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: Judith Alcala / _____ / 12/16/21
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Sylvan Tutoring Services

3200 Castro Valley Blvd. Ste. B 94546
Address City State Zip

510 928 4646 _____ _____
Telephone Number Fax Number Cell # or E-Mail Address

SCOPE OF WORK: Tutor 6 groups of 8 students in gardes 2nd-5th grades (48 students)

LOCATION OF SERVICES: on Zoom

DATE(S) OF SERVICE: January -June 2022

ESTIMATED COST: $ 39,744 (and/or hourly Rate: $_____)

NAME OF PROGRAM: After School Tutoring

BUDGET NUMBER: 010-4300-3211-1110-1000-003-03- -001 (or ASB funds____)

Administrator/Program Manager Approval:

Judith Alcala / _____ Date: 12/16/21
Print Name / Signature

Consultant/Contractor:

Barbara Sabbadini / _____ /Date: 1/5/2022
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 ____Human Resources ___Purchasing Department

REVISED 4-16-14 RA/RM/vkc