



## CONTRACT / AGREEMENT ROUTING FORM

### NO STUDENT CONTACT

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

### Directions

Steps listed below must be completed *sequentially*.

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

- Check applicable category to verify compliance with AR 3310. Attach Purchasing Verification.
  - RFP / Bid
  - Best Source (\$3,000 - \$92,600)
  - Sole Source
  - Verified by Purchasing (required) \_\_\_\_\_
  - N/A
- Contractor and SCCOE contract originator reach agreement about scope of work and compensation.
- Prepare a contract.
- Gather initials verifying review of draft contract and identified funding source:
  - Initiator <sup>DS</sup> *PS*
  - Director <sup>DS</sup>
  - Manager
  - Chief <sup>DS</sup> *AM*
  - General Services Director \_\_\_\_\_
  - Information Systems Ctr Director \_\_\_\_\_

For Construction/Design and Leases Only:     For Software/Technology Purchases Only:
- SCCOE contract originator completes the contract packet and gathers required attachments.
  - Auto Liability
  - W-9
  - Proof of Workers' Compensation Insurance
  - General Liability Insurance Certificate:
  - Additional Insurance Endorsement
  - Molestation / Sex Abuse Endorsement
- Contractor to review and sign the contract.
- IC* <sup>Initial</sup> 7/2/2021 | 7:53 AM PDT Risk Management to review, initial, and return to contract originator for final contract signature.
- AM* <sup>DS</sup> 7/2/2021 | 8:49 AM PDT Obtain appropriate signature on contract per thresholds listed below.
  - \$0 - \$2,999: SCCOE Director
  - \$3,000 - \$99,999: SCCOE Chief
  - \$100,000 & Over: Superintendent
- IC* <sup>DS</sup> 7/2/2021 | 10:31 AM PDT Return to Risk Management to obtain an RM #. Risk Management returns to originator.
- \_\_\_\_\_ Contract originator creates the requisition using assigned RM # to generate a PO.

### Contract Information

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

### Compensation & Terms

*Anticipated Start Date	7/1/21	End Date	6/30/22
Total Contract Amount	\$ 3,564.75		



**Memorandum of Understanding  
between  
Santa Clara County Office of Education  
and  
Mountain View Whisman School District**

*This is a Memorandum of Understanding (MOU) between the Santa Clara County Office of Education – PLISD Administration (hereinafter referred to as the SCCOE) and Mountain View Whisman SD (hereinafter referred to as the Agency). The SCCOE and the Agency can be referred to as the “Party” or collectively as the “Parties” for the purpose of this MOU.*

**1. Overview**

This MOU is intended to define terms and responsibilities of each party regarding the participation in Librarian of Record services.

**2. Shared Goals**

- Improve access to inclusive, equitable, high-quality education.
- Provide quality support to districts, schools, students, and communities.
- Be a premier service organization.

SCCOE will provide Librarian of Record services to Agency.

**3. Responsibilities**

**3.1. The Agency Responsibilities:**

Agency will contract with the SCCOE for Librarian of Record services.

**3.2. The SCCOE Responsibilities:**

SCCOE will contract for Librarian of Record services for districts in Santa Clara County who need these services.

**4. Articulation of Monies/Compensation**

Agency will pay the SCCOE \$.75 per a.d.a. for Librarian of Records services for compliance purposes. A.D.A. information is as last recorded at DataQuest ([DataQuest \(CA Dept of Education\)](#)). Agency’s a.d.a. is recorded as 4,753. Agency will pay the SCCOE \$3,564.75 within 30 days of receipt of invoice.

**5. Other Terms**

- 5.1. Amendments:** Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- 5.2. Delivery of Services and Use of Resources:** District will receive notification of library meetings and where library services can be accessed online.



**6. Insurance/Hold Harmless**

- a. Insurance: The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- b. Indemnification: The SCCOE and the Agency shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the MOU.

**7. Duration of MOU**

This MOU begins on July 1, 2021 and ends on June 30, 2022.

**8. Termination**

Either the Agency or the SCCOE may terminate this MOU with or without cause upon 30 days advance written notice to either party.

**9. Approvals**

This MOU shall become effective upon its approval and signature by the authorized officers:

**SCCOE:**

By: DocuSigned by:  
Anisha Munshi  
Signature of Authorized SCCOE Official

Name: Anisha Munshi, Ed.D.

Title: Asst. Supt., PLIS Division

Date: 7/2/2021 | 8:49 AM PDT

Address: 1290 Ridder Park Drive  
San Jose, CA 95135

Phone: (408) 453-6842

Email: [amunshi@sccoe.org](mailto:amunshi@sccoe.org)

**MOUNTAIN VIEW WHISMAN SD:**

By: DocuSigned by:  
Cathy Bauer  
Signature of Authorized Agency Official

Name: Cathy Bauer

Title: Chief Academic Officer

Date: 7/1/2021 | 9:08 PM PDT

Address: 1400 Montecito Ave.  
Mountain View, CA 94043

Phone: (650) 526-3500

Email: [cbaur@mvwsd.org](mailto:cbaur@mvwsd.org)

**For Contracts Office/Risk Management use only:**

RM#: 22-0200

Signature: DocuSigned by:  
Ingrid Campbell

Date: D383DE3C3A5045E  
7/2/2021 | 10:31 AM PDT