

TEACHING AND LEARNING

Oakland Unified School District
1000 Broadway, Suite 600 – Oakland, CA 94607
Devin Dillon, Chief Academic Officer • 879 8156
David Chambliss, Deputy Chief – Teaching and Learning • 510.978.1079 • David.Chambliss@ousd.org



OAKLAND UNIFIED
SCHOOL DISTRICT

Board Office Use: Legislative File Info.	
File ID Number	16-0725
Introduction Date	5-11-16
Enactment Number	160679
Enactment Date	5/11/16

Memo

To Board of Education
From Antwan Wilson, Superintendent
Devin Dillon, Chief Academic Officer

Board Meeting Date
(To be completed by
Procurement) 5/11/16

SUBJECT: Agreement with Stetson & Associates, Inc. for the latter to facilitate/co-facilitate Inclusion Task Force meetings for the District. Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term January 4, 2016 through June 30, 2016.

ACTION REQUESTED

Approval by the Board of Education of an Agreement between the Stetson & Associates, Inc., for the latter to facilitate/co-facilitate Inclusion Task Force meetings for the District. Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term January 4, 2016 through June 30, 2016.

SUMMARY

The specific services to be provided to be provided included:

Conducting classroom observations to observe instruction and services provided to students with disabilities. This task is proposed to enable trainers to have a clear perspective of current services and challenges in the district;

Presenting two half-day administrative overview sessions for principals from participating schools;

Providing one round of the three-day Step-by-Step for Inclusive Schools teams training. A team of 5-7 members from each participating school will attend; and

Providing one day of follow-up technical assistance for each participating school.

Participating schools include the following new inclusion schools and the schools listed below that are currently implementing some inclusion practices and policies:

New Inclusion Schools

- Network 1: Bella Vista, ML King J.,
- Network 2: Fruitvale, Redwood Heights
- Network 3: Markham, Howard, EnCompass (expanded)
- MS: Bret Harte (expanded), Roosevelt
- HS: Castlemont

Schools Currently Implementing some Inclusion practices and policies

- Acorn Woodland
- Carl Munck
- Chabot
- Cleveland
- Crocker Highlands
- Crocker Highlands and EnCompass
- Garfield
- Hillcrest
- Joaquin Miller
- Piedmont Avenue
- Sequoia
- Bret Harte
- Edna Brewer
- Montera
- Oakland International
- Oakland Tech
- Oakland Tech Upper Campus
- Skyline HS

DISCUSSION

Approval by the Board of Education of an Agreement between the Stetson & Associates, Inc., for the latter to facilitate/co-facilitate Inclusion Task Force meetings for the District. Terms of the MOU are binding on its signatories for the duration of its effect, from the time of its signing by all parties, as specified, for the term January 4, 2016 through June 30, 2016.

ATTACHMENTS

Memorandum of Understanding
District Routing Form



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

Legislative File ID No. 16-0725

Department: Teaching and Learning

Vendor Name: Stetson & Associates, Inc.

Contract Term: Start Date: 01/01/2016 End Date: 06/30/2016

Annual Cost: \$ 50,600.00

Approved by: David Chambliss

Is Vendor a local Oakland business? Yes ☐ No ☒

Why was this Vendor selected?

Unique knowledge of national practices regarding Inclusive Practices was required. This vendor has also worked with San Francisco Unified School District, with their implementation of Inclusion, and therefore has specific knowledge of the Bay Area, and the diverse needs of our communities.

Summarize the services this Vendor will be providing.

This vendor will provide a series of trainings for teachers and principals, and central office staff of the Step-by-Step procedures for implementing Inclusion/inclusive practices. They will also provide technical assistance to the 10 new inclusion schools, provide walk-through and a report on their observations in the 17 current inclusion schools, as well as provide administrative overviews to the Inclusion Task Force, and Cabinet level leadership.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

Rates are consistent with the market rate for similar services, and the vendor has specific experience with implementing inclusion/inclusive practices diverse Bay Area communities - not available from another vendor.

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 \$86,000 (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
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 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**

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**AGREEMENT
Between
OAKLAND UNIFIED SCHOOL DISTRICT
and
STETSON & ASSOCIATES, INC.**

1. INTENT

The Oakland Unified School District (hereinafter "the District" or "OUSD") hereby enters into a professional services agreement with STETSON & ASSOCIATES, INC. (hereinafter "STETSON & ASSOCIATES," "CONSULTANT" or "CONTRACTOR") of Houston, TX, for the latter to facilitate/co-facilitate Inclusion Task Force meetings for the District. The specific services to be provided included:

- 1) Conducting classroom observations to observe instruction and services provided to students with disabilities. This task is proposed to enable trainers to have a clear perspective of current services and challenges in the district;
- 2) Presenting two half-day administrative overview sessions for principals from participating schools;
- 3) Providing one round of the three-day Step-by-Step for Inclusive Schools team training. A team of 5-7 members from each participating school will attend; and
- 4) Providing one day of follow-up technical assistance for each participating school.

Participating Schools include the following new inclusion schools and the schools listed below that are currently implementing some inclusion practices and policies:

NEW INCLUSION SCHOOLS

Network 1: Bella Vista, ML King, Jr.,
Network 2: Fruitvale, Redwood Heights
Network 3: Markham, Howard, EnCompass (expanded)
MS: Bret Harte (expanded), Roosevelt
HS: Castlemont

SCHOOLS CURRENTLY IMPLEMENTING SOME INCLUSION PRACTICES AND POLICIES

Acorn Woodland
School
Carl Munck
Chabot
Cleveland
Cleveland
Crocker Highlands
Crocker Highlands and Encompass
Garfield

Hillcrest
Joaquin Miller
Piedmont Ave
Sequoia
Bret Hart
Edna Brewer
Montera
Oakland International
Oakland Tech
Oakland Tech Upper Campus
Skyline HS

2. TERMS AND CONDITIONS

- 2.1 **Term of Agreement.** The term of this agreement shall be January 4, 2016 to June 30, 2016 and may be extended by written agreement of both parties.
- 2.2 **Fees.** The fees shall not exceed \$50,600 as more explicitly defined in Attachment A which is incorporated by reference herein plus travel expenses not to exceed \$10,000.
- 2.3 **Simultaneous Services by Consultant to Other Clients.** The District acknowledges its understanding that Consultant is actively involved in furnishing services similar to those provided by this contract for other clients. Consultant shall not be limited in any way in performing services for other clients that do not prevent it from discharging its obligations under this Agreement.
- 2.4 **Due Diligence and Lack of Warranty.** CONSULTANT shall exercise due diligence and its commercially reasonable efforts in performing the services required by this Agreement. Consultant makes no warranty, express or implied, as to the results of the services provided.
- 2.5 **Notice of Termination.** OUSD may at any time terminate this Agreement upon not less sixty (60) days written notice to CONSULTANT. OUSD shall compensate CONSULTANT for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this agreement for cause should CONSULTANT fail to perform any part of this Agreement, in which case OUSD shall provide CONSULTANT thirty (30) days written notice of the breach, during which time CONSULTANT shall have the opportunity to cure. 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, CONSULTANT shall pay the reasonable, additional cost. OUSD's right to terminate this Agreement is not its exclusive remedy but is in addition to all other remedies available to the OUSD by law, in equity, or under the provisions of this Agreement. Upon any termination of this Agreement, CONSULTANT shall immediately provide OUSD with complete and accurate copies or originals - where appropriate - of all documents in its possession belonging to OUSD. CONSULTANT further agrees to do all other things reasonably necessary to cause an orderly transition of services without detriment to the rights of OUSD.

- 2.6 **Choice of Laws.** This Agreement is governed by the laws of the State of California.
- 2.7 **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.
- 2.8 **Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under this AGREEMENT, CONSULTANT 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. CONSULTANT 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, CONSULTANT agrees to require like compliance by all of its subcontractor(s).
- 2.9 **Limitation of Liability.** Other than as provided in this Agreement, OUSD's and CONSULTANT'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 or CONSULTANT 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.

3. AREAS OF AUTHORITY

- 3.1 **Independent Contractor.** This is not an employment contract. CONSULTANT, is an independent contractor or business entity, and will be responsible for operations and management of its employees to sufficiently carry out the agreed upon Scope of Work. CONSULTANT 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 or entitled to employees of OUSD, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT shall assume full responsibility for payment of all Federal, State, and local taxes or contributions necessary to do business in the State of California, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.
- 3.2 **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.
- 3.3 **Ownership of Documents.** All documents created by CONSULTANT pursuant to this Agreement, including but not limited to reports, designs, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by CONSULTANT, are and shall be at the time of creation and thereafter the property of the OUSD, with all intellectual property rights therein vested in the OUSD at the time of creation. The OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the OUSD. CONSULTANT may retain a copy of all materials produced under this Agreement for its use in its business activities.

3.4 **Copyright/Trademark/Patent/Ownership.** CONSULTANT 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.

3.5 **Confidentiality.** OUSD, the CONSULTANT and all CONSULTANT's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information and documents received that are labeled as confidential. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement for a period of five (5) years.

4. INDEMNIFICATION

CONSULTANT shall indemnify and save harmless the District and its officers, State Trustee, agents and employees from, and, if requested, shall defend them against any and all third party loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of CONSULTANT or loss of or damage to tangible property, arising directly or indirectly from CONSULTANT's performance of this Agreement, except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of the District and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on CONSULTANT, its agents or employees. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and the District's costs of investigating any claims against the District.

In addition to CONSULTANT's obligation to indemnify the District, CONSULTANT specifically acknowledges and agrees that CONSULTANT has an immediate and independent obligation to defend the District from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to CONSULTANT by the District and continues at all times thereafter.

5. BILLING

- a. Bills for CONSULTANT fees and expenses must be submitted monthly and within 90 days of the end of the billing period unless otherwise agreed. Bills or invoices will be paid by the District within thirty (30) days of receipt and should be emailed to:

Dr. Devin Dillon, Chief Academic Officer
devin.dillon@ousd.org
and
Kristin Elizade
kristin.elizade@ousd.org

- b. The District will not pay for amounts not reflected on bills or invoices.
- c. The District will pay only the actual costs for reasonable expenses without any premiums or markups.
- d. The District retains the right to audit all bills or files that are or have been the subject matter of any billing in the past. Such an audit will require CONSULTANT to produce any and all documentation that would support the billing submitted by CONSULTANT. CONSULTANT will produce any individual who has submitted billing on behalf of the firm, as well as any firm personnel who would have knowledge or information regarding any billing, and the firm shall produce such persons to answer any and all questions

regarding the billings. CONSULTANT acknowledges that the District may utilize its own personnel, an outside auditing service, or such other company or service to perform such audits.

6. WAIVER

Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

7. MODIFICATION OF AGREEMENT

The parties may amend this Agreement in writing by mutual consent. Changes, including any increase or decrease in the amount of the CONSULTANT's compensation, shall only be effective upon proper Board approval and execution of a duly authorized written amendment to this Agreement.

8. COMPLIANCE WITH LAWS

CONSULTANT shall keep itself fully informed of the applicable state and federal law affecting the performance of this Agreement, including but not limited to any and all restrictions and requirements of the Lobbying Disclosure Act, and shall at all times comply with such laws as they may be amended from time to time.

9. SECTION HEADINGS

The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.

10. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and supersedes all other oral or written provisions.

11. SEVERABILITY

If any term or provision of this Agreement shall be found illegal or unenforceable, this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

12. NON-SOLICITATION

During the term of this Agreement and for one (1) year thereafter, neither party shall hire or solicit for hire the employees of the other party introduced by virtue of this Agreement.

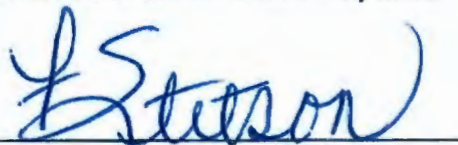
13. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:

The Parties certify to the best of their knowledge and belief, that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or CONTRACTOR according to Federal Acquisition

Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>

IN WITNESS WHEREOF, the parties hereto agreed to be bound and have executed this Agreement on the day first mentioned above.

STETSON & ASSOCIATES, INC.

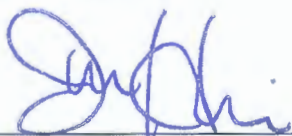


Frances Stetson, Ph.D.

Oakland Unified School District

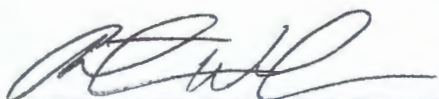


Dr. Devin Dillon



President, Board of Education

File ID Number: 16-0775
Introduction Date: 5/11/16
Enactment Number: 16-0679
Enactment Date: 5/14/16
By: [Signature]



Superintendent and Secretary, Board of Education
Oakland Unified School District

Approved as to Form



Jacqueline P. Minor, General Counsel



Inclusion Task Force Meeting Facilitation & Step by Step Training and Technical Assistance

Task	# Days	# Consultants	Cost
1. Facilitate/co-facilitate Inclusion Task Force meetings for Oakland Unified School District.	4	1	\$9,200.00
2. Conduct classroom observations to observe instruction and services provided to students with disabilities. This task is proposed to enable trainers to have a clear perspective of current services and challenges in the district.	1	1	N/A (tack on to existing trips)
3. Present two half-day Administrative Overview sessions for principals from participating schools.	1	1	\$2,300.00
4. Provide one round of the three-day Step by Step for Inclusive Schools team training. A team of 5-7 members from each participating school will attend.**	3	2	\$13,800.00
5. Provide one day of follow-up technical assistance for each participating school.	10	1	\$23,000.00
TOTAL	22		\$50,600.00

*Travel expenses are estimated as follows: Airfare (10 flights) \$10,000.00; Hotel (22 nights) \$3,520.00; Rental Car (14 days) \$1,190.00; Per Diem (22 days) \$1,012.00; Mileage (10 trips) \$300.00; Airport Parking (22 days) \$375.00. TOTAL ESTIMATED TRAVEL: \$16,500.00. Total flat rate calculated to be \$2,300.00 per day.

Dates for Inclusion Task Force Facilitated Meetings

January 7 (Dr. Frances Stetson/Stephanie Clark)

January 14 (Stephanie Clark)

March 3 (Dr. Frances Stetson)

March 31 (Dr. Frances Stetson)

SAM Search Results
List of records matching your search for :

Search Term : "Stetson & Associates Inc.*"
Record Status: Active

No Search Results



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2015-2016

Basic Directions

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

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

Agency Information

Agency Name	Stetson & Associates, Inc	Agency's Contact Person	Frances Stetson, Ph.D.
Street Address	14343-G Torrey Chase Blvd.	Title	Consultant
City	Houston	Telephone	(281) 440-4220
State	TX	Zip Code	77014
		Email	fstetson@stetsonassociates.com
OUSD Vendor Number	1006964		
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)		

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	1/01/16	Date work will end	06/30/16	Total Contract Amount	50600
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
0008	On Going Fund-Blended/	909 1015 108	5825	\$ 41,600.00	R0164182
	Literacy/Int		5825	\$	
0007	One Time Funds-PEC	909 5300 101	5825	\$ 9,000.00	R0164182
	Support		5825	\$	

OUSD Contract Originator Information

Name of OUSD Contact	Laurie Panther	Email	Laurie.Panther	@ousd.k12.ca.us
Telephone	(510) 879-1785	Fax		
Site/Dept. Name	909/Teaching & Learning	Enrollment Grades	K	through 12

Approval and Routing (in order of approval steps)

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			
2. Oakland After School Programs Office			
3. Network Officer or Deputy Chief	<i>[Signature]</i>		4/12/16
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)	<i>[Signature]</i>		4/11/16
5. Board of Education or Superintendent			
Procurement	Date Received		

TEACHING AND LEARNING

Oakland Unified School District
1000 Broadway, Suite 600 – Oakland, CA 94607
Devin Dillon, Chief Academic Officer • 879.8156
David Chambliss, Deputy Chief – Teaching and Learning • 510.978.1079 • David.Chambliss@ousd.org



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools. Thriving Students.

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Memo

To Board of Education
From Antwan Wilson, Superintendent
Devin Dillon, Chief Academic Officer

Board Meeting Date
(To be completed by
Procurement)

Agreement *EK*
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