SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval **at least 1 month prior to services.**
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Educational Services will facilitate this with HR once the contract is received.

Requested by: Rosanna Mucetti / R. Mucetti / 12-13-13
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: SADA SYSTEMS, INC.

Address — City — State — Zip

818-766-0090 (Telephone Number) | 818-766-0090 (Fax Number) | hratch.achadijian@sadasystems.com (Cell # or E-Mail Address)

SCOPE OF WORK: The project will focus on supporting the district with effectively migrating from Exchange to Goggle applications.

LOCATION OF SERVICES: District Office

DATE(S) OF SERVICE: December, 2013 through April, 2014.

ESTIMATED COST: $ 62,643 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Instructional Innovator Initiative

BUDGET NUMBER: 010-5100-7405-1110-1000-040-40 (or ASB funds____)

Administrator/Program Manager Approval:
Rosanna Mucetti / R. Mucetti / Date: 12-13-13
Print Name — Signature

Consultant/Contractor:

_____ / _____ / Date: _____
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ **BOARD APPROVAL DATE:** _____
___ **Clearances with Human Resources:** ___ **Fingerprinting** ___ **TB Note:**_____
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ____ Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
____Assistant Superintendent, Educational Services ____Human Resources ____Purchasing Department