

SCHEDULE T
CONTRACT SUMMARY TRANSMITTAL *

FOR USE BY ALL CITY AGENCIES AND DEPARTMENTS FOR PROCUREMENT, CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

1. Agency: City Administrator's Office Department: Economic and Workforce Development
2. Project Name: Second Amendment - WOJRC Fiscal Agent Project Amount: \$105,000
3. Budget / Funding**: Fund #: 1010 Org #: 85311 Account #: 54919 Project #: P465110 Program #: SC03
4. Project Manager / Responsible Employee Name: Elinor Buchen
Title: Program Analyst II Phone: 510-238-3474 email: ebuchen@oaklandnet.com
5. Supervisor / Direct Report or Alternate Employee Contact:
Name: Al Auletta Phone: 510- 238- 3752 email: aauletta@oaklandnet.com
6. Consultant / Contractor Name: Urban Strategies Council
Address: 1720 Broadway Ave, Floor 2 Oakland, CA 94612 Phone: 510- 893-2404 email: bettyw@urbanstrategies.org
7. Type of Contract (Mark X): Professional Services Agreement
8. Statement of Contract Goal / Purpose: To act as fiscal agent for the West Oakland Job Resource Center
9. Actual or Estimated Notice To Proceed (NTP) Date: 1/20/2014 Estimated Completion Date: 6/30/2015
10. Resolution Number NA Resolution Date(s): 85251 Nov. 5 2014
11. Location of the Contract Documents: Dept. of Economic & Workforce Development, 250 Frank H. Ogawa Plaza, Suite 3315

THIS PORTION MUST BE COMPLETED BY THE AGENCY / DEPARTMENT AND/OR THE PROJECT MANAGER

Insert language below regarding the evaluation of performance and/or audit requirements. For example; This contract is subject to an independent audit initiated by the City of Oakland and/or this contract will be evaluated quarterly according to the deliverables defined below.

Please attach separate sheets if required.

Performance, Inspection, Fiscal Reporting and Audit Requirements	
Performance Evaluation:	As state in Scope of Work
Inspection Requirement:	As stated in Scope of Work
Fiscal Reporting Requirement:	As stated in contract
Audit Requirement:	As stated in contract

Deliverables	Date Due	Completion Date	Responsible Source (Prime, Sub, Supplier, Other)	Performance
1/As stated in contract Scope of Services				
2/				
3/				

City Representative: <u>Elinor Buchen</u> (Please Print)	Date: <u>11/24/14</u>
City Representative Signature: <u>[Signature]</u>	

City Clerk: <u>Nai Phan</u> (Please Print)	Date: <u>12/9/14</u>
City Clerk Signature: <u>[Signature]</u>	

*** Must be attached to the signed Contract / Agreement and All Payment Requests**

CONTRACT SUMMARY TRANSMITTAL PROCEDURE

Note: This Contract Summary Transmittal form must be completed and attached to the signed Contract / Agreement

Note: Agency / Department - Project Managers are responsible and must ensure:

Contract Compliance and Employment Services performed the following:

- 1) Compliance Analysis
- 2) Equal Benefits Determination
- 3) Living Wage Determination

Note: Before submission of a Contract:

Schedule M (Part A and B) must be submitted to the City Attorney's Office for written approval

- 1) Consultant / Contractor must complete Schedule M – Part A
- 2) The City Agency / Department must complete Schedule M - Part B

Note: A photocopy of the completed Contract Summary Transmittal form must be attached to every payment request:

- 1) Photocopy the front and back of the completed Contract Summary Transmittal form
- 2) Photocopy must be attached to the back-up documentation, on every payment request that is submitted to the Finance and Management Agency / Accounts Payable Section

Contract Transmittal Procedure	Date Received	Received Initials	Date Returned	Returned Initials
Contract: Send to the City Attorney's Office for First Review				
Contract: Send to the Consultant / Contractor				
Contract: Send to the City Attorney's Office for Final Signature	11/24/14	DM	11/26/14	DM
Contract: Send to the Agency / Department Fiscal Services to Encumber Funds				
Contract: Send to the Finance and Management Agency / Purchasing Division ***				
Contract: Send to the Agency / Department for Director's Signature	12.1.14	RF	12.1.14	RF
Contract: Send to City Administrator's Office for Approval (for contracts over \$15,000)			12/8	DB
Contract: Send to City Clerk's Office (all contracts over \$50,000 and others by resolution)	12/9/14	VP	—	—

*** All Contracts are sent to the Finance and Management Agency / Purchasing Division to ensure the required Funds are encumbered.
Funds that are not encumbered may result in a delayed payment to the Consultant and/or Contractor.

Additional Funding Section

Fund Number	Organization Number	Account Number	Project Number	Program Number

Amendment No.2 to the Agreement
Between the City of Oakland
And The Urban Strategies Council

This Amendment No. 2 dated November 17, 2014, amends the agreement dated January 20, 2014, by and between the CITY OF OAKLAND, a municipal corporation (hereinafter "City"), and the URBAN STRATEGIES COUNCIL, a California nonprofit public benefit corporation (hereinafter "Contractor"), as amended by the first amendment dated June 18, 2014, to extend the time for performance and increase the amount of compensation.

The original agreement is amended as follows:

1. Time for Performance

The time for performance of the contract work is extended from November 20, 2014 to June 30, 2015.

2. Scope of Services

Contractor agrees to provide or continue to provide services required in the original contract described in the original Scope of Services, Schedule A.

3. Compensation

Contractor will be paid for performance of the scope of services required under this Amendment an amount that will be based upon actual costs but that will be "Capped" so as not to exceed fifty-five thousand dollars (\$55,000) for services provided under this Amendment No. 2, for a total contract amount over the entire contract period of one hundred and five thousand dollars (\$105,000). An amended budget is attached as Schedule A.

All other terms and conditions of the original agreement (as amended), except for those modified by this Amendment No. 2, shall remain unchanged and in full force and effect.

**City of Oakland,
a municipal corporation**

Deborah Barker 11/18/14
City Administrator's Office (Date)

[Signature] 12.1.14
Department Head (Date)

Approved as to form and legality:

[Signature] 11/26/14
City Attorney's Office (Date)

**Urban Strategies Council a California
nonprofit public benefit corporation**

[Signature] 11/19/2014
Signature (Date)

Junious Williams
Print Name

CEO
Title

Resolution No. **85251**___

Account No.: _____

Business License No. : 3505707

Schedule A
Amended Budget for January 20 through June 30, 2015

Category	Current Budget	Additional General Fund	Additional River Watch	TOTAL BUDGET
	Jan 14 - Nov 14	Nov 14 -Jun 15	Nov 14 -Jun 15	Jan. 20, 2014 to June 30, 2015
Personnel				
Program Director - \$86,000	\$ 60,206	\$ 45,688	\$ 8,063	\$ 113,956
Admin Assistant - \$49,000	\$ 41,327	\$ 25,745	\$ 4,543	\$ 71,615
Employment Specialist- \$ 63,725	\$ 53,511	\$ 33,334	\$ 5,882	\$ 92,727
Total salaries (3 FTE)	\$ 155,044	\$ 104,766	\$ 18,488	\$ 278,298
Fringe Benefits (30%)	\$ 46,513	\$ 31,430	\$ 5,546	\$ 83,489
Total salaries and Benefits (3 FTE)	\$ 201,557	\$ 136,196	\$ 24,035	\$ 361,787
Direct Expenses				\$ -
Program supplies & materials, Equipment, Furniture	\$ 7,481	\$ 5,000		\$ 12,481
Staff Training and Travel	\$ 4,000	\$ 2,000		\$ 6,000
Worker Assistance (initiation fees, materials, tools)	\$ 7,000	\$ 3,000	\$ 15,000	\$ 25,000
IT upgrades/support	\$ 7,000	\$ 8,000		\$ 15,000
Professional Services		\$ 15,000		\$ 15,000
Training Assistance (specialized test prep, pre- apprenticeship)	\$ 11,000	\$ -	\$ 50,000	\$ 61,000
Total Direct O&M for Fiscal Agent	\$ 36,481	\$ 33,000	\$ 65,000	\$ 134,481
Total Direct for FA--Personnel and O&M	\$ 238,038	\$ 169,196	\$ 89,035	\$ 496,268
Indirect Costs (insurance, payroll etc.) 10%	\$ 23,804	\$ 16,920	\$ 8,903	\$ 49,627
Total Direct and Indirect for Fiscal Agent	\$ 261,841	\$ 186,115	\$ 97,938	\$ 545,895
Fiscal Agency Fee 10%	\$ 26,184	\$ 28,405		\$ 54,589
TOTAL CENTER COST	\$ 288,025	\$ 214,521	\$ 97,938	\$ 600,484
	\$ -			
	\$ -			
URBAN STRATEGIES COUNCIL FISC	\$ 49,988			\$ 104,216