

Board Office Use: Legislative File Info.

File ID Number	16-0601
Introduction Date	4-27-16
Enactment Number	
Enactment Date	



**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)

Subject Professional Services Contract Amendment No. 1
Kusum Crimmel
Oakland Tech High School 305 (site/department)

Action Requested Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School 305 for the period of 8/17/2015 through 6/30/2016.

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

This amendment is required because the Contractor was hired as an employee of the Oakland Unified School District after she provided 90 hours of service under the original contract.

Discussion
One paragraph summary of the amended scope of work.

Contractor agrees to provide 90 hours of service to develop a Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families. This is a reduction of 990 hours, from the original 1080 hours to 90 hours.

Recommendation Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School 305 for the period of 8/17/2015 through 6/30/2016.

Fiscal Impact Funding resource name (please spell out) Unrestricted Discretionary not to exceed ~~\$46,658.00~~ 4150.00

Attachments

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

Board Office Use: Legislative File Info.	
File ID Number	16-0661
Introduction Date	
Enactment Number	
Enactment Date	



**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)

Subject Professional Services Contract Amendment No. 1 -
Kusum Crimmel -
Oakland Tech High School 305 (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School 305 for the period of 8/17/2015 through 6/30/2016.

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

This amendment is required because the Contractor was hired as an employee of the Oakland Unified School District after she provided 90 hours of service under the original contract.

Discussion
One paragraph summary of the amended scope of work.

Contractor agrees to provide 90 hours of service to develop a Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families. This is a reduction of 990 hours, from the original 1080 hours to 90 hours.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School 305 for the period of 8/17/2015 through 6/30/2016.

Fiscal Impact Funding resource name (please spell out) Unrestricted Discretionary
not to exceed -\$45,658.80 4150.00

Attachments

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



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

Legislative File ID No. _____

Department: Oakland Technical High School

Vendor Name: Kusum Crimmel

Contract Term: Start Date: 8/17/2015 End Date: 6/30/3016

Annual Cost: \$ reduce by \$45,658.80

Approved by: Staci Ross-Morrison, Principal

Is Vendor a local Oakland business? Yes ☒ No ☐

Why was this Vendor selected?

Vendor was hired to by an employee of OUSD and the balance of the Professional Service Contract hours are no longer required.

Summarize the services this Vendor will be providing.

Contractor agrees to provide 90 hours of service to develop a Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families. This is a reduction of hours from 1080 to 90, a total reduction of 990 hours. The 90 hours of services have already been completed prior to this amendment.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

Researched average annual income for this industry

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**

This is an amendment to reduce the number of hours in the previously approved Professional Services Contract.

Board Office Use: Legislative File Info.	
File ID Number	
Introduction Date	
Enactment Number	
Enactment Date	



**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

Kusum Crimmel

(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 8/17/2015,
and the parties agree to amend that Agreement as follows:

1. Services:	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> . 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. <input type="checkbox"/> <u>Revised scope of work attached.</u> OR <input checked="" type="checkbox"/> The CONTRACTOR agrees to provide the following amended services: Contractor agrees to provide 90 hours of service to develop a Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families. This is a reduction of 990 hours, from the original 1080 hours to 90 hours.
2. Terms (duration):	<input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input type="checkbox"/> The term of the contract has <u>changed</u> . If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is <u>6/30/2016</u> .
3. Compensation:	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u> . If the compensation has changed: The contract price is amended by <input type="checkbox"/> Increase of \$ _____ to original contract amount <input checked="" type="checkbox"/> Decrease of \$ <u>45,658.80</u> to original contract amount and the new contract total is <u>Four thousand, one hundred fifty and 80/100</u> dollars (\$ <u>4,150.80</u>)

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

[Signature]
☐ President, Board of Education
☐ Superintendent
☒ Chief or Deputy Chief

Secretary, Board of Education

Date

CONTRACTOR

[Signature]
Contractor Signature

Kusum Crimmel, PBIS Lead
Print Name, Title

1/8/16
Date

Date

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.

The contractor will increase the number of students receiving supports in an effort to reduce suspension, substance abuse, bullying and other forms of harassment and violence, and foster student leadership. Within the framework of Response to Intervention (RTI), the contractor will develop a school-wide Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families to reduce disproportionality in suspensions and unwarranted referrals to special education. The contractor will train peer mediators to provide mediation in response to minor offenses and to resolve peer conflicts and repair harms caused, and implement restorative justice practices including community-building circles. Contractor will facilitate associated family and community conferences as an alternative to suspension, and circles to support the re-entry of students returning from expulsion and incarceration. Contractor will maintain documentation of students served and assist in the evaluation of outcomes related to interventions provided.

- 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.

The contractor's services will be available to the entire Oakland Tech student body of 1,900 students, with a minimum of 100 students receiving direct service during the first year. As a result of these services, Oakland Tech will measure a 10% reduction in racially disproportionate suspensions, a 10% increase in the number of students who report feeling connected to the school, a decrease in the number of students who report personal harassment or bullying on school property, a decrease in the percentage of students who report (30-day) alcohol use, and an overall improvement in the school climate index as measured by the California Healthy Kids Survey (CHKS).

- 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 type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" type="checkbox"/> Full service community district |

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

Please select:

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

- ☐ **Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

- 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 2015-2016

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



OAKLAND UNIFIED
SCHOOL DISTRICT

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.

- 1 Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- 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 must change. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
- 4 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) richard.fairly@ousd.org

Contractor Information

Contractor Name	Kusum Crimmel	Agency's Contact	Kusum Crimmel			
OUSD Vendor ID #	I005744	Title	Owner			
Street Address	3167 Eastman Ave.	City	Oakland	State	CA	Zip 94619
Telephone	510-220-1589	Email required	kusum.crimmel@ousd.org			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 49,809.60	Original PO #	P1600930	New Requisition #	
Amended Amount	-\$ 45,658.80	Start Date	8/17/2015	End Date	6/30/2016
New Total Contract Amount	\$ 4,150.80	Pay Rate Per Hour	\$ 46.12	# of Hours	-990

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
0000	Unres Discretionary	3051106101	5825	-\$ 45,658.80 - 4150.80
			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	Administrator / Manager (Originator)		Name	Staci Ross-Morrison	Phone	510-450-5400
	Site/Department (Name & #)		Oakland Tech High School	305	Fax	510-450-5428
	Signature		<i>[Signature]</i>		Date Approved	1-8-16
2	Resource Manager , if using funds managed by <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community, School Development <input type="checkbox"/> Community Schools & Student Services Dept.					
	<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	Network Superintendent/Deputy Network Superintendent					
	Signature		<i>[Signature]</i>		Date Approved	2/23/16
	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100					
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>[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			