUDC will also solicit funds to cover the costs of scholarships to university summer debate institutes, to be distributed in the spring, 2017.
9. Through the National Association for Urban Debate Leagues, the BAUDC shall cover the costs of participation for at least one two-person team, a coach, and one administrator from the BAUDL to participate in the 2017 Urban Debate National Championship. The BAUDC may cover the costs of a second team and coach to participate as well.
10. The BAUDC shall solicit funds to cover the costs of the BAUDL Summer Debate Institute (summer, 2017), a one-week commuter debate institute free to all BAUDL students and taught by experienced debate instructors from colleges and high schools.
11. The BAUDC shall create and distribute promotional material on the BAUDL throughout the season to raise understanding of and appreciation for the League.
12. The BAUDC shall solicit funds to hold a year-end banquet for all BAUDL students, family members, teachers, judges, administrators, supporters, and allies.
13. The BAUDC shall cover the cost of core BAUDL staff for the full 2016/17 BAUDL season.

Assessment

1. All students participating in the BAUDL shall be entered in a UDL Tracking and Assessment System. Achievement and disciplinary data (including attendance, absenteeism, grade point averages, and test scores) from previous years will be collected. OUSD will provide access to student-level data for each of the students participating in the Urban Debate League and for a comparison group, and assist in gathering necessary permissions.
2. Students' academic performance shall be tracked, inputted, and aggregated to identify the correlative impact of debate participation.

3. Students may be administered a set of critical thinking, advanced literacy, social-affective, and college-attitudinal pre-tests and post-tests, the results of which shall be analyzed by BAUDC and its university partners for assessment.
4. Students' post-graduation applications, admissions, and matriculation shall be tracked on an on-going basis.
5. The BAUDC shall work in coordination with and at the approval of the OUSD, and will comply with all relevant district and state rules and protocols governing the collection of student data.

Bay Area Urban Debate Commission

Toni Nielson, Executive Director

287 17th Street, Suite 201

Oakland, CA 94612

(o) 510.451-4020

E-mail: info@baudl.org

Darin Snyder, Chair

287 17th Street, Suite 201

Oakland, CA 94612

Phone: 415.984.8846

E-mail: info@baudl.org

DISTRICT

David Chambliss

Teaching and Learning

Oakland Unified School District

1000 Broadway, Suite 600

Oakland, CA 94607

Phone: 510-879- 1316

Email: David.Chambliss@ousd.org


EXECUTION of AGREEMENT

**Oakland Unified School District
and
Bay Area Urban Debate Commission**

This Memorandum of Understanding and Interagency Agreement (“MOU” or “Agreement”) for the purpose of defining the partnership that brings the Bay Area Urban Debate League to serve the young people of Oakland Unified School District, as may be specified—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (“District” or “OUSD”), a public school district in the State of California, County of Alameda, and Bay Area Urban Debate Commission.

Term of Agreement—Amendment, Renewal, and Termination: The term of this Agreement shall be from July 1, 2016 through June 30, 2017, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon thirty (30) days prior written notice to the other party.

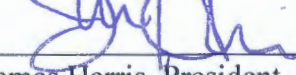
Bay Area Urban Debate Commission



Toni Nielson
Executive Director
8/30/16

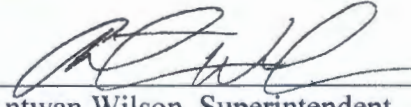
Date

Oakland Unified School District



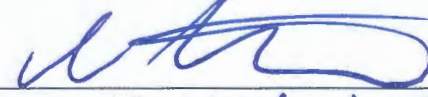
James Harris, President
Board of Education
10/27/16

Date




Antwan Wilson, Superintendent
Secretary, Board of Education
10/27/16

Date



~~Jacqueline Minor~~ Michael C. Smith
General Counsel, Deputy
9/27/16

Date



Devin Dillon
Chief Academic Officer
9/19/16

Date

Appendix A

Oakland Unified School District and Bay Area Urban Debate Commission

This Memorandum of Understanding and Interagency Agreement (“MOU” or “Agreement”) for the purpose of defining the partnership that brings the Bay Area Urban Debate League to serve the young people of Oakland Unified School District, as may be specified—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (“District” or “OUSD”), a public school district in the State of California, County of Alameda, and Bay Area Urban Debate Commission.

DRAFT Budget for Operations in OUSD, 2016-17

Direct Program Costs Shared by Partners

SHARED ITEM	OUSD	BAUDC	TOTAL
Coach Stipends (\$2500 per coach, est. 6 schools)	\$22,500 ¹		\$22,500
Middle School Coach Stipends (\$2500 per coach, est. 4 schools)	\$10,000 ¹		\$10,000
Transportation	\$12,250	\$28,000	\$40,250
Teacher Professional Development (\$30/hour, 130 hours total, for teachers that participated in Summer Institute)	\$3900 ²	\$12,600	\$16,500
Materials (this includes supplies such as expanding file folders, pens, note pads, and evidence packets)	\$2,500, plus copying in kind ³	\$8,300	\$10,800
Custodial Staff	<u>\$4,200</u> (in kind)		<u>\$4,200</u>
Tournament security (3 tourneys)	\$3,000		\$3,000
Student meals	\$16,000	\$25,500	\$41,500
Awards (plaques and trophies given at tournaments to students)	\$3,000 ⁴	\$5,600	\$8,600
Independent Contractors (Alumni Interns & Tournament Judges)	\$0	\$12,000	\$12,000
Tournament Fees	\$0	\$2,900	\$2,900
Summer Institute Scholarships	\$0	\$13,800	\$13,800
SUBTOTAL	\$73,150	\$108,700⁵	\$181,850

¹District contribution of \$2500 per teacher-coach, for the total of 16 teacher stipends (\$40,000).

²Teachers are compensated for participating in BAUDL’s annual Julia Burke Debate institute, a week-long summer camp held at Stanford for both students and coaches. This is an important part of the teacher’s professional development as debate

coaches, where they learn the core elements of debate as an activity and argumentation as a process (argumentation theory and practice, debate content and technique, etc.); they also practice debating the topic for the year, and learn how to direct and lead a team on their campus (recruiting, tournament management, being a leaders on a team, etc.). In addition, BAUDL will pay over \$11,000 for teacher professional development stipends and incentives in OUSD throughout the year, not including staff time/personnel costs for conducting the training, site visits, etc.

³Debate supplies for OUSD debaters such as their expanding file folders, note pads, pens, and the debate evidence packets; copying will be done in-house at the district level to reduce costs.

⁴The physical awards given out to students during tournaments (trophies and plaques, which cost between \$4-\$9 each), which we have found has a big impact on the success of our program.

⁵BAUDC costs do not include staffing. All costs listed are direct to vendor costs.



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2016-2017

Basic Directions

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

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	Bay Area Urban Debate League	Agency's Contact Person	Toni Nielson
Street Address	287 17th Street, Suite 201	Title	Executive Director
City	Oakland	Telephone	510-451-4020
State	CA	Zip Code	94612
		Email	info@baudl.org
OUSD Vendor Number	V000514		
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)		

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	07/01/16	Date work will end	06/30/2017	Total Contract Amount	\$ 73,150.00
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
0000	Measure G-Urban	909 1564 104	5825	\$ 73,150.00	
	Debate League		5825	\$	
			5825	\$	
			5825	\$	

OUSD Contract Originator Information

Name of OUSD Contact	Nancy Lai	Email	nancy.lai @ousd.org		
Telephone	879-1848	Fax			
Site/Dept. Name	909/Teaching & Learning	Enrollment Grades	K	through	12

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU 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.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			
2. Resource Manager			
3. Network Superintendent / Executive Director			
4. Cabinet (CCO, CFO, CSO, Deputy Chief)	<i>[Signature]</i>		
5. Board of Education or Superintendent			
Procurement	Date Received		