

Board Office Use: Legislative File Info.	
File ID Number	10-13609
Introduction Date	6-14-10
Enactment Number	10-1162
Enactment Date	6-23-10



OAKLAND UNIFIED
SCHOOL DISTRICT

Memo

To Board of Education
From Anthony Smith, Ph.D., Superintendent

Board Meeting Date
(To be completed by
Procurement)

Subject Professional Services Contract Amendment -
Bay Area Community Resources San Rafael CA (Contractor, City, State) -
Markham #138 (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between Oakland Unified School District and Bay Area Community Resources, of San Rafael CA, Services to be primarily provided to Markham #138 for the period of 07/01/2009 through 06/30/2010, in an amount not to exceed \$ 11,750.00.

Background School is increasing the current level of services and increasing the number of students being served beyond the original number of students served as stated in the original contract to include Option A on the Menu of Services is being increased to add physical activities classes focusing on teaching youth about fitness, sportsmanship and team work.

Discussion Ratification of Amendment No. 1 to the professional services contract between the District and Bay Area Community Resources (San Rafael, CA) for the latter to provide additional services of physical fitness for up to 20 number of students as described in the Menu of Services, Option A, for the time period of February 1, 2010 through June 30, 2010, in an amount not to exceed \$11,750, increasing the Agreement from \$88,134.00 to a not-to-exceed amount of \$99,884.00. All other terms and conditions of the Agreement remain in full force and effect.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between Oakland Unified School District and Bay Area Community Resources, of San Rafael CA, Services to be primarily provided to Markham #138 for the period of 07/01/2009 through 06/30/2010, in an amount not to exceed \$ 11,750.00.

Fiscal Impact Funding resource name (please spell out) SLBG not to exceed \$11,750.00

Attachments

- Contract Amendment
- Copy of original contract

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

This Amendment is entered into between the Oakland Unified School District (OUSD)
and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement
with CONTRACTOR for services on July 1, 2009, and the parties agree to amend that Agreement as follows:

1. Services:	<input checked="" type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.		
<input type="checkbox"/> Revised scope of work attached.		
The CONTRACTOR agrees to provide the following amended services:		
<u>Option A on Menu of Services 1h: School utilizing other funds to increase level of services and/or number of students served beyond the base unit. Additional services include additional physical fitness.</u>		
2. Terms (duration):	<input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input type="checkbox"/> The term of the contract has <u>changed</u> .
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.		
3. Compensation:	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u> .
If the compensation has changed: The contract price is amended by		
<input checked="" type="checkbox"/> Increase of \$ <u>11,750.00</u> to original contract amount		
<input type="checkbox"/> Decrease of \$ _____ to original contract amount		
and the new contract total is <u>ninety nine thousand, eight hundred eighty four dollars</u> dollars (\$ <u>99,884.00</u>)		

4. Remaining Provisions: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. Amendment History:

☒ There are no previous amendments to this Agreement. ☐ This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

6. Approval: This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

☐ President, Board of Education
☒ Anthony Smith, Ph.D., Superintendent

Date

Date

CONTRACTOR

Contractor Signature

Date

Print Name, Title

CERTIFIED:

Edgar Rakestraw, Jr., Secretary
Board of Education

Rev. 08/20/09

Contract No.

P.O. No.

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B9

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda MUST ACCURATELY ALIGN WITH THE SCOPE OF WORK

Ratification of Amendment No. 1 to the professional services contract between the District and Bay Area Community Resources (San Rafael, CA) for the latter to provide additional services of physical fitness for up to 20 number of students as described in the Menu of Services, Option A, for the time period of February 1, 2010 through June 30, 2010, in an amount not to exceed \$11,750, increasing the Agreement from \$88,134.00 to a not-to-exceed amount of \$99,884.00. All other terms and conditions of the Agreement remain in full force and effect.

SCOPE OF WORK

Contractor Name:

Bay Area Community Resources will provide a maximum of 235 hours of services at a rate of \$ 50.00 per hour for a total not to exceed \$ 11,750.00. Services are anticipated to begin on 07/01/2009 and end on 06/30/2010.

1. Goals or Objectives

Describe the service(s) the contractor will provide. What is contractor expected to achieve? What are the expected outcomes?

BACR has delivered a high quality after school programing consisting of academic, enrichment and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and community partners with subject matter expertise and youth development experience.

Students participating in this program will:

*Receive academic support at least an average of 15 hours a week.

*Participate in enrichment activities at least an average of 15 hours a week.

2. Description of Services to be Provided

Describe the specific duties assigned or attributable to this contractor, not the department. (What objective evidence will demonstrate the consultant has provided the services.)

BACR will work with Markham to provide:

*Academic and Enrichment small group instruction that are based on the California Content Standards.

*Professional Development for Site Coordinator and Support Staff.

*Will provide materials and supplies.

3. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please describe how this scope of work aligns with a specific action item in the SPSA.

Please select:

☐ Action Item included in Board Approved SPSA Action Item Number: _____

☐ Action Item added as modification to Board Approved SPSA – Attach appropriate paperwork, for directions see the Resource Manager List posted in the Professional Services Contract folder on the School Operations Library.

PROFESSIONAL SERVICES CONTRACT AMENDMENT ROUTING FORM

Basic Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement on modification to original contract.
2. Contractor and OUSD contract originator complete amendment together. Please insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the Contract Amendment.
3. If contract total amount has increased, OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits amendment packet for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input checked="" type="checkbox"/> Copy of original contract <input checked="" type="checkbox"/> Contract amendment packet including Board Memo and Contract Amendment Form <input type="checkbox"/> Revised Scope of Work – Evidence of why additional funds are needed <input type="checkbox"/> If additional consultants will be working on site, attach agency letter verifying additional consultants have met the Fingerprinting/Background Investigation and have a negative tuberculosis status.
OUSD Staff Contact Emails about this contract should be sent to: Pamela.Booker@ousd.k12.ca.us	

Contractor Information

Contractor Name	Bay Area Community Resources	Agency's Contact	Martin Weinstein		
OUSD Vendor ID #	I001628	Title	CEO		
Street Address	171 San Carlos Drive	City	San Rafael	State	CA Zip 94903
Telephone	(415) 444-5580	Email	mweinstein@bacr.org		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 88,134.00	Original PO Number	P1002553
Amended Amount	\$ 11,750.00	New Requisition #	R0005459
New Contract Total	\$ 99,884.00		

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
0523	SLBG	1387395161	5825	\$ 11,750.00
			5825	\$ 0.00
			5825	\$ 0.00

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	Site Administrator or Manager	Name	Pamela Booker	Ext.	1282	Fax	4470
	Site / Department	Markham #138					
	Signature	<i>Pamela Booker</i>		Date Approved	4/30/2010		
	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> School Portfolio Management <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature			Date Approved			
	Signature (if using multiple restricted resources)						
	Network or Executive Officer						
	Signature	<i>Sharon H. Casanoves</i>		Date Approved	5/24/10		
	Cabinet (CAO, CCA, CFO, CSO, Assist. Sup. Facilities)						
	Signature	<i>[Signature]</i>		Date Approved	5/26/10		
	Board of Education or State Administrator Signature on the legal contract						
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number			

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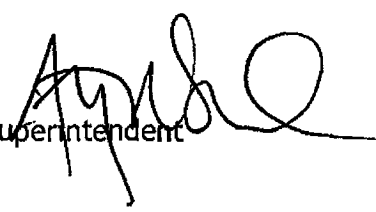
OAKLAND UNIFIED
SCHOOL DISTRICT

expect **Success**

every student. every classroom. every day.

Memo

To Board of Education

From Tony Smith, Ph.D., Superintendent 

Board Meeting Date

Subject Individual Service Agreement - Master Memorandum of Understanding - Bay Area Community Resources (contractor) - 138/Markham Elementary School

Action Requested Ratification of the Individual Service Agreement attached herewith for professional services between Oakland Unified School District and Bay Area Community Resources, San Rafael, CA. The attached Individual Service Agreement is a contract for services under the Master Memorandum of Understanding referenced by contract number 09-02 (Legislative File No. 09-1788) and approved by the Board of Education. Services to be primarily provided to 138/Markham Elementary School for the period of July 1, 2009, through June 30, 2010.

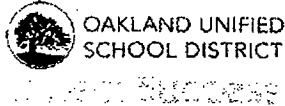
Background The attached Individual Service Agreement is the contracting of services at the negotiated price stated in the referenced Master MOU approved by the State Administrator on June 10, 2009.

Discussion
One paragraph summary of the scope of work. Ratification by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Bay Area Community Resources, San Rafael, CA, for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Markham Elementary School for the period July 1, 2009 through June 30, 2010, in an amount not to exceed \$88,134.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Ratification by the Board of Education of an Individual Service Agreement attached herewith for professional services between the Oakland Unified School District and Bay Area Community Resources, San Rafael, CA. The attached Individual Service Agreement is a contract for services under the Master Memorandum of Understanding referenced by contract number 09-02 and approved on June 10, 2009. Services to be primarily provided to 138/Markham Elementary School for the period July 1, 2009 through June 30, 2010.

Fiscal Impact Funding Resource: 6010-After School Education and Safety (ASES) Grant/Prop 49 not to exceed \$88,134.00

Attachments • Individual Service Agreement



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INDIVIDUAL SERVICE AGREEMENT (ISA)

AGREEMENT TO JOIN MASTER MEMORANDUM OF UNDERSTANDING

AUG 24 2009

CONTRACT OFFICE

MASTER MOU INFORMATION

VENDOR NAME	BAY AREA COMMUNITY RESOURCES	VENDOR #	1001628
MASTER CONTRACT #	09-02	ENACTMENT #	
SITE / DEPT NAME	Markham Elementary	SITE #	138
OUSD STAFF CONTACT Emails about this contract should be sent to		Pamela.Booker@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	FEE
A - Lead Agency Unit for Elementary	K-5	\$ 93,834.00	1	\$ 88,134.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$ 88,134.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.

BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

☐ SPSA ACTION ITEM NUMBER: OR ☐ SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
6010	ASES	1381553401-5825	R0000949	\$ 88,134.00
				\$
				\$
				\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services. Its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith.

VENDOR	NAME	MARTIN WEINSTEIN	TITLE	EXECUTIVE DIRECTOR
SIGNATURE			DATE	6/16/09
OUSD SITE ADMINISTRATOR	NAME	PAMELA BOOKER	TITLE	PRINCIPAL, MARKHAM ELEMENTARY
SIGNATURE		Pamela Booker	DATE	6/11/09

APPROVAL

RESOURCE MANAGER, if using funds managed by: ☒ Complementary Learning / After School Programs
☐ State and Federal ☐ School Portfolio Management

SIGNATURE	Julia (Jorgma)	DATE	6/15/09
SIGNATURE	Sharon Fr. Casanares	DATE	7/7/09
NETWORK OR DEPARTMENT EXECUTIVE OFFICER		DATE	
SIGNATURE		DATE	