

PERALTA COMMUNITY COLLEGE DISTRICT  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of May 20, 2008**

**ITEM # 11**

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

Consider approval of contract extension for Jose R. Juarez of Juarez Consultants.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of contract extension for Jose R. Juarez of Juarez Consultants for payment for the months of April, May, and June 2008 related to his scope of work attached. An original independent contract was executed for \$25,000 in October 2007. Additional hours were needed for the scope of work which brings the contract amount over \$25,000 thus this decision is being brought to the board at this time. The amount needed for the three months shall not exceed \$9,000.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

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

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

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** YES \_\_\_\_\_ NO \_\_\_\_\_

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**  
**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by:

*Nancy Koo*

[Nancy Koo, Executive Assistant, Chancellor's Office]

Date: 5/14/08

**DOCUMENT PRESENTED BY:**

Prepared by:

[Enter Name of College President or Vice-Chancellor or Manager,  
and Title of Individual]

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

**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:

*Thomas Smith*

Thomas Smith, Vice Chancellor for Finance and Administration

Date:

5.19.08

**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:

Thuy T. Nguyen, General Counsel

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

**CHANCELLOR'S OFFICE APPROVAL**

\_\_\_\_\_  Approved, and Place on Agenda

\_\_\_\_\_ Not Approved, but Place on Agenda

Signature:

*Elihu Harris*  
Elihu Harris, Chancellor

Date:

5/15/08



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**PERALTA COMMUNITY COLLEGES DISTRICT  
EAST BAY CENTER FOR INTERNATIONAL TRADE DEVELOPMENT  
INDEPENDENT CONTRACTOR/CONSULTANT SERVICE  
SCOPE OF WORK  
January 1, 2008 to June 30, 2008  
FOR  
JOSE R. JUAREZ**

The consultant services of Mr. Jose R. Juarez have been extended to assist with the implementation of Peralta Community Colleges District East Bay Center for International Trade Development Work Plan for the period from January 1, 2008 to June 30, 2008. Mr. Juarez will continue to be responsible for assisting with those areas of the work plan associated with the promotion, marketing and outreach of the East Bay Center for International Trade Development (EBCITD). The scope of work has been amended to reflect the new assignments. As in the first scope of work other assignments may be added as directed by the manager of the EBCITD program.

The following are the new tasks associated with the implementation of the work plan :

1. Meet with Cities Economic Directors to go over the EBCITD program and how to get their involvement in the EBCITD program.
2. Assist with development of an outreach program to inform and implement an international program with the East Bay Chambers of Commerce.
3. Assist in developing MOU's with the international organizations in the Bay Area to promote the services, programs and events of the EBCITD.
4. Assist in implementing the California International Agricultural program.
5. Assist with the implementation of the export/import buyer missions.
6. Develop a plan to integrate a more comprehensive international student program into the EBCITD program; and
7. Establish working level agreements with the regional and statewide service provider

EAST BAY CENTER FOR INTERNATIONAL TRADE DEVELOPMENT  
544 Water Street • Oakland • CA 94607  
Phone: 510.251.5942 • Fax: 510.251.5902 • Email: [info@eastbaycitd.org](mailto:info@eastbaycitd.org)



(510) 207-9456

E-mail jrjuarezjrj@yahoo.com

Jose' R. Juarez

Education and license

Morehouse College - Atlanta, Georgia  
Bachelor of Arts – Sociology/Business  
Member of Kappa Alpha Psi Fraternity, Inc.

Professional experience

2004-Present Juarez Consultants, P.O. Box 16065, Oakland, CA

Contract compliance; service agreements, leases, grant agreements, and import/export consulting, Realtor, commercial and residential loan consultant.

2001 – 2004 Office of Contract Administration, City and County of San Francisco, San Francisco, CA  
Contract Compliance Officer

- Audit service, and construction contracts, grant, and lease agreements: concerning local, state, and Federal laws, attend site visits, contract provisions, revisions and internal control. Conduct audit entrance and exit conferences, random employee interviews, research legislative policy, and pre-bid conferences. Investigate and resolve anonymous claim violations, prepare written audit reports, calculate financial assessments and penalties. Implement prevailing wage and Healthcare Accountability ordinances,
- Participate with the Office of Contract Administration and Purchasing Division: develop City's diversity policy and subcontractor policies and procedures, determine all City contract waivers and exemptions. Facilitate training for City personnel: local laws, departmental policy, internal procedure, develop communication lines, and make final recommendations for departmental budget development and revision, resolve complex contractual issues, and prepare rules and regulations,
- Assist Purchasing staff with the management of the vendor database, contract specifications, and negotiations, disadvantaged local businesses, and meet with general, minority and certified contractors. Meet with union/community groups, contractors seeking to do business with the City, and contractors seeking to comply with awarded contracts. Prepare written staff reports, training manuals, organize and conduct contractor Town hall meetings, facilitate and organize public hearings,
- Audits performed in accordance with generally accepted government auditing standards, and generally accepted accounting practices.

2002 – 2004 Office of Contract Administration, City and County of San Francisco, CA  
San Francisco Surplus Disposal Program

- Administer City's surplus and Central Warehouse, prepare employee appraisals, train and counsel employees, resolve personnel issues, settle adverse actions, and prepare monthly activity reports,
- Monitor interdepartmental fees, certify auctioned surplus and scrap metal proceeds, manage surplus database, meet with City executives and outside agencies. Prepare specifications for bid: auction services, shipping and scrap metal contracts, and analyze and evaluate proposals. Administer auction, shipping and scrape metal contracts.

2002- 2004 Office of Contract Administration, City and County of San Francisco, CA  
Financial Manager

- Monitor and reconcile accounts receivable and payable accounts, make financial account adjustments, approve all departmental financial transactions within the ADPICS and FAMIS financial software, resolve department contractual issues,
- Assist Director with facilitation of planning meetings, budget preparation, budget revisions, and recruitment. Audit various budget issues, and act as primary contact for special projects for the Office of Contract Administration. Make final recommendations for planning, budget, budget revisions and policy changes, prepare written staff reports,

