

Board Office Use: Legislative File Info.	
File ID Number	16-2329
Introduction Date	11-15-16
Enactment Number	16-1769
Enactment Date	11-15-16



**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)

11-15-16

Subject Subcontract - City Of Oakland, Head Start Program - 910/Early Childhood Education Department

Action Requested Approval of Subcontract between Oakland Unified School District and The City of Oakland. A Portion of the District Child Development funding for the period of Sept 1, 2016 through June 30, 2017.

Background

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

The current state child development grant contract is based upon more classrooms than the District has open or fully enrolled which impacts the ability to earn the full state contract amount. Under-earning the state contract means that the District may be at risk of permanently losing future funding. Subcontracting helps the District maintain the current level of state funding for preschool programs. State regulations authorize the District to subcontract with other entities that are recipients of State early childhood education funds. The District has identified The City of Oakland, as qualified subcontractor.

Discussion

One paragraph summary of the scope of work.

Approval by the Board of Education of the subcontract with the City of Oakland in an effort to protect the districts state funding reductions in future years.

Recommendation

Approval of Subcontract between Oakland Unified School District and The City of Oakland. A Portion of the District Child Development funding for the period of Sept. 1, 2016 through June 30, 2017.

Fiscal Impact

Funding resource name: 6105 General Child Development Program (CCTR) will subcontract services for an amount not to exceed \$200,000.00. The District will earn an administrative fee for the subcontract of approximately \$15,000.00

Attachments

- Resolution No.
- Subcontract Agreement
- Certificate of Insurance



CONTRACT JUSTIFICATION FORM

**This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.**

Legislative File ID No. 16-2329

Department: Superintendent

Vendor Name: The City of Oakland

Contract Term: Start Date: Nov. 1, 2016 End Date: June 30, 2017

Annual Cost: \$ 15,000.00

Approved by: General Counsel

Is Vendor a local Oakland business? Yes ☒ No ☐

Why was this Vendor selected?

Expertise in Proving quality, comprehensive child care and education.

Summarize the services this Vendor will be providing.

The vendor will provide Early Childhood Education and facilities to help the District fulfill the State grant contract.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

2) Please check the competitive bid exception relied upon:

- ☐ **Educational Materials**
- ☒ **Special Services** contracts for financial, economic, accounting, legal or administrative services
- ☐ **CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- ☐ **Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- ☐ **Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- ☐ **Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- ☐ **Emergency** contracts [requires Board resolution declaring an emergency]
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - ☐ contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - ☐ Western States Contracting Alliance Contracts (WSCA)
 - ☐ California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- ☐ **"Piggyback" Contracts** with other governmental entities
- ☐ **Perishable Food**
- ☐ **Sole Source**
- ☐ **Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- ☐ **Other, please provide specific exception**

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**

Resolution No. 16-0074

RESOLUTION AUTHORIZING SUBCONTRACTING TO THE CITY OF OAKLAND, HEAD START PROGRAM A PORTION OF THE OAKLAND UNIFIED SCHOOL DISTRICT'S FISCAL YEAR 2016-17 CHILD DEVELOPMENT FUNDING

WHEREAS, Oakland Unified School District ('the District') is under earning its State child development contract for the 2016-17 fiscal year; and

WHEREAS, the 2016-17 fiscal year is the ninth fiscal year of under earning of the contract; and

WHEREAS, subcontracting a portion of the District's State contract funding is authorized and permissible under State regulations; and

WHEREAS, subcontracting will not prevent the District from continuing to enroll families or to open new classrooms in the District's ECE program; and

WHEREAS, absent subcontracting, the unearned amounts due to closed centers would not be earned; and

WHEREAS, subcontracting will not result in a reduction in children served or staff employed by the District to serve children in the ECE program; and

WHEREAS, the District has identified The City of Oakland, a nonprofit public benefit corporation, with locations throughout Alameda County as a qualified subcontractors; and

WHEREAS, The City of Oakland serve children outside of the attendance areas of the District, but within Alameda County which may be served under the District's contract; and

WHEREAS, The City of Oakland. has many years of experience in providing quality and comprehensive child care and education, have experience in administering subcontracts from Local Education Agencies, such as the District, and have no audit, performance or fiscal exceptions that would make them ineligible; and

WHEREAS, the District's ECE program, as the subcontracting entity, may recover from The City of Oakland seven and a half percent (7.5%) administrative contract management fee; and

WHEREAS, The City of Oakland has the facility capacity to earn the funds the District will subcontract; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Oakland Unified School District authorizes the District, subject to the requirement that The City of Oakland comply with all the terms and conditions in the original funding to the District, to subcontract an amount, not to exceed \$200,000.00 of the District's State funding for Child Development Centers for the period of Sept. 1, 2016

to June 30, 2017 to The City of Oakland, with an administrative fee in the amount of \$ 24,453.00 payable by the City of Oakland to the District.

PASSED BY THE FOLLOWING VOTE:

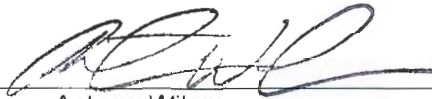
AYES: Jody London, Aimee Eng, Jumoke Hinton Hodge, Shanthi Gonzales
and Vice President Nina Senn

NAYS: None

ABSTAINED: None

ABSENT: Roseann Torres and President James Harris

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted at a Special Meeting of the Governing Board of the Oakland Unified School District held on November 15, 2016 at Oakland, CA.



Antwan Wilson
Secretary, Board of Education
Oakland Unified School District

File ID Number: 16-2329
Introduction Date: 11-15-16
Enactment Number: 16-1769
Enactment Date: 11-15-16
By:

**Subcontract
Between
The Oakland Unified School District
And
The City of Oakland, Head Start Program**

This Subcontract ("Subcontract") is entered into by the Oakland Unified School District (the "District") and The City of Oakland of 150 Frank Ogawa Plaza, with its main offices in Oakland, California. The City of Oakland offers comprehensive child care and development programs in Oakland for preschoolers.

RECITALS

WHEREAS, the Board of Education accepted funding from the California Department of Education for the District's Early Childhood Education programs for the 2016-17 fiscal year; and

WHEREAS, the District is anticipating under earning its State Child Development contract for the 2016-17 fiscal year;

WHEREAS, the 2016-17 fiscal year is the ninth fiscal year of under earning of the contract;

WHEREAS, subcontracting a portion of the District's State contract is authorized and permissible under State regulations;

WHEREAS, subcontracting will not prevent the District from continuing to enroll families or to open new classrooms in the District's ECE program

WHEREAS, the District has identified The City of Oakland as a qualified subcontractor;

WHEREAS, The City of Oakland has many years of experience in providing quality and comprehensive child care and early childhood education, has experience in administering subcontracts with Local Education Agencies, such as the District, and has no audit, performance or fiscal exceptions that would make it ineligible to subcontract with the District;

WHEREAS, under State regulations, the District's ECE program, as the subcontracting entity is responsible for managing and administering the subcontract with The City of Oakland, may recover from The City of Oakland a 7.5 percent (7.5%) administrative contract management fee; and

WHEREAS, The City of Oakland has the facility capacity to earn the funds the District will subcontract;

RESOLVED, that the District and The City of Oakland agree to enter into this Subcontract and agree to the following terms and conditions:

1. **Term:** This Subcontract shall become effective on Nov. 1, 2016 the date approved by the Board of Education of the District and shall expire on July 1, 2017.
2. **Subcontract Amount:** The District hereby agrees to subcontract from the CCTR- 6008 Contract with the amount, not to exceed \$200,000.00 of the District's State funding for Early Childhood programs for the fiscal year ending June 30, 2017 as follows:

Contract	Minimum Child days of enrollment (CDE) requirement	Minimum Child days of enrollment (MDO) requirement	Rate per Child Per day of fulltime enrollment	Maximum amount of the contract
CCTR 6008	4617.87	163	\$43.31	\$200,000

3. **Subcontract Management and Administration Fee:** The City of Oakland agrees that the District will withhold a management and administration fee of 7.5% to cover the expenses incurred by the District in managing and administering the Subcontract. Said fee shall be deducted from the gross amount due to The City of Oakland each month based on the invoice and this agreement.

4. Incorporation by Reference of Terms and Conditions: The (a) Funding Terms and Conditions and program requirements for the California State Preschool Child Development programs and the Child Care and Development programs for the fiscal year 2016-17 including as they may be subsequently amended by the State and (b) the federal certifications and the standard provisions for State contracts that are attached to the FY 2016-17 terms and conditions, are incorporated by reference herein and apply without change or modification to this Subcontract.

5. Identification of Specific Requirements: (a) The City of Oakland to make available to OUSD the following documentation for each child claimed: 1) Current NOA for FY2016-17; 2) Income calculation worksheet and income need and verification documentation; 3) Completed 9600 form.

6. Reporting Requirements: (a) The City of Oakland will submit 801A family file data on-line to the California Department of Education, Child Development Division no later than the 10th of every month for the service period of the previous month; (b) The City of Oakland will submit 801B data to the California Department of Education, Child Development Division by the mandated deadline each month.

7. Payment Process Required Documentation: (a) All monthly attendance accounting documentation must be submitted by contract type and match (exactly) the 801A file that is submitted by the agency to the Child Development Division; and CDMIS management report showing 801A total number of children by program code (b) All claims must be supported by (exactly) the 9400 report; (c) The City of Oakland must submit the 9500 HR report of attendance and expenditures to OUSD as required; (d) all attendance and fiscal reports, plus invoice must be submitted to the Oakland Schools by the 1st, 2nd, 3rd, and 4th quarter of FY 2016-17.

8. Notice: All final claims and invoices must be submitted by the City of Oakland to OUSD no later than July 9, 2017. All notices and invoices provided for under this Subcontract shall be in writing and either personally delivered during normal business hours or sent electronically to the other party at the address set forth below.

The District

Oakland Unified School District
Early Childhood Education
1025 4th ave
Oakland, CA 94606
Attn: Christie Anderson, Director

The City of Oakland

City of Oakland Head Start/Early Head Start Program
Human Services Department
150 Frank Ogawa Plaza, Ste 5352
Oakland, CA 94612
Attn: Sara Bedford, Department Director

9. Insurance

Workers Compensation Insurance: The City of Oakland shall procure and maintain at all times during the term of this Subcontract, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal Laws, when applicable. Employers' Liability shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

General Liability Insurance: The City of Oakland shall maintain 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 the District and shall name the District as an additional insured. Evidence of insurance must be attached. Inclusion of the District as an additional insured shall not affect the District's rights to any claim, demand, suit or judgment made, brought or recovered against The City of Oakland. The policy shall protect The City of Oakland and the District in the same manner as though each were separately issued.

10. Indemnification: The City of Oakland agrees to hold harmless, indemnify, and defend the District and its Board of Education, 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 Subcontract. The City of Oakland also agrees to hold harmless, indemnify, and defend the District 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 The City of Oakland in connection with the performance of this Subcontract. This provision survives termination of this Subcontract.

11. Assignment: The obligations of The City of Oakland, under this Subcontract shall not be assigned by The City of Oakland without the express prior written consent of the District.

12. Waiver: No delay or omission by either party in exercising any right under this Subcontract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Subcontract.

13. Termination: the District may at any time terminate this Subcontract upon 90 day written notice to The City of Oakland. In addition, the District may terminate this Subcontract for cause should The City of Oakland fail to perform any part of this Subcontract. In the event that the State Department of Education determines the need to reduce funding levels for OUSD contracts, OUSD maintains the right to reduce the amount of the subcontract or terminate the subcontract agreement within 90 days provided a written notice.

14. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to The City of Oakland services under this Subcontract and The City of Oakland certifies its compliance with these provisions as follows: ("The City of Oakland certifies that The City of Oakland has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all The City of Oakland employees, subcontractors, agents, and subcontractors' employees or agents employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of The City of Oakland, who may have contact with the District pupils in the course of providing services pursuant to the Subcontract, and the California Department of Education determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. The City of Oakland further certifies that it has received and reviewed fingerprint results for each of its Employees and has requested and reviewed subsequent arrest records for all providing services and this Subcontract.

The City of Oakland:

AB SBL


15. No Rights in Third Parties: This Subcontract does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

16. Litigation: This Subcontract shall be 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 Subcontract. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.

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

18. **Integration/Entire Subcontract of Parties:** Except as expressly provided in this Subcontract, all other FY 2016-17 terms and conditions shall remain unchanged and in full force and effect as originally stated. The Subcontract constitutes the entire understanding and agreement between the Parties in connection with the subject matter of this Subcontract. All understandings, agreements, covenants, representations and warranties, express or implied, oral or written between the Parties are contained and merged herein. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by or between the Parties concerning the subject matter of the Subcontract. This is an integrated agreement. It may not be altered, modified or otherwise changed in any respect except in a writing

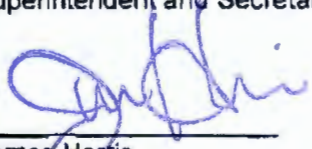
The City of Oakland

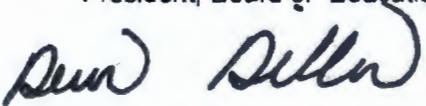

Sabrina Landreth, City Administrator

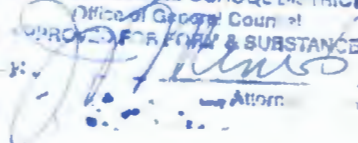

Sara Bedford, Director Human Services Department

The Oakland Unified School District


Antwan Wilson
Superintendent and Secretary, Board of Education


James Harris
President, Board of Education


Devin Dillon, Ph.D
Chief Academic Officer

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE

Attorney

File ID Number: 16-2329
Introduction Date: 11-15-16
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By:

CITY OF OAKLAND CERTIFICATE OF SELF-INSURANCE

CERTIFICATE HOLDER: Oakland Unified School District
900 High Street
Oakland, Ca 94601

LOCATION OF OPERATION: West Grand; Arroyo Viejo; Lion Creek Crossings; San Antonio Park; and Broadway
Early Head Start Program in the City of Oakland.

DESCRIPTION OF ACTIVITY: Early Head Start/OUSD Child Care Program Services

DATE(S) OF COVERAGE: 11/01/2016 through 6/30/2017

CERTIFICATE ISSUER: CITY OF OAKLAND
HUMAN RESOURCES MANAGEMENT
RISK MANAGEMENT DIVISION
150 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612
510-238-7165

This is to certify that the City of Oakland is self-insured for the following coverages:

<u>Type of Coverage(s)</u>	<u>Self-Insured Limit(s)</u>
I. General Liability:	\$1,000,000 ea, occurrence
II. Auto Liability:	\$1,000,000 CSL
III. Workers' Compensation And Employers' Liability	Statutory Limits E.L. each accident \$1,000,000 E.L. Disease—ea. Employee \$1,000,000 E.L. Disease—Policy Limit \$1,000,000
<p>SPECIAL TERMS AND CONDITIONS: The following entities are hereby named as additional insured for the above referenced project in the covered areas of General Liability and Automobile Liability, but only as regards work performed by or on behalf of the City of Oakland and its employees in conjunction with the referenced event:</p> <ul style="list-style-type: none"> • Oakland Unified School District, 900 High Street, Oakland, CA 94601 <p>Should any of the above described programs of self-insurance be modified or cancelled before the expiration date shown below, the City of Oakland will give 30 days written notice to the named certificate holder.</p> <p>It should be expressly understood, however, that the intent of the insurance evidenced herein is extended pursuant to the Administrative Policies of the City of Oakland, which does not permit any assumption of liability which does not result from and is not caused by the negligent acts or omissions of its officers, agents, or employees. Any indemnification or hold harmless clause with broader provisions shall invalidate this certificate.</p> <p><i>Note: Any unauthorized alteration of this certificate will render the intended coverage null and void.</i></p>	

DATE ISSUED:

September 30, 2016

CERTIFICATE EXPIRES:

June 30, 2017

Deborah Grant

AUTHORIZED SIGNATURE
RISK MANAGER