



# CONTRACT / AGREEMENT ROUTING FORM

## NO STUDENT CONTACT

SCCOE Staff Contact	Name	Email	Extension
Questions about this contract should be sent to:	Jhun Madriaga	jmadriaga@sccoe.org	4318

### 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 checked="" 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 type="checkbox"/> Initiator <sup>DS</sup> <u>JMA</u>	<input type="checkbox"/> Director <sup>DS</sup> <u>UOE</u>	For Construction/Design and Leases Only:	For Software/Technology Purchases Only:
<input type="checkbox"/> Manager <u>OS</u>	<input checked="" type="checkbox"/> Chief <u>AM</u>	<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 checked="" 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	Monta Loma Elementary School
Service Type / Brief Description	To provide Parent Engagement workshop series in an online format in 2020-2021.

### Compensation & Terms

*Anticipated Start Date	2/23/21	End Date	6/30/21
Total Contract Amount	\$ 500.00		

Santa Clara County  Office of Education

**Monta Loma Elementary School  
and  
Santa Clara County Office of Education**

Memorandum of Understanding

December 13, 2020

This is a memorandum of understanding between **Monta Loma Elementary School (MLES)** and the **Santa Clara County Office of Education (SCCOE)**. The goal of this agreement is to provide Parent Engagement workshop series in an online format for the academic school year 2020- 2021. This document is intended to define and clarify the following items between the Santa Clara County Office of Education and the Monta Loma Elementary School.

**Start Date: February 23, 2021**

**End Date: June 30, 2021**

This memorandum of understanding is intended to define

- Use of resources
- Articulation of monies
- Coordination and delivery of Parent Engagement workshop

## **1.0 Use of Resources**

- 1.1 **SCCOE** will provide 10 copies total of the Parent Project Jr. or Active Parenting book in English or Spanish to be disseminated to parents. Schools will have the option to purchase more books.
- 1.2 **MLES** will decide on the manner to disseminate books.
- 1.3 The **MLES** will receive a Zoom link for the live online workshop series accessible by all parents.

## 2.0 Articulation of Monies-Reimbursement Plan

- 2.1 **MLES** will pay \$500.00 flat rate.
- 2.2 Monies will be paid upon receipt of invoice.

## 3.0 Coordination and Delivery of Parent Engagement workshop

- 3.1 The **Santa Clara County Office of Education (SCCOE)** will provide six (6) Parent Project Jr. Loving Solutions workshops for Elementary or six (6) Active Parenting workshops for Secondary with integrated CCSS support for parents.
- 3.2 **SCCOE** will provide a Parent Engagement Specialist to facilitate the training.
- 3.3 Training will be offered in English and Spanish.
- 3.4 The online training will take place on a date and time as stated:
  - February 23, 2021 4:30 to 6 p.m.
  - March 2, 9, 16, 23, 30, 2021 4:30 to 6 p.m.
- 3.5 **MLES** will provide Parent Engagement Specialist with the intended outcomes/topic of consultation. If the outcomes are not determined within this timeframe, **SCCOE** reserves the right to cancel the training.
- 3.6 Date, Time, and Location: **MLES** will notify **SCCOE** of the specific location and start/end times for each Parent Engagement workshop in advance of the Parent Engagement workshop and finalize the dates with at least 20 days' notice beginning February 23, 2021.

## 4.0 Other Conditions

- 4.1 Insurance: **MLES** and the Santa Clara County Office of Education shall maintain a certificate of insurance in the business office of each respective office.
- 4.2 Indemnity: **MLES** and the Santa Clara County Office of Education shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the memorandum of understanding.

By: \_\_\_\_\_  
Signature of Authorized Official

**Santa Clara County Office of Education**

Title: Director, School Climate, Leadership and Instructional Services Dept.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Official

**Monta Loma Elementary School**

Title: Chief Academic Officer

Date: \_\_\_\_\_

MOU approved <sup>DS</sup>  
by Principal Trisha Lee 