

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

SCCOE Staff Contact	Name	Email	Extension
Questions about this contract should be sent to:	PAULA LEGGETT	PLEGGETT@SCCOE.ORG	X6587

DirectionsSteps 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 checked="" type="checkbox"/> Initiator ^{DS} <i>PL</i>	<input type="checkbox"/> Director ^{DS}	For Construction/Design and Leases Only:	For Software/Technology Purchases Only:
<input checked="" type="checkbox"/> Manager <i>AW</i>	<input checked="" type="checkbox"/> Chief <i>AM</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 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 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	Suicide Prevention Partnership (Kognito) for 2021-2022	

Compensation & Terms

*Anticipated Start Date	7/1/21	End Date	6/30/22
Total Contract Amount	\$ 1,890.00		



**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/Youth Health and Wellness (hereinafter referred to as the SCCOE) and Mountain View Whisman School District (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 as it relates to implementing a school-based suicide prevention and crisis intervention partnership. The terms and conditions for this collaboration are described below.

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 is taking the lead in assisting districts with Social and Emotional training and supporting the districts as we transition back to in-person learning. The Suicide Prevention program works in collaboration with the Santa Clara County Behavior Health Department, Kognito, LLC, and other local mental health organizations to provide our districts support.

3. Responsibilities

3.1. The Agency Responsibilities:

- 3.1.a. Recruit/identify a district-level Kognito Suicide Prevention training and implementation lead.
- 3.1.b. District leads will ensure that staff will complete Kognito simulations or ensure rollout of the “At Risk, Trauma Informed, and Building Respect (Bullying)” simulations, as outlined on page 1 of the County of Santa Clara Schools for Suicide Prevention (S4SP) Partnership 2021-22 Partnership Agreement.
- 3.1.c. Provide the number of teachers and staff District will train using Kognito Health Simulation.
- 3.1.d. Coordinate a district team to receive technical support and to facilitate meetings with appropriate district and school staff, to receive Stanford/HEARD Alliance technical support.
- 3.1.e. Provide upon invoice the cost share for the Kognito annual licenses, cost of licenses only, not to exceed \$ 1,890.00.



3.2. The SCCOE Responsibilities:

3.2.a. Serve as a pass-through for Agency cost share for the Kognito annual licenses, cost of licenses only.

3.2.b. Enter into a contract with Santa Clara County Behavioral Health Services to provide the funding for the matching Kognito annual license cost share as well as Agency share of fees associated with service/set-up, custom surveys and training.

3.2.c. Enter into a licensing agreement with Kognito Solutions LLC on behalf of Agency to provide annual user licenses for Agency staff.

4. Articulation of Monies/Compensation

4.1. Agency shall pay SCCOE for each of the above items, **total not to exceed** \$1,890.00 by due date.

a. The term of this MOU will begin July 1st, 2021 extending until June 30, 2022.

b. This MOU may be terminated by the Agency at any time prior to the date of expiration if such decision is reported by signatory in written note. A refund of Agency cost share will not be issued upon termination of MOU.

4.2. Agency shall make payment within 30 days of receiving each 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. During the time the MOU is in effect, the parties may amend the term of the MOU to improve the effectiveness of the district implementation of this partnership. The amendments shall be in writing.

5.3. Unless otherwise stipulated, any amendments to this MOU will take effect when signed by Agency and SCCOE.

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 advance written notice to either party.

9. Approvals

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

SCCOE:

By: _____
Signature of Authorized SCCOE Official

Name: Anisha Munshi, Ed.D.

Title: Assistant Superintendent of PLISD

Date: _____

Address: 1290 Ridder Park Drive, MC 237,
San Jose, CA 95131

Phone: (408) 453-6500

Email: amunshi@sccoe.org

Mountain View Whisman School District::

By: ^{DS}

Signature of Authorized Agency Official

Name: Cathy Baur

Title: Assistant Superintendent of Educational Services

Date: 7/28/2021 | 8:27 AM PDT

Address: 1400 Montecito Ave
Mountain View, CA 94043

Phone: (650) 526-3500

Email: cbaur@mvwsd.org

RM#: _____

Contracts Analyst Signature: _____

Date: _____



**County of Santa Clara Schools for Suicide Prevention (S4SP) Partnership
2021-22 Partnership Agreement**

Thank you for your participation in the S4SP partnership with the Behavioral Health Services Department's Suicide Prevention Program and the County Office of Education.

< PAGE 1 OF 2: CONFIRM YOUR PLANS >

1. Please confirm your district-level Kognito/suicide prevention training implementation lead(s) (responsible for attending meetings; creating and implementing rollout plan; championing Kognito training to schools; ensuring completion of trainings; acting as liaison to County):

Name(s): Karin Jinbo

Email(s): kjinbo@mvwsd.org

Phone number(s): 650.526.3500 ext 1130 or cell: 707-631-5115

2. Indicated below are your plans for training teachers, staff, students and/or caregivers in the Kognito health simulation programs during the 2021-22 school year. Note: New staff should complete the "At-Risk" simulation included in your district's license.

Modules requested	Elementary School Educators		Middle School Educators		Other (Students, Parents/Caregivers)
	New	All	New	All	
Trauma Informed	x		x		50 user licenses requested
Building Respect (Bullying)	x		x		50 user licenses requested
At-Risk for Educators					Free access through SCCOE

3. If applicable, in what areas would you like support from the HEARD Alliance in the upcoming year? (indicate all that apply)

<input type="checkbox"/>	Parent education (e.g. trainings, presentations)	<input type="checkbox"/>	Postvention support (e.g. creating or reviewing protocols)
<input type="checkbox"/>	Student mental health training opportunities	X	Reviewing specific protocols and/or forms
<input type="checkbox"/>	Crisis Response Team development (e.g. support with formation, site training, etc.)	<input type="checkbox"/>	SEL consultation
<input type="checkbox"/>	Supporting return to school transition needs	<input type="checkbox"/>	Other:



COUNTY OF SANTA CLARA
Behavioral Health Services

< PAGE 2 OF 2: CONFIRM YOUR COMMITMENTS >

1. Pricing

For all participating districts:

- Kognito will include a group discount off the license cost for all partnership districts.
- The Suicide Prevention Program will pay for Kognito services costs (\$33,000) and cover the full contract amount for the HEARD Alliance team's technical support.
- For School-Linked Services districts: The Suicide Prevention Program will cover a portion of the district's discounted license cost.

Your district will be required to pay the full amount listed below to the County Office of Education.

District	District Cost
Mountain View Whisman	\$1,890

€ I agree to pay the listed district amount to the County Office of Education (COE). COE will follow-up with a formal agreement for funds transfer.

2. Kognito Training Implementation

District leads will ensure that staff will complete Kognito simulations and ensure rollout of any "Friend2Friend" student simulations or parent/caregiver simulations as outlined on page 1.

€ I agree to facilitate rollout of the Kognito training across my district, myself and by working with school leads.


3. Stanford/HEARD Alliance Technical Assistance

This partnership allows for access to consultation from the Stanford/HEARD Alliance team. These consultations will advise school staff on their suicide crisis response, prevention protocols, along with support on broader school-based prevention efforts.

€ If needed, my district and schools agree to receive technical support and to facilitate meetings with appropriate district and school staff, to receive HEARD Alliance technical support.

Please sign and date below. Send the completed form to Suicide Prevention Program Coordinator, Jasmine Lopez, at jasmine.lopez@hhs.sccgov.org.

Name: Cathy Baur Date: 7/27/21

Signature: 

* * * *

Kognito health simulations use role-play with virtual people to increase the learner's comfort and competency to manage critical conversations in the areas of mental health, bullying, or related non-academic areas that impact social and emotional wellness, attendance, school climate, and academic success. <https://kognito.com/>

The HEARD Alliance's mission is to increase collaboration among primary care, mental health, and educational professionals, to enhance the community's ability to promote well-being, to treat depression and related conditions, and to prevent suicide in



adolescents and young adults. The HEARD Alliance developed the [K-12 Toolkit for Mental Health Promotion and Suicide Prevention \(www.heardalliance.org/help-toolkit/\)](http://www.heardalliance.org/help-toolkit/), based on youth suicide prevention and mental wellness efforts in Palo Alto.