

Board Office Use: Legislative File Info.	
File ID Number:	13-2688
Introduction Date:	12/11/2013
Enactment Number:	
Enactment Date:	



Memo

To: Board of Education

From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent

Board Meeting Date: 12/11/2013

Subject: Professional Service Contract

Contractor: Lai Fong Tang of Hercules, CA

Services for: 909-PROFESSIONAL DEVELOPMENT

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Lai Fong Tang, Hercules, CA, for the latter to provide: The consultant will work 25 hours a week in library planning, assessment, automation, and renovation work. She will assist the District Librarian in the outreach to the targeted school libraries and community volunteers. She will be responsible for the care and circulation of the District Professional collection. She will manage the office accounts for supplies, mileage, and extended contract. She will assist in the training of RIF (Reading Is Fundamental) site coordinators, RIF ordering, and record keeping. She will maintain some office hours for library staff to drop in for instruction and/or supplies. She will handle telephone and fax communication when the District Librarian is not available. She will assist at the monthly Library staff meetings and will enter District staff attendance into On Track for the period of 10/01/2013 through 06/30/2014 in an amount not to exceed \$36,000.00.

Background:
(A one paragraph explanation of why the consultant's services are needed.)

Teachers and Staff of OUSD school sites will experience better library services because of renovated and maintained libraries. The consultant will: a) Work during library renovation/automation. b) Direct and train adult library volunteers during the renovation/automation projects. c) Assist in training of library staff at monthly meetings. d) Provide technical and communication support via phone/fax for District library programs, i.e., Reading is Fundamental, First Book, Oakland Reads, Oakland Literacy Coalition, etc. e) Assist Librarian to monitor use of Measure G Library funding; prepare annual report. f) Prepare and maintain orderly reports and budgets of the program. g) Assist with circulation of the District Professional Library Collections.

Discussion:
(QUANTIFY what is being purchased.)

The consultant will work 25 hours a week in library planning, assessment, automation, and renovation work. She will assist the District Librarian in the outreach to the targeted school libraries and community volunteers. She will be responsible for the care and circulation of the District Professional collection. She will manage the office accounts for supplies, mileage, and extended contract. She will assist in the training of RIF (Reading Is Fundamental) site coordinators, RIF ordering, and record keeping. She will maintain some office hours for library staff to drop in for instruction and/or supplies. She will handle telephone and fax communication when the District Librarian is not available. She will assist at the monthly Library staff meetings and will enter District staff attendance into On Track

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Fiscal Impact: Funding resources below not to exceed \$36,000.00

\$36,000.00 MEASURE G PARCEL TAX

Attachments: Professional Services Contract including Scope of Work
Waiver Summary
Resume / Statement of Qualifications
EPLS Search Results Page
Insurance Certification (if no Waiver was granted)

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

Lai Fong Tang

This Agreement is entered into between _____ (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:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/01/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 06/30/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Thirty Six Thousand Dollars (\$36,000.00) [per fiscal year], at an hourly billing rate not to exceed \$37.50 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: No Reimbursements.

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.

- 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 \$0.00.
- 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.
- 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.
- 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:

OUSD Representative:

Name: ANN GALLAGHER
Site /Dept.: 909-PROFESSIONAL DEVELOPMENT
Address: 4551 Steele Street
Oakland, CA 94619
Phone: 510-336-7591

CONTRACTOR:

Name: Lai Fong Tang
Title: Owner
Address: 275 Scotts Valley
Hercules, CA 94547
Phone: 510-741-8395

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.) 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.

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 OUSD policies, 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.

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.epls.gov/epls/search.do)
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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
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.

OAKLAND UNIFIED SCHOOL DISTRICT

MARIA SANTOS 10/21/2013
[] President, Board of Education Date
[X] Superintendent or Designee

Secretary, Board of Education Date

CONTRACTOR

Lai Fong Tang 11/12/2013
Contractor eSignature Date

Lai Fong Tang, Owner
Print Name, Title

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.

The Consultant will automate and renovate up to four libraries during the year; specifically she will train adult volunteers to repair and recover a large part of each collection, assist with entering and correcting titles, re-organizing the collection, cleaning and decorating. The Consultant will enter up to 300 books a year into the District Professional Collection by adding barcodes, putting them into Destiny, stamping and covering them as required. She will be available during office hours to check books out to District employees. The Consultant will assist the District Librarian setting up the Professional development opportunities during the monthly staff meetings and Buy Back Days by preparing agendas, handouts, logistics, and books. She will enter all agendas and program notes and participants into OnTrack system. The Consultant will track expenditure of Measure G Library funds from the previous year and will prepare the annual report. The Consultant will create, monitor, and clear all ordering through Measure G library funds from the Central office and from sites if asked. The Consultant will assist the District Librarian in operating the Reading Is Fundamental program by managing the grant, processing the invoices, and completing the online verifications. The Consultant will assist library staff at sites by directing them to the proper folks to get tech support and answers to their questions.

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 type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input checked="" 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(s): Not Applicable
No Restricted Funds

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.

ContractsOnline: Contract Waiver Summary

Site Number-Name: 909-PROFESSIONAL DEVELOPMENT

Principal / Department Head: ANN GALLAGHER

Contractor Name: Lai Fong Tang

Business Name: Lai Fong Tang

Contract Type: Standard

Anticipated Start Date: 10/01/2013

Contract End Date: 06/30/2014

Rate Type: HOURLY

Contract Amount: \$36,000.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: NA

Waiver-Reduction Type: \$1,000,000 Required

Other Reduction Amount: NA

Approval Date:

Approved by Deputy Superintendent

Billing Waiver Status: Approved

Approval Date: 10/11/2013

Fingerprint Waiver Status: NA

Approval Date:

TB Test Waiver Status: NA

Approval Date:

Lai Fong Tang - Resume

Work History:

1. September 23, 2010 – June 30, 2013

Contract Consultant: OUSD Leadership, Curriculum, & Instruction

Duties: Complete the multifaceted aspects of the District Library Services, i.e., phone/office receptionist assisting the public, library personnel, and Reading Is Fundamental personnel with their needs; manage all office transactions involving IFAS purchasing; professional development planning; Reading Is Fundamental grant invoices and contracts; keep records needed to track central office Measure G spending and will assist with oversight of Measure G site spending; organizing a year end report; assist on-site with automation/renovation projects prior to the library opening.

2. July 1, 2008 – June 30, 2010

Service Team Assistant: OUSD Instructional Services

Duties: perform general office work, including computer tasks, proficient in the use of spreadsheet and statistical software including Microsoft Excel; process budget transfers; prepare budget monitoring reports and enter purchase requisitions through IFAS; check incoming invoices and packing lists of purchase orders; organize files and manage records; coordinate purchases and resolve any problems as relates to the Purchasing Office, Accounts Payable Office, Library Services Office and Textbook Services; contact vendors and do necessary follow-through with problems; manage library funds databases including data entry and layout of preparation of reports; maintain accurate records of fund expenditures; process contracts; assist in professional developments; work as team member, ability to organize, plan and follow-through on work task to meet deadlines.

3. February 1, 2006 – June 30, 2008

Program Assistant: OUSD Instructional Services

Duties: perform general office work, including computer tasks, proficient in the use of spreadsheet and statistical software including Microsoft Excel; process budget transfers; prepare budget monitoring reports and enter purchase requisitions through IFAS; check incoming invoices and packing lists of purchase orders; organize files and manage records; coordinate purchases and resolve any problems as relates to the Purchasing Office, Accounts Payable Office, Library Services Office and Textbook Services; contact vendors and do necessary follow-through with problems; manage library funds databases including data entry and layout of preparation of reports; maintain accurate records of fund expenditures; process contracts; assist in professional developments; work as team member, ability to organize, plan and follow-through on work task to meet deadlines.

4. July 1, 2004 – January 31, 2006

Program Assistant: OUSD Technology Services.

Duties: perform general office work, including computer tasks, such as word processing and database management with Windows 98; helping to set up conference rooms and laboratories for meetings, such as electronic projector and computers; organize files; take inventory for equipment; work as team member, ability to organize, plan and follow-through on work task to meet deadlines.

5. December 1, 2000 – June 30, 2004
Program Assistant: OUSD Library Services, Curriculum & Instruction.
Duties: perform general office work, including computer tasks, such as word processing and database management with Windows 98; proficient in the use of spreadsheet and statistical software including Microsoft Excel; process budget transfers; prepare budget monitoring reports and enter purchase requisitions through OBARS and IFAS; check incoming invoices and packing lists of purchase orders; organize files and manage records; coordinate purchases and resolve any problems for all district school libraries as relates to the Purchasing Office, Accounts Payable Office and Library Services Office; contact vendors and do necessary follow-through with problems; manage library grants databases including data entry and layout of preparation of reports; maintain accurate records of grant expenditures; work as team member, ability to organize, plan and follow-through on work task to meet deadlines.

6. August 1, 2000 – November 30, 2000
Intermediate Typist Clerk: OUSD Purchasing Department.
Duties: perform general office work, including computer tasks, sort mails, answer telephone calls: update and assign new vendors to OBARS; process invoices to A/P; process repair requisitions-fax machines and type writers; online job order request; support Buyers, Manager and Director; communicate with vendors and school sites personnel to resolve issues regarding procurement purchase orders and merchandise; meet/greet front desk customers at walk-in to Purchasing Office; help process purchase orders especially reimbursements and payments; other duties as assigned.

7. December 28, 2000 – July 31, 2000
Library Clerk: OUSD Castlemont High School.
Duties: checkout and checkin textbooks for students and teachers; process new textbooks - numbering and barcoding; do textbook inventory maintenance through computer; order textbooks through OBARS.

8. December 1, 1998 – December 27, 2000,
Senior Account Clerk: OUSD Library Services, Curriculum & Instruction.
Duties: perform general office work, including computer tasks, such as word processing and database management with Windows 97; proficient in the use of spreadsheet and statistical software including Microsoft Excel; process budget transfers; prepare budget monitoring reports and enter purchase requisitions through OBARS; check incoming invoices and packing lists of purchase orders; organize files and manage records; coordinate purchases and resolve any problems for all district school libraries as relates to the Purchasing Office, Accounts Payable Office and Library Services Office; contact vendors and do necessary follow-through with problems; manage library grants databases including data entry and layout of preparation of reports; maintain accurate records of grant expenditures; work as team member, ability to organize, plan and follow-through on work task to meet deadlines.

9. November 1997 - November 1998
Library Clerk: OUSD Library Services, Curriculum & Instruction.

10. October 1995 - October 1997
Typist Clerk (Cantonese Bilingual): OUSD Lakeview School.

11. August 1993 to October 1995
Assistant Attendance Clerk: OUSD Lakeview School and La Escuelita School.
12. January 1991 to June 1993
Instructional Assistant (Cantonese Bilingual): OUSD La Escuelita School.
13. September 1965 to July 1988
Teacher: Wong Shiu Chi High School, Hong Kong.
Teach Mathematics (grade7-9), Integrated Science (grade7-9) and Biology (grade7-12).
14. The Chinese University of Hong Kong - Diploma of Science, 1965

OUSD Consultant General Liability Insurance Reduced Insurance Requirement or Waiver Request

Directions

All consultants are required to provide proof of General Liability Insurance with limits of One Million Dollars per occurrence. Additional information about this requirement can be found on the internet under Finances, Procurement and Distribution tab, document entitled "Information for Consultants." In rare circumstances, where appropriate, the District can reduce the required amount of insurance or waive the general liability insurance requirement. To request that your contract is considered for either a reduced amount of insurance or a waiver, complete this form and submit it with a copy of the contract to Risk Management. Waivers will only be granted in cases where the consultant will have NO interaction with students.

Steps:

1. OUSD Contract Originator completes request form
2. OUSD Contract Originator submits request form and **copy of contract** with Scope of Work to Risk Management at 1025 2nd Avenue, Room 115A or email cynthia.grice@ousd.k12.ca.us.
3. Risk Management considers request and returns form within 7 business days to OUSD Contract Originator
4. If approved, OUSD Contract Originator submits form with completed contract to Procurement.

Contractor Name	Lai Fong Tang	Contract Amount	\$ 36,000.00
OUSD Originator Name	Lisa Spielman	Site / Department	Library Services/LCI

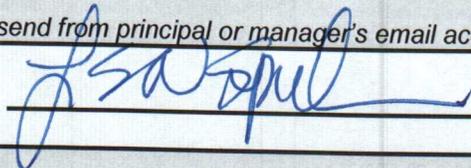
Why do you believe that this contract poses a low risk to the District and should be eligible for a reduction or waiver of the general liability insurance requirement?

The consultant will not be in direct contact with students. She will be working in a District office environment out of Tilden campus, performing tasks that support the library program. She will be using approved District equipment on site, primarily a telephone, computer and printer. Her job does not include any potential hazardous or safety-related concerns.

Signature of Contract Originator Requesting Waiver

If submitted via email, type name and send from principal or manager's email account.

OUSD Principal or Manager



Date 9/24/13

Risk Management

Approved: Based on the scope of work provided, I approve the following adjustment to the General Liability Insurance requirement for this contract:

Reduced Requirement : \$ _____ Waiver of General Liability Insurance Requirement

Reason for reduction or waiver: _____

Denied: Unfortunately, this contract does not qualify for a reduction or waiver

Denial Reason: _____

Signature

Date
