

Board Office Use: Legislative File Info.	
File ID Number	21-1584
Introduction Date	6/30/2021
Enactment Number	21-1216
Enactment Date	6/30/2021 er



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief, Talent Division
Sarah Glasband, Director, Talent Development

Board Meeting Date -----

Subject Memorandum of Understanding with *Alliant International University* regarding all Alliant University Programs—tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs, for the term July 1, 2021 through June 30, 2024, at no cost to the District.

Contractor: Alliant International University

Services For: Tuition discounts and application and eligibility requirements for Oakland Unified School District employees participating in all Alliant University Programs, and the communications plan concerning those Programs.

Action Requested and Recommendation Approval by the Board of Education of Memorandum of Understanding with *Alliant International University* regarding all Alliant University Programs—tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs, for the term July 1, 2021 through June 30, 2024, at no cost to the District.

Background In cooperation with credential programs within the schools of education at state-approved colleges and universities, the District has maintained the practice of employing and placing university and college students with valid Intern Credentials as full-time classroom teachers, educational therapists, school counselors, school psychologists, and administrators while they pursue course work leading to Preliminary Credentials.

This Memorandum of Understanding with Alliant International University is essentially supplementary to the existing Agreement between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU—which will (currently in the Board-approval process for renewal; existing Agreement 18-0883) — renewal on Agenda 6/15/21) remain effective under its terms for three (3) years, July 1, 2021 through June 30, 2024. All terms of the Master Agreement apply to and remain in effect regarding this supplementary Agreement.

The Preferred Pricing provisions of this supplementary MOU provide for the following:

Employees/members of OUSD are eligible for a 10% tuition reduction when newly enrolled to Alliant, in any University Program, as a full-time student. Current Alliant students are not eligible for Preferred Pricing. Tuition reduction is not retroactive.

Employees/members of OUSD are eligible for a 15% tuition reduction when newly enrolled to Alliant as a full-time student in a California Teaching Credential program or a Master of Arts in Education with a California Teaching Credential program. Current Alliant students are not eligible for Preferred Pricing. Tuition reduction is not retroactive.

A current fully executed MOU must be on file with Alliant for employees/members of OUSD to receive Preferred Pricing. If the MOU is not renewed, employees/members of OUSD are no longer eligible for the tuition reduction.

Application Fee will be waived.

The Communications Plan provisions of this supplementary MOU formalize the District's current practice regarding all internship partnerships with universities and colleges, as follows:

The District will communicate the terms of this supplementary agreement to its employees. Communication will include email announcements, postings on the relevant District internet/website pages, and scheduled informational events.

Since such communications already comply with District practices, concerning all District university and college partners, no preferential treatment is granted to the *University* by this supplementary agreement; it is considered that the provisions of the Communications Plan are essentially in effect by virtue of the Master MOU already enacted and the renewal currently in the Board-approval process (see above).

The *University* and the District expect that the District will employ and place some of the *University's* students, who are already employees of the District and thereby eligible for the *University Program*, under the terms of this supplementary agreement, as Interns in District schools, clinical sites, or departments in the years covered by this Agreement.

The District's affiliation with the *University* supports efforts to recruit qualified teachers in areas of need.

Overall, it should be noted that the District's partnerships with colleges and universities support District efforts to recruit qualified teachers — those either already enrolled in credential programs, seeking enrollment in credential programs, or considering teaching as a profession.

Discussion

In cooperation with credential programs within the schools of education at state-approved colleges and universities, the District has maintained the practice of employing and placing university and college students with valid Intern Credentials as full-time classroom teachers, educational therapists, school counselors, school psychologists, and administrators while they pursue course work leading to Preliminary Credentials.

This Memorandum of Understanding with Alliant International University is essentially supplementary to the existing Agreement between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU— which will (currently in the Board-approval process for renewal; existing Agreement 18-0883) — renewal on Agenda 6/15/21) remain effective under its terms for three (3) years, July 1, 2021 through June 30, 2024. All terms of the Master Agreement apply to and remain in effect regarding this supplementary Agreement.

This supplementary agreement provides benefits for District employees seeking admission to all *University Programs*, including credential programs. This supplementary agreement does not compel the District to implement programs or incur costs beyond existing programmatic practices and provisions.

Competitively Bid

No competitive bidding process is involved. No determination of cost was necessary. Other than ordinary costs associated with District employment and placement of teachers from any source, there are no additional costs to the District regarding employment, placement, and supervision of Intern Teachers from college, university, or other school of education Intern Credential Programs. *This Memorandum of Understanding with Alliant International University is essentially supplementary to the existing Agreement between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement*

or Master MOU—which will (currently in the Board-approval process for renewal; existing Agreement 18-0883) — renewal on Agenda 6/15/21) remain effective under its terms for three (3) years, July 1, 2021 through June 30, 2024. All terms of the Master Agreement apply to and remain in effect regarding this supplementary Agreement. It does not regard any such programs in which other colleges, universities, or schools of education engage with the District.

Fiscal Impact

Funding of the *Alliant International University* Program is not covered under this Agreement. There will be no fiscal oversight. There is no associated cost to the District (see Background, above).

Attachments

Memorandum of Understanding with *Alliant International University* regarding Alliant University Programs—tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs, for the term July 1, 2021 through June 30, 2024, at no cost to the District.

Alliant International University Insurance Certification

District Routing Form

TALENT DIVISION

Employee Retention & Development

Oakland Unified School District

1000 Broadway, Suite 295 • Oakland, CA 94607-4033

Tara Gard, Deputy Chief, Talent Division • 510.879.0202 • tara.gard@ousd.org

Sarah Glasband, Director, Talent Development • 510.517.7414 • sarah.glasband@ousd.org



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

SUPPLEMENTAL MEMORANDUM of UNDERSTANDING

**Oakland Unified School District
and
Alliant International University Inc.**



This Supplemental Memorandum of Understanding and Agreement (MOU or Agreement), regarding Alliant University Programs—tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs—is entered into by and between the OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda and ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University, Alliant or AIU), a California Benefit Corporation, collectively “Parties.”

University Program Support

Preferred Tuition Pricing — Application & Eligibility Requirements — Communications Plan

ARTICLE 1: TERMS OF AGREEMENT

Term of Agreement — Amendment, Renewal, Termination: The term of this Agreement shall be three (3) years, from July 1, 2021 through June 30, 2024, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon sixty (60) days prior written notice to the other party.

This Agreement is considered *supplemental* to the existing Agreement between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU, which will remain effective under its terms for three (3) years, July 1, 2021 through June 30, 2024. All terms of the Master Agreement apply to and remain in effect regarding this *supplemental* Agreement.

ARTICLE 2: PREFERRED PRICING

- A. Employees/members of OUSD are eligible for a 15% tuition reduction* when newly enrolled at Alliant as full-time students in a California Teaching Credential Program after the effective date of this Agreement.
- B. Employees/members of OUSD are eligible for a 10% tuition reduction* when newly enrolled at Alliant as full-time students in any Alliant Programs, other than California Teaching Credential Programs, after the effective date of this Agreement.
- C. Application Fees will be waived.
- D. The Preferred Pricing does not lock the cost of tuition, which is subject to increase at the prerogative of the University.
- E. The tuition reduction applies to the prevailing tuition rate in any term or semester.
- F. Tuition reduction is not retroactive.

**Only one Preferred Pricing benefit may be applied to tuition.*

ARTICLE 3: APPLICATION REQUIREMENTS

All employees/members of OUSD who apply to Alliant for admission are required to meet all admission, academic, professional and behavioral standards, as well as any additional requirements detailed for any University Program. All admissions decisions will be in the sole discretion of Alliant International University.

ARTICLE 4: ELIGIBILITY REQUIREMENTS

- A. Preferred Pricing is only available to applicants who are eligible for admission to Alliant.
- B. All applicants are subject to Alliant University's Program availability in the country/state where they will be located when attending classes. Alliant programs are not available to residents in every country/state, and eligibility shall be determined by Alliant.
- C. Successful completion of any Program alone does not qualify for or guarantee licensure or certification in any state or jurisdiction, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession must carefully research the requirements for their state prior to enrollment as requirements may vary by state and are updated at the discretion of the state licensing authority. Further, Alliant does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.
- D. Employees/Members of OUSD must submit a completed Application for Preferred Pricing to the Alliant Admissions Department one (1) week prior to the start of class.
- E. For new MOUs, current Alliant students from OUSD are not eligible for Preferred Pricing. Current Alliant students who drop/withdraw and re-enroll are not eligible for preferred pricing under this agreement.
- F. A current fully executed MOU must be on file with Alliant for employees/members of OUSD to receive Preferred Pricing.
- G. Employees/members of OUSD are required to provide proof of employment/membership to receive Preferred Pricing.

- H. If the MOU is not renewed or is otherwise terminated, newly enrolled employees/members of OUSD will no longer be eligible for the tuition reduction.
- I. Students enrolled at the time of an active MOU will retain the preferred pricing following termination or non-renewal of the MOU.

ARTICLE 5: COMMUNICATIONS PLAN

OUSD will promote the MOU to its employees/members through the posting of partnership information on the District website*. Proposed marketing materials from Alliant for employees/members of OUSD must be approved by the District, and the District's proposed use of Alliant's name, logo, academic and Preferred Pricing programs must be approved by Alliant prior to publication or dissemination.

**It is the responsibility of OUSD to notify employees/members of OUSD of the current partnership with Alliant.*

ARTICLE 6: MARKETING

Each party grants to the other party a limited, non-exclusive license to use the name, logos, or service marks of the other in promotion of the partnership/MOU to include social media posts, press releases or other written/electronic promotions.

ARTICLE 6: NOTICES

All notices, demands, or other communications given under this Agreement shall be in writing and sent to the addresses listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered by personal or overnight mail or facsimile, or effective three (3) days after mailing if by United States certified mail, return receipt requested. Electronic mail and telephone contact, given that e-mail or voicemail messages are acknowledged as received, are considered acceptable for ordinary communications concerning the daily execution of the terms of this agreement.

UNIVERSITY

Johnna Sangster, MBA
Assistant Vice President
Partnership Development
Alliant International University
Telephone: 858.635.4633
E-mail: johnna.sangster@alliant.edu

DISTRICT

Tara Gard, Deputy Chief, Talent Division
Oakland Unified School District
1000 Broadway, Suite 150
Oakland, CA 94607-4033
Telephone: 510.879-0202
E-mail: tara.gard@ousd.org

Sara Glasband, Director
Talent Development
Mobile Telephone: 510.517.7414
E-mail: sarah.glasband@ousd.org

Soo Huyn Han-Harris, Talent Development Associate
Recruitment & Retention
Talent Development
Telephone: 510.879.1221
Mobile: 510.761.7725
E-mail: soohyun.han@ousd.org

Lisa Rothbard, Manager
New Teacher Support
Telephone: 510.879.1188
Mobile: 415.515.1737
E-mail: lisa.rothbard@ousd.org / newteachersupport@ousd.org

William L. Winston, Education Consulting LLC, Management and Operations
Talent Division / Employee Retention and Development
Mobile Telephone: 510.406.5668
E-mail: william.winston@ousd.org / wwinston@pacbell.net

MEMORANDUM of UNDERSTANDING

**Oakland Unified School District
and
Alliant International University Inc.**

This Supplemental Memorandum of Understanding and Agreement (MOU or Agreement), regarding Alliant University Programs—tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs—is entered into by and between the OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda and ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University, Alliant or AIU), a California Benefit Corporation, collectively “Parties.”

University Program Support

Preferred Tuition Pricing — Application & Eligibility Requirements — Communications Plan

Term of Agreement — Amendment, Renewal, Termination: The term of this Agreement shall be three (3) years, from July 1, 2021 through June 30, 2024, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon sixty (60) days prior written notice to the other party.

This Agreement is considered *supplemental* to the existing Agreement between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU, which will remain effective under its terms for three (3) years, July 1, 2021 through June 30, 2024. All terms of the Master Agreement apply to and remain in effect regarding this *supplemental* Agreement.

Alliant International University Inc.

Amy Kwiatkowski

Amy Kwiatkowski
COO and Senior Vice President of Operations

5-28-2021

Date

Oakland Unified School District

Shanthy Gonzales

Shanthy Gonzales, President
Board of Education

6/30/2021

Date

Kyla Johnson-Trammell

Kyla Johnson-Trammell, Superintendent
Secretary, Board of Education

6/30/2021

Date

Joanna J. Powell

Joanna Powell
Staff Attorney, OUSD

5/31/2021

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 1166 AVENUE OF THE AMERICAS NEW YORK, NY 10036 Attn: NewYork.Certs@marsh.com Fax: 212-948-0500	CONTACT NAME: PHONE (A/C. No. Ext):		FAX (A/C. No):
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : Greenwich Insurance Company			22322
INSURER B : XL Insurance America, Inc.			24554
INSURER C :			
INSURER D :			
INSURER E :			
INSURER F :			

COVERAGES	CERTIFICATE NUMBER: NYC-009528126-16	REVISION NUMBER: 6
------------------	---	---------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			RGG943702217	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			RAG943702517 (AOS)	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			US00029026L120A	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	RWD943502917 (AOS) RWR943502817 (WI)	07/01/2020 07/01/2020	07/01/2021 07/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: All operations regarding provisions of any approved Memorandum of Understanding for Intern Partnership and Practica programs, as described in the MOU, covering University students (credential candidates) as may be placed for internships or practica at school sites or offices of the Oakland Unified School District, in all covered categories outlined in the MOU, and covering University faculty assigned to supervise said candidates.

Oakland Unified School District is included as additional insured (except workers compensation) where required by written contract.

CERTIFICATE HOLDER Oakland Unified School District Talent Division 1000 Broadway, Suite 150 Oakland, CA 94607-4033	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Michaela Grasshoff <i>Michaela Grasshoff</i>

ENDORSEMENT #003

This endorsement, effective 12:01 a.m., 07-01-2020 forms a part of
Policy No. RGG9437022-17 issued to Bertelsmann, Inc.
by Greenwich Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTOMATIC ADDITIONAL INSUREDS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following provision is added to **SECTION II - WHO IS AN INSURED**

- A. Any entity you are required in a written "Insured Contract" (hereinafter called additional insured) to name as an insured is an insured but only with respect to liability arising out of your premises, "Your Work" for the additional insured, or acts or omissions of the additional insured in connection with the general supervision of "Your Work" to the extent set forth below:
 - (1) The limits of insurance provided on behalf of the additional insured are not greater than those required by such contract.
 - (2) The coverage provided to the additional insured(s) is not greater than that customarily provided by the policy forms specified in and required by the contract.
 - (3) All insuring agreements, exclusions and conditions of this policy apply.
 - (4) In no event shall the coverages or limits of insurance in this coverage form be increased by such contract.
- B. Except when required otherwise by "Insured Contract", this insurance does not apply to:
 - (1) "Bodily Injury" or "Property Damage" occurring after:
 - (A) All work on the project (other than service, maintenance or repairs) to be performed by or behalf of the additional insured(s) at the site of the covered operations has been completed; or
 - (B) That portion of "Your Work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engages in performing operations for a principal as part of the same project.
 - (2) "Bodily Injury" or "Property Damage" arising out of any act or omission of the additional insured(s) or any of their employees, other than the general supervision of work performed for the additional insured(s) by you.

(3) "Property Damage" to:

(A) Property owned, used or occupied by or rented to the additional insured(s)

(B) Property in the care, custody, or control of the additional insured(s) or

property for which the additional insured(s) is for any purpose exercising physical control; or

(C) "Your Work" for the additional insured(s).

C. Any coverage provided hereunder shall be excess over any other valid and collectible insured available to the additional insured(s) where primary, excess, or contingent or any other basis unless a contract specifically requires that this insurance be primary, or you request that it apply on a primary basis.

All other terms and conditions remain unchanged.

Authorized Representative



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2020-21

Basic Directions

Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name				Agency's Contact Person	
Street Address				Title	
City				Telephone	
State		Zip Code		Email	
OUUSD Vendor Number					
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)				

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date		Date work will end		Total Contract Amount	
------------------------	--	--------------------	--	-----------------------	--

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
			5825	\$	
			5825	\$	
			5825	\$	
			5825	\$	

OUUSD Contract Originator Information

Name of OUSD Contact				Email	@ousd.org
Telephone				Fax	
Site/Dept. Name				Enrollment Grades	through

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU 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>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<i>[Signature]</i>		6/4/2021
2. Resource Manager			
3. Network Superintendent / Executive Director			
4. Cabinet (SBO, CFO, CSO, Deputy Chief)	<i>[Signature]</i>		6/4/2021
5. Board of Education or Superintendent			
Procurement	Date Received		