

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO **B114208**
CHANGE ORDER

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

Date	Revision	Page
07/22/2013	2 - 03/31/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767241 S CLARK 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:

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	BLANKET PURCHASE ORDER - ROUND 5 GOVERNOR'S CAREER TECHNICAL INITIATIVE SB-70 SUB-AWARD FUNDS FOR STIPENDS FOR TEACHER EXTERNSHIP, OFFSET STAFF TIME AND WEB HOSTING PER MOU 7/1/13 - 2/28/14	1.00	EA	114,400.37	114,400.37	05/01/2014

PER MOU SIGNED 6/1/12 & 6/13/12 FOR \$131,041 EXPENDED \$17,993.13 IN 12/13 AND REMAINING \$113,047.87

AUTHORIZED PERSONNEL:
 DALE VAN DAM
 VONNIE SHANE


9/11/13 INCREASE BY \$1,387 NEW TOTAL \$114,434.87 PER K KIRKLIN. VP
 ENCLOSE ADDENDUM MEMORANDUM OF UNDERSTANDING BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT (FOLSOM LAKE COLLEGE) AND THE EL DORADO COUNTY OFFICE OF EDUCATION SIGNED ON 9/5/13

3/31/14 DECREASE BY \$34.50 NEW TOTAL \$114,400.37 J HARMAN. VP

Sub Total Amount	114,400.37
Sales Tax Amount	0.00
Total PO Amount	114,400.37

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	ED.VI.SB70	49990	00000	454W	114,400.37	2014

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

 4/7/2014

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

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**PURCHASE ORDER NO
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R114208

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AND CONDITIONS.*

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Sacramento CA 95825-3981
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Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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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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BLANKET PO - CHANGE ORDER REQUEST

One Purchase Order per Form

*submitted
3/26/14*

SPM

*RAID
5*

PO HEADER - COMPLETE ALL SECTIONS:

BPO#: B114208

(Enter PO# as it appears of BPO)

REQUEST DATE: 3/26/2014

COLLEGE: FLC

VENDOR NAME: EDCOE

VENDOR#: 1705

Blanket Purchase Orders Require a Separate PO Line for each Budget Code Encumbered

CHANGE ENCUMBRANCE OF AN EXISTING PO LINE - Do Not Enter Budget Codes:

INCREASE **PO LINE#:** [] **AMOUNT:** []
(Required)

DECREASE **PO LINE#:** 1 **AMOUNT:** 34.50 (New Line Bal to = \$24,361.55)
(Required)

CLOSE PO LINE(S): [] (Enter ALL BPO Lines to be Closed).

ADD A NEW PO LINE & BUDGET - COMPLETE AMT, DESC, AND BUDGET CODE:

(All Fields Required)

ADD NEW PO LINE - AMOUNT: []

NEW LINE: DESCRIPTION: []

NEW LINE BUDGET: []

CHANGE AREA/DEPT AUTHORIZATIONS:

ADD AUTHORIZED PERSONNEL: []

DELETE AUTHORIZED PERSONNEL: []

NEW PO TOTAL = \$114,400.37 (Do Not Enter if this change is for a CW/BPO)

PO COMMENTS: []

REQUESTED BY: S. CLARK

(Required)

DEPT: EDC/SB70

(Required)

DO NOT SEND CHANGE ORDER TO VENDOR - (For BSO Use Only)

Email Completed BPO Change Order Form to FLC BSO Attn: Brenda Haney at haneyb@flc.losrios.edu

Must be submitted as a single page Word.doc attachment to your email. Do not paste into body of email.

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

Date	Revision	Page
07/22/2013	1 - 09/11/2013	1
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SB70 RND 5

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Authorized Signature
 09/16/13

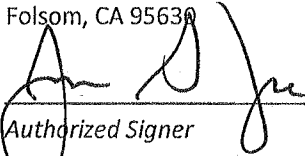
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FOLSOM LAKE COLLEGE
EL DORADO CENTER • RANCHO CORDOVA CENTER

With these modifications, the total reimbursement to EDCOE will not exceed \$132,428.00.

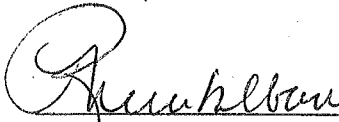
Upon signature, the duly authorized representatives of each party agree to the above described MOU addendum. All other terms, conditions, and responsibilities stipulated in the existing MOU remain unchanged.

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



Authorized Signer Date 9/5/13
Los Rios Community College District

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



Robbie Montalbano Date 8-13-13
Associate Superintendent



Addendum Memorandum of Understanding

Between

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

*This addendum modifies an existing Memorandum of Understanding (MOU) established between the Los Rios Community College District (Folsom Lake College) (LRCCD/FLC) and the El Dorado Office of Education (EDCOE) signed between June 1-13, 2012 pertaining to the **Fifth Round** (Fiscal Year 2012-2013 funding) of the Governor's Career Technical Education Initiative Core Grant (referred to as the SB-70 Grant) awarded to Folsom Lake College. This addendum modifies the existing MOU with respect to the delineation of responsibilities and the amount of funding associated with those responsibilities.*

The original MOU shall be modified to include authorization and payment to secure a *Naviance* college and career readiness platform and subscriptions for all EDUHSD Students. Contribution towards the installation, training, and subscription of *Naviance* shall be \$4.00 per enrolled pupil based on 1038 pupils enrolled as of June 26, 2013. Total payment to EDCOE for *Naviance* program shall be no more than \$4,152.00.

Under the original MOU, EDCOE agreed to provide a Career Technical Education (CTE) "Academy" for high school and ROP instructional staff focusing on pedagogical concepts, development and assessment of outcomes, and classroom management. Implementation of the program as described in the original MOU will not be supported by round five (V) of the SB-70 Grant. **Accordingly, Section II paragraphs C, D, I, and J of the existing MOU are stricken.**

Section II paragraphs A. and G. of the existing MOU shall be amended as follows:

A. The original MOU allowed for the participation of twenty (20) teachers in the summer externship program. This addendum increases that number to thirty (30) teachers with an award amount of \$2,000.00 per completed externship. The amount of teacher stipends shall not exceed \$60,000. And the amount of payroll liabilities shall not exceed \$7200.00. Total payment under paragraph A for summer externship stipends and payroll liabilities shall not exceed \$67,200.00

G. Submit to EDCOE approval and authorization to pay stipends to teachers who complete their summer externships and have also turned in to the CTP office a set of lesson plans (Item A above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$67,200.00.

Section II paragraphs E.b. and K. of the existing MOU shall be amended as follows:

E.b. Under the original MOU, EDCOE agreed to facilitate two (2) Career Fair Events. Implementation of the program as described in the original MOU will not be supported by round five (V) of the SB-70 Grant. Alternatively, EDCOE shall agree to facilitate in a Career Exploration Event for eighth grade students in which students in participating classes will attend Career GPS in September, 2013. Total payment of Career GPS related costs, including transportation by bus, substitute costs for participating classrooms, and any other employment related costs shall not exceed \$20,000.

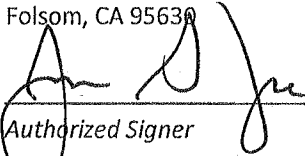
K. Provide grant funding to offset EDCOE indirect costs associated with staff time allotted to participation in the development and implementation of the various activities supported by Round V of the SB-70 Grants as described in items a,b,c, and d of Paragraph E above, not to exceed \$33,096.00.

FOLSOM LAKE COLLEGE
EL DORADO CENTER • RANCHO CORDOVA CENTER

With these modifications, the total reimbursement to EDCOE will not exceed \$132,428.00.

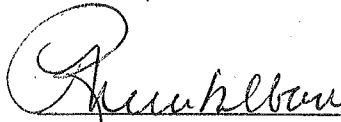
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Folsom Lake College
Los Rios Community College District
10 College Parkway
Folsom, CA 95630

 9/5/13

Authorized Signer Date
Los Rios Community College District

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

 8-13-13

Robbie Montalbano Date
Associate Superintendent

Change Order Request

PO # B114208

Request Date: 8/30/13

College/Dept: FLC

Vendor Name EDCOE
(one PO per request)

Vendor #0000001705

Increase Blanket Purchase Order LINE# 1 by \$ 1,387.00

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$114,434.87

Comments to be added: Increase for MOU Addendum Dated by EDCOE on 8/13/13

OTHER:

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

BSD Change Order Request.

EDCOE		
Externships		\$ 40,000.00
Externship Benefits		\$ 4,800.00
Sustainability Curriculum Development Workshop K-12		\$ 19,980.00
CTE Academy	(duplicate, cancel)	\$ 23,520.00
Career Fair	(was based on 2)	\$ 21,645.00
Offset Staff time (fingerprint, strs, stp communication, steering committee)		\$ 15,000.00
Website maintenance		\$ 5,496.00
Web Hosting		\$ 600.00
Current Total		\$ 131,041.00
Additions/Changes:		
Externships increase to 30 participants (new total \$60k) (A.)		\$ 20,000.00
Externship Benefits increase (new total \$7200) (A.)		\$ 2,400.00
CTE Academy (duplication on MOU) (C,D,I,J)		\$ (23,520.00)
Career Fair (E.b.)		\$ (21,645.00)
Add Career Exploration Event - Career GPS (E.b)		\$ 20,000.00
Naviance (NEW)		\$ 4,152.00
New EDCOE MOU Total		\$ 132,428.00
Net EDCOE MOU Increase		\$ 1,387.00

Business Office:

Original MOU Amount	\$ 131,041.00
Expended in FY 2012-13	\$ (17,993.13)
Current BPO B114208	\$ 113,047.87
Change Order after this Addendum (see breakdown above) increase B114208	\$ 1,387.00
B114208 new total	\$ 114,434.87

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET

(Except for Grants & Categorical Contracts)

ARC CRC DO FLC FM SCC OTHER _____

Agreement/Contract With: El Dorado County Office of Education

Subject Matter: Round 5 addendum # 3249-1

This agreement consists of the following documents:

- Round 5 addendum to MOU

- BSD change order request - BPO B114208

Funding Source: SB70

Amount \$ Original MOU = 121,041.00

addendum = 132,428.00
Net increase to MOU = \$1,387.00

Approved as to Substance (Originator)

By: [Signature]
Area Manager/Supervisor

Date: 8/21/13

Dale A. van Dean
(Print Name)

College VPA, DO, FM, Director

By: [Signature]
Kathleen Kirklin
(Print Name)

Date: 8/23/13

General Services

By: _____
Director, General Services

Date: _____

Approved as to Form: (When necessary)

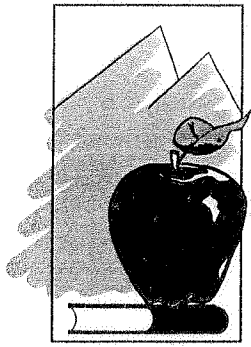
By: _____
General Counsel

Date: _____

Los Rios Community College District

By: _____
Deputy Chancellor

Date: _____



El Dorado County Office of Education

August 13, 2013

Jeremy M. Meyers
Superintendent

Robbie Montalbano
Associate Superintendent

Ed Manansala, Ed.D.
Associate Superintendent

County Board of Education
Debbie Akin
Matt Boyer
John Lane
Gene Rasmussen
Heidi Weiland

Los Rios Community College
Attn: Dale Van Dam
10 College Parkway
Folsom, CA 95630

Dear Ms. Van Dam,

Enclosed is Standard Agreement(s) #3249-1. Please review and sign two original agreements and send a copy back to me at the address below within 10 days.

El Dorado County Office of Education
Attn: Joni Campos
6767 Green Valley Road
Placerville, CA 95667

If you have any questions, you may contact me at 530-295-2325.

Sincerely,

Joni Campos

Joni Campos
Program Assistant
El Dorado County Office of Education

Encl: Agreement(s)

530-622-7130
FAX 530-621-2543

e-mail: info@edcoe.org
website: www.edcoe.org



6767 Green Valley Road
Placerville, CA 95667-8984

An Equal Opportunity Employer

*Commitment to serving
our clients with Respect,
Responsiveness and
Resourcefulness*



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Authorized Signer *Date*
Los Rios Community College District

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

 8.13.13
Robbie Montalbano *Date*
Associate Superintendent

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

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

Page _____ of _____

Req. No. 767241
P.O. NO.

Vendor Code	DATE 6/17/13
Approved	VENDOR El Dorado County Office of Education
Terms	ADDRESS 6767 Green Valley Rd
F.O.B.	CITY Placerville STATE CA ZIP 95667
PHONE 530 622 7130 FAX _____	
ATTN: Carrie Pearson	

DELIVERY INSTRUCTIONS	
04 edcb	Location Code
edc	8B70/cte
College/District Location	Department
admin	
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	Blanket Purchase order				
2					
3	Round 5 of 8B70 - "governor's				
4	career technical education				
5	grant". Sub-award for stipends				
6	for teacher externship, offset staff				
7	time, and web hosting per MOU.				
8					
9	Per MOU attached signed 6/1-13/2012				
10	MOU = \$13,041.13				
11	Authorized signers: expended 12/13 = \$17,993.13				
12	Shannon Clark Remaining = \$113,047.87				
13	Vonnie Shane				

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of 8B70/cte	Program Name 484W	Total \$113,047.87
Program Director/Coordinator Signature [Signature]	Project/Grant Number	
For grants/special projects qualifying grant expenditures		
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.

REQUESTED BY: Shannon Clark	TYPED/PRINT	DATE: 6/17/13
REQUESTED BY: [Signature]	SIGNATURE	DATE: 6/20/13

Bus. Unit	Account*	Fund	Org	Amount
5100	12	ed.vi.	8B70	
49990	00000	2014	484W	\$113,047.87
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account*	Fund	Org	Amount
				\$
Program	Sub-Class	BY	Proj/Grnt	Amount

AUTHORIZED: [Signature]	DEAN OR AUTHORIZED SIGNATURE	DATE: 6/28/13
APPROVED: [Signature]	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

3247



FOLSOM LAKE COLLEGE
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 this MOU agreement between EDCOE and LRCCD/FLC in support of the 5th Round (Fiscal Year 2011-2012 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 1, 2012 through end of term of grant, February 28, 2014.

Section II-Responsibilities

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

- A. Provide payment of stipends to a maximum of twenty (20) teachers that participate in externships during the summer of 2013. 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 \$40,000 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 \$4,800 of grant funds are allocated to offset employer payroll liabilities. The total combined stipend payments and associated employer costs shall not exceed \$44,800.
- B. Provide payment of stipends to a maximum of twenty-four (24) kindergarten through twelfth grade teachers that participate in the Sustainability Curriculum Development Workshop in June 2012. Full completion of the training and each teacher's curriculum development project will result in the award amount of \$750 per stipend. Stipends will be paid upon approval from LRCCD/FLC. Timelines of payments are based on EDCOE payroll schedules. Up to \$18,000 is allocated for payment of stipends to Sustainability Curriculum Development Workshop participants. 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 \$1,980 of grant funds are allocated to offset employer payroll liabilities. The total combined payments and associated employer costs shall not exceed \$19,980.
- C. Provide payment of stipends to a maximum of twenty (20) Career Technical Education teachers that participate in the "Career Technical Education Academy," meetings and activities to be determined by EDCOE and FLC for completion during the Grant period. Full completion of the training will result in the award amount of \$750 per stipend. Stipends will be paid upon approval from LRCCD/FLC. Timelines of payments are based on EDCOE payroll schedules. Up to \$15,000 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 \$1,800 of grant funds are



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allocated to offset employer payroll liabilities. The total combined payments and associated employer costs shall not exceed \$16,800.

- D. Provide payments to two (2) "Career Technical Education Academy" (meetings and activities to be determined by EDCOE and FLC for completion during the Grant period) facilitators/instructors (2 @ \$3,000 ea. = \$6,000) and (\$720) in salary-driven expenses. Total payment for Career Technical Education Academy facilitators/instructors not to exceed \$6,720.
- E. Provide staff time to participate in the development and implementation of the various activities supported by Round 5 of the SB-70 Grants. These activities would include:
- 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 \$15,000.
 - Staff support for the marketing and development of two (2) Career Fairs. Support for the career fairs will include (3 staff members @ \$3,000 ea. X 2 Career Fairs = \$18,000), (\$1,980) in salary driven costs and (\$1,665) in travel expenses. The total payment to offset staff time spent in support of the Career Fair will not exceed \$21,645.
 - 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, FY 2010-2011, and FY 2011-2012) 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 \$5,496.
 - Web hosting services on secure servers located in the Data Center at El Dorado County Office of Education. The total payment for web hosting services will not exceed \$600.
- F. 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 17, 2014, in order for EDCOE to invoice LRCCD/FLC by February 7, 2014.

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

- G. 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 \$44,800.
- H. Submit to EDCOE approval and authorization to pay stipends to teachers that participate in the "Sustainability Curriculum Development Workshop" (Item B above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$19,980.
- I. Provide payment of stipends to a maximum twenty (20) Career Technical Education teachers that participate in the "Career Technical Education Academy" (Item C above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$16,800.

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- J. Submit to EDCOE approval and authorization to pay stipends to two (2) "Career Technical Education Academy" facilitators/instructors participants in the "Counselor Training Seminar" (Item D above). The total combined invoices for stipend payments and associated employer costs shall not exceed \$6,720.
- K. 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 V of the SB 70 Grants as described in items a, b, c, and d of Paragraph E above, not to exceed \$42,741.
- L. 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 E. All costs incurred for which EDCOE payment is requested must be submitted to EDCOE by January 17, 2014 in order for EDCOE to invoice LRCCD/FLC by February 7, 2014. LRCCD/FLC will encumber and/or pay all actual costs incurred by EDCOE by March 31, 2014.

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.

Section IV-Funding

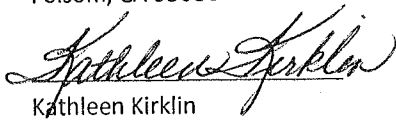
As the fiduciary agent administrating the SB-70 Grant, LRCCD/FLC agrees the amount being obligated under this Service Agreement is funded, reserved and is available for payment upon terms of completion for payment under the SB-70 Grant.

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.

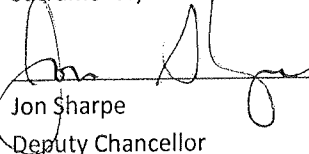
Upon signature, the duly authorized representatives of each party agree to the above statements of understanding.

Folsom Lake College
10 College Parkway
Folsom, CA 95630


Kathleen Kirklin

Vice President of Administration

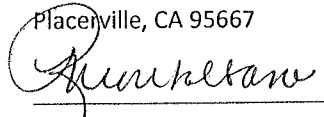
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 9582


Jon Sharpe
Deputy Chancellor

6/11/12
Date

6/13/12
Date

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



Robbie Montalbano
Associate Superintendent

6-1-12
Date