SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement 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. Originating Dept. will follow up with HR once the contract is received.

Requested by: Sonal Patel / _____ / 6/19/14
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Buck Institute for Education

18 Commercial Blvd	Novato	CA	94949
Address	City	State	Zip

415 883-0122	415 883-0260	
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: Project Based Learning Workbook Series (PBL-101)
Work Shop for 5 - PBL 101: 8-12-2014 - 8-14-2014 $10,000.00 each $50,000.00 Total
Work Shop for Lead: 8-14-2014 $5,000.00

LOCATION OF SERVICES: FTK High School Campus

DATE(S) OF SERVICE: August 12, 2014 - August 14, 2014

ESTIMATED COST: $55,000.00 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Summer Learning Conference - Project Based Learning

BUDGET NUMBER: 010-5809-7405-1110-1000-040-40 (or ASB funds____)

Administrator/Program Manager Approval:
Sonal Patel / _____ / Date: 6/19/14
Print Name — Signature

Consultant/Contractor:
Claire Adams / _____ / 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
___ 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:
____Originating Department (initials: _____) ____Human Resources ____Purchasing Department

REVISED 4-16-14 RA/RM/vkc

BUCK INSTITUTE FOR EDUCATION

QUOTED TO:

San Leandro Unified School District

San Leandro, CA

QUOTE DATE: 6/16/2014
QUOTE #: Q-0826

Sent via Email: rmucetti@slusd.us

QUOTE	
GOOD THRU 8/14/2014	
DESCRIPTION	PRICE
PBL 101: 8-12-2014 to 8-14-2014	$10,000.00
PBL 101: 8-12-2014 to 8-14-2014	$10,000.00
PBL 101: 8-12-2014 to 8-14-2014	$10,000.00
PBL 101: 8-12-2014 to 8-14-2014	$10,000.00
PBL 101: 8-12-2014 to 8-14-2014	$10,000.00
PBL Lead: 8-14-2014	$5,000.00
TOTAL	$55,000.00

Pricing is all-inclusive of consultant's travel and accommodations, along with other applicable fees. Please note that for international services, any applicable GST/HST will be added when you are invoiced.

The price of the PBL 101 Workshop includes 35 copies of the PBL 101 Workbook shipped to your site. All other BIE publications can be purchased on www.bie.org/shop. All orders should be placed at least 15 days in advance of the workshop to ensure timely delivery.

If client cancels workshop(s), the client will be responsible for non refundable expenses (minimum $250 per workshop) already incurred. If client reschedules workshop(s), the client will be responsible for any additional cost associated with rescheduling.