

| Board Office Use: Legislative File Info. |         |
|--|---------|
| File ID Number                           | 15-1355 |
| Introduction Date                        | 8-12-15 |
| Enactment Number                         | 15-1264 |
| Enactment Date                           | 8/12/15 |



**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools, Thriving Students

# Memo

To Board of Education  
 From Antwan Wilson, Superintendent

Board Meeting Date  
 (To be completed by Procurement)

8/12/15

Subject Professional Services Contract - East Bay Asian Youth Center  
 - 922/Community Schools and Student Services Dept. (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and East Bay Asian Youth Center. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

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

OUSD's 21st Century Community Learning Center grants for elementary and middle school sites include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services at schools that will operate Title 1 funded morning academic programs. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program. Summer Program Hub: Franklin Elementary School

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

Ratification by the Board of Education of a Professional Services Contract between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for Kindergarten through 5th grade students; work collaboratively with the summer school to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program at Franklin Elementary School for the period of May 1, 2015 through August 21, 2015, in the amount of \$30,420.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and East Bay Asian Youth Center. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

Fiscal Impact Funding resource name (please spell out) 4124/21st CCLC Core Funding  
 not to exceed 30,420.00

Attachments

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

|   |                   |
|---|-------------------|
| Board Office Use: <b>Legislative File Info.</b> |                   |
| File ID Number                                  | 15-1355           |
| Introduction Date                               | 8-12-15           |
| Enactment Number                                | 15-1264           |
| Enactment Date                                  | 8/12/15 <i>2A</i> |



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

## PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between East Bay Asian Youth Center

(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 05/01/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 86,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 86,000, whichever is later. The work shall be completed no later than 08/21/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Thirty Thousand, Four Hundred Twenty Dollars (30,420.00) [per fiscal year], at an hourly billing rate not to exceed \_\_\_\_\_ per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A, 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.
- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- 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: Julie McCalmont  
Site /Dept.: 922/Community Schools and Student Services Dept.  
Address: 746 Grand Avenue  
Oakland CA 94610  
Phone: (510) 273-1576  
Email: julie.mccalmont@ousd.k12.ca.us

**CONTRACTOR:**

Name: Gianna Tran  
Title: Deputy Executive Director  
Address: 2025 East 12th Street  
Oakland CA 94606  
Phone: (510) 533-1092  
Email: gianna@ebayc.org

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.

8. **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.

9. **Insurance:**

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

i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California 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 from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

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

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
  14. **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.
  15. **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.
  16. **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.
  17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior 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.
  18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
    1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
    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.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **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.
  20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate 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).
  21. **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.
  22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. Conflict of Interest: CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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

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

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).

- 25. 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.

- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

- 27. 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.

- 28. 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.

- 29. 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.

- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent 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.

- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

*Dean Bell*

President, Board of Education

Superintendent

Chief or Deputy Chief

*[Signature]*

Secretary, Board of Education

CONTRACTOR

*Gianna Tran*

Contractor Signature

Gianna Tran

Deputy Executive Director

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 15-1355  
Introduction Date: 8/12/15  
Enactment Number: 15-1264  
Enactment Date: 8/12/15  
By: *[Signature]*

## 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.

The contractor will deliver at least 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss. Program activities will be based on youth development quality standards. The contractor will work collaboratively with the OUSD Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services in the summer. The contractor will conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals. Providers will comply with 21st Century Community Learning Center grant requirements.

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.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

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 checked="" type="checkbox"/> Create equitable opportunities for learning   | <input type="checkbox"/> Accountable for quality                             |
| <input type="checkbox"/> High quality and effective instruction                   | <input 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.
1. 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.
  2. Meeting announcement for meeting in which the CSSSP modification was approved.
  3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
  4. Sign-in sheet for meeting in which the CSSSP modification was approved.

# 21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 04.2015

|                               |                             |                                       |                                   |
|-------------------------------|-----------------------------|---------------------------------------|-----------------------------------|
| Site Name:                    | Franklin Elementary School  |                                       |                                   |
| Site #:                       | 116                         |                                       |                                   |
| Lead Agency                   | East Bay Asian Youth Center |                                       |                                   |
| # of summer students (ADA)    | 120                         |                                       |                                   |
| # of summer program days      | 19                          |                                       |                                   |
| Total 21st CCLC Grant Funds   | \$30,420                    | 21st CCLC Grant Funds for Lead Agency | Lead Agency In-Kind Contributions |
| <b>TOTAL CONTRACTED FUNDS</b> |                             | <b>\$30,420</b>                       | <b>\$0</b>                        |

**BOOKS AND SUPPLIES**

|      |  |         |     |
|------|--|---------|-----|
| 4310 | Supplies (can be purchased by lead agency for summer supplemental programming) | \$7,985 |     |
| 4310 | Curriculum   |         |     |
| 5829 | Field Trips (fees, supplies)   | \$750   |     |
|      | Bus tickets for students   |         |     |
|      | Rental bus for field trips   |         |     |
|      | Snacks   |         |     |
|      | Incentives   |         |     |
|      | Family Night supplies  |         |     |
|      |  |         |     |
|      |  |         |     |
|      | Total books and supplies   | \$8,735 | \$0 |

**CONTRACTED SERVICES**

|      |  |          |     |
|------|--|----------|-----|
| 5825 | Site Coordinator (\$4875@50%)  | \$2,438  |     |
| 5825 | Academic Instructors (# of staff X total hours X hourly rate, including prep and training time)    |          |     |
| 5825 | Enrichment Facilitators (# of staff X total hours X hourly rate, including prep and training time) |          |     |
| 5825 | STEM Instructors (# of staff X total hours X hourly rate, including prep and training time)        |          |     |
| 5825 | Contracted OUSD Summer Teachers  |          |     |
| 5825 | Subcontractors (please list each specific subcontracting agency)                                   |          |     |
| 5825 | Professional Development   |          |     |
| 5825 | Employee benefits  | \$2,552  |     |
| 5825 | Team Leader - HUB (6positionX25H/WX6WX\$17.25/Hr)  | \$15,525 |     |
| 5825 |  |          |     |
| 5825 |  |          |     |
|      | Total services   | \$20,515 | \$0 |

**IN-KIND DIRECT SERVICES**

|  |  |  |     |
|--|--|--|-----|
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  |  |  |     |
|  | Total value of in-kind direct services |  | \$0 |

**SUBTOTALS**

|  |   |          |     |
|--|---|----------|-----|
|  | Subtotals DIRECT SERVICE  | \$29,250 | \$0 |
|  | Allowable lead agency admin (at 4% of contracted funds or less) | \$1,170  |     |

**TOTALS**

|  |                                      |            |  |
|--|--------------------------------------|------------|--|
|  | Total budgeted per column            | \$30,420   |  |
|  | <b>BALANCE remaining to allocate</b> | <b>\$0</b> |  |

**Required Signatures for Budget Approval:**

|              |                  |       |        |
|--------------|------------------|-------|--------|
| Lead Agency: | <i>gammalson</i> | Date: | 5/4/15 |
|--------------|------------------|-------|--------|

**Notes:**

- 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.
- 2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.





**OUSD Summer 2015 Lead Agency Summer Program Plan**  
**Summer Hub: Franklin Elementary School**  
 (Submit to OUSD Expanded Learning Office by April 23)

**SECTION 1: Summer Program Snapshot**

|   |   |  |  |
|---|---|--|--|
| Lead Agency Name:<br>East Bay Asian Youth Center  | Summer Hub Site:<br>Franklin Elementary School  | Target Summer Average Daily Attendance (ADA) Number: 120   | Grades Served:<br>K-5                                  |
| Hours of Operation (include hours for full six hour summer program):<br><br>8:00am – 3:30pm | Type of Program (6 hour stand alone or A+B afternoon enrichment):<br>A+B afternoon enrichment | Program Dates: (note any program closure dates during this period)<br><br>6/22/2015 to 7/17/2015 | Total # of summer program days of operation:<br><br>19 |

**SECTION 2: Lead Agency Assurances**

Please review and initial each item and sign below.

I understand that my program's goal is to achieve at least 85% of the above attendance target this summer. I understand that if my summer site falls below 85% of this attendance target by the end of the 1<sup>st</sup> week of the summer program, I will be required to submit an aggressive student recruitment and retention plan to the OUSD Expanded Learning Office, detailing my program's efforts to raise attendance numbers for the remainder of the summer.

I understand that my agency's contracted summer funds are based on the above average daily attendance target number. My program will over-enroll appropriately to ensure that we reach this attendance target. I understand that if my program falls short of 85% of this attendance target by the end of the first week of program, I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers, and to support my student recruitment and retention plan for the remainder of the summer.

I understand that I am required to input my actual attendance numbers into the Cityspan attendance system **daily** during the summer program. I will cross check signatures on my daily sign in/out sheets with numbers inputted into Cityspan to ensure that the numbers match up and that Cityspan accurately reports my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.

I understand that I am required to submit single-sided hard copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office by the last day of my summer program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education.

I understand that OUSD's 21<sup>st</sup> Century federal grant funds are funding my summer program. I understand that I am required to follow all grant compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested, for school district reporting and auditing purposes.

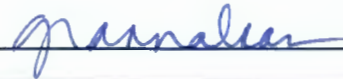
I confirm that my summer budget plan reflects my actual planned expenditures for my program. I will submit a required summer-end expenditure report to the OUSD Expanded Learning Office reporting on my agency's actual expenditures aligned to this budget plan. I understand that any discrepancy of over 10% between any line item in my budget plan and actual summer expenditures for that line item must be justified in my final expenditure report.

I understand that if I am running an A+B summer program model, these are requirements regarding my program hours of operation: Morning summer school will operate from approximately 8:15 – 12:15 daily. My afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.

If I am a stand-alone 6 hour program, I understand that OUSD will only cover custodial costs for four weeks of my summer program until 3:30 pm. My agency will be responsible for covering any extra custodial costs if my program runs beyond four weeks, and beyond the hours of 3:30 pm daily.

I understand OUSD Summer Programs are free programs. Summer Lead Agencies cannot charge a summer program fee to participating families for program costs or field trip costs.

Name and Signature of Summer Lead Agency Director: Gianna Tran



### SECTION 3: Summer Calendar and Daily Schedule

- a) Please attach a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration).
- b) Please attach a copy of your daily schedule detailing your full 6 hour program. (Note: sites that are using the A+B model must include the morning academic program in the daily schedule you submit). Attached is an example.
  - Please note that all programs under the A+B model will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
  - Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

### SECTION 4: Summer Curriculum

Attach your summer program curriculum scope and sequence, outlining your curriculum objectives and planned program activities.

Please note that all programs under the A+B model should plan to provide daily hands-on academics (ie. STEM), enrichment, physical activity, and community building activities.

### SECTION 5: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention activities and timeline.

- a) Describe how you will work with school leaders and after school providers at your summer hub and feeder schools to recruit students for summer programming. Please note that summer programs are required to hit at least 85% of their attendance target. Programs should appropriately over-enroll to ensure that the target average daily attendance number is reached.
- b) What strategies will you use to retain students over the summer to ensure that your attendance numbers stay high. Please note that we highly recommend that programs maintain a waitlist so that students who do not show up after the first week of program can be immediately replaced.

Our summer site coordinator works very closely with the principal and school clerk to recruit all the summer participants. We will over enroll by 25% to make sure that we will have enough students to fulfill the ADA requirements. We will also have a field trip every week to motivate students to attend the program regularly.

**SECTION 6: Summer Line Staff Information** (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

Summer staff must meet the minimum staff qualifications according to the 21<sup>st</sup> Century grant requirements:

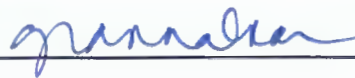
- Must pass fingerprint background clearance by DOJ and FBI
- Must have TB clearance
- Must have at least 2 years of college (48 semester units), or pass the Instructional Aide exam administered by the Alameda County Office of Ed

**Important Note:** Summer program staff in A+B programs will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff should be hired **no later than May 8**.

| Program Staff Name | Email           | Current After School Site where he/she works | Summer teaching assignment(s) (grade & subject, if known) | # of yrs in working in after school | # of yrs working in summer programs | List any OUSD after school learning communities this staff member has participated in |
|--------------------|-----------------|--|---|-------------------------------------|-------------------------------------|---|
| Tommy Lee          | Tommy@ebayc.org | Franklin Elementary                          | Overall site based coordination                           | 8                                   | 8                                   | EL, Science, Nutrition, BIC   |
|                    |                 |  |   |                                     |                                     |   |
|                    |                 |  |   |                                     |                                     |   |
|                    |                 |  |   |                                     |                                     |   |

Revised: 3/13/15

Signature of Summer Lead Agency Director: \_\_\_\_\_



# EAST BAY ASIAN YOUTH CENTER CAMP THRIVE 2015

Franklin Elementary School

| ◀ May 2015 |                                   | ~ June 2015 ~ |     |   |     |     | Jul 2015 ▶ |
|------------|-----------------------------------|---------------|-----|---|-----|-----|------------|
| Sun        | Mon                               | Tue           | Wed | Thu                                       | Fri | Sat |            |
|            | 1                                 | 2             | 3   | 4   | 5   | 6   |            |
| 7          | 8                                 | 9             | 10  | 11  | 12  | 13  |            |
| 14         | 15                                | 16            | 17  | 18<br>Parent<br>Orientation @<br>Franklin | 19  | 20  |            |
| 21         | 22<br>First day of<br>Camp Thrive | 23            | 24  | 25  | 26  | 27  |            |
| 28         | 29                                | 30            |     |   |     |     |            |

| ◀ Jun 2015 |                                | ~ July 2015 ~                  |                                |  |                                      |   | Aug 2015 ▶ |
|------------|--------------------------------|--------------------------------|--------------------------------|--|--------------------------------------|---|------------|
| Sun        | Mon                            | Tue                            | Wed                            | Thu  | Fri                                  | Sat   |            |
|            |                                |                                | 1                              | 2  | 3<br>Holiday<br>No School            | 4   |            |
| 5          | 6                              | 7                              | 8                              | 9<br>Field Trip<br>San Jose Tech<br>Museum | 10                                   | 11  |            |
| 12         | 13                             | 14                             | 15                             | 16   | 17<br>Summer<br>Showcase/Last<br>Day | 18  |            |
| 19         | 20<br>Camp @ Alice<br>Eastwood | 21<br>Camp @ Alice<br>Eastwood | 22<br>Camp @ Alice<br>Eastwood | 23   | 24                                   | 25  |            |
| 26         | 27                             | 28                             | 29                             | 30   | 31                                   | <b>Notes:</b><br>3-DAY CAMPING will<br>only be for rising 3 <sup>rd</sup> -5 <sup>th</sup><br>Grade. Limit 30<br>students |            |

**East Bay Asian Youth Center**  
**FRANKLIN Summer Hub Schedule**

*Your program schedule must reflect at least 6 hours of programming per day*  
*A+B model programs must include the morning summer academic program on this schedule*

Monday - Thursday

|               |                               |     |
|---------------|-------------------------------|-----|
| 8:00 - 8:30   | Breakfast                     | 30  |
| 8:30 - 11:30  | Summer Academic Intervention  | 180 |
| 11:30 - 12:00 | Lunch                         | 30  |
| 12:00 - 12:15 | Opening Community Circle      | 15  |
| 12:15 - 1:15  | Health Lesson                 | 60  |
| 1:15 - 1:45   | Organized Physical Activities | 30  |
| 1:45 - 2:00   | Snack                         | 15  |
| 2:00 - 3:00   | Science Lesson                | 60  |
| 3:00 - 3:15   | Closing Community Circle      | 15  |
| 3:15 - 3:30   | Sign-out/Dismissal            | 15  |
| 3:30 - 3:45   | Staff Debrief                 | 15  |

\* Afternoon enrichment staff comes in to prep starting from 11am to 12pm

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : East\* Bay\* Asian\* Youth\* Center\***  
**Record Status: Active**

|                              |                             |                              |
|------------------------------|-----------------------------|------------------------------|
| <b>ENTITY</b>                | EAST BAY ASIAN YOUTH CENTER | Status:Active                |
| DUNS: 867936601              | +4:                         | CAGE Code: 4QB11 DoDAAC:     |
| Expiration Date: Apr 3, 2016 | Has Active Exclusion?: No   | Delinquent Federal Debt?: No |
| Address: 2025 E 12TH ST      |                             |                              |
| City: OAKLAND                | State/Province: CALIFORNIA  |                              |
| ZIP Code: 94606-4925         | Country: UNITED STATES      |                              |



PURCHASE ORDER  
**OAKLAND UNIFIED SCHOOL DISTRICT**  
 PURCHASING DEPARTMENT  
 900 HIGH STREET OAKLAND, CALIFORNIA 94601  
 FAX: (510) 879-1857

**PURCHASE ORDER NO.**  
 P1600104

ORDER MUST BE RECEIVED IN OAKLAND USD WAREHOUSE BY  
 06/30/16 , OR ORDER WILL BE RETURNED TO VENDOR AT  
 VENDOR'S EXPENSE

R0160145

- SHOW PURCHASE ORDER NUMBER AND ITEM NUMBER ON ALL CORRESPONDENCE, INVOICES, AND PACKAGES.
- ALL GOODS AND SERVICES MUST BE AS SPECIFIED. DO NOT SUBSTITUTE.
- MAIL INVOICE IN DUPLICATE TO: OAKLAND UNIFIED SCHOOL DISTRICT

PAYMENT CANNOT BE GUARANTEED IF SHIPPED TO ADDRESS  
 OTHER THAN BELOW. FOR PROMPT PAYEMENT, ITEMS ON  
 INVOICE MUST BE IN SAME SEQUENCE AS ITEMS ON PURCHASE

**VENDOR:**

ACCOUNTS PAYABLE  
 1000 Broadway, Suite 450  
 Oakland, CA 94607

**SHIP TO:**

COMMUNITY SCHOOLS AND STUDENT SERVI  
 746 GRAND AVENUE  
 OAKLAND CA 94610  
 PHONE: (510) 273-1500  
 FAX: (510) 273-1501  
 SITE CONTACT: McMearn, Renee  
 Bid  
 07/01/15 Quote#

V012162  
 EAST BAY ASIAN YOUTH CENTER  
 2025 E 12TH STREET  
 OAKLAND CA 94606

P1 (510) 533-1092 FX (510) 533-6825

Del  
 Date

| Item No.              | Quantity | Unit | Description of Articles or Services  | Unit Price | Total Price      |
|-----------------------|----------|------|--|------------|------------------|
| 001                   | 30,420   | EA   | CONTRACTED SERVICES - Summer Learning Program at Franklin Elementary School. | 1.00       | 30,420.00        |
| <b>NET TOTAL ....</b> |          |      |  |            | <b>30,420.00</b> |

**NOTICE TO VENDORS:**

Vendor agrees, by supplying the product(s) and/or service(s) requested in this purchase order, to defend, indemnify and hold harmless the District, its Board of Education, officers, employees, agents from any and all losses or injuries, however caused, resulting from any defects in, or delivery of, the product(s) supplied, or negligence in providing the service(s).

**AFFIRMATIVE ACTION:**

The seller shall not discriminate against any employee or applicant for employment because of race, creed, sex, non-impairing handicap, color, or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). Failure to comply shall be considered cause for not requesting bids from that firm, until it complies with the above provision.

**Buyer Name:** BRENDA LEWIS

**Buyer Phone#:** (510) 434-2247

\_\_\_\_\_  
 DIRECTOR OR DESIGNEE OF PURCHASING

\_\_\_\_\_  
 DATE

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


|   |  |
|---|--|
| PRODUCER<br><b>HUB Int'l Insurance Serv. Inc</b><br>License #0757776<br>3000 Executive Parkway Suite 300<br>San Ramon, CA 94583 | CONTACT NAME: <b>Christine Walker-Yahn</b>   |
|   | PHONE (A/C, No, Ext): <b>925.415.1113</b> FAX (A/C, No): <b>925.905.4284</b><br>E-MAIL ADDRESS: <b>christine.yahn@hubinternational.com</b> |
| INSURED<br><b>East Bay Asian Youth Center</b><br>2025 E 12th St<br>Oakland, CA 94606  | INSURER(S) AFFORDING COVERAGE      NAIC #  |
|   | INSURER A : <b>Great American Insurance Compan</b> <b>16691</b>  |
|   | INSURER B :  |
|   | INSURER C :  |
|   | INSURER D :  |
|   | INSURER E :  |

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |                      |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|----------------------|
| A        | GENERAL LIABILITY   | X         |          | PAC215313420  | 06/01/2015              | 06/01/2016              | EACH OCCURRENCE \$ <b>1,000,000</b>  |                      |
|          | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>                            |                      |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  |           |          |               |                         |                         | MED EXP (Any one person) \$ <b>10,000</b>  |                      |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ <b>Excluded</b>   |                      |
| A        | AUTOMOBILE LIABILITY  |           |          | PAC215313420  | 06/01/2015              | 06/01/2016              | GENERAL AGGREGATE \$ <b>2,000,000</b>  |                      |
|          | <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS   |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>   |                      |
|          | <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS                             |           |          |               |                         |                         | <b>Professional</b> \$ <b>1,000,000</b>  |                      |
|          | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>                                |                      |
| A        | UMBRELLA LIAB   | X         |          | UMB307036603  | 06/01/2015              | 06/01/2016              | BODILY INJURY (Per person) \$  |                      |
|          | EXCESS LIAB   |           |          |               |                         |                         | BODILY INJURY (Per accident) \$  |                      |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY   |           | N/A      |               |                         |                         | PROPERTY DAMAGE (Per accident) \$  |                      |
|          |   |           |          |               |                         |                         | <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>                         | \$                   |
|          |   |           |          |               |                         |                         | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N | WC STATU-TORY LIMITS |
|          |   |           |          |               |                         |                         | DESCRIPTION OF OPERATIONS below  | OTH-ER               |
|          |   |           |          |               |                         |                         | E.L. EACH ACCIDENT \$  |                      |
|          |   |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$  |                      |
|          |   |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$   |                      |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Oakland United School District, City of Oakland, its Council members, directors, officers, agents, employees and volunteers are Additional Insureds in regards to General Liability per attached endorsement form CG2026 07/04.**

|  |   |
|--|---|
| <b>CERTIFICATE HOLDER</b><br><br>Oakland United School District<br>Attn: Risk Management<br>900 High Street<br>Oakland, CA 94601 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br><br>   |





**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name of Additional Insured Person(s) Or Organization(s)  |
|--|
| Oakland Unified School District  |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

|  |  |
|--|--|
| <p><b>Section II – Who Is An Insured</b> is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.</p> |  |
| <p><b>A.</b> In the performance of your ongoing operations; or</p>   |  |
| <p><b>B.</b> In connection with your premises owned by or rented to you.</p>   |  |

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



## Basic Directions

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

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

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

**OUSD Staff Contact** Emails about this contract should be sent to: (required) Renee.McMearn@ousd.k12.ca.us

## Contractor Information

|                    |   |                             |   |
|--------------------|---|-----------------------------|---|
| Contractor Name    | East Bay Asian Youth Center   | Agency's Contact            | Gianna Tran   |
| OUSD Vendor ID #   | V012162   | Title                       | Deputy Executive Director   |
| Street Address     | 2025 East 12th Street   | City                        | Oakland   |
|                    |   | State                       | CA  |
|                    |   | Zip                         | 94606   |
| Telephone          | (510) 533-1092  | Email (required)            | gianna@ebayc.org  |
| 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       | 05/01/2015 | Date work will end         | 08/21/2015 | Other Expenses |  |
| Pay Rate Per Hour (required) |            | Number of Hours (required) |            |                |  |

## 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       |
|-----------------------------------|---------------|------------|------------------------------|--------------|
| 4124                              | 21st CCLC     | 9221872101 | 5825                         | \$ 30,420.00 |
|                                   |               |            | 5825                         |              |
|                                   |               |            | 5825                         |              |
| <b>Requisition No.</b> (required) | R0160145      |            | <b>Total Contract Amount</b> | \$ 30,420.00 |

## 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.sam.gov/>)

|  |   |   |                 |                |                |
|--|---|---|-----------------|----------------|----------------|
| 1.   | <b>Administrator / Manager</b> (Originator)   | Name  | Julie McCalmont | Phone          | (510) 273-1576 |
|  | Site/Department (Name & #)  | 922/Community Schools and Student Services Dept.  | Fax             | (510) 273-1501 |                |
|  | Signature   | <i>Julie McCalmont</i>  |                 | Date Approved  | 6/5/15         |
| 2.   | <b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Partnerships and Student Services <input type="checkbox"/> Risk | <input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP) |                 |                |                |
|  | Signature   | <i>Julia Ma</i>   |                 | Date Approved  |                |
|  | Signature (if using multiple restricted resources)  |   |                 | Date Approved  |                |
| 3.   | <b>Network Superintendent/Deputy Network Superintendent</b>   |   |                 |                |                |
|  | Signature   | <i>Curtis Sawyer</i>  |                 | Date Approved  | 6/12/15        |
| 4.   | <b>Chiefs / Deputy Chiefs</b> Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$96,000  | <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>Devin Diller</i>   |                 | Date Approved  |                |
| 5.   | <b>Superintendent, Board of Education</b> Signature on the legal contract   |   |                 |                |                |
| <b>Legal</b> Required if not using standard contract | Approved  | Denied - Reason   |                 |                | Date           |
| <b>Procurement</b>                                   | Date Received   | PO Number   | P1600104        |                |                |