

**Board Office Use: Legislative File Info.**

File ID Number	15-0406
Introduction Date	3-25-15
Enactment Number	15-0406
Enactment Date	3/25/15



**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) 3/25/15

Subject Professional Services Contract Amendment No. 1 - East Bay Agency for Children  
(contractor) - 922/Community School and Student Services Department  
(site/department)

**Action Requested** Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between the Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to the Community Schools and Student Services Department for the period of July 1, 2014 through June 30, 2015.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
The Health and Wellness Unit of the Community Schools and Student Services Department opened a Central Family Resource Center (CFRC) at the Lakeview campus in December 2012. The CFRC houses the Health Insurance Enrollment Initiative in partnership with Alameda County Social Services and Health Care Services Agencies, and other community partners. In order to expand health insurance enrollment and the CFRC's ability to serve families in other ways, East Bay Agency for Children provides ongoing coordination of the Central Family Resource Center and oversight of the Family Health Advocate program, which trains parents to conduct outreach for health insurance enrollment at school sites.

**Discussion**  
*One paragraph summary of the scope of work.*  
Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between the District and East Bay Agency for Children, Oakland, CA for the latter to provide coordination of the daily operations and ongoing development of the Central Family Resource Center (CFRC) supports and services, including oversight of the Health Insurance Enrollment Initiative and Family Health Advocate Program and provision of outreach materials and linkages of services to families as needed for the period of July 1, 2014 through June 30, 2015, in the amount of \$17,126.00, increasing the Contract from \$65,165.00 to an amount not to exceed \$82,291.00. All terms and conditions of the Contract remain in full force and effect.

**Recommendation** Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between the Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to the Community Schools and Student Services Department for the period of July 1, 2014 through June 30, 2015.

**Fiscal Impact** Funding resource name (please spell out) 9248/CFRC Health Ins. Enrollment in an amount not to exceed \$17,126.00.

**Attachments**

- Contract Agreement
- Copy of original contract and any prior amendments

Board Office Use: Legislative File Info.	
File ID Number	15-0406
Introduction Date	3-25-15
Enactment Number	15-0406
Enactment Date	3/25/15



**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  
East Bay Agency for Children  
(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 07/01/2014  
and the parties agree to amend that Agreement as follows:

1. **Services:**       The scope of work is unchanged.                       The scope of work has changed.  
**If the scope of work has changed:** Provide brief description of revised scope of work including 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:  
Contractor will coordinate the daily operations of the Central Family Resource Center (CFRC) at Oakland Unified School District's Department of Community Schools and Student Services, and promote the ongoing development and strengthening of the CFRC'S supports and services; oversee the OUSD Health Insurance Enrollment Initiative, a key partnership housed within the CFRC; recruit, train, supervise and provide stipends for 7 Family Health Advocates to conduct health insurance enrollment and outreach at their children's schools; provide information, outreach and linkage of services to families, in coordination with CFRC staff, key central and site-based staff and partners; purchase program supplies for the Family Health Advocate program and outreach materials that will be used to increase awareness about the CFRC and services available to children and families.

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 06/30/2015.

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 \$ 17,126.00 to original contract amount  
 Decrease of \$ \_\_\_\_\_ to original contract amount  
and the new contract total is \_\_\_\_\_ dollars ( \$ 82,291.00 )

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 Board of Education and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

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

Secretary, Board of Education

3/26/15  
Date

3/26/15  
Date

Contractor Signature

1/30/15  
Date

Josh Leonard, Executive Director  
Print Name, Title

**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.

Contractor will coordinate the daily operations of the Central Family Resource Center (CFRC) at Oakland Unified School District's Department of Community Schools and Student Services, and promote the ongoing development and strengthening of the CFRC'S supports and services; oversee the OUSD Health Insurance Enrollment Initiative, a key partnership housed within the CFRC; recruit, train, supervise and provide stipends for 7 Family Health Advocates to conduct health insurance enrollment and outreach at their children's schools; provide information, outreach and linkage of services to families, in coordination with CFRC staff, key central and site-based staff and partners; purchase program supplies for the Family Health Advocate program and outreach materials that will be used to increase awareness about the CFRC and services available to children and families.

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.

Families who utilize the CFRC will have access to enrollment for themselves and their children in health insurance and CalFresh in addition to connection to community resources. Community Schools and Student Services houses Student Assignment Office and Transitional Students and Families Unit, which brings thousands of families to Lakeview Annually. Through referrals from these units and direct outreach to schools and families, we anticipate that hundreds of families will be served for the CFRC.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Ensure a high quality instructional core                 | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools     |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning   | <input type="checkbox"/> Accountable for quality                             |
| <input type="checkbox"/> High quality and effective instruction                   | <input type="checkbox"/> Full service community district                     |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: \_\_\_\_\_
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
- 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.
  - Meeting announcement for meeting in which the CSSSP modification was approved.
  - Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
  - Sign-in sheet for meeting in which the CSSSP modification was approved.

# AMENDMENT ROUTING FORM 2014-2015

## 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 has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- 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 must change. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

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.)
  - Board approved copy of the original contract and any prior Amendments.

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

### Contractor Information

Contractor Name	East Bay Agency for Children	Agency's Contact	Josh Leonard				
OUSD Vendor ID #	V001647	Title	Executive Director				
Street Address	303 Van Buren Street	City	Oakland	State	CA	Zip	94610
Telephone	510-268-3770 ext. 110	Email (required)	josh.leonard@ebac.org				

### Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 65,165.00	Original PO #	P1504201	New Requisition #	R0152989
Amended Amount	\$ 17,126.00	Start Date	07/01/2014	End Date	06/30/2015
New Total Contract Amount	\$ 82,291.00	Pay Rate Per Hour	\$ 75.00	# of Hours	762.2

### 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
9248	CFRC/	9229248101	5825	\$ 17,126.00
	Health Ins. Enroll.		5825	
			5825	

### Approval and Routing (in order of approval steps)

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

1.	<b>Administrator / Manager</b> (Originator)	Name	Mara Larsen Fleming	Phone	510-273-1582
	Site/Department (Name & #)	922/Community Schools & Student Services		Fax	510-273-1511
	Signature	<i>Mara Larsen Fleming</i>		Date Approved	1/30/15
2.	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools and Student Services				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	<b>Network Superintendent/Deputy Network Superintendent</b>				
	Signature	<i>Christine Sanchez</i>		Date Approved	2/20/15
	<b>Chiefs / Deputy Chiefs</b> Consultant Aggregate: <input type="checkbox"/> Under <input checked="" type="checkbox"/> Over \$94,100				
4.	<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>DeW</i>		Date Approved	2/23/15
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract				
<b>Legal</b> Required if not using standard contract		Approved		Denied - Reason	Date
<b>Procurement</b>	Date Received			PO Number	

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	14-1217
Introduction Date	6/25/2014
Enactment Number	14-1171
Enactment Date	6/25/14



**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools. Thriving Students.

# Memo

To The Board of Education  
 From Antwan Wilson, 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)

Subject Professional Services Contract -  
East Bay Agency for Children (contractor, City State)  
922/ FSCP - Health & Wellness (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to 922/FSCP-Health & Wellness for the period of 07/01/2014 through 06/30/2015.

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

The Family, School, and Community Partnerships Department opened a Central Family Resource Center (CFRC) at the Lakeview campus in December 2012. The CFRC houses the Health Insurance Enrollment Initiative in partnership with Alameda County Social Services and Health Care Services Agencies, and other community partners. In order to expand health insurance enrollment and the CFRC's ability to serve families in other ways, East Bay Agency for Children provides ongoing coordination for the Health and Wellness unit at the Family, School, and Community Partnerships Department.

Discussion  
 One paragraph summary of the scope of work.

Approval by the Board of Education of a Professional Services Contract between the District and East Bay Agency for Children, Oakland, CA for the latter to provide coordination of the daily operations and ongoing development of the Central Family Resource Center supports and services, including oversight of the Health Insurance Enrollment Initiative and provision of outreach materials and linkages of services to families as needed for the period of July 1, 2014 through June 30, 2015, not to exceed \$65,165.00.

Recommendation Approval of professional services contract between Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to 922/ FSCP-Health & Wellness for the period of 07/01/2014 through 06/30/2015.

Fiscal Impact Funding resource name (please spell out) 9248/CFRC Health Ins. Enrollment  
9248/CFRC Health Ins. Enrollment not to exceed \$ 65,165.00

- 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: <b>Legislative File Info.</b>	
File ID Number	14-1217
Introduction Date	6/25/2014
Enactment Number	14-1131
Enactment Date	6/25/14



**OAKLAND UNIFIED SCHOOL DISTRICT**

**PROFESSIONAL SERVICES CONTRACT 2014-2015**

This Agreement is entered into between the Oakland Unified School District (OUSD) and East Bay Agency for Children (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 07/01/2014 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 06/30/2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed SIXTY FIVE THOUSAND ONE HUNDRED AND SIXTY FIVE Dollars (\$65,165.00). 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: \_\_\_\_\_

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:* outreach materials which shall not exceed a total cost of \$ 8000.00.

**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: Joanna Locke  
Site /Dept.: 922/ FSCP-Health & Wellness  
Address: 746 Grand Avenue  
Oakland CA 94610  
Phone: (510) 273-1578

**CONTRACTOR:**

Name: East Bay Agency for Children  
Title: Josh Leonard, Executive Director  
Address: 303 Van Buren Street  
Oakland CA 94610  
Phone: (510) 268-3770 ext. 110

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**

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
  13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
  14. **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 drugs on these sites.
  15. **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.
  16. **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.
  17. **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.
  18. **Termination:** OUSD may at any time terminate this Agreement upon 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.
  19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with Involving requirements outlined in Section 8, which include:
    1. **Tuberculosis Screening**
    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.  
  
Contractor initial: \_\_\_\_\_
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
20. **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.
  21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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 performances.
    2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

**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/epls/search.do>)

**Summary of terms and compensation:**

Anticipated start date: 07/01/2014 Work shall be completed by: 08/30/2015 Total Fee: \$ 85,165.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education  
 Superintendent or Designee

Secretary, Board of Education

Date

Date

CONTRACTOR

Contractor Signature

Print Name, Title

6/26/14

6/26/14



Josh Leonard, Executive Director

5/28/14

Director

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.

Approval by the Board of Education of a Professional Services Contract between the District and East Bay Agency for Children, Oakland, CA for the latter to provide coordination of the daily operations and ongoing development of the Central Family Resource Center supports and services, including oversight of the Health Insurance Enrollment Initiative and provision of outreach materials and linkages of services to families as needed for the period of July 1, 2014 through June 30, 2015, not to exceed \$65,165.00.

SCOPE OF WORK

East Bay Agency for Children will provide a maximum of 762.20 hours of services at a rate of \$ 75.00 per hour for a total not to exceed \$ 65,165.00. Services are anticipated to begin on 07/01/2014 and end on 06/30/2015.

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 coordinate the daily operations of the Central Family Resource Center at OUSD's Office of Family, School, and Community Partnerships, and promote the ongoing development and strengthening of the Central FRC's supports and services; oversee the OUSD Health Insurance Enrollment Initiative, a key partnership housed within the Central FRC; provide information, outreach and linkage of services to families, in coordination with FRC staff, key central and site-based staff and partners; purchase outreach materials that will be used to increase awareness about the Central Family Resource Center and the services available to children and families.

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.

Families who utilize the CFRC will have access to enrollment for themselves and their children in health insurance and CalFresh in addition to connection to community resources. FSCP houses Student Assignment Office and Transitional Students and Families Unit, which brings thousands of families to Lakeview annually. Through referrals from these units and direct outreach to schools and families, we anticipate that hundreds of families will be served by the CFRC.

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.
-



## Building Brighter Futures and Stronger Communities

east bay agency for children

303 Van Buren Ave

Oakland, CA 94610

510.268.3770



east bay agency for children

Life is stressful for children today. They can't learn when distracted by emotional, behavioral, and academic challenges they are ill-equipped to handle or when their families struggle to provide food, shelter and medical care for them.

With your help, East Bay Agency for Children strengthens children and families by empowering students to succeed in school and in life and by providing families the services and tools they need to support their children's education and well-being.

While East Bay Agency for Children provides intervention and prevention programs for over 20,000 children and families annually, your support ensures more at-risk children and youth will thrive.

"With budgets at every level of government being cut, including many types of support for children and youth, the impact of an organization like EBAC with a strong track record is substantial. They're helping raise the standard for student achievement, creating a more level playing field for kids so that they have a fighting chance to stay in school, to learn, and to have some of that learning reinforced at home and in the community."

Lisa Villarreal  
Program Officer, Education,  
San Francisco Foundation

east bay agency for children

# Strengthening Children & Families



east bay agency for children

## Mental Health Counseling at School Sites

Through mental health counseling at over 40 public and charter schools in Alameda County, East Bay Agency for Children teaches at-risk children the skills they need to manage the emotional and behavioral challenges that disrupt their learning.

## Intensive Therapy in Special Classes

In specialized classrooms, East Bay Agency for Children clinicians provide intensive mental health therapy to students who have severe emotional and behavioral challenges. The goal is to prepare them to transition to mainstream classrooms.



## Student and Community Family Support Services

East Bay Agency for Children assists families to obtain the critical community, social, and health services they need to flourish including health insurance coverage under Covered California. We teach families the school-readiness and literacy skills necessary to support their children's education. Our after school programs give children the extra academic help needed to succeed, and teens exiting the juvenile justice system receive vital counseling and guidance to help them complete school, build healthy relationships and find gainful employment.

## Child Assault Prevention

East Bay Agency for Children teaches children and youth how to reduce their vulnerability to abuse and assault, provides counseling services to those who have been victimized, and trains parents and other adults to build communities where positive, long-term relationships between children and adults grow and flourish.

## Grief and Illness Support Services

East Bay Agency for Children helps vulnerable children and hurting families cope with a life-threatening illness, loss, bereavement, or trauma through our peer support groups, crisis intervention services, and home-based counseling.

## \$1 Investment Becomes \$28 in Savings

According to the National Academy of Science, every dollar spent on prevention of mental illness among kids may be paid back as much as 28 times over the course of a lifetime in disability benefits never claimed, adult psychiatric care never needed and, in some cases, crimes never committed.

## Take the First Step to Empower a Child Today!

At [www.EBAC.org](http://www.EBAC.org) you can make a financial donation to expand our proven services, sign-up to volunteer your time and talents, or discover other ways you can help build brighter futures and stronger communities.

East Bay Agency for Children  
Administrative Office:  
303 Van Buren Ave  
Oakland, CA 94610  
510-268-3770 x 118  
[info@ebac.org](mailto:info@ebac.org)

[www.EBAC.org](http://www.EBAC.org)

Barbara McClung  
Program Manager Integrated Student Support Services  
Oakland Unified School District



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : East\* Bay\* Agency\* for\* Children\***  
**Record Status: Active**

<b>ENTITY</b>	EAST BAY AGENCY FOR CHILDREN	Status:Active
DUNS: 070159215	+4:	CAGE Code: 34ZD6 DoDAAC:
Expiration Date: Aug 28, 2014 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 303 VAN BUREN AVE		
City: OAKLAND		State/Province: CALIFORNIA
ZIP Code: 94610-4340		Country: UNITED STATES



EASTBAY-01 JBANAAG

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/1/2014

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 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 Walsh Carter & Associates Insurance Services, LLC 425 California Street, #400 San Francisco, CA 94104	CONTACT NAME:	
	PHONE (A/C, No, Ext): (415) 217-6200	FAX (A/C, No): (415) 217-6201
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Cypress Insurance Company		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

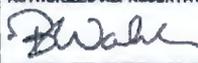
INSURED  
**East Bay Agency for Children**  
303 Van Buren Ave  
Oakland, CA 94610

COVERAGES                      CERTIFICATE NUMBER:                      REVISION NUMBER:

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.

INSTR	TYPE OF INSURANCE	ADDL	UBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	3300059407-141	07/01/2014	07/01/2015	<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)  
\*10 DAY NOTICE OF CANCELLATION MAY BE ISSUED FOR NONPAYMENT OF PREMIUM/ NON REPORTING OF PAYROLL.  
RE: ONGOING OPERATIONS DURING POLICY PERIOD

<b>CERTIFICATE HOLDER</b>  Oakland Unified Contracts Administrator 900 High Street Oakland, CA 94601	<b>CANCELLATION</b>  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 

© 1988-2014 ACORD CORPORATION. All rights reserved.

**PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015**

**Basic Directions**

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

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

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

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

OUSD Staff Contact *E-mails about this contract should be sent to* (required) vilma.bermudez@ousd.k12.ca.us

**Contractor Information**

Contractor Name	East Bay Agency for Children	Agency's Contact	Josh Leonard			
OUSD Vendor ID #	V001647	Title	Executive Director			
Street Address	303 Van Buren Street	City	Oakland	State	CA	Zip 94610
Telephone	(510) 268-3770 ext. 110	Email (required)	josh.leonard@ebac.org			
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**Compensation and Terms – Must be within the OUSD Billing Guidelines**

Anticipated start date	07/01/2014	Date work will end	06/30/2015	Other Expenses	\$ 8,000.00
Pay Rate Per Hour (required)	\$ 75.00	Number of Hours (required)	762.20		

**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
9248	CFRC HEALTH	9229248101	5825	\$ 65,165.00
	INS. ENROLL		5825	\$
			5825	\$
Requisition No. (required)			Total Contract Amount	\$ 65,165.00

**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/eplis/search.do>)

1.	<b>Administrator / Manager (Originator)</b>	Name	Joanna Locke	Phone	(510) 273-1578
	Site / Department	922/ FSCP-Health & Wellness		Fax	(510) 273-1501
	Signature			Date Approved	
2.	<b>Resource Manager</b> , 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				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	
3.	<b>Regional Executive Officer</b>				
	<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				
4.	Signature				Date Approved
	Signature (if using multiple restricted resources)				Date Approved
	Signature				Date Approved
5.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>				Consultant Aggregate Under , Over \$50,000
	Signature				5/28/14
<b>Superintendent, Board of Education</b> Signature on the legal contract					
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received	PO Number			