

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	18-1449
Introduction Date	6/13/18
Enactment Number	18-1011
Enactment Date	6-13-18



OAKLAND UNIFIED SCHOOL DISTRICT

# Memo

To Board of Education  
 From Roseann Torres, District 5 Director

Board Meeting Date  
*(To be completed by Procurement)*

Subject Professional Services Contract Amendment No. 1 -  
Susannah Harlan  
Board of Education (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Susannah Harlan. Services to be primarily provided to Board of Education for the period of 12/14/17 through 6/30/18

Background  
*A one paragraph explanation of why an amendment is needed.*  
 To provide 3.5 additional hours needed to complete creating flyer that is needed to advertise the community engagement.

Discussion  
*One paragraph summary of the amended scope of work.*  
 To complete creating flyer that is needed to advertise the community engagement.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Susannah Harlan. Services to be primarily provided to Board of Education for the period of 12/14/17 through 6/30/18

Fiscal Impact  
 Funding resource name (please spell out) \_\_\_\_\_  
 \_\_\_\_\_ not to exceed \$ 820.00  
 General Purpose

- 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. 18-1449

Department: Board of Education

Vendor Name: Suashunn Harlan

Contract Term: Start Date: 12/14/17 End Date: 6/30/18

Annual Cost: \$ 70.00

Approved by: Roseann Torres

Is Vendor a local Oakland business? Yes  No

**Why was this Vendor selected?**

The consultant is a college student studying education policy, which makes the consultant's ability to do research needed for the Board critically important. Second year as consultant for District 5 Director, has knowledge of district issues and knows the community, parents, students and some school leaders as well

**Summarize the services this Vendor will be providing.**

The consultant will serve as a liaison to keep board member apprised of status at schools of various event such as community forums, school meetings re construction projects updates, PTA meetings, parent forums and to trouble shoot problems when needed. Accompany Board member to events, meet with organizations interested in serving our OUSD students

Was this contract competitively bid? Yes  No

If No, answer the following:

1) How did you determine the price is competitive?

Fair market value for services provided

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**

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	18-1449
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Enactment Date	6/13/18 If



OAKLAND UNIFIED SCHOOL DISTRICT  
Communities. Schools. Thriving. Together.

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and  
Suashunn Harlan

(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:  
 To provide 3.5 additional hours needed to complete creating flyer that is needed to advertise the community engagement.

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2. **Terms (duration):**     The term of the contract is unchanged.                       The term of the contract has changed.  
 If the term has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months),  
 and the amended expiration date is 6/30/18.

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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 \$ 70.00 to original contract amount  
 Decrease of \$ \_\_\_\_\_ to original contract amount  
 and the new contract total is Eight Hundred Twenty dollars (\$ 820.00 )

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

*Aimee Emy*

6/14/18

President, Board of Education

Date

Superintendent

Chief or Deputy Chief

*[Signature]*

6/14/18

Secretary, Board of Education

Date

CONTRACTOR

*[Signature]*

Contractor Signature

6/6/2018

Date

*Suashunn Harlan - Assistant*  
 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.

To provide 3.5 additional hours needed to complete creating flyer that is needed to advertise the community engagement.

- 2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

The purpose of said work is to assist Board Member with the information from these various events or meetings as to how it fits with the overall goals of OUSD to improve student outcomes. graduation rates . and retention of teachers and employees serving our students

- 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 type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools                |
| <input 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.
  - 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.

Save Form

Print Form

# AMENDMENT ROUTING FORM 2017-18 PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



OAKLAND UNIFIED SCHOOL DISTRICT  
Community Thriving Students

### Directions

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

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

### Contractor Information

Contractor Name	Suashunn Harlan	Agency's Contact	Suashunn Harlan				
OUSD Vendor ID #	1007396	Title	Consultant				
Street Address	2424 Haste St E17	City	Berkeley	State	CA	Zip	94204
Telephone	213-705-1159	Email (required)	SuaD5rep@gmail.com				

### Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 750.00	Original PO #		New Requisition #	
Amended Amount	\$ 70.00	Start Date	12/14/17	End Date	6/30/18
New Total Contract Amount	\$ 820.00	Pay Rate Per Hour	\$ 20.00	# of Hours	

### Budget Information

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

Resource #	Resource Name	Org Key	Object Code	Amount
0000	General Fund	9409000725	5825	\$ 70.00
			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.	<b>Administrator / Manager (Originator)</b>	Name	Phone
	Site/Department (Name & #)	Board of Education	Fax
	Signature		Date Approved
2.	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships		
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)		
	Signature		Date Approved
3.	<b>Network Superintendent/Deputy Network Superintendent</b>		
	Signature		Date Approved
4.	<b>Chiefs / Deputy Chiefs</b> Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$ _____		
	<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		Date Approved
5.	<b>Superintendent, Board of Education</b> <i>Signature on the legal contract</i>		
<b>Legal</b> Required if not using standard contract		Approved	Denied - Reason
Procurement		Date Received	PO Number
			Date

**Board Office Use: Legislative File Info.**

File ID Number	17-2454
Introduction Date	12/13/2017
Enactment Number	17-1820
Enactment Date	12/13/17 <i>OT</i>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools. Growing Students.

# Memo

To Board of Education  
From Roseann Torres, District 5 Director

Board Meeting Date  
*(To be completed by Procurement)* 12/13/17

Subject Professional Services Contract - Suashunn Hartan  
- District 5 (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Suashunn Hartan. Services to be primarily provided to District 5 for the period of 12/14/2017 through 06/30/2018.

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

The consultant is a college student studying education policy, which makes the consultant's ability to do research needed for the Board critically important. Second year as consultant for District 5 Director, has knowledge of district issues and knows the community, parents, students and some school leaders as well.

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

The consultant will serve as a liaison to keep board member apprised of status at schools of various event such as community forums, school meetings re construction projects updates, PTA meetings, parent forums and to trouble shoot problems when needed. Accompany Board member to events, meet with organizations interested in serving our OUSD students.

Recommendation Ratification of professional services contract between Oakland Unified School District and Suashunn Hartan. Services to be primarily provided to District 5 for the period of 12/14/2017 through 06/30/2018.

Fiscal Impact Funding resource name (please spell out) General Purpose  
not to exceed \$ 7 50 . 00

Attachments

- Professional Services Contract including scope of work
- Contract Justification Form
- SAM Search Result

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 \$87,800 (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 \$87,800 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**

Professional Services Contract

**OUSD Representative:**

Name: Roseann Torres  
Site /Dept: District 5  
Address: 1000 Broadway  
Oakland, CA 94607  
Phone: 510-879-8142  
Email: Roseann.Torres@ousd.org

**CONTRACTOR:**

Name: Suasunn Harlan  
Title: Consultant  
Address: 2424 Haste St E 17  
Berkeley CA 94204  
Phone: 213-705-1159  
Email: SuaD5rep@gmail.com

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

9. **Status of Contractor.** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

I. 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 at least One Million Dollars (\$1,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, 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, sexual orientation, or other legally protected class.

Professional Services Contract

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

25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any 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. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.

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 that formal approval. This Agreement shall be deemed 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.

32. **Contract Publicly Posted:** This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent
- Chief or Deputy Chief

  
Secretary, Board of Education

12/14/17  
Date

CONTRACTOR

  
Contractor Signature

12-7-2017  
Date

Suashunn Harlan  
Consultant  
Print Name Title

Form approved by OUSD General Counsel for 2017-18 FY

Professional Services Contract

2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to and use the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). **NOT THE GOALS OF THE SITE OR DEPARTMENT**

The purpose of said work is to assist Board Member with the information from these various events or meetings as to how it fits with the overall goals of OUSD to improve student outcomes, graduation rates, and retention of teachers and employees serving our students.

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 type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools                |
| <input 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 or 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.

Save Form

Print Form

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2017-2018



OAKLAND UNIFIED SCHOOL DISTRICT  
Community Schools. Thinking Students

### 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.

1. Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation
2. Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and Talent Consultant Verification)
3. Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
4. Within 2 weeks of creating the requisition, the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist

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

OUSD Staff Contact *Emails about this contract should be sent to:* required: Roseann.Torres@ousd.org

### Contractor Information

Contractor Name	Suashunn Harlan	Agency's Contact	Suashunn Harlan
OUSD Vendor ID #	1007396	Title	Consultant
Street Address	2424 Haste St. E17	City	Berkeley
		State	CA
		Zip	94204
Telephone	213-705-1159	Email <small>(required)</small>	SuaD5rep@gmail.com
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	12/14/2017	Date work will end	06/30/2018	Other Expenses	
Pay Rate Per Hour <small>(required)</small>		Number of Hours <small>(required)</small>			

### Budget Information

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

Resource #	Resource Name	Org Key	Object Code	Amount
0000	General Fund	9409000725	5825	\$ 750.00
			5825	\$ 0.00
			5825	\$ 0.00
Requisition No. <small>(required)</small>			Total Contract Amount	\$ 750.00

### 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.	Administrator / Manager (Originator)	Name	Roseann Torres	Phone	510-879-8142
	Site/Department (Name & #)	District 5		Fax	
	Signature			Date Approved	
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Community Schools & Student Services <input type="checkbox"/> Risk Mgmt				
	<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	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$ _____				
	<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			Date Approved	
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	