

Board Office Use: Legislative File Info.	
File ID Number	12-1030
Introduction Date	5-9-12
Enactment Number	12-1282
Enactment Date	5-9-12



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** The Board of Education  
**From** Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date**  
*(To be completed by Procurement)* 5-9-12

**Subject** Professional Services Contract -  
Techbridge Oakland CA (contractor, City State)  
#172 Fred T. Korematsu Discovery Academy (site/department)

**Action Requested** Ratification of a professional services contract between Oakland Unified School District and Techbridge. Services to be primarily provided to #172 Fred T. Korematsu Discovery Academy for the period of 04/20/2012 through 06/15/2012.

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

Techbridge is an organization that has pioneered after school science and engineering classes for girls. they provide professional development for the teachers, hands-on inquiry opportunities for the 4th and 5th grade girls at Korematsu Academy, field trips, and family nights that support the whole family in learning together. The Federal no Child Left Behind legislation requires schools to provide additional academic instruction and interventions to ensure gender quality in opportunities for girls in technology, science and engineering.

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

Techbridge will operate a very effective complementary learning program. They will offer a two-hour after school science class once a week to approximately 25 4th and 5th grade girls. They will provide an instructor and materials so that students can create innovative projects that will be displayed in a year end exposition.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and Techbridge. Services to be primarily provided to #172 Fred T. Korematsu Discovery Academy for the period of 04/20/2012 through 06/15/2012.

**Fiscal Impact** Funding resource name (please spell out) Lottery not to exceed \$ 2,500.00

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

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-1030
Introduction Date	5-9-12
Enactment Number	12-12829
Enactment Date	5-9-12



OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2011-2012

This Agreement is entered into between the Oakland Unified School District (OUSD) and Techbridge (CONTRACTOR). 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 described in **Exhibit "A,"** attached hereto and incorporated herein by reference ("Services" or "Work").
- Terms:** CONTRACTOR shall commence work on 04/20/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/15/2012.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Two thousand five hundred Dollars (\$2,500.00). 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: \_\_\_\_\_.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  - Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* \_\_\_\_\_ which shall not exceed a total cost of \$ \_\_\_\_\_.
- 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.

- 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: Charles Wilson  
Site /Dept.: #172 Fred T. Korematsu Discovery Academy  
Address: 10315 E Street  
Oakland, CA 94603  
Phone: (510) 639-3377

**CONTRACTOR:**

Name: Linda Kekelis  
Title: Executive Director  
Address: 7700 Edgewater Drive, Suite 519  
Oakland CA 94621  
Phone: (510) 777-9170

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

**8. 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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
  - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

**9. 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.

**10. Insurance:**

1. Commercial General Liability Insurance: 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.

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



Professional Services Contract

22. **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.
23. **Confidentiality.** The 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 access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
24. **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.
25. **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.
26. **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.
27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
28. **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.
29. **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.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 04/20/2012 Work shall be completed by: 06/15/2012 Total Fee: \$ 2,500.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos  
 President, Board of Education  
 Superintendent or Designee  
 \_\_\_\_\_  
 Secretary, Board of Education

4-19-2012  
 Date  
 \_\_\_\_\_  
 Date

CONTRACTOR

Linda Kekelis  
 Contractor Signature  
4/14/12  
 Date  
 \_\_\_\_\_  
 Linda Kekelis Executive Director  
 Print Name, Title

Certified:

Edgar Rakestraw, Jr. 5/10/12  
 Edgar Rakestraw, Jr., Secretary  
 Board of Education

LEGISLATIVE FILE

File ID Number 12-1030  
 Introduction Date 5-9-12  
 Enactment Number 12-1282  
 Enactment Date 5-9-12 *RJ*

**EXHIBIT "A" Scope of Work**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR's entire Proposal is **not** made part of this Agreement. **[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.**]

**Summary for Board Memo and Board Agenda** – Must accurately align with scope of work below.

Techbridge will operate a very effective complementary learning program. They will offer a two-hour after school science class once a week to approximately 25 4th and 5th grade girls. They will provide an instructor and materials so that students can create innovative projects that will be displayed in a year end exposition.

**SCOPE OF WORK**

Techbridge \_\_\_\_\_ will provide a maximum of 65.00 hours of services at a rate of \$ 38.46 per hour for a total not to exceed \$ 2,500.00 . Services are anticipated to begin on 04/20/2012 and end on 06/15/2012 .

**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.

Techbridge offers the following programs and services for the 2011-2012 school year:

A weekly after-school program with hands-on science and technology projects, career exploration activities, and leadership/teamwork development opportunities, taught by two teachers in conjunction with a Techbridge Program Coordinator.

- o Access to all Techbridge innovative curriculum adapted and tested for girls
- o At least 3 field trips to a corporate worksite and visits by role models
- o Monthly trainings provided to teachers, including the 3-day Summer training Institute for new Techbridge teachers
- o Family night and outreach to families
- o Access to internship and scholarship opportunities for students
- o Annual evaluation both quantitative and qualitative
- o Additional resources and support for students, staff, and families through the corporate and university partners of Techbridge

**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.

Students participating in the Techbridge program will show increased progress in scientific and technical skills; increased confidence and interest in science, technology, and engineering; and increased awareness and interest in science, technology, and engineering careers.

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

- |   |   |
|---|---|
| <input checked="" 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 checked="" 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 Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: \_\_\_\_\_
  
  - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
    1. Relevant page of SPSA 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 SPSA modification was approved.
    3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
    4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

## **Techbridge After-school Program Program Description and Overview**

Name: Linda Kekelis, Program Director, Techbridge  
Address: 7700 Edgewater Drive, Suite 519, Oakland, CA 94621  
Contact: 510.777.9170 x301, [lkekelis@techbridgegirls.org](mailto:lkekelis@techbridgegirls.org)

### **Program Overview**

Techbridge is an after-school program that encourages a diverse group of girls from low socioeconomic backgrounds and/or low academic performance girls in technology, science, and engineering. The program offers hands-on projects along with career exploration opportunities such as role model visits and field trips to companies. The goals for the program are to increase girls' technical skills, confidence, and interest in science and technology careers. Since its founding by Chabot Space & Science Center in 2000, Techbridge has served over 3,000 students across Oakland, San Lorenzo, and surrounding communities primarily serving underrepresented minorities. Due to its success, Techbridge was selected by the National Science Foundation as its "model program demonstrating significant achievement." Now in its eleventh year, Techbridge operates as a separate entity serving girls, families, schools, and district and community partners with access to resources to support students in science, engineering, and technology.

Techbridge is currently partnering with 21 schools in Oakland Unified School District, San Lorenzo Unified School District, Mt. Diablo Unified School District, and San Jose Unified School District. The program on average costs \$18,400 per site which includes program materials and supplies, field trips, program evaluation, family night events, and staff and teacher salaries.

### **Focus on Oakland**

Since 2000, Techbridge has been working within the Oakland Community. The program currently is at 9 school sites including Lincoln Elementary, Fred T. Korematsu Discovery Academy, Esperanza Academy, Montera Middle School, Frick Middle School, Madison Middle School, Oakland Technical High School, Oakland Unity High School, and American Indian Public Charter School II. We serve 180 students within Oakland, including 117 from Oakland Unified School District schools.

### **Benefits for Girls**

#### *Skills Development through Hands-on Projects*

Not many girls have the chance to work with their hands in the classroom; with Techbridge, however, they have the chance to build robots and take apart computers. Since girls may not ask to help with household projects or include tools on their wish lists, parents assume that they aren't interested. But our experience tells us otherwise. Techbridge curriculum encourages girls to build with LEGOS and fix household appliances. We see first-hand that experiences like these help girls find technology and engineering less intimidating and more interesting as career options.

#### *Career Exploration*

Because image is important to adolescent girls, we look to role models to show girls the interesting and useful applications for technology, science, and engineering. Why prepare for a career in technology if you think only nerds work with computers? Why consider a career in engineering if you have no idea what rewards come from design and engineering projects? Interactions with role models and field trips to worksites allow girls to learn about career opportunities first hand. Past field trips have included visits to Yahoo, Google, Intel, IDEO, Apple and UC Berkeley.

### *Leadership Development*

Girls learn leadership skills, overcome their fears of public speaking, and develop a confident and engaging presentation style. In school and in the world of work, projects are often accomplished through teamwork and students learn how to communicate their ideas in Techbridge.

### *Teamwork*

Techbridge encourages girls to expand their network of acquaintances and work with partners outside their circle of friends. Through icebreakers, the girls in Techbridge are encouraged to get to know one another. During circle time, they check in and discuss topics like career aspirations and recent achievements. In group projects, the girls develop interpersonal skills and learn to work successfully as part of a team.

## **Highlight of Successes**

Evaluation plays a critical role in the success of Techbridge. Not only does it help validate what we do and how we're doing it, but ongoing feedback helps us to continually refine our programs. Girls, parents and teachers participate in surveys, focus groups, and interviews as part of our evaluation process.

We distribute pre-surveys at the start of each of our programs, and post-surveys at the end. On post-surveys administered in 2011, students attributed the following gains in skills and confidence to Techbridge:

### *1. Skills Fostered by a Hands-on Approach to Science, Technology, and Engineering*

- 95% knew more about how devices like simple machines work
- 88% felt more confident trying new things
- 76% were better at problem solving

### *2. Learning to Think/Act Like a Scientist*

- 89% learned that teamwork improves problem solving
- 84% felt more creative
- 82% felt more confident
- 89% planned to study harder now so they can go to college
- 81% tried harder to overcome a challenge and not get frustrated

### *3. Interest in Career Opportunities in Technology, Science, and Engineering*

- 87.0% said they plan to study harder now so they can go to college.
- 96% knew more about different kinds of jobs
- 90% believed engineering is a good career for women
- 83% were more interested in working in science, technology, or engineering thanks to role model visits and field trips

#### **Longitudinal Study**

The Gordon and Betty Moore Foundation commissioned a three-year longitudinal study that helped us assess the long-term impact of Techbridge on students' academic and career choices. Results from this study show the program's lasting impact on past participants: 82% of respondents reported a greater interest in a career in technology, science and engineering; 86% had more self-confidence; and 87% had more career options because of Techbridge.

For more information about the program please visit our website at <http://www.techbridgegirls.org>.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SM

DATE (MM/DD/YYYY)

06/10/11

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> BPIA Business Professional Insurance Associates 1519 South B Street San Mateo, CA 94402 Virginia Fontana		650-341-4484 650-341-4465	<b>CONTACT NAME:</b> PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>TECHB-1</b>														
<b>INSURED</b> Techbridge Girls Jennifer Wei 7700 Edgewater Dr., Suite 519 Oakland, CA 94621		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Hartford</td> <td>38261</td> </tr> <tr> <td>INSURER B: NonProfits' Ins. Alliance of CA</td> <td>011845</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Hartford	38261	INSURER B: NonProfits' Ins. Alliance of CA	011845	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		2011-30420-NPO	06/13/11	06/13/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <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			2011-30420-NPO	06/13/11	06/13/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Par person) \$ BODILY INJURY (Par accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	51 WEC DG7348	06/13/11	06/13/12	<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)  
 Oakland Unified School District is named as additional insured in regards to the insured's business operations. Additional Insured applies to the General Liability policy only.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District 1025 Second Avenue Oakland, CA 94608-2212	<b>CANCELLATION</b>  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 <i>Virginia J Fontana</i>
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# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

## Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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 has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist	<input type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
	<input type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years
	<input type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
	<input type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
	<input type="checkbox"/> For All Consultants with employees: Proof of workers compensation insurance

OUSD Staff Contact Emails about this contract should be sent to: [lavaughn.hendrix@ousd.k12.ca.us](mailto:lavaughn.hendrix@ousd.k12.ca.us)

## Contractor Information

Contractor Name	Techbridge	Agency's Contact	Linda Kekelis				
OUSD Vendor ID #	V060324	Title	Executive Director				
Street Address	7700 Edgewater Drive, Suite 519	City	Oakland	State	CA	Zip	94621
Telephone	(510) 777-9170	Email	lkekelis@techbridgegirls.org				
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 checked="" type="checkbox"/> No				

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

Anticipated start date	04/20/2012	Date work will end	06/15/2012	Other Expenses	
Pay Rate Per Hour (required)	\$ 38.46	Number of Hours	65.00	Total Contract Amount	\$ 2,500.00

## 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
1100	Lottery	1721605101	5825	\$ 2,500.00
			5825	\$
			5825	\$
Requisition No.	R0202757		Total Contract Amount	\$ 2,500.00

## 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.epls.gov/epls/search.do>)

1.	<b>Administrator / Manager (Originator)</b>	Name	Charles Wilson	Phone	(510) 639-3377	
	Site / Department	#172 Fred T. Korematsu Discovery Academy			Fax	(510) 639-3380
	Signature	<i>Charles Wilson</i>			Date Approved	4/14/12
2.	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs					
	<input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
	Signature	<i>[Signature]</i>			Date Approved	4/16/12
3.	<b>Regional Executive Officer</b>					
	<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					
4.	Signature					
	Signature			<i>Maria Santos</i>		
	Date Approved			4-19-2012		
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract					
Legal	Required if not using standard contract	Approved	Denied - Reason	Date		
Procurement	Date Received	PO Number		P1208089		

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