

Board Office Use: Legislative File Info.	
File ID Number	14-2265
Introduction Date	1/14/15
Enactment Number	15-0238
Enactment Date	1/14/15 EJA



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Antwan Wilson, Superintendent

Board Meeting Date
 (To be completed by Procurement) 1/14/15

Subject Professional Services Contract - Catalyst for Growth
 - Human Resources Services and Support #944 (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and Catalyst for Growth. Services to be primarily provided to Human Resources Services and Support #944 for the period of 11/1/2014 through 06/30/2014.

Background As part of our departmental commitment to support the growth and development of all HR employees, we are pursuing leadership coaching for our Directors.
A one paragraph explanation of why the consultant's services are needed.

Discussion Provide leadership coaching services to the Director of Talent Acquisition to support skill development in personnel management, team development, implementation of team accountability structures, and performance outputs.
One paragraph summary of the scope of work.

Recommendation Approval of professional services contract between Oakland Unified School District and Catalyst for Growth. Services to be primarily provided to Human Resources Services and Support #944 for the period of 11/1/2014 through 06/30/2014.

Fiscal Impact Funding resource name (please spell out) General Purpose/Consultant not to exceed 7,200.00

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

Board Office Use: Legislative File Info.	
File ID Number	14-2265
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Enactment Number	15-0038
Enactment Date	1/14/15 OCA



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

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

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 11/1/2014, 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 06/30/2014.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Seven thousand, two hundred and no/xx Dollars (7,200.00) [per fiscal year], at an hourly billing rate not to exceed \$ 150.00 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.

- 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.

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

OUSD Representative:

Name: Jeff Dillon
Site /Dept.: Human Resources Services and Support #944
Address: 1000 Broadway Ste 295
Oakland, CA 94607
Phone: (415) 845-6787
Email: Brigitte Marshall

CONTRACTOR:

Name: Antoine Moore
Title: Coach/Consultant
Address: 3277 Dakota Street
Oakland CA 94602
Phone: (415) 707-9272
Email: Antoinemoore@msn.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.

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

9. **Insurance:**

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

i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

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

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

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

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

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

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

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

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

- 25. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.

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

- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

- 29. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Handwritten Signature]

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

[Handwritten Signature]

Secretary, Board of Education

CONTRACTOR

Antoine Moore

Contractor Signature

Antoine Moore

Coach/Consultant

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2265
Introduction Date: 1/14/15
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Enactment Date: 1/14/15
By: *[Signature]*

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

PROPOSED SCOPE OF WORK CATALYST FOR GROWTH / OAKLAND UNIFIED SCHOOL DISTRICT

Catalyst for Growth would like to present this proposal to the Oakland Unified School District (OUSD) Chief Talent Officer in an effort to outline our proposed coaching engagement with the District.

OBJECTIVES

- Coach the Director of Talent Acquisition (hereinafter described as the Director)
- Facilitate a Talent Acquisition strategic plan

GOALS

- Amplify the Director's leadership capacity to successfully manage his team
- Build a strong effective Talent Acquisition team that is engaged, productive, and works well together
- Broaden the long-term strategic thinking capacity of the Director
- Enable the Director to formulate and execute a new Talent Acquisition strategy
- Engage the community as stakeholders in supporting and rolling out the new strategic vision

ASSUMPTIONS

- The Director will allocate time for both coaching and consulting engagements
- OUSD will be responsible for making staff and other resources available to support the engagement

SCOPE OF WORK

COACHING

Coaching Approach

To support the skills development and leadership capacity of the Talent Acquisition Director, Catalyst for Growth's uses a transformative learning approach. The coach is trained and certified as a Master Level Integral coach. His expertise lies in making use of a developmental lens. That is to say, the focus is not only on *'what'* the clients know but also *'how'* they know it. In other words, the goal is not only for one to be able to find appropriate answers for one's problems, but also to be able to look at the issue from a different angle (i.e. see it through different eyes). This shift is what makes one's learning goal sustainable. In our approach, we focus on whole-person learning — that is, learning that touches head (thinking), heart (feeling), and hands (doing). In working in this way, one could expect to learn more about oneself and one's particular way of responding, balance and/or broaden one's capacities and skills, and to sustain oneself through personal practices and embodiment.

INDIVIDUAL COACHING

Provided below is a more detailed description of the coaching tasks

PHASE 1 – DESCRIBE COACHING PHILOSOPHY/ FRAMEWORK AND ASSESS FIT

Task 1: Conduct Coaching Initiation Meeting

To commence this coaching engagement, the Coach and the Coachee we will meet to discuss the coaching process. The coach will describe what coaching is (and what it is not) and how it can be

PROPOSED SCOPE OF WORK CATALYST FOR GROWTH / OAKLAND UNIFIED SCHOOL DISTRICT

useful. He will present his own coaching philosophy and process in comparison to the various other brands and schools of coaching. A key objective of this meeting will be to assess the goodness of fit between the coach's style of coaching and the client's need.

PHASE 2: DEVELOP AND IMPLEMENT COACHING PLAN

Task 1: Identify coaching topic and background issues

The coach will interview the coachee about the issue(s) he wants to work on, why the topic is important to him, and what he would like to be able to do or achieve at the end of coaching. The coach will also gather data about the client's insight and way of seeing his problem, inquire about what strategies the client has tried in the past, and identify what strengths and needed muscles the client brings to the problem.

Deliverable

Once the coach collected data and supporting evidence of the problem, he will then formulate a coaching plan which will identify the targeted issue, the skills that need to be developed, and set the structure for future engagements with the client.

Task 2: Present coaching program and gather client feedback

Coach and client will go over the coaching plan together and decide whether the plan adequately reflects the coachee's goals, his strengths and struggles, and what muscles he will need to build to progress on his goals.

Deliverable

The outcome of this feedback meeting will be to make a formal agreement between coach and coachee and contract around the coaching topic and targeted skills

Task 3: Regular coaching meetings

The coach and coachee will maintain a regular schedule to discuss the coachee's challenges. During these meetings the coach will engage the client by asking powerful questions, giving client feedback, and offer practice assignments to the coachee to build his awareness, insight, and capacity.

Deliverable

Review targeted skills, give feedback, and offer ongoing coaching and skill building practice assignments

PHASE 3 - Evaluation and Termination

After a determined period of time, the coach and coachee will review the coaching plan and will together assess whether the client has made progress on his goals. If the goals have been met, the coach and coachee will together decide whether to terminate their working engagement or, in some cases, to re-contract for a different body of work.

PROPOSED SCOPE OF WORK
CATALYST FOR GROWTH / OAKLAND UNIFIED SCHOOL DISTRICT

TEAM LEADERSHIP COACHING

PHASE 1: DESCRIBE COACHING PHILOSOPHY AND FRAMEWORK AND ASSESS FIT

Task 1: Conduct Coaching Initiation Meeting

To commence this coaching engagement, the Coach and the Coachee we will meet to discuss the coaching process. The coach will describe the team leadership coaching process and how it is different from individual coaching. A key objective of this meeting will be to clarify the work objectives and get the client's agreement on the coaching process.

PHASE 2: DEVELOP AND IMPLEMENT COACHING PLAN

Task 2: Gather feedback from relevant from stakeholders

The coach will interview key stakeholders using various assessment tools and surveys to determine the strengths and challenges of the coachee as a team leader. The goal will be to solicit feedback on the specific areas and dimensions key colleagues would suggest the client improve in order to increase his professional leadership with them.

Deliverable

At the end of the process the coach will be able to generate a skills inventory of the coachee in which he will be able to name any important skills gaps or weaknesses identified for the coachee.

Task 3: Review data collection

Coach and client will review the skills inventory together and make sense out of what the data reveal. From this process they will both determine the skills to target for team leadership development.

Deliverable

Prioritization of key strategic skills to build, which will be used to create a team leadership coaching plan.

Task 4: Regular coaching meetings

The coach and coachee will maintain a regular schedule to discuss the coachee's successes and challenges. The coach will shadow the coachee and offer and sidebar coaching. He will ask powerful questions and give coachee feedback. He will offer suggestions and relevant practices in an effort build the coachee's awareness, insight, and capacity.

Deliverable

Review targeted skills, give feedback, and offer ongoing skill building coaching and practice

PHASE 3: Evaluation and Termination

After a determined period of time, the coach and coachee will review the coaching plan and will together assess whether the client has made progress on his goals. In addition, the coach will return to the colleagues who initially assessed the coachee in the beginning to gather their current assessment of the coachee's progress on relevant goals. The coach and coachee will together decide whether to terminate their working engagement or, in some cases, to re-contract for a different body of work.

**PROPOSED SCOPE OF WORK
CATALYST FOR GROWTH / OAKLAND UNIFIED SCHOOL DISTRICT**

COST ESTIMATES

Individual Coaching -- Estimated Hours

2.5 hrs a month * \$150/hr * 8 months = \$3,000

Team Leadership Coaching - Estimated Hours

3.5 hrs/ month (on avg) * \$150/ hr * 8 months = \$4,200

Total \$7,200

COACHING PROFILE

Catalyst for Growth is a coaching, training, and consulting practice committed to working with individuals, groups, and organizations to put their talents and strengths to best use. We have been involved in the area of human development and capacity building for 20 years. We support clients to become more effective, complex thinking leaders. Our approach is to examine issues at the individual, group, and organizational levels. The individual level might focus on themes like employee knowledge and skills, personal interaction style flexibility, and assessing the appropriate match with the organization. The group level might emphasize group and team dynamics, conflict resolution and morale, diversity and inclusiveness, team performance and accountability. The organizational level might deal with topics like organizational culture, organizational structure, and organizational change. We aim in the end to build leadership capacity at all levels of the organization and to have the client perform at a higher level overall.

CLOSING

Catalyst for Growth is pleased to present this proposal to the Oakland Unified School District (OUSD) Chief Talent Officer, as requested. We propose to design, develop and offer two bands of coaching engagements needed to support OUSD moving forward. Based on our understanding and assumptions, we offer this scope of work (SOW) for consideration.

[End}

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.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- | | |
|--|--|
| <input checked="" 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 checked="" 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.

SAM Search Results
List of records matching your search for :

Search Term : Antoine* Moore*
Record Status: Active

No Search Results

OUSD Consultant General Liability Insurance Reduced Insurance Requirement or Waiver Request

Directions

All consultants are required to provide proof of General Liability Insurance with limits of One Million Dollars per occurrence. Additional information about this requirement can be found on the internet under Finances, Procurement and Distribution tab, document entitled "Information for Consultants." In rare circumstances, where appropriate, the District can reduce the required amount of insurance or waive the general liability insurance requirement. To request that your contract is considered for either a reduced amount of insurance or a waiver, complete this form and submit it with a copy of the contract to Risk Management. Waivers will only be granted in cases where the consultant will have NO interaction with students.

Steps:

1. OUSD Contract Originator completes request form
2. OUSD Contract Originator submits request form and **copy of contract** with Scope of Work to Risk Management at 1025 2nd Avenue, Room 115A or email cynthia.grice@ousd.k12.ca.us.
3. Risk Management considers request and returns form within 7 business days to OUSD Contract Originator
4. If approved, OUSD Contract Originator submits form with completed contract to Procurement.

Contractor Name	Catalyst for Growth/A.Moore	Contract Amount	\$7,200.00
OUSD Originator Name	Brigitte Marshall/Jeff Dillon	Site / Department	HRSS

Why do you believe that this contract poses a low risk to the District and should be eligible for a reduction or waiver of the general liability insurance requirement?

The contractor will be providing coaching services to the Director of Talent Acquisition and will have no interaction with students.

Signature of Contract Originator Requesting Waiver

If submitted via email, type name and send from principal or manager's email account.

OUSD Principal or Manager Jeff Dillon **Date** 12-17-14

Risk Management

Approved: Based on the scope of work provided, I approve the following adjustment to the General Liability Insurance requirement for this contract:

Reduced Requirement : \$ _____
 Waiver of General Liability Insurance Requirement

Reason for reduction or waiver: _____

Denied: Unfortunately, this contract does not qualify for a reduction or waiver

Denial Reason: _____

Signature _____ **Date** _____

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.

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

OUSD Staff Contact Emails about this contract should be sent to: (required) **Brigitte Marshall**

Contractor Information

Contractor Name	Catalyst for Growth	Agency's Contact	Antoine Moore				
OUSD Vendor ID #	I006488	Title	Coach/Consultant				
Street Address	3277 Dakota Street	City	Oakland	State	CA	Zip	94602
Telephone	(415) 707-9272	Email (required)	Antoinemoore@msn.com				
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" 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	11/1/2014	Date work will end	06/30/15	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 150.00	Number of Hours (required)	48		

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	HRSS	944-9000-701	5825	\$ 7,200.00
			5825	
			5825	
Requisition No. (required)	R0152410		Total Contract Amount	\$ 7,200.00

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	Jeff Dillon	Phone	(415) 845-6787
	Site/Department (Name & #)	Human Resources Services and Support #944		Fax	(510) 879-0228
	Signature			Date Approved	12-17-14
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 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	
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent			Date Approved	
	Signature			Date Approved	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100	<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	12/17/14
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			