

Board Office Use: Legislative File Info.	
File ID Number	18-1469
Introduction Date	6/27/18
Enactment Number	18-1068
Enactment Date	6/27/18 os



Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
 Marcus Battle, Chief Business Officer
 Susan Beltz, Chief Technology Officer *SB*

Board Meeting Date June 27, 2018

Subject Amendment No. 2 the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting

Action Requested Approval of Amendment No. 2 to the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting.

Background Discussion Under the existing MOU, Arey Jones, a partner through whom the District purchases computer equipment, including Chromebooks, supports the District in asset tagging computer equipment, installing computer security tracking software and supporting the distribution of the asset tags and software. Under Amendment No. 1, the Parties agree to:

1. The term of the MOU is extended from July 1, 2018 to June 30, 2020.
2. The following vendors and products are added to those that Arey supports: CDW-G, Office Depot, and Projectors and Flat Screens valued at more than \$500.00
3. Including the cost of Integration Pricing for Chromebook Carts: \$22.49 per item, Windows Devices: \$13.00 per item and Apple Devices: \$21.50 per item. The price includes receive/warehouse, engraving, asset tag, asset collection and delivery /installation.

Recommendation Approval of Amendment No. 2 to the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting.

Fiscal Impact General and Restricted Funds determined on a per order basis

Attachments

- Amendment No. 1 & No. 2
- MOU



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 18-1469

Department: Technology Services Department

Vendor Name: Arey Jones

Contract Term: Start Date: 7/1/18 End Date: 6/30/2020

Annual Cost: \$90,000.00

Approved by: Susan Beltz

Is Vendor a local Oakland business? Yes ☐ No ☒

Why was this Vendor selected?

Existing Contractor; Amendment to add additional services.

Summarize the services this Vendor will be providing.

Vendor supports asset tracking of assets of more than \$500.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

Comparable prices.

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 ^{\$90,200}~~\$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**

Board Office Use: Legislative File Info.	
File ID Number	18-1469
Introduction Date	6/27/18
Enactment Number	18-1062
Enactment Date	6/27/18 os

**Amendment No. 2
To the
Memorandum of Understanding
Between
Arey Jones and the Oakland Unified School District**

By Enactment No. 15-2262 on November 18, 2015, and as amended by Enactment No. 16-1929 on December 14, 2016, the Board of Education approved a Memorandum of Understanding ("MOU") with Arey Jones to support the District's capital asset tagging, security program and computer distribution program. Under the MOU, Arey Jones, a partner through whom the District purchases computer equipment, including Chromebooks, supports the District in asset tagging computer equipment, installing computer security tracking software and supporting the distribution of the asset tags and software. The Parties hereby agree to amend and extend the Agreement as follows:

1. The term of the MOU is extended to June 30, 2020, provided however, the Agreement can be terminated without cause by the District on 60 days prior written notice.

2. The following vendors and products are added to those that Arey Jones supports:

- Apple – laptops, desktops & tablets

3. The District's points of contact for the MOU are changed to:

Susan Beltz, CTO
Susan.beltz@ousd.org

Johanna Turner, Capital Assets Manager
johanna.turner@ousd.org

Colleen Calvano, Executive Director, Technology Services
Colleen.calvano@ousd.org

4. Including the cost of Integration Pricing as follows:

- a. Chromebook Carts: \$22.49 per item – Includes complete white glove service; receive/warehouse, enroll into Chrome Management console and into individual OU, engraving, asset tag, population into cart, asset collection and delivery/install.
- b. Windows Devices: \$13.00 per item – Includes receive/warehouse, custom image, engraving, asset tag, asset collection and delivery install.
- c. Apple Devices: \$21.50 per item – Includes receive/warehouse, engraving, asset tag, asset collection and delivery install.

5. Arey Jones' point of contact for the MOU is changed to:

Keven Benson, Integration Manager
keven@areyjones.com

Erica Eichmann, Sales Manager
Erica.Eichmann@areyjones.com

6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary

Exclusion – OUSD and Arey Jones certify to the best of their knowledge and belief that OUSD's, Arey Jones', and their respective principals: 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 Amendment No. 2 to the Memorandum of Understanding, verify that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov>.

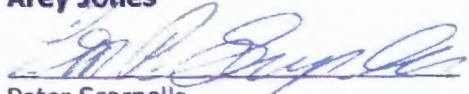
7. Except as expressly provided above, the MOU is unchanged.

8. This Amendment No. 2 to the MOU constitutes the entire understanding and agreement between the Parties.

9. All understandings, agreements, covenants, and representations, express or implied, oral or written, between the Parties are contained and merged herein. No other agreements, covenants, or representations, express or implied, oral or written, have been made by or between the Parties concerning the subject of this Amendment No. 2. This is an integrated Amendment No. 2. It may not be altered, modified or otherwise changed in any respect except in a writing signed by OUSD and Arey Jones.

IN WITNESS WHEREOF, the parties hereto agreed to be bound by and have executed this Amendment No. 2 to the MOU.

Arey Jones



Peter Scarpella
Vice President of Marketing and Sales

Oakland Unified School District



Aimee Eng
President, Board of Education



Kyla Johnson-Trammell
Superintendent & Secretary, Board of Education

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

By: 
Michael L. Smith, Attorney at Law

6/6/18

Board Office Use: Legislative File Info.	
File ID Number	16-2609
Introduction Date	12/14/2016
Enactment Number	16-1929
Enactment Date	12-14-16



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Susan Beltz, Interim Chief Technology Officer
Vernon Hal, Senior Business Officer

Board Meeting Date December 14, 2016

Subject **Amendment No. 1 to the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Action Requested **Approval of Amendment No. 1 to the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Background Discussion Under the existing MOU, Arey Jones, a partner through whom the District purchases computer equipment, including Chromebooks, supports the District in asset tagging computer equipment, installing computer security tracking software and supporting the distribution of the asset tags and software. Under Amendment No. 1, the Parties agree to:

1. The term of the MOU is extended from November 1, 2016 to June 30, 2018.
2. The following vendors and products are added to those that Arey supports: CDW-G, Office Depot, and Projectors and Flat Screens valued at more than \$500.00
3. Including the cost of Integration Pricing for Chromebook Carts: \$29.50 per item and Windows Devices: \$13.00 per item. The price includes receive/warehouse, engraving, asset tag, asset collection and delivery/installation.

Recommendation **Approval of Amendment No. 1 to the MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Fiscal Impact Funding resource name: n/a

Attachments

- Amendment No. 1
- MOU



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 16-2609

Department: Senior Business Officer

Vendor Name: Arey Jones

Contract Term: Start Date: 11/1/16 End Date: 6/30/18

Annual Cost: \$ 29.50/Chromebook; \$13/Windows device

Approved by: Senior Business Officer

Is Vendor a local Oakland business? Yes ☐ No ☒

Why was this Vendor selected?

Existing contractor; Amendment to add additional services

Summarize the services this Vendor will be providing.

Vendor supports asset tracking of assets of more than \$500

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

Comparable prices

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**

Board Office Use: Legislative File Info.	
File ID Number	16-2609
Introduction Date	12-14-16
Enactment Number	16-1979
Enactment Date	12-14-16

**Amendment No. 1
to the
Memorandum of Understanding
Between
Arey Jones and the Oakland Unified School District**

By 15-2262 on November 18, 2015, the Board of Education approved a MOU with Arey Jones to support the District's capital asset tagging, security program and computer distribution program. Under the MOU, Arey Jones, a partner through whom the District purchases computer equipment, including Chromebooks, supports the District in asset tagging computer equipment, installing computer security tracking software and supporting the distribution of the asset tags and software. The Parties hereby agree to amend the Agreement as follows:

1. The term of the MOU is extended from November 1, 2016 to June 30, 2018, provided however, the Agreement can be terminated by the District on 60 days prior written notice.
2. The following vendors and products are added to those that Arey supports:
 - CDW-G
 - Office Depot
 - Projectors and Flat Screens valued at more than \$500.00

3. The District's point of contacts for the MOU are changed to:

Susan Beltz, Interim CTO
Susan.beltz@ousd.org

Johanna Turner, Capital Assets Manager
johanna.turner@ousd.org

4. Including the cost of Integration Pricing as follows:

- a. Chromebook Carts: \$29.50 per item – Includes complete white glove service; receive/warehouse, enroll into Chrome Management console and into individual OU, engraving, asset tag, population into cart, asset collection and delivery/install.
- b. Windows Devices: \$13.00 per item – Includes receive/warehouse, custom image, engraving, asset tag, asset collection and delivery install.

5. Arey Jones point of contact for the MOU is changed to:

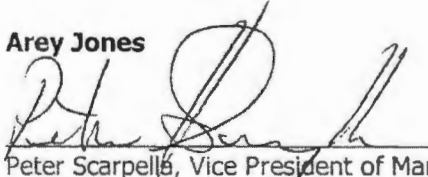
Keven Benson, Integration Manager
keven@areyjones.com

Erica Eichmann, Account Manager
Erica.Eichmann@areyjones.com

6. Except as expressly provided above, the Agreement is unchanged.
7. This Amendment No. 1 to the MOU constitutes the entire understanding and agreement between the Parties.
8. All understandings, agreements, covenants, and representations express or implied, oral or written between the Parties are contained and merged herein. No other agreements, covenants, or representations, express or implied, oral or written, have been made by or between the Parties concerning the subject of this Amendment. This is an integrated agreement. It may not be altered, modified or otherwise changed in any respect except in a writing signed by each party.

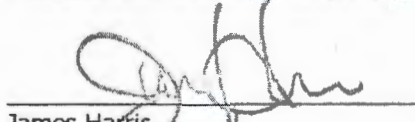
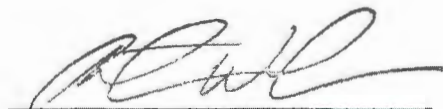
IN WITNESS WHEREOF, the parties hereto agreed to be bound and have executed this Amendment No. 1 to the MOU originally approved by the Oakland Unified School District Board of Education on November 18, 2015.

Arey Jones

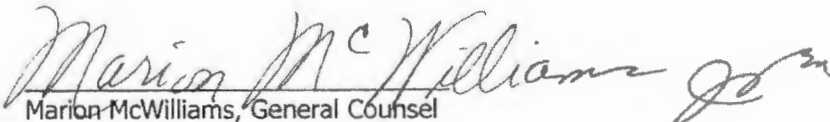


Peter Scarpella, Vice President of Marketing and Sales


The Oakland Unified School District


James Harris
President, Board of Education
Antwan Wilson
Superintendent & Secretary, Board of Education

Approved As to Form


Marion McWilliams, General Counsel

Amendment No. 1 Arey Jones and the Oakland Unified School District

File ID Number: 16-2609
Introduction Date: 12-19-16
Enactment Number: 16-1929
Enactment Date: 12-19-16
By: 

Board Office Use: Legislative File Info.	
File ID Number	15-2262
Introduction Date	11/18/2015
Enactment Number	15-1823
Enactment Date	11-18-15 <i>lf</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools. Thriving Students

Memo

To Board of Education

From John Krull, Chief Technology Officer
Ruth Alahydoian, CFO

Board Meeting Date November 18, 2015

Subject **MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Action Requested **Approval of MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Background Discussion The MOU is an important part of the District's capital asset tagging, security program and computer distribution program. Under the MOU, Arey Jones, a partner through whom the District purchases computer equipment, including Chromebooks, will support the District in asset tagging computer equipment, installing computer security tracking software and supporting the distribution of the asset tags and software. The term of the MOU is October 1, 2015 to October 31, 2016. There is no cost to the District.

Recommendation **Approval of MOU with Arey Jones To Improve Asset Tagging, Security and Reporting**

Fiscal Impact Funding resource name: n/a

Attachments • MOU

OAKLAND UNIFIED DISTRICT TECHNOLOGY and FINANCE SERVICES

Memorandum of Understanding

Between

Arey Jones

and

Oakland Unified School District

This Memorandum of Understanding (MOU) sets for the terms and understanding between Arey Jones Educational Solutions (Arey Jones) and Oakland Unified School District (OUSD) to deliver computer equipment asset services.

Background

This MOU is important because it outlines the specific roles and responsibilities that all parties have a clear understanding of their purpose in the partnership.

Purpose

The objective of this MOU is to set forth the understandings and intentions of the partners with regard to collaboration in areas of mutual concern and to strengthen and enhance the joint capacities between Oakland Unified School District and Arey Jones to improve computer equipment asset tagging, security, distribution, and reporting through this MOU and being mindful of the district's strategic shift from traditional computer equipment asset tagging, distribution, and security installations to the Arey Jones services that focuses on providing quick assistance in partnership with the district's vision and motivation, goals, and values.

The above vision, goals, and values will be accomplished by undertaking the following activities:

Vision and Motivation:

- Understanding the impacts
- Assessing vulnerability
- Improving data acquisition and sharing
- Communicating impacts of data changes
- Implementing management strategies
- Adapting to changes

Goals:

- Asset tagging computer equipment
- Installing security tracking software
- Distributing computer equipment
- Delivering distributed asset data in a format as specified, on a monthly basis (the first of each month)

OAKLAND UNIFIED DISTRICT TECHNOLOGY and FINANCE SERVICES

- o Asset #, PO#, Invoice #, Vendor Name, Asset Description, Manufacturer, Model, Serial Number, Acquisition cost, Acquisition date, Location (site #), Building, Room, Notes (applicable).
- Receiving a volume of asset tags as agreed upon, on a monthly basis (the first of each month)
- Supporting the districts needs and inquiries, quickly

Values:

- Safety
- Respect
- Responsibility
- Kindness
- Doing your best

Reporting

The following will evaluate effectiveness and adherence to the agreement and when evaluation will happen: Technologies Services - computer equipment and services, Business Services - purchases protocols and asset reporting.

Funding

MOU is not a commitment of funds

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from OUSD and Arey Jones. This MOU shall become effective upon signature by the authorized officials from the OUSD and Arey Jones and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from OUSD and Arey Jones this MOU shall end on October 31, 2016.

Contact Information

Arey Jones
Mattie Scarpella
Director of Services
mattie.scarpella@areyjones.com

Oakland Unified School District
John Krull
Chief Technology Officer
john.krull@ousd.org

Ruth Alahydoian
Chief Financial Officer
ruth.alahydoian@ousd.org

OAKLAND UNIFIED DISTRICT TECHNOLOGY and FINANCE SERVICES

John Krull
Chief Technology Officer
Oakland Unified District

John Krull
signature

Date: 10/23/15

Matthew Gasparella
Name

[Signature]
signature

Date: 10/23/15

Director of Service
Title

Arey Jones Educational Solutions

[Signature]
James L. [Name]
President, [Organization]

[Signature]
Antwan Wilson
Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
OFFICE OF THE CLERK
APPROVED FOR THE BOARD OF EDUCATION
By: [Signature]
DATE: 11-18-15

File ID Number: 15-2262
Introduction Date: 11-18-15
Enactment Number: 15-1823
Enactment Date: 11-18-15
By: