

**AGREEMENT BETWEEN  
SANTA CLARA COUNTY OFFICE OF EDUCATION  
AND  
MOUNTAIN VIEW-WHISMAN SD**

Santa Clara County Office of Education (SCCOE) and Mountain View-Whisman SD agree that SCCOE will support Mountain View-Whisman SD by providing credentialed Librarian of Record services for the 2020-2021 school year. The terms and conditions for this collaboration are described below.

**I. TERMS OF AGREEMENT**

This agreement shall commence on Jul 1, 2020 and end on Jun 30, 2021.

**II. RESPONSIBILITIES**

SCCOE shall provide the following:

- A. Monthly virtual meeting
- B. Monthly newsletter with COVID-19 appropriate library supports
- C. District-based library trainings and other school library professional learning are available at an extra cost through separate Memorandum of Understanding.

**III. COMPENSATION**

- A. SCCOE will provide these services at the rate of \$.50 per enrolled student.
- B. Mountain View-Whisman SD's estimated enrollment for 2020-21 is 5,082 students.
- C.  $5,082 \times \$.50 = \$2,541.00$ ; amount will be payable 30 days after receipt of invoice.

**IV. INSURANCE/HOLD HARMLESS**

- A. Insurance: SCCOE and Mountain View-Whisman SD shall maintain a certificate of insurance in the business office of each respective office.
- B. Indemnity: SCCOE and Mountain View-Whisman SD shall each hold one another harmless from and against any and all claims arising from the work performed herein.

**V. APPROVALS**

- A. This agreement shall become effective upon its approval by the undersigned.

**Mountain View-Whisman SD**

Cathy Baur, Assistant Superintendent  
PRINTED NAME/TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

Anisha Munshi, Ed.D., Assistant Supt., PLISD  
PRINTED NAME/TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**CONTRACT / AGREEMENT ROUTING FORM**  
**NO STUDENT CONTACT**

SCCOE Staff Contact <i>Questions about this contract should be sent to:</i>	Name	Email	Extension
	Peggy Stull	pstull@sccoe.org	6508

**Directions**

Steps listed below must be completed *sequentially*.

\*Services cannot be initiated until the contract is fully approved.

1.  Check applicable category to verify compliance with AR 3310. Attach Purchasing Verification.
 

<input type="checkbox"/> RFP / Bid	<input type="checkbox"/> Sole Source	<input type="checkbox"/> N/A
<input type="checkbox"/> Best Source (\$3,000 - \$92,600)	<input type="checkbox"/> Verified by Purchasing (required) _____	
2.  Contractor and SCCOE contract originator reach agreement about scope of work and compensation.
3.  Prepare a contract.
4.  Gather initials verifying review of draft contract and identified funding source:
 

<input checked="" type="checkbox"/> Initiator <sup>DS</sup> <i>PS</i>	<input type="checkbox"/> Director <sup>DS</sup>	<i>For Construction/Design and Leases Only:</i>	<i>For Software/Technology Purchases Only:</i>
<input type="checkbox"/> Manager _____	<input checked="" type="checkbox"/> Chief <i>mm</i>	<input type="checkbox"/> General Services Director _____	<input type="checkbox"/> Information Systems Ctr Director _____
5.  SCCOE contract originator completes the contract packet and gathers required attachments.
 

<input type="checkbox"/> Auto Liability	<input type="checkbox"/> General Liability Insurance Certificate:
<input type="checkbox"/> W-9	<input type="checkbox"/> Additional Insurance Endorsement
<input type="checkbox"/> Proof of Workers' Compensation Insurance	<input type="checkbox"/> Molestation / Sex Abuse Endorsement
6.  Contractor to review and sign the contract.  
*Initial    Date Approved*
7.  \_\_\_\_\_ Risk Management to review, initial, and return to contract originator for final contract signature.
8.  \_\_\_\_\_ Obtain appropriate signature on contract per thresholds listed below.
 

<input type="checkbox"/> \$0 - \$2,999: SCCOE Director
<input type="checkbox"/> \$3,000 - \$99,999: SCCOE Chief
<input type="checkbox"/> \$100,000 & Over: Superintendent
9.  \_\_\_\_\_ Return to Risk Management to obtain an RM #. Risk Management returns to originator.
10.  \_\_\_\_\_ Contract originator creates the requisition using assigned RM # to generate a PO.

**Contract Information**

Contract Type	<input type="checkbox"/> Professional Services Agreement <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> MOU <input type="checkbox"/> Lease Agreement: <input type="checkbox"/> Construction / Design <input type="checkbox"/> New <input type="checkbox"/> Technology <input type="checkbox"/> Renewal
Contractor's Name	Mountain View-Whisman SD
Service Type / Brief Description	Librarian on Record Services

**Compensation & Terms**

*Anticipated Start Date	7/1/20	End Date	6/30/21
Total Contract Amount	\$2,541.00		