

Board Office Use: Legislative File Info.	
File ID Number	10-1262
Introduction Date	6-14-10
Enactment Number	10-1202
Enactment Date	6-21-10



OAKLAND UNIFIED SCHOOL DISTRICT

Expect Success

every student. every classroom. every day.

Memo

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

Board Meeting Date
 (To be completed by Procurement)

Subject Professional Services Contract Amendment -
 Philip Williams Oakland CA (Contractor, City, State) -
 Oakland Technical High School (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between Oakland Unified School District and Philip Williams, of Oakland CA, Services to be primarily provided to Oakland Technical High School for the period of 01/20/2010 through 06/30/2010, in an amount not to exceed \$1,500.00.

Background
A one paragraph explanation of why an amendment is needed.
 The original contract provided for routine day-to-day maintenance, security, and management services for the 200+ classroom computers, including the installation of replacement computers as they became available. The school has obtained a portable laptop cart and 32 laptop computers that require installation and configuration for printing and networking, in addition to the planning and installation of appropriate security devices on the computers. This work was not anticipated at the time of the creation of the original contract, and it will require an additional 30 hours to complete.

Discussion
One paragraph summary of the amended scope of work.
 A contract for services between District and Philip Williams, Oakland, CA, for the latter to provide additional 30 hours of computer installation, configuration, and network management services, in an additional amount of \$1,500.00, increasing the original amount from \$35,000.00 to \$36,500.00. All other terms and conditions of the contract 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 Philip Williams, of Oakland CA, Services to be primarily provided to Oakland Technical High School for the period of 01/20/2010 through 06/30/2010, in an amount not to exceed \$1,500.00.

Fiscal Impact Funding resource name (please spell out) Lottery not to exceed \$1,500.00

- 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 Philip Williams (CONTRACTOR). OUSD entered into an Agreement
with CONTRACTOR for services on January 20, 2010, 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 a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.</p> <p><input checked="" type="checkbox"/> <u>Revised scope of work attached.</u></p> <p>The CONTRACTOR agrees to provide the following amended services: _____</p> <p>Provide additional 30 hours of service to install 32 laptop computers on a new portable laptop cart and configure each one for printing and network support; install additional software, as required.</p>
<p>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>.</p> <p>If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is <u>06/30/2010</u>.</p>
<p>3. Compensation: <input type="checkbox"/> The contract price is <u>unchanged</u>. <input checked="" 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>1,500.00</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>Thirty-six Thousand Five Hundred</u> dollars (\$ <u>36,500.00</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:

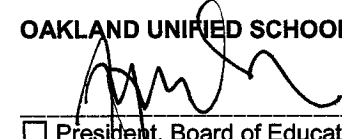
There are no previous amendments to this Agreement. This contract has previously been amended as follows:

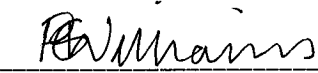
No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

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

OAKLAND UNIFIED SCHOOL DISTRICT


CONTRACTOR


 President, Board of Education Date 5/31/10
 Anthony Smith, Ph.D., Superintendent


 Contractor Signature Date 4/30/10
PHILIP G. WILLIAMS
 Print Name, Title

CERTIFIED:

Date _____


Edgar Rakestraw, Jr., Secretary
 Board of Education

Board Office Use: Legislative File Info.	
File ID Number	<u>10-1262</u>
Introduction Date	<u>6-14-10</u>
Enactment Number	<u>10-1202</u>
Enactment Date	<u>6-23-10</u>

BJ

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

A contract for services between District and Philip Williams, Oakland, CA, for the latter to provide additional 30 hours of computer installation, configuration, and network management services, in an additional amount of \$1,500.00, increasing the original amount from \$35,000.00 to \$36,500.00. All other terms and conditions of the contract remain in full force and effect.

SCOPE OF WORK

Contractor Name:

Philip Williams will provide a maximum of 30 hours of services at a rate of \$ 50.00 per hour for a total not to exceed \$ 1,500.00. Services are anticipated to begin on 01/20/2010 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?

The consultant will install and configure 32 laptop computers on the school's new portable laptop cart and oversee the transport, security, and use of the laptops in various teachers' classrooms from time to time as needed. The consultant also will install specialized instructional software on the laptops as requested by the principal on behalf of the teachers, and perform additional configuration of the laptops, as required by the additional software.

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.)

Philip Williams will provide additional 30 hours of computer installation, configuration, and network management services.

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 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.
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OUSD Staff Contact *Emails about this contract should be sent to:*

Contractor Information

Contractor Name	Philip Williams	Agency's Contact	Philip Williams		
OUSD Vendor ID #	1001868	Title	Consultant		
Street Address	3708 Lakeshore Avenue	City	Oakland	State	CA Zip 94610
Telephone	(510) 444-1640	Email	pgwillia@pacbell.net		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 35,000.00	Original PO Number	P1006653
Amended Amount	\$ 1,500.00	New Requisition #	R0005866
New Contract Total	\$ 36,500.00		

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
1100	Lottery-Unres	3051605101	5825	\$ 1,500.00
				\$
				\$

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.

	Site Administrator or Manager	Name	Ext.	Fax
1.	Site / Department	Oakland Technical High School		
	Signature <i>Sherlock Anderson</i>	Date Approved	4/30/10	
	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			
2.	Signature	Date Approved		
	Signature (if using multiple restricted resources)	Date Approved		
3.	Network or Executive Officer			
	Signature <i>Matt [Signature]</i>	Date Approved	5/20/10	
4.	Cabinet (CAO, CCA, CFO, CSO, Assist. Sup. Facilities)			
	Signature <i>[Signature]</i>	Date Approved	5/20/10	
5.	Board of Education or State Administrator <i>Signature on the legal contract</i>			
	Legal Required if not using standard contract	Approved	Denied - Reason	Date
	Procurement Date Received		PO Number	

Board Office Use: Legislative File Info.	
File ID Number	10-0079
Introduction Date	2-16-10
Enactment Number	10-0316
Enactment Date	2-24-10 <i>h</i>



every student. every classroom. every day.

Memo

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

Board Meeting Date
 (To be completed by Procurement) 2/24/10

Subject Professional Services Contract - Philip Williams - Oakland Technical High School

Action Requested Ratification of professional services contract between Oakland Unified School District and Philip Williams. Services to be primarily provided to Oakland Technical High School for the period of January 20, 2010, through June 30, 2010.

Background
A one paragraph explanation of why the consultant's services are needed. The consultant will provide technical assistance with Windows and Apple Macintosh computers, as required by the school, to obtain the maximum instructional benefit and utility for students and staff at Oakland Technical High School. Consultant will devise and implement a plan for provision of printing capability in all classrooms and computer labs.

Discussion
One paragraph summary of the scope of work. A contract between OUSD and Philip Williams, for the latter to provide 700 hours of service by initial set-up, maintenance, scheduled upgrades of instructional computers and software, troubleshooting software implementation issues, and advice on the configuration of the "teacher" computers, laptops, and projection and printing capability for the period of January 20, 2010, through June 30, 2010, in an amount NOT TO EXCEED \$35,000.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Philip Williams. Services to be primarily provided to Oakland Technical High School for the period of January 20, 2010, through June 30, 2010.

Fiscal Impact Funding resource name: Microsoft Settlement not to exceed \$35,000.00.

- Attachments**
- ◆ Professional Services Contract including scope of work
 - ◆ Fingerprint/Background Check Certification
 - ◆ Insurance Certification
 - ◆ TB screening documentation
 - ◆ Statement of qualifications

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2009-2010

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor has **OUSD Vendor Number** and meets the **consultant requirements** (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- For individual consultants: Proof of negative tuberculosis status within past 4 years
- Statement of qualifications (organization); or resume (individual consultant)
- Proof of General Liability insurance naming OUSD as an Additional Insured
- For organizations (any consultant who has employees): Proof of workers compensation insurance

OUSD Staff Contact: Richard.Fairly@ousd.k12.ca.us

Contractor Information

Contractor Name	Philip Williams	Agency's Contact	Philip Williams
OUSD Vendor ID #	1001868	Title	Consultant
Street Address	3708 Lakeshore Avenue	City	Oakland
Telephone	(510) 444-1640	State	CA
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zip	94610
		Worked as an OUSD employee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	01/20/2010	Date work will end	06/30/2010	Other Expenses	0.00
Pay Rate Per Hour (required)	\$ 50.00	Number of Hours	700.00	Total Contract Amount	\$ 35,000.00

Budget Information

For more information on budgeting, visit www.ousd.k12.ca.us or contact the State and Federal Office of Budget and Compliance

Resource #	Resource Name	Org Key	Object Code	Amount	
9220	Microsoft Settlement	3059220167	5825	\$ 35,000.00	
			5825	\$	
			5825	\$	
Requisition No.	R0003337			Total Contract Amount	\$ 35,000.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract 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.

1.	Administrator / Manager (Originator)	Name	Sheilagh Andujar	Phone	(510) 879-3050
	Site / Department		Oakland Tech High School	Fax	(510) 879-3059
	Signature	<i>Sheilagh Andujar</i>		Date Approved	
2.	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				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network or Executive Officer				
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Alison L. McManis</i>		Date Approved	1-14-10
4.	Cabinet (CAO, CCA, CFO, CSO, Assist. Sup. Facilities)				
	Signature	<i>[Signature]</i>		Date Approved	1/20/10
5.	Superintendent, 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			



OUSD Requisition No.



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2009-2010

This Agreement is entered into between the Oakland Unified School District (OUSD) and Philip Williams (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 01/20/2010, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$72,400 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$72,400, whichever is later. The work shall be completed no later than 06/30/2010.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed THIRTY-FIVE THOUSAND ONLY Dollars (\$ 35,000.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: NONE

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

4. **Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 1. Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 2. Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except: NONE which shall not exceed a total cost of \$ 0.00.

6. **CONTRACTOR Qualifications / Performance of Services.**

CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

EMPLOYMENT

- 2007-present IT Consultant, Oakland Technical High School, Oakland Unified School District.
- 2004-present IT Consultant, Edna Brewer Middle School, Oakland Unified School District.
- 1986-2003 Lawrence Berkeley National Laboratory (LBNL), Senior Scientist, 2000-2003.
- 1992-2001 Co-Principal Investigator, National Tritium Labelling Facility (NTLF), LBNL.
- 1997-2003 Associate Adjunct Professor, Department of Pharmaceutical Chemistry, School of Pharmacy, University of California, San Francisco.
- 2001-2003 Labelled Compounds Editor for the USA, Journal of Labelled Compounds and Radiopharmaceuticals.

EDUCATION

- ❑ Bachelor of Science (Honours 1 in Chemistry), University of New South Wales (UNSW), N.S.W., Australia. Thesis Title: "Zeolite Catalysis of Hydrogen Isotope Exchange Reactions". University Medal in Chemistry.
- ❑ Doctor of Philosophy in Chemistry, UNSW, N.S.W., Australia. Thesis Title: "Zeolite and Metal Catalysis of Hydrogen Isotope Exchange Reactions". Thesis advisors, John L. Garnett and Mervyn A. Long.

PRIZES and AWARDS

- High School: All Saints College Bursary, Australian Commonwealth Secondary Scholarship.
- Undergraduate: Specific course prizes, overall Honours awards. University Medal in Chemistry.
- Graduate: Australian Commonwealth Postgraduate Award.
- Employment: Various LBNL Outstanding Performance Awards; U.S., Department of Energy award; National Performance Review, Team Award from Vice President Al Gore (1997).

AFFILIATIONS

- ❑ Royal Australian Chemical Institute
- ❑ American Chemical Society
- ❑ International Isotope Society
- ❑ Eagle Alliance

PUBLICATIONS

128 Publications, including 83 in peer-reviewed Journals and two Patents.

REFERENCES

Available upon request.

FORMATTED RESUME and CURRICULUM VITAE available at:

<<http://www.williams94610.net/pgw/pgwilliams/index.html>>

Resume

Name: Philip Geoffery WILLIAMS
Address: 3708 Lake Shore Avenue
Oakland, CA 94610-1727, U.S.A.
Phone: 510-444-1640 Fax: 206-350-1166
E-mail: <pgwillia@pacbell.net>

OBJECTIVE

A challenging position utilizing my broad problem-solving skills.

HIGHLIGHTS

- Over 15 years technical and management experience in a UC/National Laboratory environment.
- Over 100 publications and two patents.
- Extensive grant writing, budgeting, and management experience.
- Demonstrated ability to lead teams in complex projects, changing the status quo.

SKILLS

Teaching

- Created, co-ordinated, and taught half the material in the "Tritium Labelling and Analysis Workshop" at the Lawrence Berkeley National Laboratory, reaching more than 90 students.

Project Management

- Managed the National Tritium Labelling Facility (NTLF) at the Lawrence Berkeley National Laboratory (LBNL) for 14 years.
- Chaired the Low Level Radioactive Waste (LLRW) Committee of the International Isotope Society (IIS) for five years.
- Process Leader for the "Necessary and Sufficient Standards" pilot program at LBNL.

Experimental

- More than 20 years work experience in hydrogen isotope labelling techniques and applications, often handling hundreds of Curies of tritium.
- Extensive tritium engineering and design experience, including high level tritiation, tritium handling and control equipment.

Instrumental

- Radio-gas chromatography (GLRC), high pressure liquid chromatography (HPLC), mass spectrometry (low eV), nuclear magnetic resonance (NMR) spectroscopy, liquid scintillation counting (LSC).

Computer

- Extensive experience on Apple Macintosh computers using common productivity tools (*i.e.* Word / Excel / Drawing programs / PowerPoint / FileMaker / html programs, *etc.*). Other experience with Windows and Unix computers (PC, SGI).

ACORD

TM.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/15/2009

PRODUCER Phone: 510-832-4418 Fax: 510-839-2631
OAKLAND ASSOCIATION INSURANCE AGENTS
 1970 BROADWAY STE. 815
 OAKLAND CA 94612

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

Agency Lic#: 0492331

INSURED
PHILIP WILLIAMS
 3708 LAKESHORE AVENUE
 OAKLAND CA 94610

INSURER A: **THE HARTFORD INSURANCE**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	YES	GENERAL LIABILITY	57ABMVA2968	09/15/09	09/15/10	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP/OP AGG.	\$ 2,000,000
						GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE	\$
						E.L. DISEASE-POLICY LIMIT	\$
		OTHER:					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS
 THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO CONTRACT FOR SERVICES (MANAGEMENT CONSULTANT).

10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

CERTIFICATE HOLDER

OAKLAND UNIFIED SCHOOL DISTRICT
 1025 2ND AVENUE
 OAKLAND, CA 94606

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Attention: **RISK MANAGEMENT**


James Hill, ARM

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 describe scope of work below.

A contract between OUSD and Philip Williams for the latter to provide support in initial set-up, maintenance, scheduled upgrades of instructional computers and software, troubleshooting software implementation issues, and advice on the configuration of the "teacher" computers, laptops, and projection and printing capability for the period of January 20, 2010, through June 30, 2010, in an amount NOT TO EXCEED \$35,000.00.

SCOPE OF WORK

Philip Williams will provide a maximum of 700.00 hours of services at a rate of \$ 50.00 per hour for a total not to exceed \$ 35,000.00.
Services are anticipated to begin on 01/20/2010 and end on 06/30/2010.

- 1. Description of Services to be Provided** Please provide a one or two paragraphs program description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and the planned outcome.

The consultant will provide technical assistance with Windows and Apple Macintosh computers, as required by the school, to obtain the maximum instructional benefit and utility for students and staff at Oakland Technical High School. Consultant will devise and implement a plan for provision of printing capability in all classrooms and computer labs and will advise on the configuration of "teacher" computers, laptops, projection and printing capability, and backup strategies for student work. Consultant will provide assistance in troubleshooting implementation issues with all software packages and applications. Consultant may be involved in further research, design, development, and advice related to teaching strategies with computers, security, and account configuration, as needed by the school.

- 2. Strategic Alignment: School-based contracts:** Make clear how this service supports your academic goals and increases student achievement. Provide details as to program participation (Students will...) and measurable outcomes (Students will be able to...) **Central office contracts:** How does this service support the overall strategic goals of your department and increase student achievement?

The school's mission include teaching students to be skillful users of technology. Providing a computer network that is comprehensive and well-maintained is essential for achieving this goal. The consultant will be present at the school during his working hours to install, maintain, and troubleshoot the computers and related technology that will be used by the teachers and students. The aim is to minimize support and maintenance requirements, while maximizing utility and flexibility of the equipment, within the high school environment. The consultant may also be involved in the maintenance, installation, and troubleshooting of any other computer, printer, or projector at the school, as needed by the school.

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

Please select:


- Action Item included in Board Approved SPSA (no additional documentation required)**
Action Item Number: _____
- Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.**
1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified" and the modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.

22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD'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 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.
23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
 CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
 Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
29. **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.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 01/20/2010 Work shall be completed by: 06/30/2010 Total Fee: \$ 35,000.00

OAKLAND UNIFIED SCHOOL DISTRICT


 President, Board of Education
 Superintendent

1/30/10
Date

CONTRACTOR


Contractor Signature

1/11/10
Date

Certified:

Secretary, Board of Education Date


Edgar Rakestraw, Jr., Secretary
 Board of Education 2/25/10

Philip Williams Consultant
 Print Name, Title

Board Office Use: Legislative File Info.	
File ID Number	<u>10-0079</u>
Introduction Date	<u>2/11/10</u>
Enactment Number	<u>10-0316</u>
Enactment Date	<u>2-24-10</u>

Professional Services Contract

OUSD Representative:

Name: Shellagh Andujar
Site /Dept.: Oakland Tech High School
Address: _____
Oakland, CA
Phone: (510) 879-3050

CONTRACTOR:

Name: Philip Williams
Title: Consultant
Address: 3708 Lakeshore Avenue
Oakland CA 94610
Phone: (510) 444-1640

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR 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 employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. Insurance:

1. **General Liability Insurance:** Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Inclusion of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

11. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR 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, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor 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.
14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR 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. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. 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, CONTRACTOR shall pay the additional cost.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 1. **Tuberculosis Screening**
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: PGW

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).