

Board Office Use: Legislative File Info.	
File ID Number	18-0344
Introduction Date	3/14/18
Enactment Number	18-0487
Enactment Date	3-14-18 <i>g</i>



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date March 14, 2018
(To be completed by Procurement)

Subject Amendment No. 1 to the Professional Services Contract - We Lead Ours of Oakland, CA. (contractor) - 922/Community School and Student Services Department (site/department)

Action Requested Approval of Professional Services Contract between Oakland Unified School District and We Lead Ours of Oakland, CA. Services to be primarily provided to Community Schools and Student Services Department for the period of August 21, 2017 through June 14, 2018.

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

The Tobacco Use Prevention Education (TUPE) grant, provided by the California Department of Education, approved by the Board, mandates that the District will provide tobacco prevention and interventions throughout all OUSD secondary schools, including OUSD alternative schools where students are most at risk for using tobacco and other drugs. Grant activities include presentation of a research-based curriculum at all schools, a peer education program at selected sites, and intervention and cessation activities for those students found to be using or under the influence of tobacco or marijuana at school intervention activities also target students at risk for tobacco or other drugs.

Discussion
One paragraph summary of the scope of work.

Approval by Board of Education of Amendment No. 1 to the Professional Services Contract between the District and We Lead Ours, Oakland, CA, for the latter to provide services for students at 12-16 middle and high school sites to conduct classroom and assembly anti-tobacco/marijuana presentations, Alcohol, Tobacco, and Other Drugs (ATOD) awareness sessions for students violating OUSD tobacco/drug free policies, cessation and life skills counseling and academic advocacy; partners with middle and high school site Coordination of Services Team (COST) and administrators on tobacco/marijuana use referral and interventions process; survey all program students, complete monthly reports, and attend all staff meetings for the Behavioral Health Initiatives Unit of the Community Schools and Student Services Department in the amount of \$40,950.00, increasing the contract from \$75,110.00 to an amount not to exceed \$116,060.00, and extending the term of the contract from August 21, 2017 through June 9, 2018, to June 14, 2018. All other terms and conditions of the contract remain in full force and effect.

Recommendation Approval of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and We Lead Ours of Oakland, CA. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of August 21, 2017 through June 14, 2018.

Fiscal Impact Funding resource name (please spell out): 6695/TUPE Prop 56 Grant in an amount not to exceed \$40,950.00.

Attachments

- Contract Amendment
- Copy of original contract and any prior amendments



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.

Legislative File ID No. 18-0344

Department: 922 / Community Schools and Student Service

Vendor Name: We Lead Ours of Oakland, CA

Contract Term: Start Date: 8/21/17 End Date: 6/14/18

Annual Cost: \$ 116,060.00

Approved by: _____

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

We Lead Ours (WELO) has been contracted to provide intervention services for OUSD's TUPE Program since 2013. WELO has the talent and skills to work closely with OUSD's Behavioral Health Department in the TUPE Program. WELO has an excellent reputation for supporting at-risk youth towards personal advocacy and empowerment to get back on track in school and in life.

Summarize the services this Vendor will be providing.

Additional hours of services are needed to support an additional 7-10 sites to continue services and increase services since the legalization of marijuana has increased our caseloads.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

This is an amendment to the current contract for additional support at more school sites necessary to perform the job.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$88,300 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$88,300 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

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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 We Lead Ours of Oakland, CA (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on _____ 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 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:
We Lead Ours of Oakland, CA will provide 1170 hours of additional service to conduct alcohol, tobacco and drug health education sessions, survey all program students, complete daily reports and attend all staff meetings

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 6 days (days/weeks/months), and the amended expiration date is 6/14/18.

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 \$ 40,950.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is one hundred sixteen thousand and sixty dollars (\$ 116,060.00)

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 Board of Education and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Annina Eng 3-14-18
 President, Board of Education Date
 Superintendent
 Chief or Deputy Chief

Debra Johnson 3-14-18
Secretary, Board of Education Date

CONTRACTOR

Lamont Robinson 2/15/18
Contractor Signature Date
Trestin George + Lamont Robinson
Print Name, Title

EXHIBIT "A" SCOPE OF WORK

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

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

Consultant will provide additional hours of service for students at 12-16 middle and high school sites to conduct Alcohol , Tobacco and drug health education sessions with individuals, groups and classrooms for students in need or violating OUSD tobacco/drug free policies; activities include life skill coaching and academic advocacy; deliver and supervise their consultants to partner with middle and high school site Coordination of Services Team (COST) and administrators on tobacco/marijuana use referral and interventions process; WELO will abide by all OUSD policies and procedures including signing in and out at the school office counter and check in with the COST team daily; survey all program students, complete daily reports, and attend all staff meetings.

- 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.

There are approximately 200 students who have violated school policy around tobacco and other substance use. Some of these students will go on to give classroom presentations to their peers.

Approximately 1500 students will receive classroom-based instruction from the consultant on the dangers of substance use and will be made aware of how and where to access vital student health services. Participating students will understand the adverse side effects of using tobacco and marijuana, learn cessation strategies, learn how to improve their personal relationships and improve life skills relating to goal setting, assertiveness, cultural competency, leadership, pro and con analysis, problem solving, etc.

Providing such information and skills increases students' readiness for college and career, prevents or decreases students' substance use, and has the strategy to improve both attendance and graduation rates.

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

- | | |
|---|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input checked="" type="checkbox"/> High quality and effective instruction | <input checked="" type="checkbox"/> Full service community district |

- 4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 - a. Relevant page of CSSSP 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.
 - b. Meeting announcement for meeting in which the CSSSP modification was approved.
 - c. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 - d. Sign-in sheet for meeting in which the CSSSP modification was approved.

AMENDMENT ROUTING FORM 2017-18

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



Directions

Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work must change. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

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 additional work is being done by this consultant.)
 - Board approved copy of the original contract and any prior Amendments.

OUSD Staff Contact *Emails about this contract should be sent to: (required)* kelly.leonard@ousd.org

Contractor Information

Contractor Name	We Lead Ours of Oakland, CA	Agency's Contact	Trestin George or Lamont Robinson				
OUSD Vendor ID #	V060235	Title	Owners				
Street Address	55 Santa Clara Avenue, Suite 220D	City	Oakland	State	CA	Zip	94610
Telephone	510-612-0170	Email (required)	welo.contracts@weleadours.org				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 75,110.00	Original PO #	P1801184	New Requisition #	R0183189
Amended Amount	\$ 40,950.00	Start Date	8/21/17	End Date	6/14/18
New Total Contract Amount	\$ 116,060.00	Pay Rate Per Hour	\$ 35.00	# of Hours	1170

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
6695	TUPE Prop 56	922475220	5825	\$ 40,950.00
			5825	
			5825	

Approval and Routing (in order of approval steps)

Services above original contract cannot be provided before the amendment is fully approved and the PO amount is increased by Procurement.

1.	Administrator / Manager (Originator)	Name	Barbara McClung	Phone	510-879-3636
	Site/Department (Name & #)	922 / Community Schools and Student Service		Fax	510-879-4605
	Signature			Date Approved	2/15/18
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	
	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$ _____				
4.	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature			Date Approved	2/16/18
5.	Superintendent, Board of Education <i>Signature on the legal contract</i>				

Legal Required if not using standard contract	Approved	Denied - Reason	Date
Procurement	Date Received	PO Number	