

## VIII. Exhibits and Acronyms

### List of Exhibits

Exhibit Number	Description
II-B	Final Risk Assessment Matrix Phase II
FI1-01	Fiscal Sponsor Agreement between ILC and the Ed Fund
FI1-02	News Article: Charles Ramsey Was the Fundraising Chair for "For the Children of West County"
FI1-03	Email correspondence: Contributions Can be Mailed to Ivy League Connection Attn: Charles T. Ramsey
FI1-04	Letter from Mr. Ramsey on behalf of For the Children of West County to a vendor. Letters solicits a contribution to For the Children of West County in the amount of \$20,000
FI2-01	Expenditure Authorization Worksheet 6/1/2011
FI2-02	Expenditure Authorization Worksheet 10/4/2011
FI2-03	Expenditure Authorization Worksheet 2/6/2013
FI2-04	Expenditure Authorization Worksheet 3/20/2013
FI2-05	Expenditure Authorization Worksheet 4/10/2013
FI2-06	Expenditure Authorization Worksheet 7/24/2013
FI2-07	Expenditure Authorization Worksheet 11/20/2013
FI2-08	Expenditure Authorization Worksheet 4/23/2014
FI2-09	Expenditure Authorization Worksheet 8/13/2014
FI2-10	Expenditure Authorization Worksheet 11/12/2014
FI2-11	Project Budgets - Sylvester Greenwood/LPS and Coronado Elementary School
FI2-12	Network Technology and Security Projects per CAMP Report, page 97
FI2-13	Furniture & Equipment, Network Telecom Technology Projects per CAMP Report, pages 52, 72, 73 and 98
FI3-01	CM/PM Proposal Evaluations
FI3-02	Summary of Process for Selection
FI3-03	FSC Transcription -Board Minutes 4/9/2013
FI3-04	Board Meeting FSC Recommendation for SGI's 2013 Contract 5/1/2013
FI3-05	Relevant Pages of Board Packet Related to SGI 2013 Contract clause 9/11/2013
FI3-06	SGI Sub-Consultant Payment Terms (identified within warrant support)
FI3-07	Email Regarding SGI's Delays in Paying MBCM
FI3-08	Email from Bill Fay to Martin Coyne Regarding Sick and Vacation Time for SGI Employees.
FI3-09	Sick and Vacation - Relevant Pages of Performance Audit Report for Fiscal year 6/30/2013
FI3-10	Support included for Reimbursement to SGI Related to Sick and Vacation Time
FI3-11	Email Regarding Refund to SGI for Sick and Vacation Time
FI3-12	News Article: Lance Jackson - Oakland Unified School District -Post News Group
FI3-13	Sample for: Billings for Lance Jackson
FI3-14	Sample for: Billings for Gregory Smith
FI3-15	RFP Number 07-31-12-01
FI3-16	Selection Committee Evaluation Form 2013
FI3-17	Sample Project Engineers Experience - SGI
FI3-18	Sample for: Only summary of Work Hours Provided with SGI Invoices
FI3-19	Sample for: Time Entry Detail Did Not List the Work Performed
FI3-20	Sample for: No Summary Indicating Hourly Rate
FI3-21	Sample for: Time Entry Detail Support Provided for Only One of Three Employees
FI3-22	Sample for: No Support Provided other than Invoice
FI4-01	Copy of SGI 2004 Contract
FI4-02	Copy of SGI 2013 Contract
FI4-03	Purchase Order Placed by the District to Oracle America Inc. on 2/7/2011
FI4-04	Budgetary Estimate that Included the Type and Number of Licenses Provided to the District by Oracle America Inc.
FI4-05	GCR Invoice for the Month of August 2013
FI4-06	SGI Contract Amendment #3
FI4-07	Sample of Program Management Invoice Allocating Cost to Construction Sites

<b>Exhibit Number</b>	<b>Description</b>
FI4-08	Sample for Program Management Invoice Allocating Cost to Program Management (Central Office)
FI4-09	July 2008 GCR Invoice Including Positions for SGI Labor Billed under the GCR
FI4-10	SGI Proposal for Services for 7/1/2013 through 12/31/2013. Positions listed in 1-5 of the GCR Positions Are for Bond Program office Support
FI4-11	Sample for: Billings for Titles that Included the Word "Apprentice"
FI4-12	Sample for: Invoice Support for: Four individuals did not have a discounted rate and the rate was higher than the original contract rate plus a one year escalation
FI4-13	Monthly Construction Project Status report for period ending 2/29/2016
FI5-01	DeAnza High School Construction Project Board Agenda and Agreement
FI7-01	WLC Architects, Inc. Design Services Contract - Pinole Valley High School
FI7-02	Interactive Resources Design Services Contract - Wilson Elementary School
FI7-03	WLC Architects, Inc. Design Services Contract - Lovonya DeJean Middle School
FI7-04	Pinole Valley High School Master Plan Presentation - October 2010
FI7-05	WLC Proposal for Design Services - Pinole Valley High School - 11/18/2010
FI7-06	Amendment #4 - WLC Contract for Pinole Valley High School Design Services
FI7-07	Interactive Resources Master Planning Contract - Wilson Elementary School
FI7-08	Interactive Resources Proposal for Master Planning Services - Wilson Elementary School
FI7-09	Notice to Proceed - Wilson Elementary School - Master Planning
FI7-10	Amendment #1 - Interactive Resources Contract for Wilson Elementary School Master Planning services
FI7-11	Ratification of Engineering & Architectural Services Contracts - 6/22/2010
FI7-12	List of Payments Made to Interactive Resources on Master Planning Contract for Wilson Elementary School
FI7-13	Notice of Suspension - Interactive Resources - Wilson Elementary School Design Services
FI7-14	Board Action Item - Approval of WLC for Pinole Valley High School Master Planning - 12/6/2006
FI7-15	Board Action Item - Pinole Valley High School Reconstruction - 10/3/2007
FI7-16	WLC Proposal for Master Planning Services - Pinole Valley High School - 2/5/2010
FI7-17	Ratification of Engineering & Architectural Services Contracts - 3/3/2010
FI7-18	Summary of WLC Labor Hours - Pinole Valley High School New Campus
FI7-19	Excerpt from Board Packet and Meeting Minutes - 10/6/2010
FI7-20	Excerpt from Board Packet and Meeting Minutes - 12/8/2010
FI7-21	Pinole Valley High School Update - Facilities Subcommittee - 6/21/2016
FI7-22	DSA Submittal Information - Pinole Valley High School New Campus
FI7-23	DSA Service Review Status - Pinole Valley High School New Campus
FI7-24	Pinole Valley High School Update - Facilities Subcommittee - 6/9/2015
FI7-25	Pinole Valley High School Update - Facilities Subcommittee - 4/4/2016
FI7-26	DSA Submittal Information - Wilson Elementary School New Campus
FI7-27	DSA Service Review Status - Wilson Elementary School New Campus
FI7-28	WLC Additional Service Request - 3/10/2014
FI7-29	Amendment #1 - Interactive Resources Contract for Wilson Elementary School Design Services
FI7-30	Amendment #2 - Interactive Resources Contract for Wilson Elementary School Design Services
FI7-31	WLC Additional Service Request - 3/10/2014 Revised 8/7/2014
FI7-32	WLC Additional Service Request - 9/11/2014
FI7-33	Board Précis - Approval of WLC Amendment #4 - 12/3/2014
FI7-34	DSA Submittal Information - Pinole Valley High School Detention Basin
FI7-35	DSA Service Review Status - Pinole Valley High School Detention Basin
FI7-36	Board Approval of Interactive Resources Master Plan for Wilson Elementary School - 10/19/2011
FI7-37	Board Approval of Interactive Resources Contract for Wilson Elementary School Design Services - 11/16/2011
FI7-38	Notice of Rejection of Invoice No. 15113 - Interactive Resources
FI7-39	Interactive Resources Invoice No. 15113
FI8-01	Ohlone ES Interim Housing Project Board Agenda, Board Minutes, and Board Précis
FI8-02	Notices of Award issued before Board Approval for four projects.
FI8-03	Notices of Award issued before Board delegation to award
FI10-01	Example Board Agenda Item for Approval of Professional Services Contracts and Add-Services - 3/7/2012

Exhibit Number	Description
FI10-02	Example Board Agenda Item for Approval of Professional Services Contracts and Add-Services - 7/20/2016
FI10-03	Sample Change Order Packet
FI10-04	Sample Change Order Packet - Bill Savidge
FI10-05	List of Change Orders - Gompers/Greenwood Project - Lathrop Construction
FI11-01	Master Schedule
FI11-02	Proposed Change Order
FI11-03	Request for Information
FI11-04	April 23, 2014 and May 13, 2014 Recaptured PCOs
FI11-05	KPI as of 1/28/2015
FI11-06	CAMP Report 1/28/2009, pages IX and 70 for De Anza High
FI11-07	CAMP Report 8/24/2011, page 83 for Coronado Elementary and Page 96 for Leadership and Gompers
FI11-08	CAMP Report 4/17/2013, pages I and 63 for Nystrom Elementary and Page 83 for Coronado Elementary
FI11-09	Table of Contents for CAMP Report 4/17/2013
FI11-10	Summary of Selected Site Project Budget per CAMP Report 4/17/2013
VI-1	Copy of the letter sent to District vendors
VII-1	Master List of Recommendations by Risk Area

**List of Acronyms**

<b>Acronym</b>	<b>Definition</b>
ACFE	Association of Certified Fraud Examiners
AICPA	American Institute of Certified Public Accountants
AOR	Architect of Record
ASO	Associate Superintendent of Operations and Bond Program
Board	Board of Education
BPM	Bond Program Manager
BPO	Billings and Performance of Outside Construction Manager
BUD	Budgeting Practices
CA	Director of Contract Administration
CAMP	Construction Asset Management Program
CBOC	Citizens' Bond Oversight Committee
CHPS	Collaborative High Performance Schools
CM	Construction Manager
CM	Construction Management - for FI (4) only
CO	Change Order
COA	Change Order Approval and Accounting Practices
COI	Conflict of Interest
CUPCAA	California Uniform Public Construction Cost Accounting Act
CSBA	California School Board Association
DGS	Department of General Services
DPM	District Project Manager
DSA	Division of the State Architect
EAW	Expenditure Authorization Worksheet
EC	California Education Code
Ed Fund	The West Contra Costa Public Education Fund
EO	Engineering Officer
ES	Elementary School
F&E	Furniture & Equipment
FI	Forensic Accounting Investigation
FOC	Facilities Operation Center
FRP	Financial Reporting
FSC	Facilities Subcommittee
FTE	Full-Time Equivalent
GC	General Contactor
GCR	General Conditions Reimbursements
GOV	Compliance with Legal Requirements and Board Policies
HS	High School
ILC	Ivy League Connection
KPI	Key Performance Indicator
LEA	Local Education Agencies
MS	Middle School
OPSC	Office of Public School Construction
P3	Primavera Project Planner
PAC	Political Action Committee
PAM	Project Accounting Systems – Munis
PAP	Project Accounting Systems – Primavera
PCM Module	Project Construction Management Module
PCO	Proposed Change Orders
PM	Project Manager
PO	Purchase Order
PVHS	Pinole Valley High School
RFI	Request for Information
RFP	Request for Proposal

<b>Acronym</b>	<b>Definition</b>
RFQ	Request for Qualifications
SAB	State Allocation Board
SACS	Standardized Account Code Structure
SGI	Seville Group, Inc. d.b.a. SGI Construction Management
TC	Test of Controls
UBC	Uniform Building Code
VCA	Vendor Contract Administration
VLS	Vicenti, Lloyd & Stutzman, LLP
VTD	Vavrinek, Trine, Day & Company, LLP
WCCUSD	West Contra Costa Unified School District
WLC	WLC Architects, Inc.