



Purchase Order

Page: 1 of 1

INDEPENDENT SCHOOL DISTRICT 625
Purchasing Department
360 Colborne Street
St. Paul MN 55102
United States

Vendor: 0000006688
CITY OF SAINT PAUL
DIVISION OF PARKS & RECREATION
25 WEST 4TH ST
300 CITY HALL ANNEX
ST PAUL MN 55101
United States

Ship To: Washington Technology Secondar
1495 Rice Street
St. Paul MN 55117
United States
Attention: Amy Vang

Send Invoice To: ISD 625/Accounts Payable
360 Colborne Street
St. Paul MN 55102-3299
United States

Dispatch Via Print		
Purchase Order 0000312518	Date 2018-05-01	Revision
Payment Terms Net 35	Freight Terms FOB Destination	Ship Via Best Way
Buyer Destinee Williams	Phone 651/767-8290	Currency USD

Tax Exempt? Y **Tax Exempt ID: 9424508**

Line-Sch	Item/Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	Outreach Coordinator to Support 21CCLC Cohort- eff. 2/12/2018 thru 8/31/2018 as per attached agreement	1.00	EA	21870.00	21870.00	05/01/2018

Total PO Amount 21870.00

The Purchase Order number must appear on all invoices, packing lists, cartons, etc. related to this order. Any changes to this order must be made through Purchasing.

This purchase is exempt from Minnesota Sales and Use Tax under Statute 297A.44; also exempt from Federal Excise and Transportation Taxes. (Exemption # 9424508)

See additional Terms and Conditions that apply to this Purchase Order or Contract at <http://vendor.spps.org>.

Authorized Signature

Destinee Williams



Independent School District 625
Saint Paul Public Schools
Saint Paul, MN
Contract for Consultant Services
(Revised 8/2017)

THIS CONTRACT, entered into this 12th day of February 2018, by and between Independent School District 625/Saint Paul Public Schools (hereinafter referred to as DISTRICT), and Saint Paul Public Library (hereinafter referred to as CONSULTANT), witnesseth that:

WHEREAS, DISTRICT has determined that it is necessary to retain the services of a qualified person
WHEREAS, CONSULTANT is duly qualified to perform these services; Saint Paul Public Library will provide staffing support for the Flipside Afterschool Program in an effort to connect Library Youth Services to middle school students across Saint Paul Public Schools.

NOW THEREFORE, the parties hereto agree as follows:

1. CONSULTANT shall perform the following tasks:

Outreach Coordinator to support the 21st Century Community Learning Centers Cohort 7 Grant through August 31, 2018. 624 hours X \$30 = \$18,720. Children's Specialists 105 hours X \$30 = \$3150

Primary Organization Contact:

Name: Marika Staloch	Phone: 651-266-7068	Email: marika.staloch@ci.stpaul.mn.us
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2. Consideration and Conditions of Payment:

- a) In consideration for services provided under the terms of this contract, DISTRICT shall pay CONSULTANT

Lump sum/ Flat fee Twenty-one thousand-eight hundred-seventy dollars \$ 21,870. (Provide attachment with detailed information on the rate being charged for services delivered).

- b) Payments shall be made by DISTRICT within 35 days after receipt of a valid complete invoice. Invoice must be presented after receipt of satisfactory services and/or materials/equipment. Invoice shall include the following: complete name and address of consultant/vendor, invoice number and date, DISTRICT's purchase order number (without purchase order number invoice is not considered valid and will not be paid, unless contract is under \$1000), a complete description of services performed, such as hours worked (when and where and what specific times and dates) and/or materials/equipment provided. Original itemized receipts must be submitted, if the contract requires the DISTRICT to reimburse reasonable actual expenses (travel etc).

3. Term

This contract shall become effective on February 12, 2018, and shall remain in effect until August 31, 2018. This contract may be cancelled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.

4. CONSULTANT shall conduct criminal background checks for all its staff members who will have direct contact with children under this contract.

- a) CONSULTANT will obtain a criminal background check on each such of its staff members prior to such staff member providing any services under this contract. Criminal background checks will be obtained by the CONSULTANT from the State of Minnesota Bureau of Criminal Apprehension and the county of the staff member's residence, or, if such staff member has not resided in the current county or the State of Minnesota for at least six months, the next, most recent county and/or state of residence will be checked.
- b) Any conviction appearing on a criminal background check must be presented by mail or courier to the Executive Director of Human Resources for the DISTRICT. The CONSULTANT shall include the following

information on company letterhead: the name of the staff member, the work assignment, work location, and contact person along with a copy of the background report. The Executive Director of Human Resources will review the criminal background report and make the final decision as to whether or not the CONSULTANTS staff member will be allowed to provide service to the DISTRICT under this contract. The CONSULTANT must receive written DISTRICT approval before such staff member will be allowed to provide service under this contract.

5. Under this Contract the CONSULTANT is an independent contractor and is not an agent or an employee of the DISTRICT. CONSULTANT shall have no claim against the DISTRICT for vacation pay, sick leave, retirement benefits, social security, worker's compensation benefits, health or disability benefits, unemployment insurance, or employee benefits of any kind, the CONSULTANT shall be responsible for paying all taxes.
6. CONSULTANT shall neither assign nor transfer any part of his/her interest in this contract without the express written consent of DISTRICT.
7. No changes may be made in the terms or conditions of this contract, except by the mutual written consent of the parties hereto.
8. All services provided under this contract shall be performed to the satisfaction of DISTRICT. In the event that this contract is canceled prior to the termination date specified in clause 3, CONSULTANT shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
9. Each party shall be responsible for its own acts and omissions.
10. CONSULTANT grants to DISTRICT a perpetual, nonexclusive, nontransferable, royalty-free license to any and all deliverables CONSULTANT provides hereunder, including without limitation inventions, works of authorship, and technology (including source codes) and any and all methods, processes, procedures, documentation, modifications and derivative works related to such deliverables.
11. MINNESOTA GOVERNMENT DATA PRACTICES ACT COMPLIANCE. All data created, collected, received, stored, used, maintained, or disseminated by CONSULTANT is subject to the requirements of Minnesota Statutes Chapter 13 and CONSULTANT shall comply with those requirements as if it were a government entity.

Saint Paul Public Schools and Saint Paul Public Library

**SPPS Flipside Organizations Inkind Value Worksheet
In support of the 21st Century Community Learning Centers Grant**

Flipside is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.287, Every Student Succeeds Act, Title IV B – 21 Century Community Learning Centers. In accordance with this grant funding, we are required to collect the value of in-kind contributions by our partners, vendors and service providers in order to calculate the total cost of programming. Please complete the information and inkind budget below to the best of your ability.

Provide a brief description of your organization and/or mission statement: The Saint Paul Public Library (SPPL) is a cornerstone of a thriving city: welcoming people of all ages and cultures; strengthening neighborhoods and learning networks; and inspiring all with the world of ideas. Our mission is to connect people in Saint Paul with the imperative and the joy of learning through a lifetime.

Provide a 2 sentence description of your youth program: The Saint Paul Public Library offers youth programming for ages 0-18 with a focus on promoting the joy of reading for fun, engaging youth in interest-based, hands-on learning, and provide experiences to support life skills.

Is the organization licensed or an accredited program? Yes ☐ No ☐

If yes, provide type of license/accreditation:

Please provide a budget for one class/program, according to the schedule listed on page one of this contract. If multiple sites/locations are covered in the contract, please budget one class/program and we will use this value to calculate additional locations.

Additional In-kind Expenses related to homework centers covered by the Saint Paul Public Library

Program Expense	Amount
Youth Instructor/Leaders	
Program Supplies	
Paid Staff	
Volunteer Staff**	
Operational Supplies	
Transportation	
Food/Snacks	
Guests/Speakers	
Program Evaluation	
21CCLC Grant Contribution	\$21,870
Total cost of Class/Program	

**** Calculate Volunteer hours as follows:**

- High School Age Staff at \$12 per hour
- College age staff at \$16 per hour
- College educated adults at \$24 per hour

Debi Compobasso
District Contract Manager/Administrator

Program Manager 3/21/2018
Title Date

Phone Number 651-325-2688 Email Address: deb.compobasso@spps.org

Above signature required on all contracts

Additional signature(s) required for contracts over \$3500.00 for Schools and \$5,000.00 for Departments, if no other signature over these limits contract is not valid.

REQUIRED for all Contracts. Only signature required for Contracts up to \$3500.00 for Schools and \$5,000.00 for Departments,, provided that no alterations(except blanks filled in) to the contract form.

Valid Signatories Only:

Budget Administrators, which includes anyone that manages a budget, such as Principals, District Department Managers or any valid signatories in boxes listed below. This person is the person responsible for the day-to-day management of the contract for the District.(See Contract Manager Responsibilities on District website.

[Signature]
Saint Paul Public Schools

Purchasing Manager 5/1/2018
Title Date

Above signature required for contracts from \$3500.00 for schools/\$5000.00 for Departments/Programs to \$99,999.99.

REQUIRED for Contracts from \$3500.00 for schools/\$5,000.00 for Departments/Programs to \$99,999.99, and requires District issued Purchase Order,

Valid Signatories Only:

Superintendent, Chief Business or Financial Officer, Controller or Purchasing Manager.

Or any valid signatories listed in box below

Saint Paul Public Schools Title _____/_____/20_____
Date

Above Signature required for any contract over \$100,000.00

REQUIRED for all Contracts \$100,000.00 and over,
Board Approval,(attach Board Agenda Item) list Board Agenda Date: ____/____/____

Valid Signatories Only:

Board Chair or Superintendent Signature (or Superintendent Designee as outlined on Board Agenda Item(attached)

For Consultant Sign below

[Signature]
Consultant Signature

Youth Services Director 3/21/2018
Title Date

Marika Staloch
Consultant Printed Name

[Signature]
Signature

Library Director 3/21/2018
Title Date
Deputy Director, Library 3/21/2018
Title Date

Federal Tax ID# or Social Security Number – Attach W-9 (Mandatory in order to process payment)

Phone Number (include area code)

Fax Number (include area code)

Email Address

**City of Saint Paul, Saint Paul Public Library
21st Century Community Learning Centers Partnership with
Saint Paul Public Schools Community Education Department
Scope of Work**

Saint Paul Public Library will provide staffing support for the Flipside Afterschool Program in an effort to connect Library Youth Services to middle school students across Saint Paul Public Schools.

Staffing support will consist of:

School Outreach Coordinator, .5 FTE, at approximately \$30/hour.

Annual 624 hours * \$30 = approx. **\$18,720**

Children's Specialists, site visits as needed, at approximately \$30/hour

Annual 105 hours * \$30 = approx. **\$3,150**

(*Salaries vary depending on benefits and years worked for SPPL.)

TOTAL = \$21,870

Library Staff Deliverables

- Documentation to contribute to the 21st Century grant reporting including the following
 1. Participant information from each homework center (grades 1-8 only): number of participants by grade, gender, race, participant's school. Participant names not needed this year.
 2. Homework center information including: center address, phone number, primary staff contact, phone number and email address.
 3. Homework session information: dates of operation, time of operation, days of the week, grades served, staff:student ratio
 4. Narrative for state report as needed.
- Connection as SPPL's Flipside ambassador: Advisory Council Meeting attendance and participation, as well as commitment to continue creating a vision for collaboration between two agencies.
- Tracking/diagram of partnership organization crossover from SPPL and SPPS (and Parks)
- Increased communication to SPPL staff about SPPS goals for students
- Education for SPPS (Flipside) staff about SPPL resources (ex: Library Go, Homework Centers, Help Now)
- Increased communication with Flipside parents to understand how the library can best serve them and their students
- Participation in continuous quality improvement strategies for SPPL and Flipside

Invoice will be submitted to the Flipside Clerk, Amy Vang at amy.vang@spps.org on a quarterly basis for hours and scope of work completed.