

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

This Memorandum of Understanding (MOU), hereinafter referred to as the "Agreement", is between the Santa Clara County Office of Education (SCCOE) and Mountain View Whisman School District (the "Agency"). SCCOE and the Agency can each be referred to as the "Party" or collectively as the "Parties" for the purpose of this Agreement.

1. Overview

This Agreement outlines the responsibilities and commitments of each Party regarding the participation in Librarian of Record Services.

2. Goals

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

The SCCOE will serve as the Librarian of Record for the Agency.

3. Responsibilities

3.1. The Agency Responsibilities:

Agency will contract with the SCCOE for Librarian of Record services (compliance only).

3.2. The SCCOE Responsibilities:

SCCOE will serve as the Librarian of Record for the Agency.

4. Duration of Agreement

This Agreement begins on July 1, 2025, and ends on June 30, 2026.

5. Articulation of Monies/Compensation

Agency will pay the SCCOE \$1.50 per A.D.A for Librarian of Record services for compliance purposes. A.D.A. is determined using the latest enrollment information recorded at DataQuest. Agency's latest recorded enrollment is 4,591. Agency will pay the SCCOE \$6,886.50 within 30 days of receipt of invoice.

6. Data Sharing

The services performed under this Agreement include the sharing of non-publicly available employee or student data.

- Yes, Data Sharing agreement/form attached
- No

7. Termination

Either the Agency or the SCCOE may terminate this Agreement with or without cause upon 30 days advance written notice to the other Party.

8. Other Terms

- 8.1. Entire Agreement:** This Agreement and its appendices and exhibits (if any) constitute the final, complete, and exclusive statement of the terms of the agreement between the Parties. It incorporates and supersedes all the agreements, covenants and understandings between the Parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- 8.2. Amendments:** This Agreement may only be amended by a written instrument signed by the Parties.
- 8.3. Severability:** Should any part of this Agreement between SCCOE and the Agency be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Agreement, which shall continue in full force and effect, provided that such remainder can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.
- 8.4. Third-Party Beneficiaries:** This Agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the Parties.
- 8.5. Assignment:** No assignment of this Agreement or of the rights and obligations hereunder shall be valid without the prior written consent of the other Party.
- 8.6. Use of SCCOE Name and Logo for Commercial Purposes:** Agency shall not use the name or logo of SCCOE or reference any endorsement from SCCOE in any manner for any purpose, without the prior express written consent of SCCOE as provided by the SCCOE's authorized representative, or designee.
- 8.7. Governing Law, Venue:** This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in Santa Clara County.

9. Insurance/Hold Harmless

- 9.1 Insurance:** The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- 9.2 Indemnification:** Each Party will defend, indemnify, and hold the other Parties, their officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, employees, or agents.

10. Execution Authority

Each individual executing this Agreement on behalf of a Party represents that they are duly authorized to execute and deliver this Agreement on the entity's behalf, including, as applicable, the Governing Board, Superintendent, Board of Directors, or Executive Director. This Agreement shall not be effective or binding unless it is in writing and approved by the SCCOE's authorized representative, or authorized designee, as

evidenced by their signature as set forth in this Agreement.

11. Electronic Signatures/ Signatures

Unless otherwise prohibited by law or SCCOE policy, the Parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term “electronic copy of a signed contract” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document or other format. The term “electronically signed contract” means a contract that is executed by applying an electronic signature using technology approved by SCCOE.

SCCOE:

By: _____
Signature of Authorized SCCOE Official

Name: Deborah Gorgulho, Ed.D.

Title: Assistant Superintendent, Educational Progress

Date: _____

Address: 1290 Ridder Park Drive
San Jose, CA 95131

Phone: (408) 453-6645

Email: dgorgulho@sccoe.org

Mountain View Whisman School District:

By: _____
Signature of Authorized Agency Official

Name: Cathy Baur

Title: Associate Superintendent, Department of Educational Services

Date: _____

Address: 1400 Montecito Ave
Mountain View, CA 94043

Phone: (650) 526-3545

Email: cbaur@mvwsd.org

For Contracts Office/Risk Management use only:

RM#: _____

Date: _____

Signature: _____

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT

Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST

Vendor Name: Santa Clara County Office of Education (approved vendor)

***REQUIRED CHECKBOX* for Service Contracts**
 MVWSD Independent Contractor for Professional Services Agreement (PSA) completed
 If MVWSD PSA is **NOT** used, explanation with corresponding documents is attached.

Contract for Professional Services / Special Services

- \$50,000 or below, no further steps required.
- \$50,001 and above, completed the following items:
 - ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

**If it is advantageous for the district to pursue a particular vendor, a justification can be attached.*

Contract for Services (NOT Special Services)

- \$50,000 or below, no further steps required.
- \$50,001 - \$114,500, completed the following items:
 - ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

Contract for Waste Services {MOT or CBO}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Transportation (Bus, Cars, etc.) Services

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Equipment, Materials and Supplies

- \$75,000 or below, no further steps required.
- \$75,001 - \$114,500, completed the following items:
 - ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

Contract for Educational Materials {Ed Services}

- ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

Contract for Perishable Foods {Child Nutrition}

___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)

Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}

Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract Utilizing CMAS / Other "Leveraged Procurement Agreement" via the CA Dept of Gen Svcs {Business Office}

Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement" {Business Office}

Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Construction, Repair and Maintenance {MOT or CBO}

Up to \$75,000, completed the following items:

___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)

Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

\$75,001 - \$220,000, followed the **Informal** Bid Process in the Purchasing Processes and Procedures document.

\$220,001 and above, followed the **Formal** Bid Process in the Purchasing Processes and Procedures document.

Lease-Leaseback, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.

Design-Build, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.



Contract for Energy Services That Will Generate Cost Savings

Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.

Emergency Contracts {CBO Only}

Followed the applicable steps in the Purchasing Processes and Procedures document.

Both signatures below are required

Approval by Department Head (Minimum: Manager Level)	Approval by Person with Delegated Authority (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature: <u></u>	Signature: <u></u>
Date: <u>May 15</u> , 20 <u>25</u>	Date: <u>15 MAY</u> , 20 <u>25</u>
Print Name: <u>Cathy Baur</u>	Print Name: <u>Jeffrey Baier</u>
Print Title: <u>Associate Superintendent</u>	Print Title: <u>Superintendent</u>

For Department: Educational Services Santa Clara COE - Librarian of Record \$6,886.50

Checklist not required for school sites

JUSTIFICATION

Date: May 15, 2025

Requestor: Cathy Baur, Associate Superintendent
Educational Services

Vendor: Santa Clara County Office of Education

Reason: Santa Clara County Office of Education Memorandum of Understanding for
2025-26 school year

Remarks: The Santa Clara County Office of Education would like to use their MOU to enter into an agreement with MVWSD for Librarian of Record services for compliance purposes. Upon review of the MOU, it adequately outlines the services, cost, and appropriate liability coverage outlined in the MVWSD Independent Contractor for Professional Services Agreement. The Santa Clara COE is on the Approved Vendor list ratified by MVWSD Board of Trustees on March 6, 2025.