

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by Rockefeller Philanthropy Advisors  
Name of Contractor - Business  
6 West 48th St 10th floor New York NY 10036  
Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Professional Development for student services staff on diversity training with Academy for College Excellence (ACE) four day training March 30 - April 3, 2015

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: \_\_\_\_\_

Tax ID Number: 13-3615533

The work of the INDEPENDENT CONTRACTOR shall be approved by: [Signature] 2/2/15  
Unit Manager/Title

The work shall be completed on or before April 3, 2015

COMPENSATION: Compensation shall be \$ 30,462 <sup>Not to exceed</sup>, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of \_\_\_\_\_

ACCOUNTING CODES								
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN

5-11-543-5105-1-672700-1122-00

Budget

[Signature] 3/1/15  
Funds Verified by Business Officer

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Yolanda Arias  
Contractor's Printed Name

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

0000728946  
Vendor Number

(Obtain in "/VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

**APPROVAL ROUTING:**

[Signature] 3/11/15  
College President/Vice Chancellor Date

\_\_\_\_\_  
Vice Chancellor, Financial Services Date

**APPROVED:**

\_\_\_\_\_  
Chancellor

Approval Date \_\_\_\_\_

PRESIDENT'S OFFICE  
MAR 10 15 PM 12:01

# PERALTA COMMUNITY COLLEGE DISTRICT

## INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by Rockefeller Philanthropy Advisors  
 Name of Contractor Business  
6 West 48th St 10th Floor New York NY 10036  
 Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eight Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Professional development for student services staff on diversity training with the Academy for College Excellence (ACE) Four-day training, April 30 - March 31 - April 30, 2015

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: \_\_\_\_\_

Tax ID Number: 13 - 3615533

The work of the INDEPENDENT CONTRACTOR shall be approved by: [Signature] Unit Manager/Title

The work shall be completed on or before April 30, 2015

COMPENSATION: Compensation shall be \$ 20,400 payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out

FIELD	COEFFICIENT	DELECT	PR	ACTIVITY	SUF	GOOD	UN
-------	-------------	--------	----	----------	-----	------	----

5-11-543-8105-1-672700-1122-00  
Budget

Funds Verified by Business Office

The foregoing provisions shall apply to the work set forth on the reverse of this document and are subject to the District's policies and procedures.

Yolanda Arias  
Contractor's Printed Name  
[Signature]  
Contractor's Signature  
2/13/2015  
Date

APPROVAL ROUTING:  
College President/Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
Area Chancellor, Financial Services \_\_\_\_\_ Date \_\_\_\_\_

00000728946  
Vendor Number

APPROVED:  
\_\_\_\_\_  
Contractor  
Approval Date \_\_\_\_\_

Obtain a "VEN" on maintenance program or refer to District Business Services with W-9 and Vendor Addition Form(s)  
Ex-100

## EXHIBIT A

### ATTACHMENT: Independent Contractor Form 19072

#### *Contract between Rockefeller Philanthropy Advisors and the Peralta Community College District*

The purpose of this scope of work is to define the services to be provided by Academy for College Excellence (ACE)-Rockefeller Philanthropy Advisors (hereinafter "Contractor") to the Peralta Community College District (hereinafter "District") related to the services for the diversity training of Four Day Experiential Learning Institute on Tuesday, March 31 – Friday, April 3, 2015 at Laney College. Under the terms attached hereto, and this Scope of Work, contractor will perform the services outlined herein.

#### **Justification:**

The U.S. Department of Education awarded Laney College the AANAPISI grant in October 2010. In the grant application, professional development workshops and events were listed to educate faculty, staff and students about the Asian and Pacific Islander cultures and identity.

The Four-Day Experiential Learning Institute (FELI) is a diversity training to support Laney student services staff to best serve our diverse student population. The training will be facilitated by Academy for College Excellence (ACE), a critically acclaimed diversity training group.

### SCOPE OF WORK

#### **Deliverables**

1. Contractor will provide services related to a diversity training for Laney student services department as follows:
  - a. Date: Tuesday, March 31-Friday, April 3, 2015
  - b. Location: Laney College, 900 Fallon Street, Oakland, CA 94607
2. For the above stated services, the District agrees to pay by check, the fee of \$30,462. This amount includes the public viewing license, as well as speaker honorarium, housing and ground and air travel.
3. It is understood that the Contractor executes this agreement as an independent Contractor and is not an employee of the District. Contractor agrees to perform and discharge all obligations as an independent Contractor under any and all laws, whether existing or in the future, in any and all laws, whether existing including but not limited to Social Security laws, Worker's Compensation Insurance, Income Taxes, State Employment Insurance taxes or contributions, Public Liability Insurance, and Contractor will hold Presenter harmless against any such laws as well as against all Union claims for welfare payments.

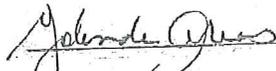
**COMPENSATION**

All deliverables shall be completed by April 3, 2015 and core responsibilities shall be performed successfully as described above.

Payment shall be in on installments payable to:

Rockefeller Philanthropy Advisors  
6 West 48<sup>th</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10036

Fees: \$30,462

  
\_\_\_\_\_  
Yolanda Arias, Director of Operations

2/23/2015  
Date

  
\_\_\_\_\_  
Tomoko Roudabush, Interim Director of APASS

2/24/15  
Date

Maintain Requisitions

Requisition

Business Unit: PCCD1  
Requisition ID: 2009092099

Status: Pending  
Budget Status: Valid  
 Hold From Further Processing

Header

\*Requester: TROJDEBUSH Toronto Rousechust  
\*Requisition Date: 02/09/2015  
\*Origin: LOA  
\*Currency Code: USD  
Accounting Date: 02/09/2015  
Requester Info: Laney Open Account  
Dollar

Requisition Defaults  
Add Comments  
Requisition Activities  
Document Status  
Amount Summary  
Total Amount: 30,462.00 USD  
Tax Amount: 0.00 USD  
Total Amount: 30,462.00 USD

Add Items From  
Purchasing Kit  
Item Search

Catalog  
Requester Items

Select Lines To Display  
Line: [ ] To: [ ] Retrieve

Line	Item	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls	Ship To Location	Taxable	Status
1				LOA TOC # 19072 for	EA	5705	30,462.0000	30,462.00	WAREHOUSE	No	Pending

View Printable Version  
Save  
Return to Search  
Previous in List  
Next in List  
Notify  
Refresh

Go to: [ ] More... [ ] Add [ ] Refresh/Display

*[Handwritten Signature]*  
2/24/15

Maintain Requisitions

Requisition Defaults

Business Unit: PCCD1 Requisition Date: 02/09/2015  
Requisition ID: 2000090299 Status: Pending

Line

\*Buyer:

DAJONES

JONES, DONNA

Unit of Measure:

MAIN

Vendor:

0000728946

ROCKEFELLAR PHILANTHROPY ADVISORS

Vendor Location:

MAIN

Category:

5105

Vendor Lookup

Schedule

Ship To Location

WAREHOUSE

\*Taxable

No

\*Distribute by:

Quantity

Due Date:

\*Liquidate by:

Amount

Ultimate Use Code:

One Time Address

Distribution

SpeedChart:

Distributions

Details

Asset Information

Customize | Find | View All |

First 1 of 1 Last

Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Program	Activity Suffix	Project	Acct Line	Budget Date	Location
1	100.0000	PCCD1	5	11	543	1	672700	1122	00	02/09/2015	5

*Handwritten signature and date: 2/24/15*



**Goal:** Helping community colleges across the nation provide a transformational learning experience for vulnerable students who have a deep desire for a college education but are not academically or emotionally prepared to get it.

**Issue Areas:** Education

**Geographic Focus:** United States

**Website:**  
[www.studentsofthefuture.org](http://www.studentsofthefuture.org)

## Academy for College Excellence

**The Academy for College Excellence** is dedicated to ensuring that America's community colleges create a supportive and empowering learning environment for their most vulnerable students — those with a deep desire for a college education but who may not be prepared academically and emotionally to get it. These are young adults who have tremendous capacity to survive the worst circumstances and have unique strengths to contribute to the 21st Century workforce.

Community colleges are such an important gateway to personal and professional success for these students. Affordable and open to everyone, community colleges provide a way for people of all ages to learn the skills that will lift them out of poverty and make them productive members — and leaders — of our communities.

Since its founding in 2002, the Academy for College Excellence has carefully developed, tested, refined, and scaled a combination of solutions designed to empower young adults and create a fundamental change in community colleges in two ways:

- by providing community colleges with a program that sparks transformational intrinsic change in vulnerable students, which prepares them for academic, professional, and personal success.
- by helping faculty, administrators, and staff better understand the unique vulnerabilities of their students.

The Academy for College Excellence is now poised to bring its solutions to community colleges across the country. The goal is to prepare thousands of young adults across the country to obtain that all-important college degree and break the cycle of poverty from which they and their families often come.

[Please invest in the students of the future with a generous donation the Academy for College Excellence.](#)

[Learn more about the students and teachers who have been transformed by the Academy for College Excellence solution.](#)

[Learn more about the carefully designed model of engagement and support that the Academy for College Excellence provides to community college students.](#)

[Learn more about the transformational services and support that the Academy for College Excellence provides to community college teachers, administrators, and staff.](#)

[Click here to make an ONLINE DONATION to this Sponsored Project](#)

You may also donate by check by mailing to:

Rockefeller Philanthropy Advisors  
ATTN: Academy for College Excellence  
6 West 48th Street, 10th Floor  
New York, NY 10036

100 Resilient Cities

Academy for College Excellence

AltaSea

The Breakthrough Institute

The Bridge Fund

The California Education Policy Fund

Campaign for High School Equity

Climate Nexus

Core to College

D5 Coalition

The Earth Charter Fund

Ebola Survival Fund

Fund for Shared Insight

Global Impact Investing Network (GIIN)

Jonas Center for Nursing and Veterans Healthcare

Oceans 5

Oceati Sahawiy Power Project

Post-2015 Partnership Platform for Philanthropy

Project Redwood

ProjectK

The Sustainable Endowments Institute

## EXHIBIT A

ATTACHMENT: Independent Contractor Form 19072

### ***Contract between Rockefeller Philanthropy Advisors and the Peralta Community College District***

The purpose of this scope of work is to define the services to be provided by Academy for College Excellence (ACE)-Rockefeller Philanthropy Advisors (hereinafter "Contractor") to the Peralta Community College District (hereinafter "District") related to the services for the diversity training of **Four Day Experiential Learning Institute** on Tuesday, March 31 – Friday, April 3, 2015 at Laney College. Under the terms attached hereto, and this Scope of Work, contractor will perform the services outlined herein.

#### **Justification:**

The U.S. Department of Education awarded Laney College the AANAPISI grant in October 2010. In the grant application, professional development workshops and events were listed to educate faculty, staff and students about the Asian and Pacific Islander cultures and identity

The Four-Day Experiential Learning Institute (FELI) is a diversity training to support Laney student services staff to best serve our diverse student population. The training will be facilitated by Academy for College Excellence (ACE), a critically acclaimed diversity training group.

#### SCOPE OF WORK

##### **Deliverables**

1. Contractor will provide services related to a diversity training for Laney student services department as follows:
  - a. Date: Tuesday, March 31-Friday, April 3, 2015
  - b. Location: Laney College, 900 Fallon Street, Oakland, CA 94607
2. For the above stated services, the District agrees to pay by two checks, the fee total of \$30,462. 50 percent will be paid prior to the training before March 31, 2015 and 50 percent will be paid within 30 days after the training. This amount includes the public viewing license, as well as speaker honorarium, housing and ground and air travel.
3. It is understood that the Contractor executes this agreement as an independent Contractor and is not an employee of the District. Contractor agrees to perform and discharge all obligations as an independent Contractor under any and all laws, whether existing or in the future, in any and all laws, whether existing including but not limited to Social Security laws, Worker's Compensation Insurance, Income Taxes, State Employment Insurance taxes or contributions, Public Liability Insurance, and Contractor will hold Presenter harmless against any such laws as well as against all Union claims for welfare payments.

**COMPENSATION**

All deliverables shall be completed by April 3, 2015 and core responsibilities shall be performed successfully as described above.

Payment shall be in two installments payable to:

**Rockefeller Philanthropy Advisors**

6 West 48<sup>th</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10036

**Fees:** Not to Exceed \$30,462

-50 percent paid prior to March 31, 2015 not to exceed \$15,231

-50 percent paid within 30 days after completion of training (March 31-April 3, 2015) not to exceed \$15,231

  
\_\_\_\_\_  
Yolanda Arias, Vice President

3/4/2015  
Date

  
\_\_\_\_\_  
Tomoko Roudebush, Interim Director of APASS

3/4/2015  
Date

*[Handwritten signature]*  
*[Handwritten initials]*  
*[Handwritten date: 3/2/15]*

Four-Day Experiential Learning Institute (FELI)  
Laney College Host Site Proposal

This document is in response to a request for a cost proposal to host an Academy for College Excellence (ACE) Four-Day Experiential Learning Institute (FELI) event at Laney College (Host College).

Training Event

The FELI is an experiential workshop involving more than fifty exercises and activities. These activities include but are not limited to large group discussions, small group sharing and presentations, movement activities, role-playing and reflection. ACE structures the activities so that each exercise builds on the previous one and a community of learners is built within the group as the days unfold. We use many different pedagogical techniques to allow for learning and growth in unexpected ways, as well as to keep participants fully engaged throughout the day. ACE offers this workshop for faculty, staff and administrators.

We ask that participants attend each day in full. Each FELI group is capped at 25 participants to ensure time for each participant to be heard.

Event Authority

ACE schedules events, schedules ACE Master Mentors to lead the events, manages on-line registration, processes participant applications, and provides a summary report of the FELI participant surveys to the host college. ACE sets policies for all fees, including the comprehensive fee (to cover event management, financial administration, and intellectual property), the Master Mentor stipend, and the cancellation fees to fully cover the financial impact of late cancellation.

Event Dates

Laney College will host a FELI Event from March 31- April 3, 2015. ACE-certified Master Mentors will travel to Laney College to teach the FELI. This FELI event proposal includes the pricing for two FELI sections for participants from the Host College.

Copyright Provisions

ACE has all rights and permissions, including intellectual property, moral rights and rights of publicity for the materials used at the FELI event. ACE will grant the Host College a non-exclusive, royalty-free right to reproduce and distribute pre-existing materials to the attendees of the ACE Four-Day Experiential Workshop delivered at Laney College from March 31- April 3, 2015.

Effective Date

If the Host College agrees to the terms of this proposal, the agreement becomes effective on the date that an authorized administrator from the Host College sends an email message (from an official college email address) to the ACE Executive Director, Christopher Shockey ([chris.shockey@my-ace.org](mailto:chris.shockey@my-ace.org)) agreeing to the terms of this proposal. Once the Host College accepts this proposal, no change of event dates is possible, except by creating a new proposal. If the Host College cancels the event after the

effective date, the Host College will be liable and expected to pay a cancellation fee to ACE, outlined below.

#### Cancellation Policy

When our Master Mentors commit to an event that does not materialize, they lose valuable income. The ACE also bears the financial impact of unproductive administrative time as well as any non-refundable reservations. To ensure that a cancellation does not unduly impact a Master Mentor or the ACE, if the Host College cancels a FELI section less than 4 weeks before the event, the Host College will incur a \$1,500 cancellation fee per section.

#### ACE Preparations and Obligations

ACE is responsible for the following:

Create a registration page and announce event on website

Event consulting

- Schedule an event-hosting workshop with Host College
- Provide FELI hosting checklist
- Schedule on-going meetings with Host College Event Coordinator
- Provide bi-weekly registration reports

Consult with Host College assistant assigned to work with Master Mentor during the event, providing the following support:

- Electronic copies of materials to be duplicated by Host College
- Supply Checklist
- Instructions for administering assessments and surveys

#### Host College Preparations and Obligations

The following actions must be taken by the Host College:

Email acceptance of the proposal, confirming the dates for the event

Appoint an Event Logistics Coordinator to work with ACE on all sections of the event (*anticipated 20 hrs/wk. in the 2 weeks leading up to and during the event, 5-10 hrs/wk for initial set up for 2 weeks- total of approximately 80 hrs.*)

Book rooms for the event, plus a room for meals

Provide ACE with a purchase order number or process for invoicing.

## Fees

Pricing for this proposal is based on the following parameters.

Participant days	4
Master Mentor workdays	6

### ACE Fees

A deposit of 50 percent of ACE fees shall be paid prior to the start of the event. ACE will invoice the Host College for the final balance the week following the event, with net 30 terms. Please note that the invoice will be paid to Rockefeller Philanthropy Advisors (RPA). ACE is a sponsored project of RPA. Any formal contracts between the Host College and ACE will be through RPA.

Rockefeller Philanthropy Advisors, Inc.

6 West 48<sup>th</sup> Street, 10<sup>th</sup> Floor

New York, NY 10036

Contract Manager: Meenakshi Abbi, MAbbi@rockpa.org

Authorized Signator for RPA: Yolanda Arias, Director of Operations

Fees paid to ACE for two FELI sections of up to 25 participants each

Item	Amount	Notes
ACE Comprehensive Fee	\$23,320	covers costs for event support, curriculum development & innovation
Classroom materials	\$750	working styles assessments (\$15/pp for 50 participants)
Master Mentor Fee	\$6,391	covers a stipend, and travel/incidental costs for 2 Master Mentors
Total invoice	\$30,462	for two sections of up to 25 participants each

Fees paid to others by Host College for two FELI sections of up to 25 participants each. These are estimated costs based on ACE's prior experience, costs may vary.

Item	Amount	Notes
Classroom Materials	\$1,100	Estimated duplications costs for participant readers and classroom supplies
Catering	\$9,450	Estimated cost \$35/pp for 5 days (\$175/pp) based on 54 people total.
Total fees paid to others	\$10,550	Estimated cost for 2 sections

The price quotation does not include time spent by college personnel to prepare, set up, support, and host the event. All costs related to host-site staff, including the event coordinator are the sole responsibility of the Host College.

### Action Needed

Before we can begin detailed preparations we need the following information from Laney College:

1. Please reply to this message indicating your agreement with the price, terms and policies described above;
2. Let us know your college's process for becoming an authorized vendor and how to set up a formal contract and purchase order for invoicing;
3. Tell us the name of the person who will be responsible for coordinating the event at your college, as well as his/her telephone number & email address;
4. Please provide the contact information for the ACE Project Manager to your college event coordinator;

Nicole Davis  
ACE Project Manager  
[ndavis@my-ace.org](mailto:ndavis@my-ace.org)  
(831) 708-8684

Your event contact needs to get in touch with ACE staff as soon as possible to work on event planning. We have checklists and consulting services to define the preparation process and ensure a quality event.

Please let me know if you have any questions. We look forward to working together on this event.

Beth Nelson  
College Partnerships Consultant  
Academy for College Excellence (ACE)  
[www.my-ace.org](http://www.my-ace.org)  
831-246-0878