

Purchase Order # 104345

Mt. Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519



Amendment No. 1 to

- Independent Service Contract
- Master Contract

This Amendment is entered into between the Mt. Diablo Unified School District (MDUSD) and Ursula Leimbach (CONTRACTOR). MDUSD entered into an Agreement with CONTRACTOR for professional services on July 1, 2016, and the parties agree to amend that Agreement as follows.

1. **Services:** (Check and complete ONE of the options below).

- CONTRACTOR agrees to provide the following amended services. (Provide full description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary).

- The scope of work is attached as Exhibit A (incorporated by reference to the extent that it is subordinate to and not inconsistent with this Agreement).

- The scope of work is unchanged.

2. **Terms:** (Check and complete ONE of the options below).

- The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____, 20____.

- The contract term is unchanged.

3. **Compensation:** (Check and complete ONE of the options below. This provision may only be changed if there is also a change to the above Services OR Terms of the Contract).

- The rate is amended by an increase of decrease of \$ _____ for _____
type of service

- The contract amount is amended by an increase of \$70,000 to the original contract amount.

The amended contract amount is now \$120,000.00

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase/Decrease
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Superintendent (or his designee).

Mt. Diablo USD

Mt. Diablo USD

Contractor

Board Approval (if needed)

By: _____
Budget Administrator/Principal

By: _____
Superintendent or Designee

By: _____

Docket Number: _____
Agenda Item Number

Date: _____

Date: _____

Date: _____

Date: _____

EXHIBIT A
LIST OF SERVICES, INCLUDING DATE(S), TO BE PERFORMED
BY CONTRACTOR
IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE
AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE

The contractor will provide public relations services for the Mt. Diablo Unified School District based on ongoing needs as follows:

Development of a Strategic Communications Plan of Action and Work Plan:

Leimbach Communications Group will continue working to develop a Communication Plan of Action aligned with the Strategic Plan, Superintendent's Goals, and the Local Control Accountability Plan (LCAP), and which will be intended to increase public awareness and understanding of the District's mission, vision and priorities while also building a positive, coherent and consistent overall District image. An associated Work Plan will be developed to identify communications tasks at specific intervals to assure adequate accountability, coordination, and achievement of established objectives.

Preparation of Speeches, Reports, and Briefing Materials:

Leimbach Communications Group will prepare and draft speeches and articles for the Superintendent as needed and provide salient talking points in alignment with the overall District vision and key initiatives. These activities may include but are not limited to written and oral presentations to the Board, District employees, parents, community groups, and other stakeholders.

Coordinated Media Relations:

Leimbach Communications Group will coordinate media outreach in partnership with the Superintendent's Office and other key departments. This will include but may not be limited to preparation and distribution of news release, associated photo documentation, associated interviews with staff and families, social media outreach, and media management.

Website and Publication Assessment and Support:

Leimbach Communications Group will conduct a comprehensive review of website navigation, and all website content to assure accuracy and user-friendliness, with revisions made as recommended using available resources and keeping within the existing web structure. Additionally, a comprehensive review of all external reports and publications will be performed to assure accuracy, accessibility, and user-friendliness for targeted audiences.

August 14, 2017 Amendment #1: Provide communications services for additional significant community issues.

The contractor will be paid a rate of \$125.00 per hour, based on detailed monthly invoices submitted to the Superintendent's office.. In addition to the hourly rate, reimbursement for actual travel expenses to and from the District will be made for an introductory meeting with the Superintendent, additional meetings with the Superintendent as needed, school site visits, incidents requiring presence, and planning for and conducting community forums.