

EXHIBIT K

Los Angeles Unified School District

BSAP Comprehensive Services for Students and Parents

WORK ORDER REQUEST FOR PROFESSIONAL SERVICES UNDER MASTER AGREEMENT

*This Work Order must be approved by the school principal and BSAP Admin Coordinator. **

Date:		Master Agreement #:	
Contractor Name:		Work Order #: <i>(School assigns #)</i>	
Vendor Number:		Shopping Cart #:	

➤ **CONTRACTOR NOTE:** *When providing virtual services at the school, the contractor shall email the school principal the link for students to receive access to the services.*

➤ **CONTRACTOR NOTE:** *When providing virtual services at home, the contractor shall email the parent the link for student to access the services.*

OBJECTIVE FOR THIS WORK ORDER REQUEST

(Select only one objective. Must be consistent with Master Agreement (Exhibit A and K.1) and for only the objective for which the Contractor was specifically “Qualified” as a result of the RFP competitive process.)

SAFE PASSAGE, PEACE BUILDING, AND COMMUNITY DEVELOPMENT

- | | | |
|--|--|---|
| Objective 1: <input type="checkbox"/> Safe Passage | Objective 2: <input type="checkbox"/> Peace Building | Objective 3: <input type="checkbox"/> Community Development |
| Grades: <input type="checkbox"/> K – 5 | Grades: <input type="checkbox"/> K – 5 | Grades: <input type="checkbox"/> K-5 |
| <input type="checkbox"/> 6-8 | <input type="checkbox"/> 6-8 | <input type="checkbox"/> 6-8 |
| <input type="checkbox"/> 9 - 12 | <input type="checkbox"/> 9 – 12 | <input type="checkbox"/> 9-12 |
| <input type="checkbox"/> Parent(s) | | <input type="checkbox"/> Parent(s) |

COMMUNITY PARTNERSHIPS

- Objective 4: Parent Education/Workshops
- Objective 5: Foster Youth Education/Workshops.
Grades: K – 5 6-8 9 - 12
- Objective 6: Restorative Justice practices and strategies.
- Objective 7: College Planning and Participation.
Grades: 9 - 12
- Objective 8: Students’ participation in a direct class, small group career mentoring, job training.
Grades: K – 5 6-8 9 - 12
- Objective 9: Students mentoring and academic support including, but not limited to the California Core Standards.
Grades: K – 5 6-8 9 - 12
- Objective 10: Students support in Leadership Development.
Grades: K – 5 6-8 9 - 12

SERVICES REQUESTED FOR:

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School Name

STATEMENT OF WORK

Description of Contractor’s Services and Deliverables:

Read Statement of Work (SOW) in Master Agreement (**Exhibit A**).

Contractor, initial here to acknowledge your capability and agreement to fulfill the Statement of Work. **Initial**

Description of Virtual Services (if applicable):

If Virtual Services are proposed, contractor shall attach its Virtual Services Plan (**Exhibit K.1**) as an attachment to this Work Order.

BSAP providers shall submit any proposed virtual program for prior approval and incorporation into this work order. The BSAP Programs reserves the right to approve or disapprove any proposed virtual or distance learning program.

Name(s) and title(s) of “Key Personnel” providing the services:

(Must be consistent with Master Agreement’s list of “Qualified **Key Personnel**” (**Exhibit A**) that Contractor is authorized to utilize in providing the services. Please **do not** include or attach Contractor’s full list of approved “Key Personnel,” – only actual persons matched to the specific services described.)

Key Personnel:	
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The Contractor shall provide the key personnel identified in this Work Order to perform the services set forth in this Work Order. No person or his/her successor, approved by the District, shall be removed or replaced by the Contractor, nor shall his/her agreed-upon function or level of commitment be changed, without a Change Order issued by the District.

FINGERPRINT AND CRIMINAL BACKGROUND CHECK (Exhibit H) and TUBERCULOSIS CLEARANCE CERTIFICATION (Exhibit I).

Contractor to attach to this Work Order, complete Exhibits H, and I, listing Key Personnel and any employees providing services to school sites in person or virtually.

- **Attach copy of Exhibit H - Fingerprint & Criminal Background Check Certification to Work Order form (school record) and another copy to be email to Risk Management Unit at: riskfinance@lausd.net.**
- **Attach a copy of Exhibit I, Tuberculosis Clearance Certification to Work Order (School Record)**

Location(s) where services will be performed:

School:	
Address:	
Phone:	
Principal:	
Email:	

PERIOD OF PERFORMANCE FOR SERVICES UNDER THIS WORK ORDER SHALL BE:

Service:		From (Start Date):		To (End Date):	
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SERVICES REQUESTED FROM:

Contractor Project Lead:		Title:	
Email:		Phone:	

PRICING SUMMARY AND PAYMENT SCHEDULE

(Must be consistent with Master Agreement’s Fully Burdened Rate Table (Exhibit B). Fully burdened rates are negotiable “down,” but not “up”.)

Pricing (Must be broken down and specific and detailed per unit: hour, student/parent, group, school site, cohort, session, etc.)

Service	Hours per Day	Days per Week	Total Hours per Week	Number of Weeks	Total Hours	Hourly Rate	Amount
				Totals:			

1. Contractor and Key Personnel will adhere to the rate and services schedule above and the specified weekly hours per school.
2. Contractor agrees to monitor employee hours so as not to exceed the dollar amount allocated per school on the Work Order.
3. The total cost of the work order is not pooled. The work order specifies the number of hours per week allocated per school. Should any overages or misplacement of staff occur due to the contractor’s failure to maintain accurate records of employee time and placement, hours of services exceeding the school allocation **will not be paid.**

THE TOTAL AMOUNT FOR ALL SERVICES UNDER THIS WORK ORDER REQUEST SHALL NOT EXCEED:

AMOUNT:	\$	
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SIGNATURE PAGE FOLLOWS

All signatures must be place for Work Order to be authorized

School Administrator

Signed by LAUSD School Administrator	School Principal
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Signed (authorized signatory) Date: _____

Name & Title: _____

Email address: _____

BSAP Administrator

Signed by LAUSD Authorized Personnel & Division	BSAP Administrator Coordinator
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Signed (authorized signatory) Date: _____

Name & Title: _____

Email: _____

Contractor

Authorized Person Signature Date: _____

Print Name & Title (Company & Division Name, if applicable)

Email Address Telephone Number

Information regarding virtual services contractors follows

EXHIBIT K. 1

By submitting a Virtual Services Plan, Contractor agrees to the following conditions:

1. Services may vacillate between online and/or on-site throughout the year. Whether services are provided online and/or on-site shall be subject to the State and LA County Department of Public Health guidelines, waivers, and procedures. Vendors operating under contracts with the District follow said public health guidelines.

a) Contractor may provide Virtual Services only upon District's written consent. Said consent from the District may be revoked at any time with or without cause, upon District's written notice. Upon notice of revocation of District's consent to Virtual Services, the Contractor shall immediately cease providing Virtual Services. Contractor shall continue providing direct services unless the Agreement is terminated in accordance with provisions under Sections 13 – 14.

b) The platform for Virtual Services shall comply with the provisions of Children's Internet Protection Act, Children's Online Privacy Protection Act, and Family Educational Rights and Privacy Act and other federal and California laws with respect to confidential information.

c) Contractor/Key personnel must implement privacy settings and use technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network being used

d) Contractor shall obtain written consent to provide any Virtual Services (students, parents, and teachers) and advise that the consent can be withdrawn at any time without affecting participants' ability to receive services in the future.

e) Calls and video conferences may not be recorded at any time.

f) Contractor/Key personnel will submit an online platform log to confirm duration of and participation in online services (start time/end time, total minutes, participants).

g) Contractor's proposed Virtual Services Plan appears in the pages immediately following this page.