



## MEMO

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**To:** Chancellor Laguerre  
**From:** Drew Douglass, Director of Workforce Systems  
**Date:** September 22<sup>nd</sup>, 2016  
**Subject:** Kathleen Cavanagh, Alameda One Stop Career Center—Change Order

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Kathleen Cavanagh is a part-time Independent Contractor / Consultant (ICC) that provides Career Center Technician services at the One Stop Career Center at the College of Alameda. They have utilized almost all of their hours, and will run out before the end of the fiscal year, which would cause service delivery issues, and if delayed too long, closures of the Resource Room. This request is to increase the contract by \$5,000 to continue to provide services, bringing the total contract amount to \$29,700. Her existing contract is in effect through 06/30/2017. The costs from Kathleen's extension will be allocated to the Alameda County Workforce Development Board (ACWDB) contract (fund 1138).

ACWDB staff have strongly recommended that College of Alameda spends down these funds; ACWDB staff mentioned that the Director's predecessor had returned substantial project funds every year for the last several years. Continuing to have Kathleen aboard will help spend down unspent revenue on the grant and will maintain capacity to meet contracted goals.

Best regards,

Drew Douglass, Director of Workforce Systems  
Alameda and Berkeley One Stop Career Centers  
College of Alameda  
555 Ralph Appezato Memorial Parkway  
Alameda, CA 94501  
Direct: (510) 748-2399  
Fax: (510) 814-8302  
E-Mail: [adouglass@peralta.edu](mailto:adouglass@peralta.edu)

Enclosed: Change Order Form, Budget Documents

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of October 18<sup>th</sup>, 2016**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Change Order: College of Alameda for Kathleen Cavanaugh, ICC

**SPECIFIC BOARD ACTION REQUESTED:**

Review, consider and approve Change Order for Kathleen Cavanaugh, ICC

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**GENERAL FUNDS**

2-11-241-5105-1-647000-1138-00 WIOA – Adult – 39%  
2-11-241-5105-1-647000-1138-01 WIOA – Dislocated Worker – 61%

**BACKGROUND/ANALYSIS:**

Kathleen Cavanagh is a part-time Independent Contractor / Consultant (ICC) that provides Career Center Technician services at the One Stop Career Center at the College of Alameda. They have utilized almost all of their hours, and will run out before the end of the fiscal year, which would cause service delivery issues, and if delayed too long, closures of the Resource Room. This request is to increase the contract by \$5,000 to continue to provide services, bringing the total contract amount to \$29,700. Her existing contract is in effect through 06/30/2017. The costs from Kathleen’s extension will be allocated to the Alameda County Workforce Development Board (ACWDB) contract (fund 1138).

**DELIVERABLES AND SCOPE OF WORK:**

Please see attached Scope of Work

**ANTICIPATED COMPLETION DATE:**

This change order will extend the ICC through to 6/30/2017

**ALTERNATIVES/OPTIONS:**

None, without staffing, the CoA Career Center would need to reduce hours of operation and/or close on certain days.

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No   X

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**  
(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Drew Douglass, Director of Workforce Systems  
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: \_\_\_\_\_  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Ron Little, Vice Chancellor, Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laguerre  
Dr. Jowel C. Laguerre, Chancellor



Peralta Community College District

# Request for Change Order

Purchase Order No. 3000096158 \_\_\_\_\_ Change Order No. 1 \_\_\_\_\_

Requisition No. \_\_\_\_\_ Date of request 09/23/2016 \_\_\_\_\_

Vendor Kathleen Cavanagh \_\_\_\_\_ Vendor # 0000727980 \_\_\_\_\_

C. O. requested by Usha Mortensen \_\_\_\_\_ Department Student Services \_\_\_\_\_

Original dollar amount of purchase order \$24,700 \_\_\_\_\_

Dollar amount of change + \$5,000.00 = \$29,700.00 \_\_\_\_\_

Accounting:

Loc	Fund	Cost Center	Program	Acct. Suffix	Project	Acct. Line	Category Object Code
2	11	241	1	647000	1138	00	5105
2	11	241	1	647000	1138	01	5105

Provide a complete explanation of the circumstances that necessitates this change. Identify what is being changed, i.e., item no., price, quantity, description, etc. Attach any required supporting documentation including quote from vendor identifying the changes. Please indicate which line item of the original requisition needs to be changed.

Line #	Item #	Description	Quantity	Unit Price
1	1	Add funds to ICC # 01715	1	\$5,000.00

Authorized by: [Signature] at College of Alameda College Date 9/23/16



**PERALTA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT  
ADDENDUM FORM # 1**

**Contractor/Consultant Information:**

Name of Contractor:	<u>Kathleen Cavanagh</u>
Business License No.:	_____
Tax ID Number:	_____
Vendor Number:	<u>0000727980</u>

**Contract Information: Please attach a cover memo attention to the Chancellor**

ICC # <u>01715</u>	(Please attach a copy of the original ICC and previous addendums)
Purchase Order # <u>3000096158</u>	
Contract Start Date: <u>07/01/2016</u>	End: <u>06/30/2017</u>
New Contract End Date: <u>06/30/2017</u>	(Extension Request Only)
Original/Previous Contract Amount:	<u>\$ 24,700.00</u>
Request to Increase/Decrease the Contract By:	<u>\$ 5,000.00</u>
Total Contract Amount:	<u>\$ 29,700.00</u>
Board Approval Date(s): _____	(if applicable)

**Accounting Codes: (additional lines are provided for split funding only)**

LOC	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUFF	SPPJ	LN	PREVIOUS AMOUNT	ADDENDUM +/-	TOTAL
2	11	242	5105	1	647000	1138	00	\$ 9,633.00		\$ 9,633.00
2	11	242	5105	1	647000	1138	01	\$ 15,067.00		\$ 15,067.00
2	11	241	5105	1	647000	1138	00		\$ 1,950.00	\$ 1,950.00
2	11	241	5105	1	647000	1138	01		\$ 3,050.00	\$ 3,050.00
									<b>GRAND TOTAL</b>	<b>\$ 29,700.00</b>

\_\_\_\_\_  
Funds Verified by Business Manager

\_\_\_\_\_  
Date:

ADD

**Approval Routing:**

_____ College President/ Vice Chancellor	_____ Date:
_____ Vice Chancellor, Financial Services	_____ Date:
_____ Chancellor	_____ Date:



## **Career Center Technician – Scope of Work**

**Summary** – The Career Center Technician is an Independent Contractor/Consultant (ICC) providing support for the North Cities One Stop (NCOS) career centers located in Alameda and Berkeley, both operated by the College of Alameda (CoA).

### **Scope**

- ❖ Liaise NCOS services to jobseeker customers; offer potential customers applications for the Workforce Innovation and Opportunity Act (WIOA), assist one-on-one with completion when required;
- ❖ Update WIOA database system;
- ❖ Provide customers information and referrals to community resources.
- ❖ Promote WIOA orientations and community outreach.
- ❖ Provide WIOA/CalJOBS reports upon request.
- ❖ Assist in providing customer technical assistance in Resource Room.
- ❖ Monitor dashboard, system functions, and outcomes in CalJOBS system.
- ❖ Engage employers and provide overview of business service supports.

**Note** – For additional details, please see the “Independent Contractor/Consultant Services Contract” form. Also see any other related contract addendum (if applicable).