

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001106253

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
06/11/2019	1 - 06/11/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1019984 MITCHINERB HANEYB	04CYPH144 CTE	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000005953
 WESTED
 PO BOX 399001
 SAN FRANCISCO CA 94139-9001

Phone: (415) 615-3136
Fax: (415) 565-3012

email: contracts@wested.org

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

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	EACH CODE BINDER PRODUCED AT THE RATE OF \$600/BINDER	1.00 JOB	4,200.00	4,200.00	06/14/2019
2- 1	THE TIME FOR HOSTING AND FACILITATING THE INSTRUCTIONAL WEBINARE AT THE RATE OF \$45/HOUR (ESTIMATE FOR 2 HOURS INCLUDING 1 HOUR FOR PREPARATION AND COORDINATION AND 1 HOUR FOR WEBINAR FACILITATION).	1.00 JOB	90.00	90.00	06/14/2019
3- 1	COST OF TRAVEL TO AND FROM COLLEGES FOR ONE (1) FACILITATOR AND ONE (1) COE REPRESENTATIVE AT THE COMPENSATION RATE OF \$100/HOUR PLUS TRAVEL FOR A FIVE HOUR WORKSHOP.	1.00 JOB	1,000.00	1,000.00	06/14/2019

CONTRACT SERVICES: SERVICE PERIOD: APRIL 1, 2019 TO JUNE 30, 2019

SCOPE OF WORK:

WESTED WILL CREATE CODE ALIGNMENT BINDERS FOR SEVEN PROGRAM AREAS FOR FOLSOM LAKE COLLEGE. BINDERS INCLUDE A LIST OF SOC, CIP, AND TOP CODES AND THEIR DESCRIPTIONS, POPULATED BY CROSS-WALKING BETWEEN A PROGRAM'S CURRENT CODES AND VARIOUS RESOURCES. BINDERS ALSO LAY OUT COURSES ASSOCIATED WITH EACH AWARD IN A PROGRAM BY TOP AND SAM CODES. BINDERS ARE TO BE DELIVERED ELECTRONICALLY TO VICKY MARYATT AND PRINTED BY WESTED.

WESTED WILL HOST AND FACILITATE ONE INSTRUCTIONAL WEBINAR AND ONE DAY LONG WORKSHOP.

PER PO TERMS AND CONDITIONS ITEM #19 CONTRACTOR IS TO PROVIDE PROOF OF INSURANCE CERTIFICATES LISTING LRCCD AS ADDITIONALLY INSURED.

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 Authorized Signature on Total PO Amount Page
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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

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Payment Terms	Freight Terms	Ship Via
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Reference:	Location / Dept	
1019984 MITCHINERB HANEYB	04CYPH144 CTE	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000005953
 WESTED
 PO BOX 399001
 SAN FRANCISCO CA 94139-9001

Phone: (415) 615-3136
Fax: (415) 565-3012

email: contracts@wested.org

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

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
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Sub Total Amount	5,290.00
Sales Tax Amount	0.00
Total PO Amount	5,290.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	FL.VI.CTEF	07000	00000	456F	5,290.00	2019

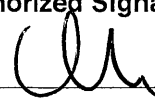
0001019984CHAVEZA10-JUN-2019

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>

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



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Requisition

Supplier: WESTED
 PO BOX 399001
 SAN FRANCISCO CA 94139-9001
 United States

000005953

Phone: (415) 615-3136 **Fax:** (415) 565-3012
email: contracts@wested.org

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

Business Unit: GENFD OPEN	
Req ID: 0001019984	Date: 06/07/2019
Requisition Name: SUMMER 2019 WEST ED	
Requester: Brandi Mitchiner	
Requester Signature: _____	
Buyer: Brenda Haney	
Approved: _____	
Entered By: MITCHINB 07-JUN-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	EACH CODE BINDER PRODUCED AT THE RATE OF \$600/BINDER	7	EA	600.00	4,200.00	06/14/2019
2-1	THE TIME FOR HOSTING AND FACILITATING THE INSTRUCTIONAL WEBINARE AT THE RATE OF \$45/HOUR (ESTIMATE FOR 2 HOURS INCLUDING 1 HOUR FOR PREPARATION AND COORDINATION AND 1 HOUR FOR WEBINAR FACILITATION).	2	EA	45.00	90.00	06/14/2019
3-1	COST OF TRAVEL TO AND FROM COLLEGES FOR ONE (1) FACILITATOR AND ONE (1) COE REPRESENTATIVE AT THE COMPENSATION RATE OF \$100/HOUR PLUS TRAVEL FOR A FIVE HOUR WORKSHOP.	2	EA	500.00	1,000.00	06/14/2019

5,290.00 Sub-total
 0.00 Est. tax

Total Requisition Amount: 5,290.00

SCOPE OF WORK:

WESTED WILL CREATE CODE ALIGNMENT BINDERS FOR SEVEN PROGRAM AREAS FOR FOLSOM LAKE COLLEGE. BINDERS INCLUDE A LIST OF SOC, CIP, AND TOP CODES AND THEIR DESCRIPTIONS, POPULATED BY CROSS-WALKING BETWEEN A PROGRAM'S CURRENT CODES AND VARIOUS RESOURCES. BINDERS ALSO LAY OUT COURSES ASSOCIATED WITH EACH AWARD IN A PROGRAM BY TOP AND SAM CODES. BINDERS ARE TO BE DELIVERED ELECTRONICALLY TO VICKY MARYATT AND PRINTED BY WESTED.

WESTED WILL HOST AND FACILITATE ONE INSTRUCTIONAL WEBINAR AND ONE DAY LONG WORKSHOP.

CONTRACT DATES: 4/1/19 THROUGH 6/30/19

<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.VI.CTEF	07000	00000	456F	5,290.00

2019 JUN 10 P 12:53
 FIC BUSINESS SERVICES

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
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From: [Chavez, Augustine](#)
To: [Maryatt, Victoria](#); [Harman, Joany](#)
Cc: [Mitchiner, Brandi](#)
Subject: RE: Memo for late purchase
Date: Thursday, June 6, 2019 4:15:16 PM

Thank you Vicky. We've been in the loop and understand the scenario. It's approved.

-Augustine

Augustine Chavez Jr.
Vice President, Administration
Folsom Lake College
Phone: (916) 608-6555
Email: chaveza@flc.losrios.edu

From: Maryatt, Victoria <MaryatV@flc.losrios.edu>
Sent: Thursday, June 6, 2019 1:09 PM
To: Chavez, Augustine <ChavezA@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>
Cc: Mitchiner, Brandi <MitchiB@flc.losrios.edu>
Subject: Memo for late purchase

Hi Augustine,

Thanks for taking my call. Per your direction, the memo needed for DO is in the body of this email.

Subject: Reason for late PO Contract with WestEd request
Date: June 6, 2019

To whom it may concern,

FLC engaged in the contract approval process as soon as received from WestEd in early April. Routing sheet went to DO April 16 and needed to be resent due to a mail issue. DO had a contract with WestEd and decided to add the FLC project to that current MOU. May 30th DO completed the work. Subsequently a bit of confusion arose if this was to be handled as a grant that turned out to be in error confirmed yesterday.

Regards,

Vicky Maryatt

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET

(Except for Grants & Categorical Contracts)

ARC CRC SCC FLC DO IT FM OTHER _____

Agreement/Contract With: WestEd

State the business terms of agreement: Provide support & consultation to work on alignment of TOP-CIP-SOC-SANM codes for career education programs

This agreement consists of the following documents: contract (see email too); invoice, scope of work

Funding Source: CTE Unlocked - 456 F Amount \$ 5290

I have read and agree with the terms of this agreement:

By: Victoria A. Mayatt Victoria A. Mayatt Date: 4/16/2019
Area Manager/Supervisor (Print name)

College VPA, DO-AVC, FM Director

I approve as to Substance

By: Augustine Chang Augustine Chang Date: 04/17/19
(Print name)

Risk Management

By: _____ Date: _____

General Services

By: _____ Date: _____
Associate Vice Chancellor, Finance

General Counsel (When necessary)

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: _____ Date: _____
General Counsel

Los Rios Community College District

By: _____ Date: _____
 Vice Chancellor of Finance and Administration Deputy Chancellor, Ed & Tech.

AMENDMENT #4

to the

AGREEMENT FOR SERVICES

BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT AND

WEST ED

WHEREAS, Los Rios Community College District (DISTRICT) and West Ed (Consultant) entered into an Agreement for Professional Services on October 10, 2018 (AGREEMENT); and,

WHEREAS, the parties added Network for Achieving Equity in Mathematics and Education with Amendment 1; and,

WHEREAS, the parties added Guided Pathways with Amendment 2; and,

WHEREAS, the parties extended the time for completion of CB21 AB 705 with Amendment 3; and,

WHEREAS, the parties now desire to add additional services.

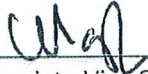
NOW, THEREFORE, the parties agree as follows:


1. The Agreement is modified by Attachment A, Folsom Lake College Continued Code Alignment Work, attached hereto.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the DISTRICT, a locally governed public agency, has executed this Amendment in duplicate by its Associate Vice Chancellor, Finance and Administration, and Consultant has caused it to be duly executed.

Date: 5/24/19

Date: May 16, 2019

By: 
Associate Vice Chancellor, Finance
Mario Rodriguez

By: 
Virgilio F. Tinio, Jr. (May 16, 2019)
Virgilio F. Tinio, Jr.
Director of Grants and Contracts

Folsom Lake College Continued Code Alignment Work

Scope of Work

- Create code alignment binders for seven program areas for Folsom Lake College. Binders include a list of SOC, CIP, and TOP codes and their descriptions, populated by cross-walking between a program's current codes and various resources. Binders also lay out courses associated with each award in a program by TOP and SAM codes.
- Binders are to be delivered electronically to Vicky Maryatt and printed by WestEd.
- WestEd will host and facilitate one instructional webinar and one day-long workshop.

Contract Dates

- 4/1/19 through 6/30/19

Payment Schedule

WestEd will bill Folsom Lake College for:

- Each code binder produced at the rate of \$600/binder (per program) = **\$4,200**
- The time for hosting and facilitating the instructional webinar at the rate of \$45/hour (estimate for 2 hours [1 hour for preparation and coordination and 1 hour for webinar-facilitation]) = **\$90**
- Cost of travel to and from colleges for one (1) facilitator and one (1) COE Representative at the compensation rate of \$100/hour plus travel for a five hour workshop= **\$1,000**

The estimated total cost is: **\$5,290**