

Board Office Use: Legislative File Info.	
File ID Number	13-14/2
Introduction Date	6/26/13
Enactment Number	13-13/1
Enactment Date	6-26-13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To The Board of Education
 From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
 (To be completed by Procurement) 6-26-13

Subject Agreement -
Regents of the University of California, Berkeley Berkeley CA (contractor, City State)
LCI/909 (site/department)

Action Requested Approval of an Agreement between Oakland Unified School District and Regents of the University of California, Berkeley. Services to be primarily provided to LCI/909 for the period of 05/01/2013 through 06/30/2013. *EW*

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

11/13
May 31, 2013
 The Coaching Initiative, in Leadership Connection, is an urban district-capacity building initiative whose purpose is to build and support the skills, confidence, know-how, and courage of district and site level administrators. The main goal is to guide and direct instructional improvement at their schools, move their academic programs towards excellence for all students, and effectively advance district goals and outcomes.

Discussion
 One paragraph summary of the scope of work.

The Coordinator of Public Programs will meet with the district Science Department Manager and team and engage in conversation about the district's learning expectations for the administrators who will receive coaching. The Coordinator will arrange for coaches and administrators to conduct meetings at the start of the school year to determine and gain consensus around the final learning goals. All coaches will be fully conversant with the district and Science department's goals and objectives for principal development and the major initiatives, processes, policies and procedures that are a part of the district strategic plan.

Recommendation Approval of an Agreement between Oakland Unified School District and Regents of the University of California, Berkeley. Services to be primarily provided to LCI/909 for the period of 01/1/2013 through 06/30/2013. *EW*

Fiscal Impact Funding resource name (please spell out) Bechtel Science
not to exceed \$ 10,000.00

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

AGREEMENT
between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
and
OAKLAND UNIFIED SCHOOL DISTRICT

This agreement (the "Agreement") is made effective January 1, 2013 (the "Effective Date") between **The Regents of the University of California** on behalf of its Graduate School of Education, Berkeley, CA ("University" or "UCB"), and **Oakland Unified School District**, Oakland, CA ("OUSD" or the "district").

WHEREAS, the University's Leadership Connection program has community expertise and experience in providing school districts coaching and professional development services in the areas listed in Exhibit A attached hereto, and;

WHEREAS, OUSD's Science Department desires to furnish certain coaching and professional development opportunities for OUSD administrators as designated by OUSD, in support of OUSD goals and objectives for principal development and OUSD major initiatives, processes, policies and procedures that are a part of OUSD's strategic plan;

WHEREAS, OUSD desires the University to furnish the services described in Exhibit A, and the University desires to furnish said services as described herein.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and terms hereinafter set forth, and for other good and valuable consideration, the parties hereto hereby agree as follows:

1. Scope of Work.

University will provide the services to OUSD as described in Exhibit A, attached hereto and incorporated as part of this Agreement.

2. Term.

This Agreement shall be effective as of the Effective Date and shall expire on May 31, 2013. The University is under no obligation to extend this Agreement.

3. Fees.

The fee for the services furnished by the University shall be paid by OUSD (payable to The Regents of the University of California) within thirty (30) days of receipt by OUSD of the University's invoice.

4. Contract Management/Notices.

The names and addresses of designated representatives of the parties for this Agreement are as shown below.

A. **For OUSD:**
Caleb Cheung
Manager Science Department
Oakland Unified School District
OUSD Educational Center at Tilden
4551 Steele Street
Oakland, CA 94619

Tel: 510-336-7613
E-mail: caleb.cheung@ousd.k12.ca.us

B. **For the University:**
(programmatic)
Sally Mack
University of California, Berkeley
Graduate School of Education
Business Service Office
1615 Tolman Hall MC #1670
Berkeley, CA 94720-1670

Tel: 510-643-6774
Fax: 510-642-4808
E-Mail: catnip@berkeley.edu

(contractual):
William J. Brauer
University of California, Berkeley
Business Contracts Office
208 McLaughlin Hall
Berkeley, CA 94720-5620

Tel: 510-316-5448
Fax: 510-666-2019
E-mail: brauer@berkeley.edu

5. Indemnification.

A. University shall defend, indemnify, and hold OUSD harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, agents, or employees.

B. OUSD shall indemnify, defend and hold University, its officers, agents, and employees, harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of OUSD, its officers, agents, or employees.

6. Proprietary Rights Indemnification.

Each party shall indemnify, defend, and hold harmless the other party from and against any and all actions, proceedings, or claims of any type that allege the indemnifying party's materials provided to the other party hereunder infringes another's patent, copyright, trademark, or other proprietary right or violates another's trade secret or other contractual right, but only in proportion to and to the extent such actions, proceedings or claims are caused by or result from the negligent or intentional acts of the indemnifying party. The foregoing indemnification is applicable only if the non-indemnifying party has notified the indemnifying party promptly of such action, proceeding, or claim.

7. Insurance.

A. OUSD shall keep in full force and effect during the term of this Agreement, at OUSD's sole expense, insurance as follows ("Insurance"):

i. Commercial Form General Liability Insurance with minimum limits as follows:

a. Each Occurrence	\$1,000,000
b. Products/Completed Operations Aggregate	\$2,000,000
c. Personal and Advertising Injury	\$1,000,000
d. General Aggregate	\$2,000,000

ii. Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit of \$1,000,000 per occurrence

iii. Workers Compensation as required by applicable law.

B. If the Insurance is written on a claims made form, it shall continue for three years following termination of this Agreement.

C. The Insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

D. University shall be named as an additional insured on the General Liability and Business Automobile insurance, in proportion to and to the extent of the negligent acts or omissions of OUSD or OUSD's officers, employees and agents.

E. Within thirty (30) days of the execution of this Agreement, OUSD shall furnish University with a Certificate of Insurance (the "Certificate of Insurance") evidencing compliance with the insurance provisions of this Agreement and requiring 30 days advance written notice to the University of any modification, change, or cancellation with respect to the Insurance.

OUSD is permissibly self-insured. Upon request, evidence of self-insurance will be provided by OUSD's Risk Officer.

F. The Insurance shall be primary with respect to The Regents of the University of California, its officers, agents, and employees, and any self-insurance maintained by the University shall be in excess of and non-contributory to the Insurance.

8. Use of Trademark/Name.

“University Trademarks” means the name “University of California,” any abbreviation thereof or other trade name, trademark, or logo that represents the University, its products or services. The University Trademarks are protected by federal trademark and California State laws. OUSD shall not use the name of the University of California, or any abbreviation thereof, or any name of which "University of California" is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of other party, its products or services. All uses of the University’s name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

9. Copyright.

All rights to each party’s pre-existing materials shall be retained by the party. All rights to any copyrightable works created by the University in the performance of this Agreement (“University Works”) shall be retained by the University. All rights to any copyrightable works created by OUSD under this Agreement (“OUSD Works”) shall be retained by OUSD. The University grants to OUSD a non-transferable, royalty-free, non-exclusive license to use, reproduce, perform publicly, and display publicly University Works solely in connection with OUSD’s activities permitted under this Agreement. These rights may not be further sublicensed without the University’s prior written approval.

10. Privacy.

In the event that information or data identifiable to an individual is used in the performance of this Agreement, both parties agree to comply with all applicable local, state and federal laws protecting the privacy of individuals.

11. Termination.

A. University may terminate this Agreement at will, with or without cause, by giving thirty (30) days’ written notice to OUSD. The notice shall be deemed to have been received on the date delivered personally or sent by e-mail, one day after fax transmittal, or three days after deposit with the U.S. Postal Service, certified mail, return receipt requested.

B. In the event of material breach of any of the terms and conditions of this Agreement by either party, the other party may terminate this Agreement by giving thirty (30) days’ written notice to the other party describing the breach. This Agreement shall terminate at the end of the thirty (30) day notice period if the breach is not cured within that time.

12. Independent Contractor Status

University is an independent contractor and is not a joint venturer, employee, agent or partner of OUSD. Neither party will have the right to obligate or bind the other party in any manner whatsoever.

13. Force majeure

If any party fails to perform its obligations under this Agreement as a result of acts of God, labor disputes, strikes actions of governmental authority, acts of terrorism, wars, judicial orders or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused. In the event of force majeure, OUSD shall compensate University for non-cancelable and other direct, out-of-pocket expenses incurred on OUSD's behalf.

14. Waiver

Any failure of University to enforce any of the terms or conditions of this Agreement shall not constitute a waiver and shall not affect or impair such terms or conditions in any way, nor shall it impair the right of University to avail itself of such remedies as it may have available for any breach of this Agreement.

15. Disputes

In case of a dispute, the parties agree to non-binding arbitration in Alameda County, California, under the Rules of the American Arbitration Association.

16. Attorney Fees

In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorney fees, together with any costs and expenses incurred.

17. Assignment

Neither party may assign this Agreement, or any part hereof, without the written consent of the other party.

18. Severability

In the event any portion of this Agreement is declared illegal, unenforceable, invalid or void by a court of competent jurisdiction, such portion shall be severed from this Agreement, and the remaining provisions shall remain in full force and effect.

19. Integration

This Agreement, including any and all exhibits, attachments, and appendices, constitutes the entire understanding and agreement between the parties as to all matters contained herein, and supersedes any and all prior agreements, representations and understandings of the parties.

20. Counterparts

This Agreement may be executed in two or more counterparts, which may be transmitted via facsimile or electronically, each of which shall be deemed an original and all of which together shall constitute one instrument.

21. Amendment

This Agreement may be amended or modified only by mutual written agreement of the parties.

22. Governing Law

This Agreement shall be governed by and interpreted according to the laws of the State of California, without regard to its conflict of laws provisions.

IN WITNESS WHEREOF, the parties hereto have hereinafter executed this Agreement as of the Effective Date.

OAKLAND UNIFIED SCHOOL DISTRICT

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

By: David Kakishiba 6/27/13
President, Board of Education
Name: _____

By: William J. Brauer
William J. Brauer
Senior Business Contracts Officer
University of California, Berkeley

Title: Edgar Rakestraw, Jr.
Date: Edgar Rakestraw, Jr., Secretary 6/27/13
Board of Education

Date: 5-16-13

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: [Signature]
Attorney at Law

OUSD certifies that OUSD nor the Contractor appears on the Excluded Parties List at: <https://www.sam.gov/portal/public/SAM>

Background

The **Coaching Initiative**, in the University's **Leadership Connection** for Justice in Education (LCJE) program, is an *urban district-capacity building* initiative whose purpose is to build and support the skills, confidence, know-how, and courage of district and site level administrators. The main goal is to guide and direct *instructional improvement* at their schools, move their academic programs towards excellence for all students, and effectively advance *district goals and outcomes*.

Scope of Work

Summary: the University shall furnish the following services to OUSD:

- Coaching Services
Four (4) Coaching Support sessions (meeting dates to be determined) @ \$1000 each = \$4,000
- Professional Development Support
Five (5) Professional Development sessions (January 14th, February 25th, April 25th, May 13th, June 10th, 2013) @ \$1000 each = \$5,000
- Additional University Coaching and Professional Development Services
Additional details for available University coaching and professional development services are attached as Exhibit B. As mutually agreed upon in writing, the number of coachees and the service options utilized may change but *the total amount of services furnished under this Agreement shall not exceed \$10,000.*

Description:

- **Alignment with OUSD Objectives:** The Coordinator of Public Programs will meet with the district Science Department Manager and team and engage in conversation about the district's learning expectations for the administrators who will receive coaching. The Coordinator will arrange for coaches and administrators to conduct meetings at the start of the school year to determine and gain consensus around the final learning goals. All coaches will be fully conversant with the district and Science Department's goals and objectives for principal development and the major initiatives, processes, policies and procedures that are a part of the district strategic plan.
- **Deliverables:** University's Leadership Connection will provide support services to the Oakland Unified School District's Science Department. The work will consist of:

1. One-on-one meetings with a district administrator and a coach twice a month to support the administrator's leadership development and management skills. These meetings will be an hour long and may, on occasion, include the administrator's supervisor.
 2. Attending Science department and external partner planning meetings for the overall elementary science work. Meetings with the OUSD Science Department management team and BaySci/Lawrence Hall of Science will take place every 5-6 weeks for 2-3 hours, mainly for planning purposes. Leadership Connection will provide expertise and professional development at these meetings and serve in an advisory role, focused on how OUSD can better address the needs of principal development and school change around science implementation and the work that already exists. OUSD is seeking to apply the LCJE experience and lens to help improve their existing work. LCJE will offer feedback and suggestions about the way the partners are working and designing the professional learning for OUSD teachers and principals.
- **Coaches/Facilitators:** Persons engaged in providing the services are UCB coaches and/or staff. Coaches will provide unlimited phone and email access. They will also deliver the services identified by the options described in Exhibit B that are selected by the district. Exhibit B is attached and made a part of this Agreement. All coaches are former urban principals who have interviewed and been hired by UCB to provide these services. All coaches are provided UC Santa Cruz coaching professional development, and all participate in monthly UCB Coaching for Equity professional development. UCB is committed to providing coaches that meet the needs of OUSD.
 - **Coach/Facilitator Responsibilities:** The responsibilities of the coaches depend on the level of service options 1 and 2 of attached Exhibit as selected by the district:
 - a. Onsite visits per month as designated by option/level of service
 - b. Email feedback to coachee after each meeting
 - c. Conference at beginning of year and as needed to clarify expectations and check in about progress
 - d. Unlimited email and phone contact, particularly if problems arise
 - e. Participation in OUSD planning meetings and professional development as designated by option/level of service
 - **Supervision:** University's Daphannie Stephens has primary oversight responsibility and Rebecca Cheung secondary responsibility for the contract services. Daphannie Stephens will meet quarterly with the district liaison, the Science Department Manager to receive feedback.
 - **Documentation and Evaluation**
 - a. All coaches complete documentation forms on each of their visits with coachees, and an electronic file of these is retained by Daphannie Stephens or designee.

- b. All coaches contact Daphannie Stephens if there are issues that arise in the coaching implementation.
- c. Daphannie Stephens is responsible for ascertaining any issues and checking in with coaches mid year; if coaches need to be changed, the decision is made in consultation with Caleb Cheung, Science Department Manager, OUSD.
- d. A survey/feedback evaluation form to coachees provides satisfaction data
- e. All coaches must meet the performance standards as outlined in Coaching for Equity Standards.

Invoice/Payment Schedule:

The fee for the services furnished by the University shall be paid by OUSD (payable to The Regents of the University of California) within thirty (30) days of receipt of the University's invoice.

Invoice schedule:

Date: May 2013

Amount: \$4, 500

Date: June 2013

Amount: \$4, 500 plus any applicable additions to contractual amounts, for a total amount not to exceed \$5,500

EXHIBIT B

OPTION ONE: 11 months of facilitated professional development with optional intensive coaching support (\$1000 per session)		
<p>Services</p> <ul style="list-style-type: none"> ▪ Facilitator co-constructed agendas with group members ▪ Current research ▪ Designed to support collaboration ▪ Facilitated groups ▪ Email access ▪ Facilitator calibration ▪ Adult learning theory approach incorporating practitioner expertise, hands on practice, site based problem solving, and reflective analysis ▪ Evaluation of processes and outcomes 	<p>Principals <i>For large numbers of either novice Principals or Principals in challenging situations.</i></p> <ul style="list-style-type: none"> • Learning based on co-constructed questions and inquiry • On-site assistance implementing new learning (coaching) • Observation of practice with focused feedback (coaching) • Contextualized bridging of learning • Cross-site school visits • Includes elements in Option Two 	<p>District <i>For the district that is continuing to build its professional development capacity to meet the needs of all administrators.</i></p> <ul style="list-style-type: none"> • Support with determining focus, infrastructure and processes • Facilitation capacity-building for district level administrators • Monthly calibration meeting for facilitators and district level administrators • Collaborative planning and goal setting
OPTION TWO: Year long ECPLC facilitated professional development support (\$1200 presenter & \$1000 per facilitator per session)		
<p>Services Time frame may vary based on need and goal:</p> <ul style="list-style-type: none"> ▪ Prepared agendas ▪ Current research ▪ Designed to support collaboration ▪ Adult learning theory approach incorporating practitioner expertise, hands on practice, site based problem solving, and reflective analysis ▪ Small groups -1 facilitator per 4 persons 	<p>Principals <i>For a broad range of Principals from novice to veteran and from developing to fully practicing in the focus areas.</i></p> <ul style="list-style-type: none"> • Network strengthening and standardization through the sharing of best practices • Scaffolding the development of informal mentoring relationships between district leaders • Building common understanding and shared language 	<p>District <i>For the district with a strong professional development program in place for administrators that may need additional assistance providing support in multiple areas or with differentiated administrator needs.</i></p> <ul style="list-style-type: none"> • Collaborative debrief & evaluation design • Shared facilitation responsibilities with district
OPTION THREE: Custom Designed Topic Based Workshops (\$1500 per session)		
<p>Services Number of sessions depend on need:</p> <ul style="list-style-type: none"> ▪ Prepared agendas ▪ Current research and articles ▪ Protocols and activities designed to support collaborative engagement ▪ Adult learning theory approach incorporating practitioner expertise ▪ Subject matter determined based on consultation 	<p>Principals <i>For Principals who share specific areas of needed growth and require additional support to broaden understanding and practice.</i></p> <ul style="list-style-type: none"> • Short-term, targeted support • Focus on one area of high priority • One time facilitated conversation to understand the needs of the district & co-construct the direction of the professional development 	

NO: 1213 - 140 GL

This certificate is issued to:

OAKLAND UNIFIED SCHOOL DISTRICT
ATTN: DAVID AVERY
4551 STEELE STREET
OAKLAND, CA 94619

UNIVERSITY OF CALIFORNIA
OFFICE OF RISK SERVICES
671 UNIVERSITY HALL
BERKELEY, CA 94720-1100
(510) 642-5141

UNIVERSITY OF CALIFORNIA CERTIFICATE OF SELF-INSURANCE

This is to certify that the University of California is self-insured for the following coverages:

Type of Coverage	Self-insured Limits
I. GENERAL LIABILITY:	
Each Occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Other	
General Aggregate (Bodily Injury and Property Damage)	\$1,000,000

II. AUTOMOBILE LIABILITY:

Vehicles Owned, Non-Owned or Hired (each occurrence)

III. SPECIAL TERMS AND CONDITIONS:

This certificate is issued in connection with the Special Terms and Conditions attached hereto and hereby made a part of this Certificate.

Should any of the above described programs of self-insurance be materially modified or cancelled before the expiration date shown below, the Regents of the University of California will give advance written notice to the named certificate holder.

DATE ISSUED: 1/30/2013

CERTIFICATE EXPIRES: 06/30/2013



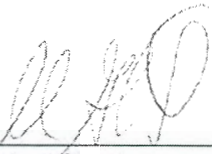
AUTHORIZED SIGNATURE
RISK MANAGER

ATTACHMENT TO CERTIFICATE 1213 - 140GL

1. The **OAKLAND UNIFIED SCHOOL DISTRICT**, its officers, agents, and employees are hereby named as additional insureds, but only in connection with the Professional Services Contract 2012-2013 between the University of California, Berkeley's Lawrence Hall of Science and the **OAKLAND UNIFIED SCHOOL DISTRICT** to provide strategic support in elementary science education and any necessary incidental purposes from August 13, 2012 through June 15, 2013.

This provision shall apply to claims, costs, injuries, or damages but only in proportion to and to the extent such claims, costs, injuries, or damages are caused by or result from the negligent acts or omissions of The Regents of the University of California, its officers, agents, or employees.

2. The insurance evidenced herein follows the provisions of the Bylaws and Standing Orders of The Regents of the University of California and self-insurance programs as administered by the University of California, Office of the President, Office of Risk Services, which do not permit any assumption of liability which does not result from and is not caused by the negligent acts or omissions of its officers, agents, or employees. Any indemnification or hold harmless clause with broader provisions than required under such Bylaws and Standing Orders shall invalidate this certificate.
3. In the event of claims being made under any of the coverages of the policy or policies referred to herein by one or more insureds hereunder for which another or other insured hereunder may be liable, then the policy or policies shall cover such insured or insureds against whom a claim is made or may be made in the same manner as if separate policies had been issued to each insured hereunder. Nothing contained herein, however, shall operate to increase the insurer's or insurers' limits of liability as set forth in the insuring agreements.
4. The insurance evidenced on the attached Certificate of Insurance shall be primary insurance and not excess over or contributory with any other valid, existing or new applicable insurance in force for or on behalf of the **OAKLAND UNIFIED SCHOOL DISTRICT**.
5. This certificate shall be considered void unless the Professional Services Contract 2012-2013, attached hereto and hereby made part of this certificate, has been accepted by the insured.



Authorized Signature
University of California, Berkeley
Office of Risk Services

Date: January 30, 2013

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR

NUMBER 7559

CERTIFICATE OF CONSENT TO SELF-INSURE

THIS IS TO CERTIFY, That

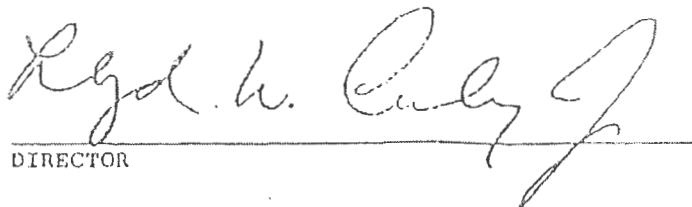
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

has complied with the requirements of the Director of Industrial Relations under the provisions of Sections 3700 to 3705, inclusive, of the Labor Code of the State of California and is hereby granted this Certificate of Consent to Self-Insure.

This certificate may be revoked at any time for good cause pursuant to Labor Code Section 3702.

EFFECTIVE March 1, 1993

DEPARTMENT OF INDUSTRIAL RELATIONS
OF THE STATE OF CALIFORNIA



DIRECTOR




MANAGER, SELF-INSURANCE PLANS

SUPERCEDES CERTIFICATE NO. P-1344

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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 individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year. <input type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years. <input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do) <input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant). <input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured. <input checked="" type="checkbox"/> For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)
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OUSD Staff Contact Emails about this contract should be sent to: (required) david.avery@ousd.k12.ca.us

Contractor Information

Contractor Name	Regents of the University of CA Berkeley	Agency's Contact	Bill Brauer
OUSD Vendor ID #	V025738	Title	Senior Business Contracts Officer
Street Address	412 O'Brien Hall	City	Berkeley
		State	CA
		Zip	94720
Telephone	(510) 316-5448	Email (required)	billb@berkeley.edu
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	01/14/2013	Date work will end	06/30/2013	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

Budget Information


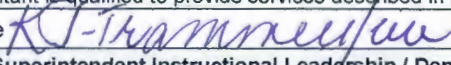
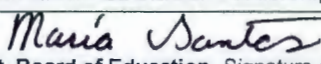
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
9017	Bechtel Science	9091143202	5825	\$4,500
9014	Bechtel Science	9091143202	5825	\$4,500
			5825	\$
Requisition No. (required)	RO 308830	Total Contract Amount		\$9,000.00

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.epls.gov/epls/search.do>)

1.	Administrator / Manager (Originator)	Name	Caleb Cheung	Phone	(510) 336-7613
	Site / Department	LCI / 909		Fax	(510) 482-6776
	Signature			Date Approved	
2.	Resource Manager, if using funds managed by: State and Federal Quality, Community, School Development 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 (SPSA)				
	Signature			Date Approved	
	Signature (if using multiple restricted resources)			Date Approved	
3.	Regional Executive Officer				
	<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	6/5/13
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under , Over \$50,000				
	Signature			Date Approved	6/14/13
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	