

Board Office Use: Legislative File Info.	
File ID Number	18-0749
Introduction Date	4/25/18
Enactment Number	18-0703
Enactment Date	4/25/18 er



Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent

Board Meeting Date
(To be completed by Procurement)

Subject Professional Services Contract Amendment No. 1 -
Bella Bikowsky
922 Community Schools and Student Services (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 Bella Bikowsky. Services to be primarily provided to 922 Community Schools and Student Services for the period of 7/1/17 through 6/30/18.

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

In October 2014, OUSD was awarded a Federal School Climate Transformation Grant to bring Positive Behavioral Intervention and Support (PBIS) to scale across all district schools over five years (2020). The grant is highly competitive and OUSD's award reflects positively on our work to reduce dis-proportionality over the past 3 years by implementing PBIS at more than 30 schools. Our ensuing goal is to add ten schools per year until all 80+ have received training and technical assistance to implement the framework school-wide. An essential component of the grant is to conduct ongoing outcome evaluation to insure continuous improvement and implementation fidelity. Bella Bikowsky, PhD. is a leader in PBIS implementation and evaluation and was selected to support the implementation of this grant.

Discussion
One paragraph summary of the amended scope of work.

Bella Bikowsky, PhD, LLC (Dr. Bella Bikowsky) will provide training and technical assistance in support of implementation for up to 25 school sites participating in the School Climate Transformation grant. Activities include professional development trainings, site-based consultation and support to principals and PBIS teams, training and support for all PBIS coaches and Behavioral Health staff supporting implementation, and PD with district leadership to build capacity to sustain implementation of Multi-Tiered Systems of Support beyond the grant period. Bella Bikowsky, PhD, LLC will also assist with the outcome evaluation for this grant to determine the impact of implementing PBIS to transform school climate and culture and improve the conditions for learning for African American students who have historically been excluded from instruction at higher rates than their peers. Total cost for training, TA, and evaluation will not exceed \$30,000 (12 Days) as outlined in the grant proposal. Bella Bikowsky, PhD, LLC assumes responsibility for all travel and lodging costs under this agreement. An additional 6 hours is needed.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Bella Bikowsky. Services to be primarily provided to 922 Community Schools and Student Services for the period of 7/1/17 through 6/30/18.

Fiscal Impact Funding resource name (please spell out) Gf-Restr-IDEA B Early Int
not to exceed \$27,100.00

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. 17-1819

Department: 922 Community Schools and Student Services

Vendor Name: Bella Bikowsky

Contract Term: Start Date: 7/1/17 End Date: 6/30/18

Annual Cost: \$ 27,100.00

Approved by: _____

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

Worked with Vendor previously at OUSD

Summarize the services this Vendor will be providing.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

Price compared with other vendors

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 \$88,300 (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 \$88,300 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**

AMENDMENT ROUTING FORM 2017-18

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



Directions

Services beyond the original contract cannot be provided until the amendment is fully approved and PO is 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) kelly.leonard@ousd.org

Contractor Information

Contractor Name	Bella Bikowsky	Agency's Contact	Bella Bikowsky				
OUSD Vendor ID #	I007233	Title	Owner				
Street Address	PO Box 30503	City	Seattle	State	WA	Zip	98113
Telephone	206-948-2842	Email (required)	bell@bellabikowskyphd.com				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 26,500.00	Original PO #	P1801180	New Requisition #	R0183532
Amended Amount	\$ 600.00	Start Date	7/1/17	End Date	6/30/18
New Total Contract Amount	\$ 27,100.00	Pay Rate Per Hour		# of Hours	

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
3312	GF- Restr IDEA B+	9753312203	5825	\$ 600.00
			5825	
			5825	

Approval and Routing (in order of approval steps)

Services above original contract cannot be provided before the amendment is fully approved and the PO amount is increased by Procurement.

1.	Administrator / Manager (Originator)	Name	Barbara McClung	Phone	510-879-3636
	Site/Department (Name & #)	922 Community Schools and Student Services		Fax	510-879-4605
	Signature			Date Approved	3-22-18
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	3/23/2018
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$ _____				
	<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			Date Approved	3/26/18
5.	Superintendent, Board of Education <i>Signature on the legal contract</i>				
Legal Required if not using standard contract		Approved		Denied - Reason	
Procurement	Date Received			PO Number	

Board Office Use: Legislative File Info.	
File ID Number	17-1819
Introduction Date	4/25/18
Enactment Number	18-0703
Enactment Date	4/25/18 er



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools. Empowering Students.

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bella Bikowsky

(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on _____ and the parties agree to amend that Agreement as follows:

<p>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>.</p> <p>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.</p> <p><input type="checkbox"/> Revised scope of work attached. OR <input checked="" type="checkbox"/> The CONTRACTOR agrees to provide the following amended services:</p> <p><small>Bella Bikowsky, PhD, LLC (Dr. Bella Bikowsky) will provide training and technical assistance in support of implementation for up to 25 school sites participating in the School Climate Transformation grant. Activities include professional development trainings, site-based consultation and support to principals and PBIS teams, training and support for all PBIS coaches and Behavioral Health staff supporting implementation, and PD with district leadership to build capacity to sustain implementation of Multi-Tiered Systems of Support beyond the grant period. Bella Bikowsky, PhD, LLC will also assist with the outcome evaluation for this grant to determine the impact of implementing PBIS to transform school climate and culture and improve the conditions for learning for African American students who have historically been excluded from instruction at higher rates than their peers. Total cost for training, TA, and evaluation will not exceed \$30,000 (12 Days) as outlined in the grant proposal. Bella Bikowsky, PhD, LLC assumes responsibility for all travel and lodging costs under this agreement. An additional 8 hours is needed.</small></p>
<p>2. Terms (duration): <input type="checkbox"/> The term of the contract is <u>unchanged</u>. <input checked="" type="checkbox"/> The term of the contract has <u>changed</u>.</p> <p>If the term has changed: The contract term is extended by an additional <u>6 hours</u> (days/weeks/months), and the amended expiration date is <u>6/30/18</u>.</p>
<p>3. Compensation: <input checked="" type="checkbox"/> The contract price is <u>unchanged</u>. <input type="checkbox"/> The contract price has <u>changed</u>.</p> <p>If the compensation has changed: The contract price is amended by</p> <p><input checked="" type="checkbox"/> Increase of \$ <u>600.00</u> to original contract amount</p> <p><input type="checkbox"/> Decrease of \$ _____ to original contract amount</p> <p>and the new contract total is <u>twenty seven one hundred thousand</u> dollars (\$ <u>27,100.00</u>)</p>

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

Aimee Eng 4/26/18
 President, Board of Education Date
 Superintendent
 Chief or Deputy Chief
Dyl. H. ... 4/26/18
Secretary, Board of Education Date

CONTRACTOR

[Signature] 3/27/18
Contractor Signature Date

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.

Bella Bikowsky, PhD, LLC (Dr. Bella Bikowsky) will provide training and technical assistance in support of implementation for up to 25 school sites participating in the School Climate Transformation grant. Activities include professional development trainings, site-based consultation and support to principals and PBIS teams, training and support for all PBIS coaches and Behavioral Health staff supporting implementation, and PD with district leadership to build capacity to sustain implementation of Multi-Tiered Systems of Support beyond the grant period. Bella Bikowsky, PhD, LLC will also assist with the outcome evaluation for this grant to determine the impact of implementing PBIS to transform school climate and culture and improve the conditions for learning for African American students who have historically been excluded from instruction at higher rates than their peers. Total cost for training, TA, and evaluation will not exceed \$30,000 (12 Days) as outlined in the grant proposal. Bella Bikowsky, PhD, LLC assumes responsibility for all travel and lodging costs under this agreement. An additional 6 hours is needed.

- 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 outcome evaluation will assess the degree to which the project accomplishes its overall goals to improve school climate and thereby improve behavioral and academic outcomes for students – and the particular outcome targets listed in the grant narrative. It will seek to answer these research questions, based on the program goals: 1) How has the multi-tiered behavioral framework improved academic indicators? 2) Do the interventions and/or services reduce the number of disciplinary referrals (especially for those receiving Tier 2 and 3 interventions)? and, 3) Can schools succeed in implementing a multi-tiered behavioral approach with fidelity? Outcomes arising from training and technical assistance include higher rates of effective implementation at all three tiers of support as reflected in fewer office referrals for problem behavior, fewer behavioral referrals of African American students to Special Education, fewer suspensions overall at participating sites, and improved school climate measures according to the California Healthy Kids Survey.

- 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 type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input checked="" 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.