

From: [Taylor, Jennifer](#)
To: [Machani, Rachana](#)
Subject: FW: Update_ RE: FY21 Requisitions with no POs
Date: Wednesday, July 29, 2020 9:56:00 AM
Attachments: [image001.png](#)
[FLC FY21 OLRs WITHOUT POs.xlsx](#)
[1112130 CALTRONICS.pdf](#)
[1112131 CALTRONICS.pdf](#)
[1112133 CALTRONICS.pdf](#)
[B210118 CALTRONICS.pdf](#)
[B210151 SIGNAL SERVICE.pdf](#)
Importance: High

FYI

From: Haney, Brenda <haneyb@losrios.edu>
Sent: Wednesday, July 29, 2020 9:00 AM
To: Harman, Joany <harmanj@flc.losrios.edu>
Cc: Taylor, Jennifer <TaylorJ@flc.losrios.edu>
Subject: Update_ RE: FY21 Requisitions with no POs
Importance: High

Good Morning Joany –

Of the 24 OLRs listed in email below - 8 were sourced okay, (5 Dispatched, 1 Canceled, 1 Delayed B/Error, 1 In Progress); and 16 that did not Source to PO at FY End.

For ease in tracking from here - I've recapped your list on attached spreadsheet (two tabs at bottom).

- Copies of the 5 dispatched POs attached.
- I've asked IT to review the 16 that did not Source to PO, before processing and dispatching those POs.
 - With that – I have provided Confirming PO and BPO Numbers on the attached spreadsheet for these 16 OLRs.
- Once IT has had a chance to review my findings and advise further.
- Remaining POs should hopefully follow by end of week, providing all docs are current and everything budget checks, etc.

Please let me know if you have any other inquiries.

Thank you,

Brenda Haney, Purchasing / Buyer III
Los Rios Community College District 1919 Spanos Ct., Sacramento, CA 95825
☎ 916-568-3072 Fax: 916.568.3145 | ✉ haneyb@losrios.edu

Please Note: In response to the ongoing COVID-19 public health crisis, Los Rios Community College District has moved to 100% remote operations.

From: Harman, Joany <harmanj@flc.losrios.edu>
Sent: Tuesday, July 28, 2020 3:50 PM
To: Haney, Brenda <haneyb@losrios.edu>
Cc: Taylor, Jennifer <TaylorJ@flc.losrios.edu>; Gordon, Paula <GordonP@losrios.edu>
Subject: FY21 Requisitions with no POs

OLR#	CONFIRMING PO#	CONF BPO#	VENDOR	DATE OLR	SOURCED	BUYER	ORIGIN	SHIP TO	REQ DATE	ACCTG DATE	PO DATE	STATUS	ACTION NEEDED
1026119	0001112133		CALTRONICS	6/25/2020	YES	HANEY	FLC	FLC	7/1/20	7/1/20	7/1/20	DISPATCHED	
1025543	0001112130		CALTRONICS	6/25/2020	YES	HANEY	EDC	EDC	7/1/20	7/1/20	7/1/20	DISPATCHED	
1026397	0001112131		CALTRONICS	6/25/2020	YES	HANEY	FLC	FLC	7/1/20	7/1/20	7/1/20	DISPATCHED	
1025742	0001112121	B210118	CALTRONICS	6/25/2020	YES	HANEY	FLC	FLC	7/1/20	7/1/20	7/1/20	DISPATCHED	
1025389	0001111436		FARRALANE	4/17/2020	YES	HANEY	FLC	FLC	7/1/20	7/1/20	7/1/20	DELAYED	PO in Budget Error. You requested this one to be changed to FY21. Email sent to BSO 7/28. 1112481 Duplicate PO, Canceled. FY20 Open PO Rolled/Rebudgeted. PO Copy not available.
1026370	0001112481		JACKSON, TAMEKA	7/24/2020	YES	HANEY	FLC	FLC	7/27/20	7/24/20	7/27/20	CANCELED	
1026653	0001112464		CTR FOR PHLEBOTOMY	7/22/2020	YES	HANEY	FLC	EDC	7/22/20	7/22/20	7/22/20	OPEN/IN PROGRESS	Confirming if Vendor will accept PO, PY PO required CC Pre-Pay
1025522	Orig Canceled	B210151	SIGNAL SRVC	6/30/2020	YES	HANEY	EDC	EDC	7/1/20	7/1/20	7/6/20	DISPATCHED	

Requisition

Supplier: JACKSON TAMEKA
1531 CORPORATE WAY
SACRAMENTO CA 95831
United States

0000043540

Phone: (916) 424-3701
email: drtamekajackson@gmail.com

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit: GENFD		OPEN
Req ID: 0001026370	Date 07/01/2020	Page 1
Requisition Name: 2021 TAMEKA JACKSON		
Requester Molly Senecal	Bldg# STUSVC	
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: KRAVCHUA 15-JUN-2020		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	PROVIDE MENTAL HEALTH SERVICES TO COLLEGE STUDENTS WHO SUFFER FROM ANXIETY, DEPRESSION, LOW SELF-ESTEEM, ANGER MANAGEMENT, RELATIONSHIP CHALLENGES, GRIEF, AND TRAUMA - LICENSED CLINICAL PSYCHOLOGIST (PSY24867) SV AGREEMENT VALID 7/1/20-12/18/20	1	JOB	10,650.00	10,650.00	

10,650.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 10,650.00

PY PO: 0001111402
SERVICE AGREEMENT ON FILE

TAMEKA JACKSON
(916)304-4602
1531 CORPORATE WAY
SACRAMENTO, CA 95831

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5100	12	FL.VS.HLTH	64400	00000	425A	10,650.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: HLTH
Project Grant: 425A
Program Director: Molly Senecal
Program Goal: Mental Health Services for Students

Approval Signature	Approval Signature	Approval Signature
---------------------------	---------------------------	---------------------------

**LOS RIOS COMMUNITY COLLEGE DISTRICT
SERVICE AGREEMENT**

(Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

No. _____

Attachment to Purchase Order No. _____

This Agreement entered this 27th day of March by and between the Los Rios Community College District (District) and (CONTRACTOR), Tameka Jackson CONTRACTOR No. _____ Social Security No. _____

Business Name (if different) _____ FIN No. _____

Check One: Sole Proprietorship Partnership _____ Corporation _____ Check One: U.S. Citizen Resident Alien _____ Non-resident Alien _____

Telephone No. (916) 304-4602 (SSN or FIN No. must be provided for payment)

Address 1531 Corporate Way City and State Zip Sacramento, CA 95831

Are you now or have you been an employee of the District? Yes _____ No If yes, Date _____ Location _____

Are you related to an employee of the District? Yes _____ No If yes, who _____

GENERAL CONDITIONS:

1. Scope of Work. CONTRACTOR shall perform specific services as set forth below (attach separate schedule if necessary, and reference the attachment). The term of this Agreement is from (date) 04/02/2020 to (date) 12/18/2020. CONTRACTOR shall perform its services hereunder in accordance with the professional standard of care, skill and diligence customarily followed by consultants performing similar professional services on projects of comparable scope and quality.
Tameka will provide Mental Health Services to College Students

2. Compensation. For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$ 15,000 during the term of this Agreement. Payment of this amount shall be made in accordance with established District payment schedules, and is contingent upon the CONTRACTOR submitting an invoice to the District Accounts Payable Office, and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate College/District Administrator. Payment terms are: Net 30 upon Receipt of Invoice Payment will be mailed to address on purchase order. CONTRACTOR agrees that none of the terms and conditions associated with its acceptance of this Agreement shall apply to, modify, or be incorporated into this Agreement, and the DISTRICT's acceptance of CONTRACTOR's goods, materials, equipment, services and/or labor or other items covered by or delivered under this Agreement shall not constitute acceptance of any additional or different terms and conditions on behalf of CONTRACTOR.

3. Termination. The DISTRICT shall have the right to terminate this Agreement with or without cause. The District may terminate the Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to CONTRACTOR. In the event of termination for convenience, CONTRACTOR shall immediately cease rendering services and promptly deliver to the DISTRICT copies of all prepared work product, and CONTRACTOR shall only be entitled to payment for hours actually worked and direct costs incurred, plus a 10% mark-up on direct costs incurred, or the pro-rata share of the contract price, whichever is less. The DISTRICT may terminate the Agreement for cause which shall be effective immediately upon written notice. In the event of a termination for cause, CONTRACTOR shall not be entitled to any further payment, if any becomes due, until the Project is completed. The DISTRICT may proceed with the work in any manner deemed proper by the DISTRICT, and all the DISTRICT's costs incurred by the District shall be deducted from any sum otherwise due CONTRACTOR under this Agreement and the balance, if any, shall be paid to CONTRACTOR upon completion of the work. The DISTRICT reserves all rights, including all rights to recover damages, inclusive of attorneys' fees from CONTRACTOR, in the event of a termination for cause.

4. Integration, Amendments. This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representations, whether oral or written are part of this Agreement except that the following document(s) are part of this Agreement: Scope of Work Letter
All amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

5. Independent CONTRACTOR not Agent.

- a. CONTRACTOR, and its agents and employees, in the performance of this Agreement, shall be independent contractor(s) and no relationship of employer-employee exists between these parties and the DISTRICT.
- b. CONTRACTOR shall be responsible for determining the means, methods, or sequence used to complete the work required under this Agreement. CONTRACTOR shall be responsible for and accountable to the DISTRICT for the final product or service to be provided.
- c. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR. It is further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONTRACTOR's employees, assigned personnel and subcontractors.
- d. Except as otherwise provided in this Agreement, CONTRACTOR is qualified to accomplish the work required in this Agreement and the DISTRICT will provide no training to CONTRACTOR.
- e. Except as otherwise provided in this Agreement, CONTRACTOR's ability to market or provide services to any other client shall not be limited by the DISTRICT.
- f. Except as otherwise provided in this Agreement, CONTRACTOR is to provide all necessary tools and materials.
- g. Prior to DISTRICT's acceptance of this Agreement, CONTRACTOR shall (a) identify their status as a sole proprietorship, partnership, or corporation, and (b) provide the DISTRICT with a copy of IRS Form W-9, Request for Certification of Federal Taxpayer Identification Number.
- h. CONTRACTOR agrees that, upon request, CONTRACTOR shall provide any documentation requested by the DISTRICT as evidence that appropriate taxes have been paid. If CONTRACTOR fails to pay appropriate taxes or to provide requested documentation, CONTRACTOR hereby agrees to indemnify the DISTRICT against any penalties and taxes levied against the DISTRICT by a taxing agency, and to reimburse the DISTRICT for such penalties and taxes.

Signature below by CONTRACTOR indicates that all parts of this Agreement have been read, understood and accepted.

Name of CONTRACTOR (Printed) Tameka Jackson

Signature of CONTRACTOR _____ Date _____ Requisition # _____

DISTRIBUTION: White: CONTRACTOR Green: Purchasing Canary: Accounting Pink: Business Office Goldenrod: Originator

**LOS RIOS COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST**

This questionnaire is to be used to determine if an individual is an independent contractor or employee. The individual should be consulted where necessary to answer all questions. If you believe that the individual qualifies as an independent contractor, submit a requisition, service agreement, checklist, and any explanatory attachments. The contract will not be valid until a Purchase Order is issued, and no agreements should be made nor should work commence before that time. Due consideration should be given to all questions, since the penalty to the originating department for misclassification is approximately 50% of the contract amount. For more information see the District Purchasing Guide. If you have any questions or require assistance, please contact the Director, Accounting Services at the District Office.

- | | Y | N |
|--|--------------------------|-------------------------------------|
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so, please explain _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Will the District exercise any control, direction or supervision of the contractor? If so, please explain _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to any of the above questions is "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why, and continue to question #4. If the answer to all of the above questions is "No", continue to question #4.

- | | | |
|---|--------------------------|-------------------------------------|
| 4. Must this individual perform the services (as opposed to the individual subcontracting or assigning the work to others)? Please explain to what extent the individual may or may not hire/subcontract others to do the work _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Has this individual worked for the District as an independent contractor in the past? If so, please explain the nature of past services (for what period, continuous vs. intermittent, how many hours, etc.) _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Can the contractor quit for any reason other than the District's breach of contract? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to three or more of these questions 4 through 7 are "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why and continue to question #8.

- | | | |
|--|-------------------------------------|--------------------------|
| 8. Does the individual operate an independent trade or business, offering these same services to the general public? If so, please ask the individual what proportion of their annual revenues are obtained from the District:
Less than 25%- _____ Between 25% & 50% _____ Over 50 % Yes _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", this individual can be classified as an independent contractor.

The above information has been compiled and reviewed per District Guidelines:

Originator: _____ Date: _____

LOS RIOS COMMUNITY COLLEGE DISTRICT
Service Agreement Certification Form

Requisition No _____
Description of Services _____

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

Section I

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section II

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- | | | |
|--|--------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings. | <input type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house. | <input type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by: _____
(Dean or other Authorized Signature)

Date: _____

Folsom Lake College

Scope of Services for Independent Contractor, Mental Health Therapist

Under this scope of services, the independent contractor, mental health therapist (hereafter referred to as consultant) provides the following services with the overall goal of stabilizing students' mental health symptoms that may interfere with academic progress and success:

- 1) Short Term Therapeutic Treatment (3 appointment sessions/student)
- 2) Group Therapy/Tools for Coping
- 3) Provide Consultation Regarding Evaluation and Assessment of Campus Mental Health Needs
- 4) Mental Health Training for Faculty and Staff, as needed
- 5) Supervision of Mental Health Interns (if applicable)
- 6) Mental Health Education through Presentations, as needed
- 7) Consultation to Faculty and Staff on the Mental Health Needs of Individual Students
- 8) Referrals to community resources and longer-term care options for students needed services beyond the scope of this service

Consultant shall:

- 1) Work closely with FLC Dean of Student Success and Health Services to accomplish mutually agreed upon mental health goals for the campus.
- 2) Provide monthly statistical reports (number of visits, types of services provided, number of participants attending group sessions, and general categories of diagnoses treated.)
- 3) Collaborate with the College Nurse, Health Services, Basic Needs Services, and any other mental health contractors employed by the college.
- 4) Collaborate with campus administration during a student crisis, where a student may be a danger to themselves or others. It is expected that the Consultant will notify administration immediately if there is a clear and imminent danger for our students or staff. This includes releasing the student's name and necessary information for first responders to intervene to ensure safety of all parties.
- 5) Provide culturally sensitive services using an equity lens.
- 6) Provide current community referrals when further assistance is needed.

This scope is proposed is:

- Services are to be provided at least one day a week (with the possibility to add additional days/hours with administrative approval) with a minimum of 6 hours per week and additional hours can be granted upon administrative approval. Generally, appointments will be 50 minutes appointments, with 10 minutes for case notes. Consultant shall submit a proposed semester schedule to FLC Dean of Student Success for approval 30-days prior to the start of the semester, or within two-weeks of signing a service agreement - whichever comes first. Consultant shall be paid at the rate to be agreed upon per hour.
- Consultant will provide at least two group therapy sessions for up to 10 students per month (this may be increased based on student demand and consultant availability). Group therapy should include coping mechanisms for anxiety, trauma, and other commonly observed mental health topics experienced by students.

Folsom Lake College

Scope of Services for Independent Contractor, Mental Health Therapist

- Consultant will provide at least two trainings or workshops per semester for employees on mental health topics. These may be held in person or online.
- Consultant will record case notes for each student seen. When on campus, case notes will be recorded and stored in Medi-Cat, the district's tool for securing and storing documentations related to health and mental health notes. The consultant will be provided a secure login for Medi-Cat. When off campus, the consultant will utilize their private practice tool, and will ensure it is HIPPA compliant.
- Current FLC Students (i.e. students who are currently enrolled in classes at Folsom Lake College) will be eligible to receive up to three appointments per semester, including an initial intake appointment (with completion of the intake form), and two follow up appointments. Any subsequent services needed should be rendered through connections to community resources and longer-term care options. FLC mental health services are not designed or intended to be an on-going or long term care option. If there is an unforeseeable delay in connecting a student to community resources and longer-term care options, students may receive one additional 4th visit.

To be successful in achieving these outcomes the following will be provided by FLC: when on campus - a safe and private space to meet with students in-person and online at the main campus and centers, and a desktop computer with emergency response notification icon to ensure student and therapist safety. When off campus, the consultant will ensure their workspace is secure and confidential. FLC will provide the consultant with a Los Rios email for confidential communication with students pertaining to scheduling, and regular communication with the campus.