

Board Office Use: Legislative File Info.	
File ID Number	14-2233
Introduction Date	11-19-14
Enactment Number	14-1903
Enactment Date	11-19-14 OA



Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 11/19/14

Subject Professional Services Contract - Gap Technology
- 986 - Technology Services (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Gap Technology. Services to be primarily provided to 986 - Technology Services for the period of 10/1/2014 through 6/30/2015.

Background Pam Meissner possesses deep expertise in using IFAS to support mission critical HR, payroll, and financial functions within OUSD. OUSD Technology Services seeks assistance from Ms. Meissner to increase the capacity of OUSD employees to perform these functions through increased knowledge sharing and documentation. In addition, OUSD Technology Services seeks assistance from Ms. Meissner with project planning, resource planning, solution architecture and design, implementation and testing to complete a major upgrade of the IFAS system and integrate this system with the Workday application for Human Resources.

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

Discussion Assist district employees as requested to perform the following functions:
 One paragraph summary of the scope of work. Assist with the design, implementation and testing of the IFAS upgrade
 Assist with the design, implementation and testing of the IFAS-Workday integration
 Assist with other new IFAS and Workday related projects as needed
 Provide knowledge sharing and documentation in the areas of IFAS CDD reporting and troubleshooting

Recommendation Ratification of professional services contract between Oakland Unified School District and Gap Technology. Services to be primarily provided to 986 - Technology Services for the period of 10/1/2014 through 6/30/2015.

Fiscal Impact Funding resource name (please spell out) General Purpose
986 110799-5825 not to exceed 51,015.00

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

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Gap Technology (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:

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 10/1/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 6/30/2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Fifty One Thousand and Fifteen Dollars (51,015.00) [per fiscal year], at an hourly billing rate not to exceed \$ 95.00 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.

4. **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 \$ 0.00.

5. **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.

6. **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.

7. **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: John Krull
Site /Dept.: 986 - Technology Services
Address: 1011 Union Street
Oakland, CA 94607
Phone: (510) 879-8872
Email: john.krull@ousd.k12.ca.us

CONTRACTOR:

Name: Pam Meissner
Title: Owner
Address: 3237 Ensenada Drive
San Ramon CA 94583
Phone: 925-819-1855
Email: pjmeissner@comcast.net

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.

Professional Services Contract

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

[Signature]
 President, Board of Education
 Superintendent
 Chief or Deputy Chief
[Signature]
Secretary, Board of Education

CONTRACTOR

[Signature: Pam Meissner]
Contractor Signature
Pam Meissner
Owner
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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By: OA

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 Technology Services department seeks to engage Pam Meissner to provide the following services:

1. Assist the Technology Services team with project planning and technical decision-making related to the IFAS upgrade including:
 - 1.1 Provide input and advice regarding the Business Process Review (BPR) documentation and recommendations provided by Sungard
 - 1.2 Assist in identifying additional opportunities for process improvements not covered in the BPR documentation
 - 1.3 Assist in Identifying the set of IFAS Click-Drag-Drill (CDD) reports, FIXALLs, and other customizations to be included in the IFAS upgrade
 - 1.4 Assist with project planning efforts, including project scheduling, resource planning, and identification of risks and risk mitigation strategies.
 - 1.5 Develop and execute test plans for the upgraded IFAS system prior to launch.
 - 1.6 Participate in project meetings with IFAS stakeholders and the vendor related to the IFAS upgrade
 - 1.7 Assist the Technology Services team in troubleshooting issues reported after the launch of the upgraded system.
2. Serve as an advisor to Technology Services with regards to IFAS-Workday integration project planning and technical decision-making, including:
 - 2.1 Perform analysis and provide recommendations regarding the design and implementation of the integration, including:
 - 2.1.1 Evaluation of the data elements to be transferred between systems
 - 2.1.2 The use of the HRUTZZ utility to import data from Workday into IFAS
 - 2.1.3 The use of IFAS CDD reports and Workday APIs to import data from IFAS into Workday.
 - 2.1.4 The frequency of data transfers and the associated mechanisms for error handling
 - 2.1.5 The design of any reconciliation reports required to troubleshoot issues and verify the integrated systems are working as expected
 - 2.1.6 Other related integration design decisions as needed
 - 2.2 Assist with project planning efforts, including project scheduling, resource planning, and identification of risks and risk mitigation strategies.
 - 2.3 Develop and execute test plans for the integrated Workday-IFAS system prior to launch.
 - 2.4 Participate in project meetings with IFAS and Workday stakeholders and the vendors related to the Workday-IFAS integration
 - 2.5 Assist the Technology Services team in troubleshooting issues reported after the launch of the integrated system.
3. Provide expertise and knowledge transfer on the IFAS system to the Technology Services team
 - 3.1 Assist with troubleshooting of advanced issues and support requests related to HR, Payroll and other modules of the IFAS system
 - 3.2 Assist with the design, implementation and testing of advanced CDD reports
 - 3.3 Provide documentation and training for all design, implementation, troubleshooting, and testing activities
4. Provide assistance with other new IFAS and Workday projects as required

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.

As a result of the services of this Contract:

- 1. The risks surrounding the IFAS upgrade and the IFAS-Workday integration will be significantly reduced, including:
 - 1.1 Reduced risk of increased project timeline and costs due to problems with the technical approach or integration design, including:
 - 1.1.1 Reduced risk of overlooking necessary customizations when defining the scope of the IFAS upgrade
 - 1.1.2 Reduced risk of overlooking necessary data elements when defining the scope of the IFAS-Workday integration
 - 1.1.3 Reduced risk of implementing an integration approach that does not align properly with the associated OUSD business processes
 - 1.1.4 Reduced risk of performing incomplete or insufficient testing throughout the implementation and quality assurance phases of the project
 - 1.2 Reduced risk of possibly severe impact upon District operations after the updated systems are launched, including:
 - 1.2.1 Reduced risk of delays or errors in mission-critical operations (such as payroll) due to bugs not being identified and fixed prior to launch
 - 1.2.2 Reduced risk of substantial time required to troubleshoot issues due to insufficient logging, error reporting, and reconciliation reporting
- 2. Technology Services capacity and turnaround time on requests will be improved through knowledge sharing and documentation
- 3. The timelines of the IFAS upgrade and IFAS-Workday integration projects will be improved so as to better align with stakeholder launch goals
- 4. Process improvements made possible by the planned system upgrades will be identified and realized to the fullest possible extent
- 5. Capacity will be increased to complete any other new IFAS and Workday related projects on time and on budget

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 checked="" 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.

Gap Technology Inc. - Pamela J. Meissner
3237 Ensenada Drive, San Ramon, CA 94583
Home (925) 829-8409, Cell (925) 819-1855
pjborris@comcast.net

Objective: Continuing work as a senior level expert supporting Bi-Tech HR and Payroll applications for School Districts.

Technical Knowledge:

Hardware – IBM AS400, Honeywell DPS 8, Burroughs, CDC, PC

Languages – COBOL, AS400 SQL, AS400 JCL, AS400 Query, AS400 - IQ, DMIV –TP, FORTRAN, Assembler, Visual Basic

Desktop – Windows XP/Vista, Excel, Word, PowerPoint

Employment Summary:

2008- Present Consultant – Gap Technology, Inc.

Provided management consulting services and specialized support to the OUSD and WCCUSD IT Departments for the Bi-Tech Human Resource, Payroll, and Financial Accounting Systems. Services included:

- Operational support for Payroll in assisting with day-to-day issues.
- Assistance with Human Resource applications including management consulting and end user training.
- Development and modification of CDD reports and programs.
- Participation as an expert team member in assisting with the implementation of OUSD and WCCUSD Human Resource projects.
- Liaison services in working with the Bi-Tech ASP team to resolve system interruptions and bugs.
- Specialized technical support and training for internal IT Staff.

2006– 2007 Information System Specialist IV – Oakland Unified School District

Senior team member responsible for leading support of the IFAS HR Payroll System at Oakland Unified. Played a key role during the conversion from the legacy IBM AS/400 environment to the current system. Daily responsibilities include working with the ASP on the development of system enhancements, primary liaison between Technology Services and other departments coordinating the implementation of operational procedures, leads testing and implementation of enhancements to insure system integrity, serves as expert on data structures, usage, and the interfaces with

financial accounting systems, acts as primary interface between the ASP and the users in resolving day-to-day problems, provides clients special report requests and data as required, works closely with management to ensure expected system results. Instrumental in the implementation on various subsystems including sub tracking, time keeping, position control and site based budgeting applications. This application services 13 bargaining units and pays 8000 employees on a monthly basis.

1993 - 2005 Information System Specialist III – Oakland Unified School District.

Team leader responsible for supervising work of other programmers and operations staff to provide overall support of a large Human Resources and Payroll System. Involvement included designing, coding, testing, training, and performing user liaison functions. This application services 13 bargaining units and pays 8000 employees on a monthly basis. The batch and on-line system contains over 1000 programs and over 3 million lines of COBOL code, which I was responsible for maintaining. Other accomplishments included the development of systems for position control, budget projections for salaries and benefits, retirement reporting, leave reporting, applicant tracking, and document management. Acted as project manager supervising contractors and staff on the Y2K conversion and also on a total system migration from a Honeywell mainframe to an IBM AS400 environment.

1978 - 1992 Systems Analyst - Oakland Unified School District. Oakland CA

Designed, coded, trained, and supported systems for Special Education, Food Services, Student Report Cards, District Annuity, Health Benefits, and Fringe Benefit Systems.

1976 - 1977 Programmer Analyst - Oakland Unified School District. Oakland CA

Assigned to program modifications for the District's CEIS Payroll system.

1976 - 1976 Programmer – Cal Poly. Pomona CA

Supported program modifications for admissions and records department.

1974 - 1975 Systems Representative – Burroughs Corporation. San Jose CA

Worked on the City of San Jose account and was responsible for developing programs for payroll and position control.

Education:

1974 B.S., Mathematics, - Cal State University. Hayward CA

SAM Search Results
List of records matching your search for :

Search Term : Pam* Meissner*
Record Status: Active

No Search Results

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

- 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) john.krull@ousd.k12.ca.us

Contractor Information

Contractor Name	Gap Technology	Agency's Contact	Pam Meissner				
OUSD Vendor ID #	1003838	Title	Owner				
Street Address	3237 Ensenada Drive	City	San Ramon	State	CA	Zip	94583
Telephone	925-819-1855	Email (required)	pjmeissner@comcast.net				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	10/1/2014	Date work will end	6/30/2015	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 95.00	Number of Hours (required)	537		

Budget Information

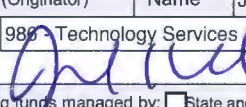
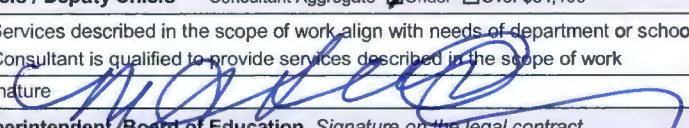
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
0000	General Purpose	986110799	5825	\$ 51,015.00
			5825	
			5825	
Requisition No. (required) R0151632			Total Contract Amount	\$ 51,015.00

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	John Krull	Phone	(510) 879-8872
	Site/Department (Name & #)	986 Technology Services		Fax	(510) 451-1695
	Signature			Date Approved	9/25/14
2.	Resource Manager , if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input checked="" 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			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<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	10/10/14
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	P1502680