

Board Office Use: Legislative File Info.	
File ID Number	14-1993
Introduction Date	11-5-14
Enactment Number	141881
Enactment Date	11/5/14 OA



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 11/5/14

Subject Professional Services Contract - Public Profit, LLC
- 922/Community Schools and Student Services (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Public Profit, LLC. Services to be primarily provided to 922/Community Schools and Student Services for the period of 08/25/2014 through 06/30/2015.

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

The OUSD After School Programs Office, in partnership with the Oakland Fund for Children and Youth, conducts an annual after school evaluation project to ensure that the school district's 75 comprehensive after school programs funded by ASES and 21st Century Community Learning Center (21st CCLC) grants OUSD are high quality and support school district goals and priorities. This evaluation project fulfills the California Department of Education's requirements for local evaluation and for grant reporting. Public Profit has provided evaluation services for OUSD for over the past six years. The evaluation report produced annually by Public Profit informs after school program quality improvement efforts and summarizes the impact that OUSD after school programs have on participating students' school day attendance, academic achievement, social-emotional learning, college and career readiness, and other outcomes aligned to OUSD's Full Service Community schools strategic plan. This evaluation project is jointly funded by the Oakland Fund for Children and Youth.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Public Profit, LLC, Oakland, CA, for the latter to provide evaluation of the After School Programs to meet basic California Department of Education requirements for compliance under federal and state regulations that govern the ASES and 21st CCLC grants, assess the overall effectiveness of after school goals and objectives and to document the quality of OUSD after school programs and positive youth outcomes achieved; 75 OUSD after school programs will be included in this evaluation project; consultant will ensure that formal site visits to all program sites jointly funded by OUSD and the Oakland Fund for Children and Youth are conducted; student surveys; completion of evaluation reports mandated by the California Department of Education; and composition of year-end evaluation report for public dissemination for the period of August 25, 2014 through June 30, 2015, in the amount of \$54,250.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Public Profit, LLC. Services to be primarily provided to 922/Community Schools and Student Services for the period of 08/25/2014 through 06/30/2015.

Fiscal Impact Funding resource name (please spell out) 6010/ASES Grant and 4124/21st CCLC not to exceed \$ 54,250.00

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

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Public Profit, LLC

(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 08/25/2014, 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 06/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Fifty Four Thousand, Two Hundred Fifty Dollars (\$ 54,250.00) [per fiscal year], at an hourly billing rate not to exceed _____ 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: N/A

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:* N/A, 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.

- 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:

Professional Services Contract

OUSD Representative:

Name: Julia Ma
Site /Dept.: 922/Community Schools and Student Services
Address: 746 Grand Avenue
Oakland, CA 94612
Phone: (510) 273-1542
Email: Julia.Ma@ousd.k12.ca.us

CONTRACTOR:

Name: Corey Newhouse
Title: Principal
Address: 1212 Broadway, Suite 1200
Oakland CA 94612
Phone: 510-835-1669
Email: corey@publicprofit.net

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.

Professional Services Contract

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

[Handwritten signature]

- President, Board of Education
 Superintendent or Designee

[Handwritten signature]

Secretary, Board of Education

CONTRACTOR

[Handwritten signature: Corey Newhouse]

Contractor Signature

Corey Newhouse Principal

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-1993
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By: [Handwritten initials]

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.

Please see attached Scope of Work and evaluation budget outlining Public Profit's services for the 2014-15 OUSD After School Evaluation Project.

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.

OUSD's ASES and 21st CCLC after school programs provide daily academic, enrichment, mentoring, and other support services that support school district goals for improved school day attendance, academic achievement, college and career readiness, social and emotional learning, and increased student health and well-being. The annual evaluation project conducted by Public Profit, in partnership with OUSD's After School Programs Office, assesses the impact of OUSD's 75 after school programs on key district outcomes, and provides quantitative data to inform OUSD's Full Service Community Schools efforts.

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 type="checkbox"/> Prepare students for success in college and careers |
| <input type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input checked="" 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.

**Public Profit
Oakland Unified School District
Grantee Evaluation
Scope of Work 2014-15**

Public Profit is responsible for an evaluation study of all school-based out-of-school time programs supported by the Oakland Unified School District. This study is co-funded by the Oakland Fund for Children and Youth, which co-funds 56 of OUSD's 75 out-of-school time programs.

Key services include project management, evaluation design and implementation, data collection, reporting, and technical assistance for grantees and staff.

Project Management

- Lead evaluator will meet regularly via phone and in-person with OUSD staff to discuss project logistics and upcoming meetings and presentations.
- Evaluation team will meet regularly to coordinate evaluation tasks, discuss emerging findings, and prepare for meetings and presentations.
- Lead evaluator will provide updates to OUSD administrators and Board members on request.

Evaluation Design and Implementation

- Engage key stakeholders, OUSD staff, OFCY, and site-level staff on discussion of program quality indicators, participant outcomes, and reporting.
- Develop and share an evaluation work plan that identifies key tasks and major milestones; share with evaluation stakeholders.

Data Collection

- Conduct site visits to all out-of-school time programs supported by either OUSD or OFCY using the Youth Program Quality Assessment or School-Age Program Quality Assessment.
- Share site visit findings with site- and grantee- level staff, OUSD staff, and OFCY staff (for co-funded sites). Aggregate site visit data for additional analysis.
- Work with CitySpan staff to access participant-level participation data (dosage, duration, and activity type) for use in final report.

- Develop surveys that explore youth participants' satisfaction and self-reported outcomes. Distribute, collect, and process youth surveys for use in final report.
- Assist OUSD and OFCY with additional client-led data collection activities, including surveys of parents, program staff and host school principals.
- Prepare and deliver a training for Site Coordinators and Agency Directors at 21st CCLC sites on federal reporting requirements; monitor sites' data entry progress and update OUSD as needed.
- Obtain participant demographic and school performance data from OUSD for use in final report.

Reporting

- Prepare a brief Interim Report that summarizes program performance and point of service quality data for use in mid-term reporting to stakeholders (e.g. POC and Life Enrichment Committee). Include site-level program data that includes performance and program quality data collected to date. Delivery in March 2015.
- Issue final report in October 2015 that summarizes grantee services, program quality, and participant outcomes. Include site-level program data that includes performance, quality and outcome data.
- Complete mandated reports for the California Department of Education's After-School Programs Division, complete supplemental test score analysis as needed for 21st CCLC federal reporting.
- Present final report findings to OUSD administrators and Board members at OUSD's request.

Technical Assistance to Grantees & Staff

- Provide phone, email, and in-person assistance to grantees regarding evaluation design, implementation, and use in program planning and improvement.

Evaluation Timeline

Month	Primary Activities	Notable Deadlines
August	Evaluation plan and instrumentation development. Schedule fall site visits.	OUSD August Institute - Evaluation Presentation on August 8
September	Finalize evaluation plan and data sources. Submit OUSD data request. Revise youth surveys as needed.	Deliver final evaluation plan to OFCY and OUSD. Present 2013-14 program profiles to Site Coordinators and Agency Directors.
October	Revise youth surveys as needed. Collect and aggregate site visit data. Follow-up T/TA as needed.	OFCY quarterly reports due
November	Collect and aggregate site visit data. Follow-up T/TA as needed. Distribute spring site visit schedule.	
December	Collect and aggregate site visit data. Follow-up T/TA as needed.	
January	Collect and aggregate site visit data. Follow-up T/TA as needed. Collect survey format and language preferences from grantees.	Evaluation orientation for new staff (via webinar) OFCY quarterly reports due

Month	Primary Activities	Notable Deadlines
February	<p>Prepare Interim Report</p> <p>Collect and aggregate site visit data.</p> <p>Follow-up T/TA as needed.</p> <p>Prepare surveys for distribution.</p>	
March	<p>Distribute youth surveys.</p> <p>Follow-up T/TA as needed.</p>	Deliver Interim Report to OFCY.
April	<p>Reminders to sites re. youth surveys</p> <p>21st CCLC reporting training</p> <p>Follow-up T/TA as needed.</p>	Evaluation orientation for new staff (via webinar)
May	<p>Process youth surveys.</p> <p>Begin Final Findings Report - outline, layout, site visit results.</p>	Surveys due to evaluation team
June	<p>Continue Final Findings Report -survey results, program attendance.</p> <p>Complete survey processing.</p>	<p>End of 2013-14 school year</p> <p>21st CCLC reports due from sites</p>
July	<p>Continue Final Findings Report - program attendance, survey results, and available participant performance data.</p>	OFCY quarterly reports due
August	<p>Near-to-final version of Annual Findings Report, Site-Level Profiles.</p> <p>Update 21st CCLC federal report, prepare CDE reports.</p>	<p>Draft Annual Report and Site-Level Profiles to OUSD, grantees</p> <p>Test score data available</p>

Month	Primary Activities	Notable Deadlines
September	Finalize Findings Report (including site-level program summaries)	Site-level data profiles to grantees Deliver Final Findings Report to OUSD staff by request. 21 st CCLC report due
October	Deliver Final Findings Report to OFCY POC, City Council (final date TBD)	CDE reports due

Julia Ma

9/5/14

Julia Fong Ma, After School Programs Coordinator

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/12/2014

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).

PRODUCER TechInsurance 1301 Central Expy. South, Suite 115 Allen, TX 75013	CONTACT NAME: PHONE (A/C, No, Ext): 800-668-7020	FAX (A/C, No): (877) 826-9067	
	E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:		
INSURED Public Profit LLC 1212 Broadway Ste 1200 Oakland, CA 946121814	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hartford Accident and Indemnity Company		22357
	INSURER B : Sentinel Insurance Company, Limited		11000
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

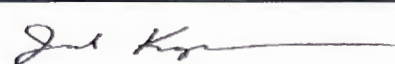
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			46SBARP5256	8/17/2014	8/17/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			46SBARP5256	8/17/2014	8/17/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	48WECZQ0169	5/1/2014	5/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District Attention: Risk Management 900 High Street 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 
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www.publicprofit.com

August 12, 2014

RE: OUSD Agency Requirements

To Whom It May Concern:

This letter certifies that I understand that, as an agency, I am responsible for the fingerprinting and TB testing of Public Profit employees working at OUSD.

Corey Newhouse is working at OUSD on the After School Programs evaluation. Her ATI number is I212NEC759.

This ATI number will accompany our invoices for this project.

Ms. Newhouse has tested negative for Tuberculosis. Her results are available to OUSD on demand.

Sincerely,

A handwritten signature in cursive script that reads "Corey E. Newhouse".

Corey E. Newhouse
Founder and Principal



About Public Profit

Public Profit is an independent consulting firm that helps public service organizations measure and manage what matters. Our core service areas are program evaluation, needs assessments & data books, training & capacity building and surveys & assessments.

Public Profit's projects include:

- Comprehensive evaluations of school-based after school program networks in Oakland and San Francisco, California.
- Publishing *First Steps*, a comprehensive data guide for First Five San Francisco.
- Creating easy-to-use evaluation tools for youth arts education programs including National Novel Writing Month, MusicianCorps, and Poetry Inside Out.
- Developing point-of-service quality observation rubrics and staff training curricula for the San Francisco Department of Children Youth and their Families.

Our mission - helping public service organizations measure and manage what matters - encapsulates our approach to our work. We leverage deep content-area expertise in out-of-school time programs, public education, coaching and mentoring, and family support with a broad-based knowledge of evaluation methods and data sources to develop relevant, compelling products and services.

Corey Newhouse is Public Profit's Founder and Principal. Ms. Newhouse has a wide range of experience in evaluating programs that serve children and families, including direct service programs, multi-organizational collaboratives, and professional development initiatives. Ms. Newhouse earned her Bachelor's degree from Columbia College and her Master's degree from the Goldman School of Public Policy at the University of California, Berkeley, with specializations in urban education and evaluation.

Our Research Associates combine deep methodological expertise with experience in the education and youth development field. This blend of practical and theoretical expertise allow us to provide rigorous - but actionable - information to our clients. We aren't successful unless we provide meaningful information our clients can use to better serve children, youth and families.

What our Clients Say

We're fortunate to work with a remarkable group of clients. Here's what they have to say:

First Five San Francisco

We have contracted with Public Profit for support on staff projects, such as compilation of our community indicator report, as well as for evaluation work with our grantees. Corey, the founder and principal, is a strong thinking partner and our staff values her ability to ask relevant guiding questions, listen, and then take our thinking to the next level.

Grantees appreciate Corey's sensitivity and skill in facilitating an evaluation process that is respectful, educational, and informative. In fact more than one grantee has chosen to use some of their funds to independently continue their evaluation work with Public Profit.

On all projects Corey has demonstrated an accurate understanding of our needs, a high level of responsiveness, excellent follow-through and useful, high-quality end products. In the words of our Executive Director, "Corey is not only very competent, she is also delightful to work with!"

Special Needs Inclusion Project

Our Public Profit evaluator took the time to ask lots of questions about what we needed; how the project was set up; the roles of the various staff; and how the three agencies [involved in the evaluation study] worked together. Our evaluator really examined our organizational cultures so she could best understand how to proceed with the evaluation activities.

She checked in often for understanding and agreement; and re-visited those things that needed to be "tweaked." She not only welcomed our feedback, but actively and sincerely encouraged it.

National Equity Project

Corey has been a meticulous and insightful evaluator of our instructional improvement program, Impact 2012. She quickly got up to speed on the concepts and strategies of this fairly complex initiative in a challenging urban school environment and soon became a true and highly valued thought partner.

She has moved comfortably from staff meetings to teacher interviews to funder briefings, always informative and engaging. Her commitment, facility with data, sheer hard work, and unflagging good humor are inspiring. We count ourselves lucky to have contracted with her and hope to continue working with her for a long time.

SAM Search Results
List of records matching your search for :

Search Term : Public* Profit* LLC*
Record Status: Active

No Search Results