

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO B113422

*Change Order*

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
07/17/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767090 SHANE POONV	04EDCB	

**Vendor:** 0000001705  
 EL DORADO COUNTY OFFICE OF EDUCATION  
 6767 GREEN VALLEY RD  
 PLACERVILLE CA 95667

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DRIVE  
 PLACERVILLE CA 95667  
 United States

**email:**

*SB70*

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	454V ROUND 4 (CORE) - SB70 CTE GRANT - BLANKET PURCHASE ORDER GOVERNOR'S CAREER TECHNICAL INITIATIVE CORE AND SUPPLEMENTAL GRANTS AWARDED TO FOLSOM LAKE COLLEGE (TOGETHER REFERRED TO AS SB-70 GRANT).	1.00	EA	101,455.00	101,455.00	07/27/2012
EDCOE TO PROVIDE: GRANT COORDINATION, FACULTY RELEASE TIME, TEACHER STIPENDS, UP-TO-DATE EQUIPMENT, TECHNOLOGIES, INSTRUCTIONAL RESOURCES, SOFTWARE AND/OR MATERIAL, SUPPLIES						
2- 1	454X ROUND 4 (SUPL) - SB70 CTE GRANT - BLANKET PURCHASE ORDER GOVERNOR'S CAREER TECHNICAL INITIATIVE CORE AND SUPPLEMENTAL GRANTS AWARDED TO FOLSOM LAKE COLLEGE (TOGETHER REFERRED TO AS SB-70 GRANT).	1.00	EA	22,920.00	22,920.00	07/27/2012
EDCOE TO PROVIDE: GRANT COORDINATION, FACULTY RELEASE TIME, TEACHER STIPENDS, UP-TO-DATE EQUIPMENT, TECHNOLOGIES, INSTRUCTIONAL RESOURCES, SOFTWARE AND/OR MATERIAL, SUPPLIES						

2012 OCT 31 A 7:12

FIC BUSINESS SERVICES

AS PER MEMORANDUM OF UNDERSTANDING (MOU), DATED 05/24/2012 - BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT (FOLSOM LAKE COLLEGE) AND EL DORADO OFFICE OF EDUCATION FROM FEBRUARY 15, 2012 THROUGH FEBRUARY 28, 2013. MOU TOTAL = \$124,375.00

AUTHORIZED PERSONNEL:

DALE VAN DAM  
 VONNIE SHANE  
 KATHLEEN KIRKLIN

*[Signature]*  
 10/26/12 - JA  
 ADD AUTHORIZED PERSONNEL LINES (1 & 2) - SHANNON CLARK  
 REQUESTED BY V.SHANE. AUTHORIZED BY D.VAN DAM  
 PER J. HARMAN EMAIL 10/22/12.

AUTHORIZED PERSONNEL:

DALE VAN DAM

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature  
*[Signature]*  
 10/29/12

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

**PURCHASE ORDER NO B113422**

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
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 PLACERVILLE CA 95667

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**email:**

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 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line	Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1	SHANE	KATHLEEN KIRKLIN SHANNON CLARK					

Sub Total Amount	124,375.00
Sales Tax Amount	0.00
Total PO Amount	124,375.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	ED.VI.SB70	49990	00000	454V	101,455.00	2013
GENFD	5100	12	ED.VI.SB70	49990	00000	454X	22,920.00	2013

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

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**Authorized Signature**  


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## Change Order Request

PO # B113422

Request Date: 10/12/12

College/Dept: FLC

Vendor Name EDCOE  
(one PO per request)

Vendor #0000001705

Add Authorized Signer – SHANNON CLARK for LINES 1 & 2

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **NO CHANGE**

Comments to be added: REQUESTED BY V. SHANE, AUTHORIZED BY D. VAN DAM

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

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AUTHORIZED PERSONNEL:

DALE VAN DAM  
 VONNIE SHANE  
 KATHLEEN KIRKLIN

Sub Total Amount	124,375.00
Sales Tax Amount	0.00
Total PO Amount	124,375.00

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Authorized Signature

*[Handwritten Signature]* 07/17/12

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## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all **claims**, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Los Rios Community College District

## Requisition

*BPO*

Page      of     

Req. No. <b>767090</b>
P.O. NO.

Vendor Code	DATE <u>June 28, 2012</u>
Approved	VENDOR <u>El Dorado County Office of Education</u>
Terms	ADDRESS <u>6767 Green Valley Road</u>
F.O.B.	CITY <u>Placerville</u> STATE <u>CA</u> ZIP <u>95667</u>
PHONE <u>530-622-7130</u> FAX <u>    </u>	
Attn: <u>Carrie Pearson</u> <u>530-295-2261</u>	

DELIVERY INSTRUCTIONS	
04 EDC B	Location Code
EDC	CTE/SB70
College/District Location <u>Administration</u>	Department
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. <b>DO NOT USE A SECOND REQUISITION.</b>					
1	Blanket Purchase Order for Governor's Career Technical				
2	Education (CTE) Initiative/SB70 Grant sub award funds for				
3	grant coordination; authorization to pay teacher stipends				
4	for summer externships, teacher stipends for participation				
5	in Building Audit Curriculum Outreach and costs associated				
6	with staff time allotted to participate in the development				
7	and implementation of the various activities supported by				
8	Round 4 including instructional resources, materials and				
9	supplies. Per attached Memorandum of Understanding between				
10	Los Rios Community College (Polsom Lake College) and the				
11	El Dorado County Office of Education from February 15, 2012				
11	through February 28, 2013. Authorized personnel: Dale van Dam, Kathleen Kirkin, Vonnie Shane				
12	Line #1 - 454V (CORE)				101,455.00
13	Line #2 - 454X (SUPPL)				22,920.00

See attached MS. word doc for PO & comments emailed 7/11/12

Purchases Charged to Categorical Programs, Grants or Special Projects			Sales Tax
This purchase is in compliance with the requirements of <u>Governor's CTE Initiative SB70 Grant</u>			<b>Total</b> 124,375.00
<u>D.A.M.</u> For grants/special projects <u>454V (CORE); 454X (SUPPL)</u> Program Name: <u>    </u> Program Director/Coordinator Signature: <u>    </u> Project/Grant Number: <u>RND4</u> Qualifying Grant Expenditures: <u>    </u>			
Program Goal/Objective Number/Explanation			

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

Vonnie Shane 6/28/12

GENFD / <u>5100</u> / <u>12</u> / ED.VI.SB70
Bus. Unit Account* Fund Org
49990 / 00000 / 2013 / 454V (CORE) 101,455.00
\$

REQUESTED BY: Vonnie Shane TYPED/PRINT DATE 6/28/12

Program Sub-Class BY Proj/Gmnt Amount
GENFD / 5100 / 12 / ED.VI.SB70
Bus. Unit Account* Fund Org
49990 / 00000 / 2013 / 454X (SUPPL) 22,920.00
\$

REQUESTED BY: D.A.M. SIGNATURE DATE 7/2/12

AUTHORIZED: Kathleen Kirkin DEAN OR AUTHORIZED SIGNATURE DATE 7/10/12

APPROVED:      VICE PRESIDENT, ADMINISTRATION DATE

\* Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

**Instructions on Reverse**

Los Rios Community College District (LRCCD) - Folsom Lake College  
CTE Community Collaborative – SB70 Round 4

Community Partner Reimbursement Procedures on MOUs  
April 1, 2011 through March 31, 2013

Community Partner EDCOE

1. Community Partners will be allocated grant funds based on the MOU set up between partner and Los Rios Community College District (LRCCD), Folsom Lake College.
  2. The amount allocated to each partner will be distributed in one open Purchase Order for each fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) until the grant is ended, March 31, 2013.
    - a. First year Purchase Order period is April 1 through June 30, 2011 PO#
    - b. Second year Purchase Order period is July 1, 2011 through June 30, 2012 PO# B113422 (MOU)
    - c. Final year Purchase Order period is July 1, 2012 through March 31, 2013 PO#
  3. Purchase orders may consist of two line with the following description:
    - a. "454V Core - Governor's Career Technical Education Initiative (SB70/SB1133) award funds for Grant Coordination, Teacher Stipends, up-to-date equipment/technologies, instructional resources, software, and/or materials and supplies."
    - b. "454X Supplemental - Governor's Career Technical Education Initiative (SB70/SB1133) award funds for Grant Coordination, Teacher Stipends, up-to-date equipment/technologies, instructional resources, software, and/or materials and supplies."
  4. Invoicing to LRCCD should be completed as partner spends allocation or at least monthly.
    - a. Invoices to LRCCD should use the exact wording from #3 above. No other wording is necessary or wanted on the invoice description.
    - b. **IMPORTANT** – Invoices should reference the LRCCD PO number for the correct fiscal year.
    - c. **IMPORTANT** – Send original invoice and backup documentation to:  
Folsom Lake College  
Attn: Business Services – SB70  
10 College Parkway  
Folsom, CA 95630
- \*\*\*Backup documentation is required to be submitted or partner will not be reimbursed for the expenses. Backup documentation should consist of copies of the original source documents that were required by partner organization, with reimbursable dollar amounts highlighted.\*\*\*
- d. Send copy of invoice and backup documentation to:  
El Dorado Center  
Attn: Dale Van Dam  
6699 Campus Drive  
Placerville, CA 95667



Copy emailed to  
V. Poon 7/11/12

**REQ# 767090 – EDCOE**

**PO LINE# 1 DESCRIPTION:**

**454V ROUND 4 (CORE) – SB70 CTE GRANT - BLANKET PURCHASE ORDER**

GOVERNOR'S CAREER TECHNICAL INITIATIVE CORE AND SUPPLEMENTAL GRANTS AWARDED TO FOLSOM LAKE COLLEGE (TOGETHER REFERRED TO AS SB-70 GRANT).

EDCOE TO PROVIDE: GRANT COORDINATION, FACULTY RELEASE TIME, TEACHER STIPENDS, UP-TO-DATE EQUIPMENT, TECHNOLOGIES, INSTRUCTIONAL RESOURCES, SOFTWARE AND/OR MATERIAL, SUPPLIES

**PO LINE# 2 DESCRIPTION:**

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**PO COMMENTS:**

AS PER MEMORANDUM OF UNDERSTANDING (MOU), DATED 05/24/2012 – BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT (FOLSOM LAKE COLLEGE) AND EL DORADO OFFICE OF EDUCATION FROM FEBRUARY 15, 2012 THROUGH FEBRUARY 28, 2013. MOU TOTAL = \$124,375.00

**AUTHORIZED PERSONNEL:**

DALE VAN DAM

VONNIE SHANE

KATHLEEN KIRKLIN


  
**F O L S O M   L A K E   C O L L E G E**
  
 EL DORADO CENTER • RANCHO CORDOVA CENTER

**Memorandum of Understanding**  
**Between**

**The Los Rios Community College (Folsom Lake College) and the El Dorado County Office of Education**

*The Los Rios Community College District (Folsom Lake College) (LRCCD/FLC) and the El Dorado County Office of Education (EDCOE) understand and mutually agree to the following statements of understanding.*

**Section I-Purpose**

The purpose of this Memorandum of Understanding (MOU) is to define the relationship and to establish an agreement between EDCOE and LRCCD/FLC in support of the Fourth Round (Fiscal Year 2010-2011 funding) of the Governor's Career Technical Education Initiative Core and Supplemental Grants awarded to Folsom Lake College (together referred to as the SB-70 Grant), an El Dorado County Career Technical Partnership (CTP) which includes the El Dorado Center of Folsom Lake College, Lake Tahoe Community College, EDCOE, and secondary schools and programs under EDCOE's auspices including El Dorado Union High School District (EDUHSD), Black Oak Mine Unified School District (BOMUSD) and Lake Tahoe Unified School District (LTUSD). EDCOE and LRCCD/FLC desire EDCOE to be a community partner with LRCCD/FLC to assist in efforts to develop, organize, support and implement various activities as they apply to SB-70 Grant from the period of February 15, 2012 through end of term of grant, February 28, 2013.

**Section II-Responsibilities**

**In compliance with the SB-70 Grant, EDCOE will:**

- A. Provide payment of stipends to a maximum of twenty-six (26) teachers that participate in externships. Full completion of externship requirements will result in the award amount of \$2,000 per stipend. Stipends will be paid upon approval from LRCCD/FLC. Partial payment invoicing may result upon non-completion of externship. Up to \$52,000 is allocated for payment of stipends to teacher/externs. Timeliness of payments is based on EDCOE payroll schedules. EDCOE will provide employer statutory costs, STRS costs, fingerprint costs, and any other employment-related costs required to produce the payroll payment of the stipend. Up to \$6,240 of grant funds are allocated to offset employer payroll liabilities. The total combined stipend payments and associated employer costs shall not exceed \$58,240.
- B. Provide payment of stipends to a maximum of twenty (20) middle-school teachers that participate in the "Building Audit Curriculum Outreach" project to be conducted in conjunction with Rescue Union School District. Full completion of the training and submittal by participating teacher of a plan to implement modified curriculum in their classroom will result in the award amount of \$250 per stipend. Stipends will be paid upon approval from LRCCD/FLC. Timelines of payments are based on EDCOE payroll schedules. Up to \$5,000 is allocated for payment of stipends to teachers. EDCOE will provide employer statutory costs, STRS costs, fingerprint costs, and any other employment-related costs required to produce the payroll payment of the stipend. Up to \$550 of grant funds are allocated to offset employer payroll liabilities. The total combined payments and associated employer costs shall not exceed \$5,550.
- C. Provide payments to participants in the "Counselor Training Seminar" as follows:
  - a. For two (2) counselors, one (1) from middle school and one (1) from high school, stipends to act as activity/seminar facilitators (2 @ \$4,000 each = \$8,000) and salary-driven expenses (\$960). Total payment not to exceed \$8,960.
  - b. For up to eight (8) counselor workshop participants (8 @ \$1,000 each = \$8,000) and salary-driven expenses (\$960). Total payment not to exceed \$8,960.
- D. Provide staff time to participate in the development and implementation of the various activities supported by Round IV of the SB-70 Grants. These activities to include:

  
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- a. The payroll and accounting responsibilities as described in paragraphs A, B, C, & D; employer statutory costs, STRS costs, fingerprint costs, and any other employment-related costs required to produce the payroll payment of stipends; access to various EDCOE forums for communicating CTP activities to K-12 schools; as well as participation on the CTP Executive and Steering Committees. The total payment to offset staff time spent in support of the Grant will not exceed \$21,000.
  - b. Staff support for the marketing and development of one (1) Career Fair. Support for the Career Fair will include three (3) staff members @ \$3,000 ea. (= \$9,000), \$990 in salary driven costs and \$1,665 in travel expenses. The total payment to offset staff time spent in support of one (1) Career Fair will not exceed \$11,665.
  - c. Designate a staff member to maintain the web-based clearinghouse used to host the lesson plans and modules that were or will be developed as part of the previous rounds of SB-70 funding (FY 2007-2008, FY 2008-2009, FY 2009-2010, and FY 2010-2011) or as a part of this round of grant funding. The total payment to offset staff time spent to maintain the web-based clearing house will not exceed \$9,400.
  - d. Web hosting services on secure servers located in the Data Center at the El Dorado County Office of Education. The total payment for web hosting services will not exceed \$600.
- E. Invoice LRCCD/FLC according to the accounting practice outlined in Exhibit B for **all actual costs to EDCOE** associated with the execution of the outlined responsibilities in Section II, paragraphs A, B, C, D and E, . All costs incurred for which payment is requested must be submitted to EDCOE by January 18, 2013, in order for EDCOE to invoice LRCCD/FLC by February 4, 2013.

**In compliance with the SB-70 Grant, LRCCD/FLC will:**

- F. Submit to EDCOE approval and authorization to pay stipends to teachers that complete their summer externships and have also turned in to the CTP Office a set of lesson plans they developed from their externship experience (Item A above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$58,240.
- G. Submit to EDCOE approval and authorization to pay stipends to teachers that participate in the "Building Audit Curriculum Outreach" (Item B above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$5,550.
- H. Submit to EDCOE approval and authorization to pay stipends to participants in the "Counselor Training Seminar" (Item C above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$17,920.
- I. Provide grant funding to offset EDCOE indirect costs associated with staff time allotted to participate in the development and implementation of the various activities supported by Round IV of the SB 70 Grants as described in items a, b, c, and d of Paragraph D above, not to exceed \$42,665
- J. Issue a Purchase Order and reimburse EDCOE according to the accounting practice outlined in Exhibit B for **all actual costs incurred by EDCOE** associated with the execution of the outlined responsibilities in Section II, paragraphs A through D. All costs incurred for which EDCOE payment is requested must be submitted to EDCOE by January 18, 2013 in order for EDCOE to invoice LRCCD/FLC by February 4, 2013. LRCCD/FLC will encumber and/or pay all actual costs incurred by EDCOE by March 31, 2013.

**Section III-Authorities**

EDCOE and LRCCD/FLC shall separately ensure that this MOU and all requirements for approval and authorization are signed by an official who is authorized and in compliance with the SB-70 Grant.

  
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**Section IV-Funding**

As the fiduciary agent administrating the SB-70 Grant, LRCCD/FLC agrees the amount being obligated under this Service Agreement is funded, reserved and is available for payment upon terms of completion for payment under the SB-70 Grant.

**Section V-Termination:**

This MOU may be cancelled at anytime by mutual agreement of both parties under the condition that all invoices and outstanding obligations are paid in full before termination.


Upon signature, the duly authorized representatives of each party agree to the above statements of understanding.

Folsom Lake College  
Los Rios Community College District  
10 College Parkway  
Folsom, CA 95630

El Dorado County Office of Education  
6767 Green Valley Road  
Placerville, CA 95667

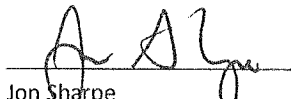
  
Kathleen Kirklin  
Vice President of Administration

5/17/12  
Date

  
Robbie Montalbano  
Associate Superintendent

5-15-12  
Date

Los Rios Community College District  
1919 Spanos Court  
Sacramento, CA 95825

  
Jon Sharpe  
Deputy Chancellor

5/24/12  
Date