

Board Office Use: Legislative File Info.	
File ID Number	17-1206
Introduction Date	6/28/17
Enactment Number	17-1058
Enactment Date	6/29/17



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Devin Dillon, Interim Superintendent

Board Meeting Date

(To be completed by _____
Procurement)

Subject Professional Services Contract - Alameda County Office of Education (ILSP) -
Oakland Technical High School (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and Alameda County Office of Education (ILSP). Services to be primarily provided to Oakland Technical High School for the period of December 2016 through June 2017.

Background

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

The Integrated Learning Department offers in depth professional development for preschool through 12th grade, to both certificated and non-certificated educators serving students in their classrooms as well as in the expanded learning spaces of before school, after school, and summer learning.

Discussion

One paragraph summary of the scope of work.

Professional learning opportunities prepare educators to educate young people for the future with skills and conviction to find solutions. Professional learning opportunities give educators creative strategies for students to deepen skills in academics, while expressing themselves artistically through multiple arts disciplines.

Through their various offerings, educators can increase their professional capacity, develop skills to lead professional learning communities at their school sites and district offices, and earn an Integrated Learning Specialist Certificate.

Recommendation

Approval of professional services contract between Oakland Unified School District and Alameda County Office of Education (ILSP). Services to be primarily provided to Oakland Technical High School for the period of December 2016 through June 2017.

Fiscal Impact

Funding resource name (please spell out) Measure N
not to exceed 3,000.00

Attachments

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



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

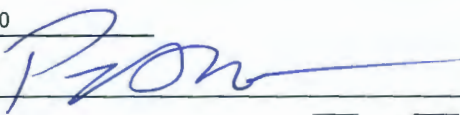
Legislative File ID No. 17-1206

Department: Oakland Technical High School

Vendor Name: Alameda County Office of Education

Contract Term: Start Date: December 2016 End Date: June 2017

Annual Cost: \$ 3,000.00

Approved by: 

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

The Integrated Learning Department offers in depth professional development for preschool through 12th grade, to both certificated and non-certificated educators serving students in their classrooms as well as in the expanded learning spaces of before school, after school, and summer learning.

Summarize the services this Vendor will be providing.

Professional learning opportunities prepare educators to educate young people for the future with skills and conviction to find solutions. Professional learning opportunities give educators creative strategies for students to deepen skills in academics, while expressing themselves artistically through multiple arts disciplines.

Through their various offerings, educators can increase their professional capacity, develop skills to lead professional learning communities at their school sites and district offices, and earn an Integrated Learning Specialist Certificate.

Was this contract competitively bid? Yes No

If No, answer the following:

- 1) How did you determine the price is competitive?

Compared to other vendors

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**

MEMORANDUM OF UNDERSTANDING

Between

Alameda County Office of Education (ILSP)

and

Oakland Technical High School's Fashion, Art, and Design Academy

Regarding

**Integrated Learning Partnerships for Deeper Learning
Aligned to California Standards and Performance Based Assessments
December 2016-June 2017**

The following constitutes a memorandum of understanding among the Alameda County Office of Education (ACOE), and Oakland Technical High School's Fashion, Art, and Design Academy (FADA), regarding their responsibilities and shared commitment to supporting Oakland schools and communities with the tools, resources and strategies necessary for deeper learning aligned to new California standards and performance based assessments.

1. **Executive Summary of Project.** The Integrated Learning Department offers in depth professional development for pre-school through 12th grade, to both certificated and non-certificated educators serving students in their classrooms as well as in the expanded learning spaces of before school, after school, and summer learning. Professional learning opportunities prepare educators to educate young people for the future with skills and conviction to find solutions. Professional learning opportunities give educators creative strategies for students to deepen skills in academics, while expressing themselves artistically through multiple arts disciplines.
Through our various offerings, educators can increase their professional capacity, develop skills to lead professional learning communities at their school sites and district offices, and earn an Integrated Learning Specialist Certificate.

The Fashion, Art, and Design Academy (FADA)

Our Mission: FADA aims to empower students to discover and begin a post-secondary path in the fields of fashion, art and design. Through community partnerships, students participate in a wealth of real world, work-based learning experiences.

Key Skills and Features: Innovative teaching and hands on instruction in the fashion, art, and design disciplines.

2. **Alameda County Office of Education (ACOE).**
 - (a) Full day PD with planning in December TBD
 - (b) Full day PD with planning January 17, 2017

- (c) Monthly meeting for staff planning time between Jan. 2017-May 2017(2 hours each, 1 per month). Days to be determined by Academy Directors and Trena Noval each month.
- (d) Up to 10 hours of virtual coaching and/or planning with lead directors as needed between Jan 2017-May 2017

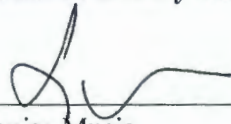
3. **Oakland Technical High School's Fashion, Art, and Design Academy:**

- (a) Provide meeting space for Professional development and meetings with administrators and teachers.
- (b) Provide access to schools site for ongoing coaching
- (c) Meeting materials, food as needed for PD's
- (d) Providing communication about School based requirements for curriculum development and updates on school based needs and expectations as they relate this work.
- (e) On site coaching from Carlee Adamson to help the develop their budgeting planning around new school based design


4. **Compensation**

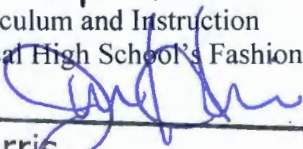
\$3000 fee for all services to be paid in full by June 30, 2017.


**On Behalf of
Alameda County Office of Education:**


 _____, 4/24/17
 Louise Music Date
 Executive Director Integrated Learning
 Alameda County Office of Education

**On Behalf of
Oakland Technical High School's Fashion, Art, and Design
Academy**


 _____, 4/9/17
 TBD (Principal) Date
 Director of Curriculum and Instruction
 Oakland Technical High School's Fashion, Art, and Design
 Academy


 _____, 6/29/17
 James Harris
 President, Board of Education


 Deputy Chief 6/2/17
 OUSD


 Secretary, Board of Education 6/29/17

OAKLAND UNIFIED SCHOOL DISTRICT
 Office of General Counsel
 APPROVED FOR FORM & SUBSTANCE

ACOE/FADA

By: 

 Attorney at Law

Username

Password

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Search Results

Current Search Terms: alameda* county* office* of education*

Your search for "alameda* county* office* of education*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Glossary

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[Results](#)

Entity

Exclusion

[Search](#)

[Filters](#)

By Record

Status

By Record

Type

Entity **ALAMEDA COUNTY OFFICE OF EDUCATION**

Status: **Active** 

[View Details](#)

DUNS: 056874225

Has Active Exclusion?: No

Expiration Date: 09/26/2017

Purpose of Registration: Federal Assistance Awards Only

CAGE Code: 48DF5

DoDAAC:

Delinquent Federal Debt? No



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PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2016-2017



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 Talent 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 checked="" type="checkbox"/> For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.sam.gov/)
	<input checked="" 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)

Contractor Information

Contractor Name	Alameda County Office of Education (ILSP)	Agency's Contact	Louise Music			
OUSD Vendor ID #	V024269	Title	Executive Director Integrated Learning			
Street Address	313 West Winton Avenue	City	Hayward	State	CA	Zip 94544-1198
Telephone	510 207-3541	Email (required)	tnoval@acoe.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	December 2016	Date work will end	June 2017	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
9333	Measure N	3051690104	5825	\$ 3,000.00
			5825	
			5825	
Requisition No. (required)	R0174693	Total Contract Amount		\$ 3,000.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Staci Ross Morrison	Phone	510 450-5400
	Site/Department (Name & #)	Oakland Technical High School		Fax	510 450-5428
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		
Signature (if using multiple restricted resources)		Date Approved			
3.	Network Superintendent/Deputy Network Superintendent				
	Signature		Date Approved		5/31/17
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$ _____				
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
Signature		Date Approved			
5. Superintendent, Board of Education Signature on the legal contract					
Legal Required if not using standard contract		Approved		Denied - Reason	Date
Procurement	Date Received	PO Number			