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Board Cover Memorandum

To	Board of Education	
From	Kyla Johnson-Trammell, Superintendent Tara Gard, Chief of Talent Lisa Rothbard, Director, New Teacher Support & Development	
Meeting Date	June 28, 2023	
Subject	Service Agreement between OUSD - UCB	
Ask of the Board	<input checked="" type="checkbox"/> Approve Service Agreement <input type="checkbox"/> Ratify Service Agreement	
Services	The graduate student researcher will engage in approximately 300 hours of research activities to examine the various ways that new teachers experience and perceive professional learning opportunities at OUSD.	
Term	Start Date: 9/14/2022	End Date: 12/31/2023
Not-To-Exceed Amount	\$12,820	
Competitively Bid	No. This is a continuation of the research that was started during the 2021-2022 school year between Oakland Unified School District and the Regents of the University of California on behalf of its Berkeley Campus (UCB).	
In-Kind Contributions	N/A	
Funding Source(s)	New Teacher Support & Development, Site 944, Program 1620	

Background	Through the Oakland Unified School District-UC Berkeley Research-Practice Partnership, New Teacher Support and Development (NTSD) collaborated with a graduate student researcher during the 2021-22 school year. The researcher worked closely with the NTSD to recruit pairs of new teachers and mentors to research new teachers' learning and practice of equity in their classrooms. NTSD has requested a continuation of this collaboration, focusing more broadly on the professional learning experiences of new teachers in the district. A different graduate student researcher, continuing the collaboration with NTSD and under the supervision of the Director of RPPs at UC Berkeley, will carry out this second year of the study.
Attachment(s)	<ul style="list-style-type: none">● Service Agreement with UCB● UCB Insurance Certification/Endorsement● District Routing Form

AGREEMENT

between

Oakland Unified School District

and

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA,

ON BEHALF OF ITS BERKELEY CAMPUS

Agreement Number: 055415

This Agreement is entered into by and between Oakland Unified School District (“Sponsor”) and The Regents of the University of California, on behalf of its Berkeley Campus (“UCB”) in support of the project entitled, “Teacher Racial Equity Learning Project.”

The parties hereto agree to the following terms and conditions:

Article 1. STATEMENT OF WORK

UCB shall perform the work described in Attachment A, Statement of Work, attached and incorporated into this Agreement. UCB shall use its best efforts in conducting this work but does not guarantee any specific research result or project outcome.

Article 2. PERIOD AND LOCATION OF PERFORMANCE

The period of performance shall begin on September 14, 2022 and shall not extend beyond December 31, 2023, unless extended by amendment(s) to this Agreement.

The location for the performance of the work will be at the University of California, Berkeley, Oakland Unified School District (OUSD) offices and OUSD school sites.

Article 3. COMPENSATION AND PAYMENTS

Sponsor shall reimburse UCB for direct costs up to an amount not to exceed \$12,820 incurred in performance of the work described in Attachment A. Expenditures shall be in accordance with Attachment B, Budget, attached and incorporated into this Agreement.

UCB shall submit invoices to Sponsor's Business Representative listed in Attachment C for the allowable costs incurred in the performance of the work. UCB will not invoice Sponsor more often than monthly.

Sponsor shall pay within 30 days and in full upon submission of UCB's standard invoices.

Sponsor shall send UCB payment(s) to:

Attention: Manager
Re: Agreement Number: 055415
Contracts and Grants Accounting
University of California, Berkeley
1608 Fourth Street, Suite 201
Berkeley, CA 94710-1103
United States
Phone: (510) 643-4246

Article 4. PROJECT MANAGEMENT

Sponsor's Technical Representative is responsible for the overall conduct of the project including technical monitoring and guidance. UCB's Principal Investigator is responsible for the conduct of UCB's technical portion of the project.

Authorized Representatives have the authority to execute this Agreement and its Amendment(s) on behalf of their party.

Article 5. REPORTS

UCB shall submit a final financial report and a brief final narrative report summarizing the results of the work under this Agreement to Sponsor's Technical Representative, listed in Attachment C, within sixty (60) days of the project end date or termination date whichever comes first.

Article 6. PUBLICITY AND PUBLICATION

The parties agree that neither will use the name of the other party or its employees in any advertisement, press release or publicity with reference to this Agreement or any product or service resulting from this Agreement, without prior written approval of the other party.

Sponsor understands that the California Education Code Section 92000 provides that the name "University of California" is the property of the State of California and that no person shall use that name without the permission of The Regents of the University of California.

UCB agrees that publication of project results from work under this Agreement will acknowledge that the project was supported in whole or in part by Sponsor.

Article 7. INTELLECTUAL PROPERTY AND COPYRIGHTS

UCB shall own the entire right, title and interest, including all copyrights and other intellectual property rights, in and to all materials, inventions, works of authorship, software, information and data conceived or developed by UCB in the performance of this project.

In consideration of Sponsor's support of this work, and to the extent that UCB has the right to grant such a license, when publications or similar materials are developed from work supported in whole or in part by Sponsor under this Agreement, UCB shall grant to Sponsor a non-transferable, non-exclusive, irrevocable, worldwide, royalty-free license to use, reproduce, publish, or republish, or otherwise disseminate such copyrighted or copyrightable materials for non-commercial purposes.

Article 8. PATENT RIGHTS

All rights to inventions conceived or reduced to practice in the performance of this agreement are the property of UCB and will be disposed of in accordance with the UCB Patent Policy.

In consideration of Sponsor's support of this work, and to the extent that UCB has the right to grant such a license, Sponsor shall have a time-limited first-right to negotiate an exclusive or non-exclusive royalty bearing license, or an option to license, any patentable invention or discovery conceived and first reduced to practice during the period of performance of this Agreement.

UCB will promptly disclose to Sponsor's contact for Technical matters in writing and marked "Confidential" any inventions or discoveries arising under this Agreement, and Sponsor shall advise UCB's Administrative Contact in writing within thirty (30) days of this disclosure whether or not it wishes to secure from UCB a license or an option to license such invention.

If Sponsor elects not to secure such a license or option to license, the rights to the inventions disclosed hereunder shall be disposed of in accordance with UCB policy.

Article 9. RECORD RETENTION

Financial records, supporting documents and other records pertaining to this Agreement shall be maintained and retained by UCB for a period of three (3) years from the termination date of this Agreement.

Article 10. INDEMNIFICATION

UCB shall defend, indemnify and hold Sponsor, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and

to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UCB, its officers, agents or employees.

Sponsor shall defend, indemnify and hold UCB, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Sponsor, its officers, agents or employees.

Article 11. INSURANCE

UCB represents that it is self-insured to statutory limits in accordance with California law, including, but not limited to, Workers' Compensation and Employers' Liability self-insurance and Commercial General Liability self-insurance with a limit of at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate of corporal punishment, sexual misconduct, harassment, bodily injury, and property damage. Nothing in this statement shall be construed as enlarging the responsibility of liability of UCB, a state of California agency, beyond that permitted by the laws of the State of California.

Evidence of self-insurance shall be attached to this Agreement or otherwise provided to OUSD upon request.

Article 12. INCIDENT/ACCIDENT/MANDATED REPORTING

UCB shall notify Sponsor's Administrative and Technical Representatives, as identified in Exhibit C, within twelve (12) hours of learning of any significant accident or incident in connection with the provision of the Statement of Work. "Significant Accident or Incident" means an incident or accident occurring in connection with UCB's performance of the Statement of Work that involves response from law enforcement or emergency services, possible or alleged criminal activity, or possible or actual exposure to a communicable disease that must be reported pursuant to federal, state, or local requirements. For all other incidents and accidents, including those involving property damage or bodily injury, UCB shall properly submit required accident or incident reports within one business day pursuant to the procedures specified by Sponsor. UCB shall bear all costs of compliance with this Paragraph.

To the extent that an employee, subcontractor, agent, or representative of UCB is included on the list of mandated reporters found in Penal Code section 11165.7, UCB agrees to inform the individual, in writing that they are a mandated reporter, and describing the associated obligations to report suspected cases of abuse and neglect pursuant to Penal Code section 11166.5.

Article 13. FORCE MAJEURE

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts

of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact.

Article 14. TESTING AND SCREENING

Tuberculosis Screening. UCB is required to screen employees who will be working at Sponsor sites for more than six hours. UCB agents who work with students must submit to a tuberculosis risk assessment as required by Education Code section 49406 within the prior 60 days. If tuberculosis risk factors are identified, UCB may elect to substitute different employees (subject to this screening requirements) or UCB agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, UCB shall obtain an x-ray of the lungs. UCB, at its discretion, may choose to submit the agent to the examination instead of the risk assessment.

Fingerprinting/Criminal Background Investigation. For all UCB employees, subcontractors, volunteers, and agents providing the Work, UCB shall ensure completion of fingerprinting and criminal background investigation, and shall request and regularly review subsequent arrest records. UCB confirms that no employee, subcontractor, volunteer, or agent providing the Work has been convicted of a felony, as that term is defined in Education Code section 45122.1. UCB shall provide the results of the investigations and subsequent arrest notifications to Sponsor.

UCB shall use either California Department of Justice or Be A Mentor, Inc. (<http://beamentor.org/OUSDPartner>) finger-printing and subsequent arrest notification services. UCB agrees to immediately remove or cause the removal of any employee, representative, agent, or person under UCB's control person from Sponsor property upon receiving notice from Sponsor of such desire. Following removal, Sponsor will work in good faith to address any program concerns with UCB, but may not be able to provide the basis or explanation for the removal request if disclosure is prohibited by law.

Article 15. EQUIPMENT TITLE

In the event UCB purchases equipment under this Agreement, the title of such equipment shall vest with UCB.

Article 16. DISPUTES

Any dispute arising under this Agreement which is not settled by agreement of the parties may be settled by mediation, non-binding arbitration or other appropriate legal proceedings.

Article 17. TERMINATION

Either party may terminate this Agreement upon thirty (30) days advance written notice to the Administrative and Technical Representatives of the other party, listed in Attachment C.

In the event of such early termination, UCB shall be entitled to payments of all allowable costs incurred and non-cancellable obligations to the effective date of such termination.

Article 18. AMENDMENTS AND NOTICES

Any amendment(s) to this Agreement must be in writing and signed by Authorized Representatives of both parties.

Whenever any notice is to be given hereunder, it shall be in writing and shall be deemed received, if delivered by courier on a business day, or if such day is not a business day, the first business day thereafter, or on the second business day following mailing, if sent by first class mail, postage prepaid. Notices shall be addressed to the Business Representatives in Attachment C.

Article 19. INDEPENDENT CONTRACTOR

UCB is deemed at all times to be an independent contractor and shall be responsible for the manner in which it performs the work under this Agreement. Nothing contain herein shall be construed as creating the relationship of employer and employee between UCB and Sponsor or its officers, employees or agents.

Article 20. CONFIDENTIALITY

It is expected that the work of this Agreement can be carried out without any of the parties disclosing confidential information to the other parties.

However, should it become necessary to disclose confidential information, Sponsor will notify UCB in advance and in writing. All confidential documents must be clearly marked as "Confidential." If the information is orally disclosed which is deemed to be confidential, such confidential information must be reduced to writing by Sponsor within thirty (30) days of the oral disclosure, and provided to UCB. UCB agrees to protect Sponsor's confidential information with the same degree of care as they would their own.

The obligations contained in this clause shall not apply to any confidential information which:

- a. Is publicly known at the time of the disclosure to the receiving party;
- b. After disclosure becomes publicly known otherwise than through a breach by the receiving party, its officer, employees, agents or contractors;
- c. Can be shown by reasonable proof by the receiving party to have reached its hands otherwise than by being communicated by the other party, including being known to it prior to disclosure, or having been developed by or for it wholly independently of the other party or having obtained from a third party without any restrictions on disclosure on such third party of which the recipient is aware, having made due inquiry;
- d. Is required by law, regulation or order of a competent authority (including any regulatory or governmental body or securities exchange) to be disclosed by the receiving party, provided that, where practicable, the disclosing party is given reasonable advance notice of the intended

disclosure and provided that the relaxation of the obligations of confidentiality shall only last for as long as necessary to comply with the relevant law, regulation or order and shall apply solely for the purposes of such compliance; or

e. Is approved for release, in writing, but an authorized representative of the disclosing party.

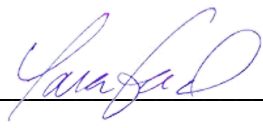



Article 21. SEVERABILITY

If any of the provisions of this Agreement determined to be illegal or unenforceable by a court of competent jurisdiction, the other provisions shall remain in full force and effect.

Article 22. ENTIRE AGREEMENT

This Agreement represents the entire understanding and contract between the parties regarding the subject matter herein, and supersedes any previous written or oral representations, statements, negotiations, or agreements.

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Agreement on the dates noted below.

<p>Oakland Unified School District</p> <p>By: <u></u></p> <p>Name: Tara Gard</p> <p>Title: Chief Talent Officer</p> <p>Date: 6/9/2023</p> <p>Mike Hutchinson <u></u></p> <p>President, Board of Education 6/29/2023</p> <p>By: _____</p> <p>Name: Kyla Johnson-Trammell</p> <p><u></u></p> <p>Secretary, OUSD Board of Education</p> <p>Date: <u>6/29/2023</u></p>	<p>The Regents of the University of California</p> <p>By: <u></u></p> <p>Name: Joy Ayson-Yu</p> <p>Title: Assistant Director</p> <p>Date: 6/1/23</p>
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Approved as to form by OUSD attorney Carrie Rasmussen on 6/8/23



ATTACHMENT A

Statement of Work

Through the Oakland Unified School District-UC Berkeley Research-Practice Partnership (OUSD-UCB RPP), New Teacher Support and Development (NTSD) collaborated with a graduate student researcher during the 2021-22 school year. The researcher worked closely with the NTSD to recruit pairs of new teachers and mentors to research new teachers' learning and practice of equity in their classrooms. NTSD has requested a continuation of this collaboration, focusing more broadly on the professional learning experiences of new teachers in the district. A different graduate student researcher, continuing the collaboration with NTSD and under the supervision of the Director of RPPs at UC Berkeley, will carry out this second year of the study.

The graduate student researcher will engage in approximately 300 hours (20 hours per week / 15 weeks per semester / 1 semester) of research activities to examine the various ways that new teachers experience and perceive professional learning opportunities at OUSD. The data gathering will take various forms: results from the school district's large-scale survey; three to four focus groups with new teachers sharing their experiences; several follow-up individual interviews with new teachers and a teacher-mentor pair. The graduate student researcher, along with the Director of Research-Practice Partnerships at UC Berkeley, will meet with the New Teacher Support and Development (NTSD) team at least once a month to provide updates and share formative findings from the ongoing research. During the summer of 2023, the graduate student researcher will participate in meetings with the NTSD and the Talent team to present findings and discuss implications for OUSD's policies and practices with respect to new teacher induction.

The activities of graduate student researcher's work fall into UCB's self-insurance coverage, described in Article 11.

ATTACHMENT B Budget

OUSD will pay the cost of a graduate student researcher (GSR) on an hourly basis at Step 1 for 15 weeks, starting in spring 2023 semester. The GSR will be supervised by Dr. Moonhawk Kim (Berkeley School of Education) to carry out year 2 of a research study of the new teacher support by OUSD's New Teacher Support and Development (NTSD) department. The budget also includes compensation of teachers participating in the research through either the focus groups and/or the interviews, at the standard hourly rate for OUSD teachers. The GSR will also provide refreshments to the participating teachers at the focus groups and the interviews. Lastly, the GSR will need software license/subscription for the qualitative research coding application and an audio transcription service.

Category	Amount	Note
Graduate Student Researcher	\$8,775	\$29.25 per hour; 20 hours a week; 15 weeks
Focus Group Participants	\$3,080	\$38.50 per hour; 4 sessions; 2 hours; 10 teachers per session
Individual Interview Participants	\$154	\$38.50 per hour; 4 interviews; 1 hour; 1 teacher per interview
Mentor-Mentee Interview Participants	\$115.50	\$38.50 per hour; 1 interview; 1.5 hours; 2 teachers
Refreshments	\$500	Approximately \$10/person for snacks and drinks
Research Software License/Subscription	\$195	\$95 for MaxQDA (qualitative coding); \$100 for Otter.ai transcription
Total	\$12,820	

ATTACHMENT C
Contact Information

SPONSOR	UCB
<p><u>Principal Investigator/Technical Representative:</u></p> <p>Name: Lisa Rothbard Title: Director New Teacher Support & Development Address: 1011 Union St., Ste 944 Oakland, CA 94607</p> <p>Tel: 415-515-1737 E-mail: lisa.rothbard@ousd.org</p>	<p><u>Principal Investigator/Technical Representative:</u></p> <p>Name: Moonhawk Kim Title: Director of Research-Practice Partnerships Address: 2121 Berkeley Way 4320 Berkeley, CA 94720-1670</p> <p>Tel: 510 664-4492 E-mail: moonhawk@berkeley.edu</p>
<p><u>Administrative Representative:</u></p> <p>Name: Jacquelyn Hidalgo Title: Senior Business Manager, Talent Address: 1011 Union St. Oakland, CA 94607</p> <p>Tel: 510-879-1158 E-mail: jacquelyn.hidalgo@ousd.org</p>	<p><u>Administrative Representative:</u></p> <p>Name: Joyce Chun-Diaz Title: Contract and Grant Officer Address: 1608 Fourth Street, Suite 220 Mail Code 5940 Berkeley, CA 94710-1749</p> <p>Tel: 510-664-9200 Fax: 510-642-8236 E-mail: joycechun@berkeley.edu</p>
<p><u>Authorized Representative:</u></p> <p>Name: Lisa Rothbard Title: Director New Teacher Support & Development Address: 1011 Union St., Ste 944 Oakland, CA 94607</p> <p>Tel: 415-515-1737 E-mail: lisa.rothbard@ousd.org</p>	<p><u>Authorized Representative:</u></p> <p>Name: Joy Ayson-Yu Title: Assistant Director Sponsored Projects Office University of California, Berkeley 1608 Fourth Street, Suite 220 Mail Code 5940 Berkeley, CA 94710-1749</p> <p>Tel: (510) 643-4246 Fax: (510) 642-8236 E-mail: spoawards@berkeley.edu</p>

CERTIFICATE OF SELF-INSURANCE COVERAGE

Date: **June 15, 2022**

PRODUCER/INSURED
 The Regents of the University of California
 Office of the President
 Office of Risk Services
 1111 Franklin St., 10th Floor
 Oakland, CA 94607-5200
 510-987-9832

This Certificate is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Certificate. The Certificate does not amend, extend or alter the coverage described below. This Certificate may only be copied, printed and distributed by an authorized viewer for its internal use. Any other use, duplication or distribution of the Certificate without the written consent of the Regents of the University of California is prohibited.

ENTITIES AFFORDING COVERAGE

PARTICIPATION
 COMPANY LETTER A **The Regents of the University of California** **100 %**

COVERAGES

THIS IS TO CERTIFY THAT THE REGENTS OF THE UNIVERSITY OF CALIFORNIA IS A GOVERNMENTAL ENTITY THAT HAS A SELF-FUNDED RETENTION FOR LIABILITIES DESCRIBED BELOW, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY WRITTEN CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY PERTAIN. THIS SELF-FUNDED PROGRAM IS SUBJECT TO ALL PROVISIONS OF THE BYLAWS AND STANDING ORDERS OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, WHICH DOES NOT PERMIT ANY ASSUMPTION OF LIABILITY WHICH DOES NOT RESULT FROM THE NEGLIGENT ACTS OR OMISSIONS OF ITS OFFICERS, AGENTS OR EMPLOYEES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE	Self-Insured	July 1, 2022	July 1, 2023	GENERAL AGGREGATE \$ Not applicable PRODUCTS-COMP/OP AGG \$ 5,000,000 PERSONAL & ADV INJURY \$ 5,000,000 CONTRACTUAL LIABILITY \$ 5,000,000 EACH OCCURRENCE \$ 5,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	Self-Insured	July 1, 2022	July 1, 2023	COMBINED SINGLE LIMIT \$ Not applicable BODILY INJURY (PER PERSON) \$ 2,500,000 BODILY INJURY (PER ACCIDENT) \$ 2,500,000 PROPERTY DAMAGE \$ 2,500,000
A	PROPERTY <input checked="" type="checkbox"/> FIRE & EXTENDED PERILS	Self-Insured	July 1, 2022	July 1, 2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ Not applicable \$
A	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY	Self-Insured	July 1, 2022	July 1, 2023	STATUTORY LIMITS EACH ACCIDENT \$ As required by California Law DISEASE - POLICY LIMIT \$ As required by California Law DISEASE - EACH EMPLOYEE \$ As required by California Law

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

ADDITIONAL COVERED PARTY- AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO GENERAL LIABILITY AND AUTOMOBILE LIABILITY

LOSS PAYEE - AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO PROPERTY COVERAGE

**CERTIFICATE HOLDER
 APPLICABLE PARTY AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT**

CANCELLATION

SHOULD THE REGENTS ELECT TO DISCONTINUE SELF-INSURING ITS LIABILITIES, THE REGENTS WILL UPDATE PROOF OF SELF-INSURANCE ON ITS WEBSITE. THE REGENTS SHALL NOT BE OBLIGATED TO PROVIDE INDIVIDUAL NOTICE TO VENDORS OR OTHERS.

By:



KEVIN CONFETTI, AVP & CHIEF RISK OFFICER



SERVICE AGREEMENT ROUTING FORM 2023-24

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 Service Agreement.
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 Service Agreement packet to Legal for approval.

Agency Information

Agency Name	University of California, Berkeley	Agency's Contact Person	Joy Ayson-Yu
Street Address	1608 Fourth Street, Suite 220	Title	Assistant Director
City	Berkeley	Telephone	(510) 643-4246
State	CA	Zip Code	94710
Email	spoawards@berkeley.edu		
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <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	9/14/2023	Date work will end	12/31/2023	Total Contract Amount	\$ 12,820.00
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
			5825	\$	
			5825	\$	
			5825	\$	
			5825	\$	

OUSD Contract Originator Information

Name of OUSD Contact	Lisa Rothbard, Director	Email	sarah.glasband @ousd.org		
Telephone	(510) 879-1188	Fax			
Site/Dept. Name	TALENT DIVISION NTSD	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			6/9/2023
2. Resource Manager			
3. Network Superintendent / Executive Director			
4. Cabinet (SBO, CFO, CSO, Deputy Chief)			6/9/2023
5. Board of Education or Superintendent			
Procurement	Date Received		