

Board Office Use: Legislative File Info.	
File ID Number	13-0906
Introduction Date	6/12/13
Enactment Number	13-1654
Enactment Date	6/12/13



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date _____
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 2
Victoria J. King _____ Hayward _____ CA (Contractor, City/State) -
922/Family, Schools & Community Partnerships _____ (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Victoria J. King. Services to be primarily provided to 922/Family, Schools & Community Partnerships for the period of 08/13/2012 through 08/13/2013, in an amount not to exceed \$ 5,000.00.

Background
A one paragraph explanation of why an amendment is needed.

Oakland ISSI Family Advocates will be embedded at the sites and selected in collaboration with site principal(s) and cross agency partners. These advocates will be exclusively dedicated to the development and implementation of the site-based ISSI services for families. The Family Advocates will work corroboratively with the Project Coordinator as well as the SBHC Manager and the After School Site Supervisor.

Discussion
One paragraph summary of the amended scope of work.

Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between the Oakland Unified School District and Victoria King, Hayward, CA for the latter to provide 119 hours to site based development of family resource centers incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care and translation services for the period of August 13, 2012 through August 13, 2013 in the amount \$5,000.00. increasing the agreement from \$40,000.00 to a not to exceed amount of \$45,000.00.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Victoria J. King. Services to be primarily provided to 922/Family, Schools & Community Partnership for the period of 08/13/2012 through 08/13/2013, in an amount not to exceed \$ 5,000.00.

Fiscal Impact Funding resource name (please spell out) Kaiser H & W
not to exceed \$ 5,000.00

Attachments

- Contract Amendment
- Copy of original contract

Board Office Use: Legislative File Info.	
File ID Number	13-8906
Introduction Date	6/12/13
Enactment Number	13-1054
Enactment Date	6/13/13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

AMENDMENT NO. 2
TO PROFESSIONAL SERVICES CONTRACT

This Amendment is entered into between the Oakland Unified School District (OUSD) and Victoria J. King (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on August 13, 2012, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work has changed. ONLY the funding source has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. OR, The CONTRACTOR agrees to provide the following amended services:

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The contract price is unchanged. The contract price has changed.
If the compensation has changed: The contract price is amended by
 Increase of \$ 5,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Forty Five Thousand dollars (\$45,000.00)

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	02/04/2013	Change the funding to process addition payment.	\$ 20,000.00
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos 5-9-2013
 President, Board of Education Date
 Superintendent or Designee
Edgar Rakeshraw, Jr. 6/13/13
 Secretary Date
Edgar Rakeshraw, Jr., Secretary
Board of Education

CONTRACTOR

[Signature] 4/25/13
Contractor Signature Date

Print Name, Title

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between the Oakland Unified School District and Victoria King, Hayward, CA for the latter to provide 119 hours to site based development of family resource centers incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care and translation services for the period of August 13, 2012 through June 30, 2013 in the amount \$5,000.00. increasing the agreement from \$40,000.00 to a not to exceed amount of \$45,000.00.

SCOPE OF WORK

Victoria J. King will provide a maximum of 119.00 hours of services at a rate of \$42.00 per hour for a total not to exceed \$. Services are anticipated to begin on 08/13/2012 and end on 06/30/2013.

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.

Contractor will provide family engagement and support services to Elev8 site. They will work in partnership with the site leadership teams, Elev8 Project Coordinators, cross-agency partners, and school staff. Family Advocates will work an average of 30 hours per week to support Elev8 program goals that include but are not limited to:

- Coordinate monthly family engagement workshops;
Coordinate and staff the Elev8 Family Resource centers, including:
Weekly Medi-Cal Eligibility enrollment sessions;
Food Pantry services in partnership with the Alameda County Food Bank;
Monthly workshops/individual sessions with the East Bay Community Law Center;
Coordinate 3 Tax Clinics for Elev8 Families during Tax Season; Complete tax preparation certification
Coordinate Adult Education Classes or Workshops to support adult learning;
Facilitate the development of parents as leaders, learners, advocates, and teachers via ongoing coaching and workshops;
Provide monthly data submission that includes participation rates, family engagement events, and case management efforts and notes

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.

Contractor will lead the site based development of family resource centers and the coordination of family support services such as parent education, tax preparation clinics, legal services, physical and mental health, child care, and translation services. Contractor will provide case management services to a minimum of 50 families as identified by the site's Coordination of Services Team. Contractor will organize family advocacy and outreach campaigns aligned with the parent community of the school in collaboration with all partners.

- Actively participate in monthly partners meetings and identify opportunities to integrate family engagement into Elev8 Activities.

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

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA 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 SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



AMENDMENT ROUTING FORM

2012-2013

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 2

Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work has changed. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist

- Contract amendment packet including Board Memo and Amendment Form
- Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
- A Board Approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (Required) sheila.clark@ousd.k12.ca.us

Contractor Information

Contractor Name	Victoria J. King	Agency's Contact	Victoria J. King			
OUSD Vendor ID #	1005426	Title	Consultant			
Street Address	P.O. BOX 3802	City	Hayward	State	CA	Zip 94540
Telephone	(510) 750-4678	Email	vkingmft@gmail.com			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 40,000.00	Original PO Number	P1302222			
Amended Amount	\$ 5,000.00	New Requisition #	R0317511			
New Total Contract Amount	\$ 45,000.00	Start Date	08/13/2012	End Date	06/30/2013	
Pay Rate Per Hour (Required)	42.00	Number of Hours (Required)	119.00			

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
9225	Kaiser H & W	9221211220	5825	\$ 5,000.00
			5825	\$
			5825	\$

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

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

1.	Site Administrator or Manager	Name	Andrea Bustamante	Phone	2731569	Fax	2731511
	Site / Department	922/Family, Schools & Community Partnerships					
2.	Signature				Date Approved		
	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships	Signature				Date Approved	4/25/13
3.	Signature				Date Approved	4/01/13	
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Signature				Date Approved	5-9-2013
4.	Superintendent or Board of Education Signature on the legal contract						
5.	Signature on the legal contract						
Legal Required if not using standard contract	Approved				Denied - Reason	Date	
Procurement	Date Received				PO Number	P1302222	

Board Office Use: Legislative File Info.	
File ID Number	13-0281
Introduction Date	2/27/13
Enactment Number	13-0414
Enactment Date	2-27-13



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 2-27-13
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Victoria J. King Hayward CA (Contractor, City/State) -
922/Family, School, and Community Partnerships Department (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Victoria J. King. Services to be primarily provided to 922/Family, School, and Community Partnerships for the period of 08/13/2012 through 06/30/2013, in an amount not to exceed \$ 20,000.00.

Background
A one paragraph explanation of why an amendment is needed.

Oakland Elev8 Family Advocates will be embedded at Elev8 sites and were selected in collaboration with the site principals and cross-agency partners. The advocates will be exclusively dedicated to the development and implementation of site based Elev8 services for families. The Family Advocate will work closely with the Project Coordinator as well as the SBHC Manager and the After School Site Supervisor.

Discussion
One paragraph summary of the amended scope of work.

Ratification by the Board of Education of Amendment No. 1 of the Professional Services Contract between District and Victoria J. King, Hayward, CA, for the latter to provide additional services for Family Engagement and support activities at James Madison Middle School for site based development of the family resource center incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care, and translation services for the period of August 13, 2012 through June 30, 2013, in the amount of \$20,000.00, increasing the Agreement from \$20,000.00 to a not to exceed amount of \$40,000.00.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Victoria J. King. Services to be primarily provided to 922/Family, School, and Community Partnerships for the period of 08/13/2012 through 06/30/2013, in an amount not to exceed \$ 20,000.00.

Fiscal Impact Funding resource name (please spell out) Atlantic Philanthropy & Kaiser
not to exceed \$20,000.00

Attachments

- Contract Amendment
- Copy of original contract

Board Office Use: Legislative File Info.	
File ID Number	13-0281
Introduction Date	2/27/13
Enactment Number	13-0414
Enactment Date	2-27-13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Victoria J. King (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on August 13, 2012, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work has changed. ONLY the funding source has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. OR, The CONTRACTOR agrees to provide the following amended services:
 Consultant will provide additional hours of service for the site based development of family resource centers incorporating a broad range of family support services utilizing new funding from the Atlantic Philanthropies/Elev8 Initiative and Kaiser.

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The contract price is unchanged. The contract price has changed.
If the compensation has changed: The contract price is amended by
 Increase of \$ 20,000.00 _____ to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is Forty Thousand _____ dollars (\$ 40,000.00 _____)

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**
 There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT
Maria Venter
 President, Board of Education 2-12-2013
 Superintendent or Designee Date

CONTRACTOR
Victoria J. King
 Contractor Signature 2/1/13
 Date
Victoria J. King
 Print Name, Title

Certified:
Edgar Rakestraw, Jr., Secretary
 Board of Education 2/28/13
 Date
 Edgar Rakestraw, Jr., Secretary
 Board of Education

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ratification by the Board of Education of Amendment No. 1 of the Professional Services Contract between District and Victoria J. King, Hayward, CA, for the latter to provide additional services for Family Engagement and support activities at James Madison Middle School, for site based development of the family resource center incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care, and translation services for the period of August 13, 2012 through June 30, 2013, in the amount of \$20,000.00, increasing the Agreement from \$20,000.00 to a not to exceed amount of \$40,000.00.

SCOPE OF WORK

Victoria J. King will provide a maximum of 454.55 hours of services at a rate of \$ 44.00 per hour for a total not to exceed \$20,000.00. Services are anticipated to begin on 08/13/2012 and end on 06/30/2013.

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.

Contractor will provide family engagement and support services to Elev8 site. They will work in partnership with the site leadership teams, Elev8 Project Coordinators, cross-agency partners, and school staff. Family Advocates will work an average of 30 hours per week to support Elev8 program goals that include but are not limited to:

Family Engagement: Coordinate monthly family engagement workshops; coordinate and staff the Elev8 Family Resource centers, including: Weekly Medi-Cal Eligibility enrollment sessions; Food Pantry services in partnership with the Alameda County Food Bank; Monthly workshops/individual sessions with the East Bay Community Law Center. Coordinate 3 Tax Clinics for Elev8 Families during Tax Season; Complete tax preparation certification, coordinate Adult Education Classes or Workshops to support adult learning; facilitate the development of parents as leaders, learners, advocates, and teachers via ongoing coaching and workshops; provide monthly data submission that includes participation rates, family engagement events, and case management efforts and notes; conduct outreach to families for Elev8 Events including monthly workshops, extended day, and other events as requested; actively participate in monthly partners meetings and identify opportunities to integrate family engagement into Elev8 Activities.

Family Support: Provide case management to a minimum of 50 families per year; Conduct a minimum of 20 Home Visits per month; identify community resources and share resources and contact with families; participate in weekly COST Meetings and provide family support and follow up; support Families in learning about and advocating for student academic and developmental needs.

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.

Contractor will lead the site based development of family resource centers and the coordination of family support services such as parent education, tax preparation clinics, legal services, physical and mental health, child care, and translation services. Contractor will provide case management services to a minimum of 50 families as identified by the site's Coordination of Services Team. Contractor will organize family advocacy and outreach campaigns aligned with the parent community of the school in collaboration with all partners.

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

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction

- Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA 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 SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

Search Results

Current Search Terms: victoria* J. King*

0 records found for current search.

SAM | System for Award Management 1.0

IBM v1.610.20130129-1039

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



AMENDMENT ROUTING FORM

2012-2013

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input type="checkbox"/> Contract amendment packet including Board Memo and Amendment Form
	<input type="checkbox"/> Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
	<input type="checkbox"/> A Board Approved copy of the original contract and any prior Amendments.
OUSD Staff Contact	Emails about this contract should be sent to: <i>(Required)</i> <u>sheila.clark@ousd.k12.ca.us</u>

Contractor Information

Contractor Name	Victoria J. King	Agency's Contact	Victoria J. King
OUSD Vendor ID #	I005426	Title	Consultant
Street Address	P.O. BOX 3802	City	Hayward
Telephone	(510) 750-4678	State	CA
		Zip	94540
		Email	vkingmft@gmail.com

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 20,000.00	Original PO Number	P1302222
Amended Amount	\$ 20,000.00	New Requisition #	R0311663
New Total Contract Amount	\$ 40,000.00	Start Date	08/13/2012
Pay Rate Per Hour (Required)	44.00	End Date	06/30/2013
		Number of Hours (Required)	455.00

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
9196	Atlantic	9221215102	5825	\$ 10,000.00
9225	Kaiser	9221211220	5825	\$ 10,000.00
			5825	\$

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

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

1.	Site Administrator or Manager	Name	Andrea Bustamante	Phone	5102731569	Fax	2731511	
	Site / Department	922/Family, Schools & Community Partnerships						
2.	Signature	<i>[Signature]</i>					Date Approved	
	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							
	Signature	<i>[Signature]</i>					Date Approved	
3.	Regional or Executive Officer							
	Signature	<i>[Signature]</i>					Date Approved	2/7/2013
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000						
	Signature	<i>[Signature]</i>					Date Approved	2-12-2013
5.	Superintendent or Board of Education	Signature on the legal contract						
Legal Required if not using standard contract	Approved	Denied - Reason			Date			
Procurement	Date Received	PO Number			P1302222			

Board Office Use: Legislative File Info.	
File ID Number	12-2542
Introduction Date	10-24-12
Enactment Number	12-5424
Enactment Date	10/24/12



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

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

Board Meeting Date
(To be completed by Procurement) 10-24-12

Subject Professional Services Contract -
Victoria J. King Hayward CA (contractor, City State)
922Family, Schools & Community Partnerships (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Victoria J. King. Services to be primarily provided to 922Family, Schools & Community Partnership for the period of 08/13/2012 through 06/30/2013.

Background
A one paragraph explanation of why the consultant's services are needed.
 Oakland ISSI Family Advocates will be embedded at the sites and selected in collaboration with site principal(s) and cross agency partners. These advocates will be exclusively dedicated to the development and implementation of the site-based ISSI services for families. The Family Advocates will work corroboratively with the Project Coordinator as well as the SBHC Manager and the After School Site Supervisor.

Discussion
One paragraph summary of the scope of work.
 Ratification by the Board of Education of Professional Services Contract between the District and Victoria King, Hayward, CA, for the latter to provide 455 hours of service for site based development of family resource centers incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care and translation services for the Elev8 Initiative for the period of August 13, 2012 through June 30, 2013, in an amount not exceed \$20,000.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Victoria J. King. Services to be primarily provided to 922Family, Schools & Community Partnership for the period of 08/13/2012 through 06/30/2013.

Fiscal Impact Funding resource name (please spell out) Kaiser
 not to exceed \$20,000.00

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

Board Office Use: Legislative File Info.	
File ID Number	12-2542
Introduction Date	10-24-12
Enactment Number	122624
Enactment Date	10-24-12



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and Victoria J. King (CONTRACTOR). 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:** The 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 08/13/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/30/2013.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed TWENTY THOUSAND Dollars (\$20,000.00). 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 the 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. **Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 1. Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 2. Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5. **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.
6. **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.

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: Andrea Bustamante
Site /Dept.: 922Family, Schools & Community Partnerships
Address: 746 Grand Avenue
Oakland, CA 94610
Phone: (510) 639-3340

CONTRACTOR:

Name: Victoria J. King
Title: Consultant
Address: P.O. BOX 3802
Hayward CA 94540
Phone: (510) 750-4678

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. 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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and a statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. **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.

10. Insurance:

1. Commercial General Liability Insurance: 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.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

Professional Services Contract

- 22. **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.
- 23. **Confidentiality.** The 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 access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, 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.

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.
- 25. **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.
- 26. **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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of 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.epls.gov/eplis/search.do>)

Summary of terms and compensation:

Anticipated start date: 08/13/2012 Work shall be completed by: 06/30/2013 Total Fee: \$ 20,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maurice Santos
 President, Board of Education
 Superintendent or Designee
Certified:
Edgar Rakestraw, Jr.
 Secretary, Board of Education
 Edgar Rakestraw, Jr., Secretary
 Board of Education

9-26-2012
 Date
10/25/12
 Date

CONTRACTOR

[Signature]
 Contractor Signature
9/4/12
 Date
Victoria J. King Consultant
 Print Name, Title

File ID Number: 12-2542
 Introduction Date: 10/24/12
 Enactment Number: 12-2624
 Enactment Date: 10/24/12

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ratification by the Board of Education of Professional Services Contract between the Oakland Unified School District and Victoria King, Hayward, CA for the latter to provide 455 hours to site based development of family resource centers incorporating a broad range of family support services including but not limited to parent education, tax preparation clinics, legal services, case management, mental health, child care and translation services for the period of August 13, 2012 through June 30, 2013 in the amount of not exceed \$20,000.00.

SCOPE OF WORK

Victoria J. King will provide a maximum of 455.00 hours of services at a rate of \$ 44.00 per hour for a total not to exceed \$20,000.00. Services are anticipated to begin on 08/13/2012 and end on 06/30/2013.

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.

Contractor will provide family engagement and support services to Elev8 site. They will work in partnership with the site leadership teams, Elev8 Project Coordinators, cross-agency partners, and school staff. Family Advocates will work an average of 30 hours per week to support Elev8 program goals that include but are not limited to:

- Coordinate monthly family engagement workshops;
Coordinate and staff the Elev8 Family Resource centers, including:
Weekly Medi-Cal Eligibility enrollment sessions;
Food Pantry services in partnership with the Alameda County Food Bank;
Monthly workshops/individual sessions with the East Bay Community Law Center;
Coordinate 3 Tax Clinics for Elev8 Families during Tax Season; Complete tax preparation certification
Coordinate Adult Education Classes or Workshops to support adult learning;
Facilitate the development of parents as leaders, learners, advocates, and teachers via ongoing coaching and workshops;
Provide monthly data submission that includes participation rates, family engagement events, and case management efforts and notes

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.

Contractor will lead the site based development of family resource centers and the coordination of family support services such as parent education, tax preparation clinics, legal services, physical and mental health, child care, and translation services. Contractor will provide case management services to a minimum of 50 families as identified by the site's Coordination of Services Team. Contractor will organize family advocacy and outreach campaigns aligned with the parent community of the school in collaboration with all partners.

- Actively participate in monthly partners meetings and identify opportunities to integrate family engagement into Elev8 Activities.

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

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA 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 SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 57 SBM BA8437

ADDITIONAL INSUREDS: THE FOLLOWING ARE ADDITIONAL INSUREDS FOR BUSINESS
LIABILITY COVERAGE IN THIS POLICY.

LOCATION 001 BUILDING 001

TYPE PERSON ORGANIZATION

NAME THE OAKLAND UNIFIED SCHOOL DISTRICT
OAKLAND CA 94606

ACORD^{TM.}**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

08/20/2012

PRODUCER Phone: 510-465-3993 Fax: 510-465-5566
KHOE & ASSOCIATES INSURANCE SERVICES
 328 15TH ST.
 OAKLAND CA 94612

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Agency Lic#: 0D06528

INSURERS AFFORDING COVERAGE

NAIC #

INSURED
VICTORIA KING
 PO BOX 3802
 HAYWARD, CA 94540

INSURER A: **THE HARTFORD**

WC

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	57SBMBA8437	08/15/12	08/15/13	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person)	\$ 10,000
	<input type="checkbox"/>					PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/>					GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/>					PRODUCTS-COMP/OP AGG.	\$ 2,000,000
	<input type="checkbox"/>					GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE	\$
						E.L. DISEASE-POLICY LIMIT	\$
		OTHER:					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO CONTRACT FOR SERVICES(MANAGEMENT CONSULTANT).

10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

CERTIFICATE HOLDER**CANCELLATION**

THE OAKLAND UNIFIED SCHOOL DISTRICT
 1025 2ND AVENUE
 RISK MANAGEMENT DEPT. ROOM 115A
 OAKLAND CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT'S AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Attention:

PETER C. FONG



Excluded Parties List System

**Search Results Excluded By
Individual : Victoria King
State : CALIFORNIA
as of 20-Aug-2012 12:51 PM EDT**

Your search returned no results.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

Basic Directions

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

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

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

OUSD Staff Contact Emails about this contract should be sent to: (required) sheila.clark@ousd.k12.ca.us

Contractor Information

Contractor Name	Victoria J. King	Agency's Contact	Victoria J. King
OUSD Vendor ID #	I005426	Title	Consultant
Street Address	P.O. BOX 3802	City	Hayward
Telephone	(510) 750-4678	State	CA
		Zip	94540
		Email (required)	vkingmft@gmail.com
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	08/13/2012	Date work will end	06/30/2013	Other Expenses	\$
Pay Rate Per Hour (required)	\$ 44.00	Number of Hours (required)	455.00		

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
9225	Kaiser	9221211220	5825	\$ 20,000.00
			5825	\$
			5825	\$
Requisition No. (required)	R0301633		Total Contract Amount	\$ 20,000.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Andrea Bustamante	Phone	(510) 639-3340
		Site / Department	922Family, Schools & Community Partnerships	Fax	(510) 639-4807
		Signature	<i>[Signature]</i>	Date Approved	
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
		Signature	<i>[Signature]</i>	Date Approved	9/5/12
3.	Regional Executive Officer				
	<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	<i>[Signature]</i>	Date Approved	7/7/12	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations				Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000
		Signature	<i>[Signature]</i>	Date Approved	
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved		Denied - Reason	Date
Procurement	Date Received			PO Number	