

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	14-2170
Introduction Date	11-19-14
Enactment Number	14-1929
Enactment Date	11-19-14 J.A.



# Memo

**To** Board of Education  
**From** Antwan Wilson, Superintendent

**Board Meeting Date**  
(To be completed by Procurement) 11/19/14

**Subject** Professional Services Contract - Tiago J. Robinson  
- Oakland High School - 304 (site/department)

**Action Requested** Ratification of professional services contract between Oakland Unified School District and Tiago J. Robinson. Services to be primarily provided to Oakland High School - 304 for the period of October 1, 2014 through June 30, 2015.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*

The Visual Arts Academy at Oakland High School is a California Partnership Academy. We are required to meet state guidelines for attendance, credits earned, Grade point average and various community based components. Mr. Robinson is hired to create and oversee intervention programs for the 210 students enrolled in this program. He contacts parents, establishes community support (job shadowing sites, mentoring sites and speakers). He meets weekly with the co-directors and as necessary with teachers.

**Discussion**  
*One paragraph summary of the scope of work.*

A contract for services between OUSD and Tiago J. Robinson, Pinole, Ca, for the latter to provide 80 hours of service to support underperforming students in the Visual Arts Academy program by monitoring student's attendance; Creating behavior plan for the at-risk students; Reducing referrals to administrators and counselors.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and Tiago J. Robinson. Services to be primarily provided to Oakland High School - 304 for the period of October 1, 2014 through June 30, 2015.

**Fiscal Impact** Funding resource name (please spell out) California Partnership Academy for Visual Arts Progr not to exceed 4,000.00

- Attachments**
- Professional Services Contract including scope of work
  - Fingerprint/Background Check Certification
  - Insurance Certification
  - TB screening documentation
  - Statement of qualifications

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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

## PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Tiago J. Robinson

(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on October 1, 2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100. in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than June 30, 2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Four Thousand Dollars (4,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: none

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

4. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* none which shall not exceed a total cost of \_\_\_\_\_.

**5. CONTRACTOR Qualifications / Performance of Services:**

**CONTRACTOR Qualifications:** CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

**Standard of Care:** CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

6. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

**OUSD Representative:**

Name: Matin Abdel-Qawi  
Site /Dept.: Oakland High School - 304  
Address: 1023 MacArthur Blvd  
Oakland, CA 94610  
Phone: 874-3676  
Email: Matin Abdel-Qawi@ousd.k12.ca.us

**CONTRACTOR:**

Name: Tiago J. Robinson  
Title: Consultant  
Address: 2551 Francis Drive  
Pinole CA 94564  
Phone: 415-509-1177  
Email: wegotgame@hotmail.com

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

**OR**

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
  14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
  15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
  16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
  17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
  18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
    1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
    2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
  20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
    1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
    2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
  21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
  22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.

26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

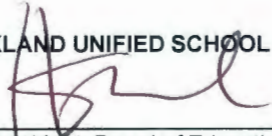
28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

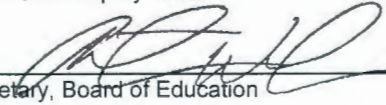
30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT



- President, Board of Education
- Superintendent
- Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

Tiago J. Robinson

Consultant

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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 By: O.A.

## EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Tiago J. Robinson is hired to create and oversee academic support programs for the 210 students enrolled in the Visual Arts Academy at Oakland High School. He will provide 80 hours of service to support underperforming students in the Visual Arts Academy program by monitoring student's attendance. Creating behavior plan for at-risk students and reducing referrals to administrators and counselors. He also works as a parent liaison for staff. Mr. Tiago J. Robinson documents and oversees community service hours which are required by the State for all academy students.

**Professional Services Contract**

**2. Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). **NOT THE GOALS OF THE SITE OR DEPARTMENT.**

As a result of these services, all of the students in the Visual Arts Academy will attend school 95% or more, and the suspension rate of students in the academy will be at least 10% lower than the school average. All students will complete job shadowing experiences in the sophomore year. All students must maintain a 2.0 GPA overall.

**3. Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:  
(Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Ensure a high quality instructional core                 | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools                |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning   | <input type="checkbox"/> Accountable for quality  |
| <input type="checkbox"/> High quality and effective instruction                   | <input checked="" type="checkbox"/> Full service community district                     |

**4. Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: \_\_\_\_\_
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
  1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
  2. Meeting announcement for meeting in which the CSSSP modification was approved.
  3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
  4. Sign-in sheet for meeting in which the CSSSP modification was approved.

**TIAGO JAMAL ROBINSON**

**2551 Francis Drive Pinole, CA, 94131 – (415) 509-1177 – e-mail:  
(wegotgame@hotmail.com)**

**Objective:**

Seeking a challenging and responsible position working with children and youth in a parks and recreation and/or educational environment.

**Training / Certification:**

- Associate in Arts degree, City College, San Francisco, CA, 1996
- Certification in Monterey Reading Program, 1997: designed to teach at risk youth and students with reading problems.
- Certification in Monterey Math Program, 1997: designed to support reluctant learners in basic math skills.
- Bachelor of Science Degree, California State University, Hayward, Recreation Therapy Major, 2003
- Masters of Science Degree, California State University, East Bay, Student Services and Counseling Major, 2006

**Experience:**

**2003-present -Oakland Unified School District, Oakland High School, Consultant (Conflict Coordinator/Student Services) Oakland, CA**

Specific responsibilities:

- Consult with staff and instructional aides concerning social, emotional and academic outcomes of students in special and regular education classes
- Counsel and support families, group home coordinators and involved others concerning alternative placements, services, support
- Design curriculum that reflects multiple intelligence theory to enhance success of students in a variety of mainstreamed classes
- Design and advise a youth conflict management team that will support at risk students
- Coordinate an on campus "Big Brother/Sister" program
- Planning and creating on/off campus exposure to opportunities for meet positive student goals and "dreams"
- ~~Managing~~ college tours with students who are functioning at all academic levels
- Coordinating community service projects to enhance opportunities for all students
- Creating and teaching job skills to students at all levels
- Counseling and supporting at risk students
- Coordinating community support opportunities
- Providing positive reinforcement strategies to motivate at risk learners
- Collaborative decision making which involves not only the student but the family structure



Tiago Jamal Robinson

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- Organizing field trips for further exposure to the community and surroundings
- Reducing truancy through counseling and support services
- Participation in school safety planning
- Recording and following up on data relating to this position, including, but not limited to weekly and monthly reporting requirements

2002-2003-Glide Memorial Church, Janice Mirikitani Children, Youth and Family Center, Teen Coordinator, San Francisco, CA

Specific responsibilities:

- Program Development for teenage, homeless and at-risk youth
- Community Outreach, including, but not limited to, senior/youth integrated programs, college campus  
Tours, community exchange, service education volunteer work, speakers bureau, peer tutoring and other related activities.
- Supervisor of all after school activities including homework club, leisure and social skills curriculum,  
and other programs supporting the education of our children and youth.
- Leadership training and related games to build trust, compassion and acceptance
- Field trip coordinator
- Jobs skills training curriculum development in collaboration with the rehabilitation services
- Literature coach and reading instructor focusing on challenged readers
- Sports tournaments, exercise programs and other physical training curriculum and activities
- Supervising teen workers, ages 14-18, who provide leadership to younger participants.
- Any and all other activities that involve teenagers at Glide's Center.

2001-2001 (6 months during studies) Youth Coordinator Operation Dignity, Oakland,

CA

Specific responsibilities:

- Program Development for teenage, homeless, at-risk youth
- Community Outreach, including, but not limited to, college campus tours and service related activities
- Youth Club(Y O U T H = Young Ones United Together Heals) Coordinator and Counselor for academic and social challenges facing teenagers
- Field trip coordinator for local and California adventures

- Trainer for teen building and leadership activities

**Tiago Jamal Robinson**

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**Summer 2001-California State University, Hayward, START Program (summer campus Project for at-risk teenagers)**

- Teacher/Coach
- Leadership/Team Building Trainer
- Arts and Crafts Instructor

**Summer 2000-California State University, Hayward, Project SOAR (summer campus Project for at-risk teenagers)**

- Physical Education Teacher
- Campus Guide

**2000-2001-HATCH (Helping Another Toward Creative Happiness): a one to one Support/tutor project for the developmentally disabled**

- Tutor/companion for a teenage, at-risk, developmentally disabled client for 80 hours per month  
Planned activities including a wide range of social/emotional/ academic curriculum areas

**1996-2000 -Pre K-12<sup>th</sup> grade: Teacher and Coach at the American International School of Bolivia, Cochabamba, Bolivia (AIS/B).**

Specific responsibilities:

- Director/Teacher of Computer Lab for 300 pre-K - 12<sup>th</sup> grade student, including those with special needs
- Art Teacher for 7<sup>th</sup> and 8<sup>th</sup> grade students
- Physical Education Teacher for 7<sup>th</sup> and 8<sup>th</sup> grade students
- Varsity Coach for Boys Basketball
- Faculty representative and Director of AIS/B's spirit and cheerleading teams for girls grades 7-12
- Director of on-campus, pre-K - 12<sup>th</sup> grade Big Brother/Big Sister Program
- Director of Drug Free Program for 7<sup>th</sup> - 12<sup>th</sup> grade students
- Faculty support for community service activities in the local orphanage for 600 children
- Counseled, supported and brainstormed with children and youth at risk

**Summer 1999 - Design artist in a plant producing unique fountains Zen Again, San Francisco, CA**

1990-1996 -- Part and full-time employee (as per college schedule): stocking, customer service, cashier, etc. at  
**Critter Fritters, San Francisco, CA**

**Tiago Jamal Robinson**  
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Volunteer/ Community Service:

1990-1999: Volunteered (as schedule permitted) at Glide Memorial Church, San Francisco, CA with at risk children and youth

1990-1999: Volunteered (as schedule permitted) with H.A.T.C.H. (Helping Another toward Creative Happiness), Hayward, CA with children and adults with special needs.

Professional Presentations and Related Involvements

- **May, 2000** Graduation Speaker: "Keeping Dreams Alive...or... You Got Game !!!"
- **2000-present** Invited guest speaker , a minimum of one time per quarter,
- California State University, Hayward(East Bay) on topics relating to self esteem, self advocacy, Mentoring, supporting children and youth in their challenges and other issues of concern to graduate students, teachers, psychologists, parents and involved others.
- **July, 2003** Invited Guest Presenter, National Reading Styles Institute, 19<sup>th</sup> Annual Conference  
San Antonio, Texas  
"Stories from the Heart" (2 presentations)  
"Creating Ridicule Free Zones" (2 presentations)

Awards and Recognitions:

- AIS/B Coach of the year, 1998, Cochabamba, Bolivia
- Best Coach of the Year, 1999, Cochabamba, Bolivia
- Deans List, CSUH, Hayward, 2000

References:

Dr. Phyllis Kaplan  
~~California State University, East Bay~~  
Educational Psychology Department  
Hayward, CA 94542  
(w) (510) 885-3021 (h) (415) 641-9176

Dr. Melany Spreiman  
~~California State University~~  
Dept. of Recreation Therapy  
Hayward, CA 94542  
(510) 885-4710

Karl A. Dumas  
Project Manager  
Planning & Development Department  
1000 Webster St  
Fairfield, CA 94533  
(707) 438-7454

Heather Manes  
H.A.T.C.H.  
2351 South Shore Center  
PMBox 142  
Alameda, CA 94501  
510.514.9422

Barry Leonard, Owner  
Critter Fitters  
670 Chenery Street  
San Francisco, CA 94131  
(415) 239-7387

Dean Dennis Smith  
Diablo Valley Community College  
School of Science  
Pleasant Hill, CA 94523  
(925) 685-1230 x 2359

**Others available upon request**

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Tiago\* J. Robinson\***  
**Record Status: Active**

**No Search Results**

POUPPR - Purchase Requests - SunGard Bi-Tech - prod

Previous  
  Next  
  Add  
  Find  
  Options  
 Record 301 of 4690  
  Lock Record From Update

PR:   
 PO:   
 Status:   
 Sec Cd:   
 Aprv:   
 Next:

Vendor	RemitTo	ShipTo	BillTo	Reqst'd	Aprv'd	Printed	Details	Dates	Blanket	Req. Codes	Misc.
<input type="text" value="I004932"/>			Addr: <input type="text" value="P1"/>	By: <input type="text" value="MARSTON/ROSA"/>			Confirm: <input type="text" value="THIS IS NOT A PO"/>				
ROBINSON, TIAGO J. 2551 FRANCIS DRIVE				Date: <input type="text" value="09/26/2014"/>			Account: <input type="text"/>				
PINOLE CA 94564				PO Total: <input type="text" value="\$4,000.00"/>			Bid #: <input type="text"/>			PO Type: <input type="text" value="B"/>	
							Contract #: <input type="text"/>			Terms: <input type="text" value="NET 30"/>	
							End Use: <input type="text" value="CPA VAAMP"/>				
							Buyer: <input type="text" value="BUYR11"/>				

Items  
  Association Codes  
  Notes

Item Num	Product Code	Quantity	Units	Description	ACCOUNT NU
0001	CONTRASERV	4,000	EA	CONTRACTED SERVICES - CONSULTANT TIAGO J. ROBINSON	GL 3043860103
0002		0			GL 3043860103

Items  
  Taxes  
  Miscellaneous  
  Account Distribution  
  Item Shipping

Previous  
  Next  
  Add  
  Options  
 Add Mode  
  Lock Record From Update



# CERTIFICATE OF LIABILITY INSURANCE

EKG  
R045

DATE (MM/DD/YYYY)  
8/15/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT</b>	
PENN BROOK INS SERVICES/PHS		NAME	
554609 P: (866) 467-8730 F: (888) 443-6112		PHONE	
PO BOX 23015		FAX (Ac. No. Excl): (866) 467-8730	
SAN ANTONIO TX 78265		FAX (Ac. No.): (888) 443-6112	
<b>INSURED</b>		<b>E-MAIL ADDRESS:</b>	
TIAGO ROBINSON		INSURER(S) AFFORDING COVERAGE	
2551 FRANCIS DR		INSURER A: Sentinel Ins Co LTD	
PINOLE CA 94564		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LT#		INSR	RT#		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>General Liab</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			87 38M 820973	09/14/2014	09/14/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate Holder is an Additional Insured per the Business Liability Coverage Form 990008 attached to this policy.

**CERTIFICATE HOLDER**

**CANCELLATION**

Oakland Unified School District  
 Contracts Administrator  
 900 HIGH ST  
 OAKLAND, CA 94601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Joe Taylor*

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



## Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

**Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.**

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist  For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check  
 For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)  
 For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

**OUSD Staff Contact** Emails about this contract should be sent to: (required) Matin Abdel-Qawi@ousd.k12.ca.us

## Contractor Information

Contractor Name	Tiago J. Robinson	Agency's Contact	Tiago J. Robinson				
OUSD Vendor ID #	1004932	Title	Consultant				
Street Address	2551 Francis Drive	City	Pinole	State	CA	Zip	94564
Telephone	415-509-1177	Email (required)	wegotgame@hotmail.com				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				

## Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	October 1, 2014	Date work will end	June 30, 2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 50.00	Number of Hours (required)	80		

## Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
7220	Calif. Partnership Ag	3043860103	5825	\$ 4,000.00
			5825	
			5825	

Requisition No. (required) R0151646 Total Contract Amount \$ 4,000.00

## Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>)

1.	<b>Administrator / Manager</b> (Originator)	Name	Matin Abdel-Qawi	Phone	874-3676
	Site/Department (Name & #)	Oakland High School - 304	Fax	874-3675	
	Signature			Date Approved	
2.	<b>Resource Manager</b> , if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input type="checkbox"/> Risk			
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
	Signature (if using multiple restricted resources)			Date Approved	
3.	<b>Network Superintendent/Deputy Network Superintendent</b>				
	Signature			Date Approved	10/7/14
4.	<b>Chiefs / Deputy Chiefs</b>	Consultant Aggregate	<input type="checkbox"/> Under <input checked="" type="checkbox"/> Over \$84,100		
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature			Date Approved	
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract				
<b>Legal Required if not using standard contract</b>		Approved	Denied - Reason	Date	
<b>Procurement</b>	Date Received		PO Number	P1502878	