

Board Office Use: Legislative File Info.	
File ID Number	15-0586
Introduction Date	5-13-15
Enactment Number	15-0626
Enactment Date	5/13/15



**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) 5/13/15

Subject Professional Services Contract - Earth Island Institute, Inc. dba Bay Area Wilderness Training
- 922/Community Partnerships and Student Services Department (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Earth Island Institute, Inc. dba Bay Area Wilderness Training. Services to be primarily provided to 922/Community Partnerships and Student Services Department for the period of 03/02/2015 through 10/30/2015.

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

The OUSD After School Programs Office will utilize the services of Bay Area Wilderness Training (BAWT) in order to strengthen the quality of OUSD after school and summer programs. BAWT will provide 7-8 participating after school sites with professional development and outdoor youth leadership curriculum that is appropriate for the after school and summer program context. BAWT will help improve the facilitation skills of after school and summer program staff, and help programs integrate outdoor learning experiences that build students' social-emotional learning skills and leadership development. BAWT staff have expertise in youth development and expanded learning programming, and have worked in partnership with the OUSD Science Department and After School Programs Office for the past several years.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Earth Island Institute, Inc. dba Bay Area Wilderness Training (BAWT), Oakland, CA, will facilitate a Frontcountry Leadership Training and 4 sessions of an Outdoor Leadership Learning Community for program staff from 7-8 sites; program staff will participate in a Frontcountry Leadership Training, Gear Orientation, Trip Planning workshop, Program Planning workshop, customized site-level technical assistance, and Learning Circle reflection; program staff will gain the capacity and resources to take groups of youth to outdoor trips that will expand their horizons, build youth leadership skills, strengthen social-emotional learning skills, support positive program culture and climate, and keep students engaged and connected to the school community; BAWT will work closely with the After School Programs Office to align the Outdoor Leadership learning community with the youth development quality standards that guide the work of OUSD after school programs for the period of March 2, 2015 through October 30, 2015, in an amount not to exceed \$10,000.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Earth Island Institute, Inc. dba Bay Area Wilderness Training. Services to be primarily provided to 922/Community Partnerships and Student Services Department for the period of 03/02/2015 through 10/30/2015.

Fiscal Impact Funding resource name (please spell out) 4124/21st CCLC Base
not to exceed 10,000.00

Attachments

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

Board Office Use: Legislative File Info.	
File ID Number	15-0586
Introduction Date	5-13-15
Enactment Number	15-0626
Enactment Date	5/13/15



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Earth Island Institute, Inc. dba Bay Area Wilderness Training (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 03/02/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 86,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 86,000, whichever is later. The work shall be completed no later than 10/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Ten Thousand Dollars (10,000.00) [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:

OUSD Representative:

Name: Julia Ma
Site /Dept.: 922/Community Partnerships and Student Services Dep.
Address: 746 Grand Avenue
Oakland CA 94610
Phone: (510) 273-1541
Email: Julia.Ma@ousd.k12.ca.us

CONTRACTOR:

Name: Aaron Gilbert
Title: Program Director
Address: 2150 Aliston Way, Suite 460
Berkeley CA 94704
Phone: 510-452-2298
Email: aaron@bawt.org

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

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

9. **Insurance:**

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

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

Check one of the boxes below:

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

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

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

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

OR

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

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

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

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

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

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

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

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

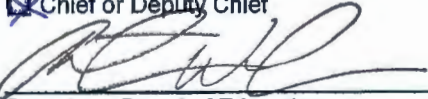
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions.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

- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
- 25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

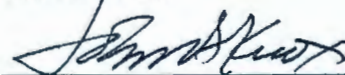


- President, Board of Education
- Superintendent
- Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

John Knox
Executive Director
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 15-0586
 Introduction Date: 5/13/15
 Enactment Number: 15-0626
 Enactment Date: 5/13/15
 By: [Signature]

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.

Bay Area Wilderness Training will provide workshops, training, support, and consulting services to Oakland Unified School District After School Program sites to develop an Outdoor Education Learning Community.

Workshops:

- 3 hour Intro, Games, and Hike workshop, March 3, 9am to 12pm, at Regional Park TBD
- 1 two hour Gear Orientation and pre-trip meeting for the FLT, one to two weeks prior to FLT, March 24 10am to 12pm, at BAWT office
- 1 Frontcountry Leadership Training - FLT (8-16 program staff), March 28-29, at Regional Park TBD
- 2 hour Trip Planning workshop, April 2, 10am to 12pm, at BAWT office
- 1 hour Learning Circle reflection and celebration, October 20, 10am to 11am, at BAWT office

Services and Support:

- Up to six 2-hour program and trip planning consulting sessions for after school sites for a maximum of 12 hours of total consulting to be delivered between April 1, 2015 and November 1, 2015.
- Please see attached Scope of Work for more details.

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

As a result of the Bay Area Wilderness Training Outdoor Leadership learning community project, at least 7 OUSD after school and summer programs will have stronger program design and instructional quality that supports social-emotional learning and leadership development of participating students. This project will impact over 200 students participating in OUSD after school and summer programs. As a result of improved quality of instruction in OUSD after school and summer programs, participating students will have increased engagement in the school community (including improved school day attendance), improved relationships with peers and caring adults, and increased opportunities to practice social-emotional learning skills that will be an important foundation for success in school. This project complements the outdoor education work of the OUSD Science Department.

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 checked="" 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 type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input 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.



CERTIFICATE OF LIABILITY INSURANCE

EARTH-4

OP ID: JL

DATE (MM/DD/YYYY)

02/12/2015

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 BPIA Business Professional Insurance Associates 1519 South B Street San Mateo, CA 94402 Virginia Fontana	CONTACT NAME: Virginia Fontana PHONE (A/C, No, Ext): 650-341-4484 E-MAIL ADDRESS:	FAX (A/C, No): 650-341-4465
	INSURER(S) AFFORDING COVERAGE	
INSURED Earth Island Institute, Inc. 2150 Allston Way # 460 Berkeley, CA 94704	INSURER A: State Comp. Ins. Fund	NAIC # 35076
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED 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	9087942-15	02/01/2015	02/01/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER 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)

PROOF OF COVERAGE.

CERTIFICATE HOLDER PROOF OF COVERAGE	CANCELLATION 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>

© 1988-2010 ACORD CORPORATION. All rights reserved.

Consultant Fingerprint/Criminal Background Check Waiver Request

Directions

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check through OUSD. The OUSD Administrator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (Deputy Superintendent/Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	Earth Island Institute, Inc. dba Bay Area Wilderness Training		
Originator Name	Renee McMearn	Site or Department	922/After School/CSSS
Which sites or locations will the contractor be working at?	Consultant will work remotely, not at sites or around students.		
TB Clearance Requirement			
<i>Proof of negative TB status is required for all consultants who will be working with OUSD students <u>or</u> staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker with less than 6 hours of contact with OUSD employees.</i>			
How is this contractor going to meet the TB clearance requirement?			
TB Waiver requested <input checked="" type="checkbox"/>		Proof of TB clearance is in the contract packet <input type="checkbox"/>	

[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.]

CONTRACTOR's employees will have only limited contact, if any, with OUSD pupils and OUSD will take appropriate steps to protect the safety of any pupils that may come in contact with CONTRACTOR's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to CONTRACTOR for the services under this Agreement. As an authorized OUSD official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of OUSD. (Education Code § 45125.1 (c))

OUSD Representative's Name	Julia Ma	Title Coordinator, After School
OUSD Representative's Signature	<i>Julia Ma</i>	Date <i>3-18-15</i>

Approval Cabinet Level approval required (Deputy Superintendent/Superintendent)

Approver Name <i>Devin Dillon</i>	Title <i>CAO</i>
Approver Signature <i>Devin Dillon</i>	Date <i>4/3/15</i>
Reason for Approval:	



**BAY AREA
WILDERNESS
TRAINING**

Bay Area Wilderness Training to provide OUSD After School Programs with support for an Outdoor Education Learning Community.

Scope of Work

Bay Area Wilderness Training will provide workshops, training, support, and consulting services to Oakland Unified School District After School Program sites to develop an Outdoor Education Learning Community.

Workshops:

- 1 hour 2014 PLC reflection, January 20, 10am to 11am
- 3 hour Intro, Games, and Hike workshop, March 3, 9am to 12pm, at Regional Park TBD
- 1 two hour Gear Orientation and pre-trip meeting for the FLT, one to two weeks prior to FLT, March 24 10am to 12pm, at BAWT office
- 1 Frontcountry Leadership Training - FLT (8-16 program staff), March 28-29, at Regional Park TBD
- 2 hour Trip Planning workshop, April 2, 10am to 12pm, at BAWT office
- 1 hour Learning Circle reflection and celebration, October 20, 10am to 11am, at BAWT office

Services and Support:

- Up to six 2-hour program and trip planning consulting sessions for after school sites for a maximum of 12 hours of total consulting to be delivered between April 1, 2015 and November 1, 2015 .

Service Description

The “Frontcountry Leadership Training” is an overnight camping experience. Instruction for this course will follow an experiential model. Participants must stay overnight to participate. Additionally, participants must attend the “Gear Orientation”.

The “Gear Orientation” is a two hour training where participants will learn how to submit reservations for camping gear and how to care for gear.

The “Trip Planning” workshops will provide participants with practical step-by-step instructions and support for planning a camping trip.

The “Intro, Games, and Hike” workshop would help OUSD staff learn new games to play with their group and how to facilitate debriefing the activities for team and community building.

Bay Area Wilderness Training (BAWT) is a project of the Earth Island Institute a 501(c)3 corporation.

BAWT HQ: 1050 E. 8th Street, Oakland, 94606, **BAWT SOUTH BAY:** Sobrato Center, 538 Valley Way, bldg. 3, Milpitas, CA 95035

CONTACT INFO: tel: 510-452-BAWT (2298), fax: 510-452-8335, info@bawt.org, www.bawt.org



BAY AREA
WILDERNESS
TRAINING

The “Services and Support” includes consultation between BAWT staff and ASP staff to plan the learning community, pre-work that will be needed to create the trainings, and ongoing support for members of the cohort.

Fees

\$10,000

Agency Profile

Bay Area Wilderness Training (BAWT) a project of Earth Island Institute, was founded with the idea that California’s bountiful wilderness areas are a vast – yet untapped – resource for local youth-serving organizations. BAWT promotes the wise use of these national, state and regional parks through our professional wilderness leadership training. Then, we connect the teachers and youth workers to our outdoor gear libraries. That way, youth organizations and schools may outfit their groups for trips of their own – free of charge!

BAWT’s mission is to create opportunities for urban youth to experience wilderness first hand. To meet this mission, we train youth workers, provide outdoor gear loans and transportation, give financial support as needed and leverage our community of peers.

BAWT exists as a vital, comprehensive and ongoing source of support to agencies that lead youth wilderness trips. We believe that urban youth, once exposed to wilderness, have a broadened sense of themselves, each other, and the world around them. BAWT extends its services to the eight counties of the San Francisco Bay Area. We hope other organizations will take this vision to the rest of the country and the larger world.

With this vision in mind, BAWT has developed a set of four core values:

1. **Diversity:** We promote a diverse community of environmental educators.
2. **Risk:** We foster the virtues of positive, calculated risk taking.
3. **Environmental Stewardship:** We honor and protect the earth.
4. **Relationships:** We nurture a culture of learning through relationships.

Sincerely,

Aaron Gilbert
Program Director

Bay Area Wilderness Training (BAWT) is a project of the Earth Island Institute a 501(c)3 corporation.

BAWT HQ: 1050 E. 8th Street, Oakland, 94606, BAWT SOUTH BAY: Sobrato Center, 538 Valley Way, bldg. 3, Milpitas, CA 95035

CONTACT INFO: tel: 510-452-BAWT (2298), fax: 510-452-8335, info@bawt.org, www.bawt.org

SAM Search Results
List of records matching your search for :

Search Term : Earth* Island* Institute* Inc.* dba* Bay* Area* Wilderness* Training*
Record Status: Active

No Search Results



**BAY AREA
WILDERNESS
TRAINING**

**HELPING YOU GET
YOUTH OUTDOORS!**

DONATE

Learn more about our programs
WHAT WE DO

TRAINING

LEADERSHIP TRAINING

- Wilderness (WLT)
- Frontcountry (FLT)
- Camping at the Presidio (CAPLT)
- Gear Orientation (GO!)

WILDERNESS MEDICINE

WINTER COURSES

- Custom and one-day courses
- Earn Graduate-Level University Credit

GEAR

FUNDING

COMMUNITY

Join the fun - get involved

FUNDRAISERS

Join the fun - get involved
VOLUNTEER

- ABOUT
- PEOPLE
- SUPPORTERS
- MEDIA
- INFO
- CONTACT
- LEAD A TRIPI**

You are here: Bay Area Wilderness Training > About

About

Bay Area Wilderness Training (BAWT) a project of Earth Island Institute, was founded with the idea that California's bountiful wilderness areas are a vast – yet untapped – resource for local youth-serving organizations. BAWT promotes the wise use of these national, state and regional parks through our professional wilderness leadership training. Then, we connect the teachers and youth workers to our outdoor gear libraries. That way, youth organizations and schools may outfit their groups for trips of their own – free of charge!

We believe that well led trips to granite cliffs, isolated beaches and ancient redwoods provide youth with powerful, life changing experiences.

Mission

Helping YOU get Youth Outdoors!

Bay Area Wilderness Training's mission is to create opportunities for youth from the San Francisco Bay Area to experience wilderness first hand. To achieve our mission, we train teachers and youth workers, provide outdoor gear loans, give financial support, and foster community collaboration.

Vision Statement

Bay Area Wilderness Training (BAWT) envisions a world where all youth have access to the wilderness. We believe that youth, once exposed to the wilderness, have a broadened sense of themselves, one another, and the world around them and are better prepared to lead social and environmental change.

Core Values

Four core values guide BAWT's work:

- **Diversity:** We purposefully engage with a diverse community of teachers and youth workers to ensure all of these leaders are better prepared to lead youth from an increasingly diverse San Francisco Bay Area.
- **Risk:** We foster the virtues of positive, calculated risk-taking and provide the tools necessary to engage in such activities safely.
- **Environmental Stewardship:** Our leadership trainings ensure that teachers and youth workers have the skills necessary to lead responsible outdoor trips and to cultivate an environmental ethic in the youth they serve.
- **Relationships:** We seek to build a culture of the outdoors that echoes throughout communities by building relationships with existing community leaders.

Our supporters

Each year, thousands of youth experience the outdoors through Bay Area Wilderness Training's programs. This work would not be possible without the help of individual donors. This includes our [Climbing for Kids](#) fundraiser's climbers and their supporters, who make up the largest source of revenue for us. Over 90% of revenues are used towards program support, development and fundraising.

Thank you to all our donors, both individual and corporate. We could not have reached all these youth without your support.





**BAY AREA
WILDERNESS
TRAINING**

**HELPING YOU GET
YOUTH OUTDOORS!**

- ABOUT
- PEOPLE ▾
- SUPPORTERS ▾
- MEDIA ▾
- INFO ▾
- CONTACT
- LEAD A TRIPI ▾

You are here: Bay Area Wilderness Training > Programs > TRAINING > Leadership Training > Wilderness Leadership Training

Wilderness Leadership Training



DONATE

The Wilderness Leadership Training (WLT) is a five day intensive entry-level backpacking course at the heart of BAWT's programs. It is designed to give you the tools you need to lead youth on multi-day backpacking adventures. After completing the course, you will gain full access to our gear libraries.

The Wilderness Leadership Training consists of a pre-trip meeting and five days of backpacking in the Sierra Nevada Mountains. Skills learned include: clothing requirements, nutrition, equipment use, map and compass reading, basic wilderness first aid, leadership styles, group dynamics and more. Role playing exercises are used to give participants a realistic backcountry leadership experience. Food and transportation are provided and no previous experience is necessary.

[Learn more about how Teachers can earn graduate-level university credit.](#)

Learn more about our programs
WHAT WE DO

TRAINING

LEADERSHIP TRAINING

- Wilderness (WLT)
- Frontcountry (FLT)
- Camping at the Presidio (CAPLT)
- Gear Orientation (GOI)

REGISTER NOW
FOR WILDERNESS COURSES

WILDERNESS MEDICINE

WINTER COURSES

- Custom and one-day courses
- Earn Graduate-Level University Credit

GEAR

FUNDING

COMMUNITY

Join the fun - get involved

FUNDRAISERS

Join the fun - get involved

VOLUNTEER

2015 Courses:

May WLT course is FULL. To be added to a waitlist for this course please email aaron@bawt.org

Spring Trip Dates: Wednesday May 13 – Sunday May 17, 2015

Location: Tahoe National Forest

Pre-trip meeting: Saturday May 9, 2015 Oakland 9 AM-4 PM

Application Deadline: April 24, 2015

[Amy Chamberlain Scholarship Deadline: April 17](#)

Summer Dates: Monday July 27 – Friday July 31, 2015

Location: Tahoe National Forest

Pre-trip meeting: Saturday July 18, 2015 Oakland 9 AM-4 PM

Application Deadline: July 3, 2015

[Amy Chamberlain Scholarship Deadline: June 26](#)

Fall Dates: Wednesday September 16 – Sunday September 20, 2015

Location: Tahoe National Forest

Pre-trip meeting: Saturday September 12, 2015 Oakland 9 AM-4 PM

Application Deadline: August 28, 2015

[Amy Chamberlain Scholarship Deadline: August 21](#)

Cost:

Fees for the WLT are on a sliding scale. Please choose the appropriate registration fee by selecting your agency's annual budget (total support and revenue for the past fiscal year.)



**BAY AREA
WILDERNESS
TRAINING**

**HELPING YOU GET
YOUTH OUTDOORS!**

- ABOUT
- PEOPLE ▾
- SUPPORTERS ▾
- MEDIA ▾
- INFO ▾
- CONTACT
- LEAD A TRIPI! ▾

You are here: Bay Area Wilderness Training > Programs > TRAINING > Leadership Training > Frontcountry Leadership Training

Frontcountry Leadership Training



DONATE

Frontcountry Leadership Training (FLT) is an entry-level course covers all the basic skills you will need to successfully take youth on car-camping based overnight trips.

Skills covered include: camping safety, day-hiking, tent and stove-set up, clothing requirements, nutrition and team building activities. All learning is experiential.

Prior to your training you will attend a pre-trip meeting and Gear Orientation where you will learn about our specific policies and procedures for checking out and returning gear. Please note that Gear Orientations and pre-trip meetings are offered in both our Oakland and Milpitas offices.

Learn more about our programs
WHAT WE DO

TRAINING

LEADERSHIP TRAINING

- Wilderness (WLT)
- Frontcountry (FLT)
- Camping at the Presidio (CAPLT)
- Gear Orientation (GO!)

WILDERNESS MEDICINE

WINTER COURSES

- Custom and one-day courses
- Earn Graduate-Level University Credit

GEAR

FUNDING

COMMUNITY

Join the fun – get involved

FUNDRAISERS

REGISTER NOW
FOR THIS COURSE

Upcoming Courses:

2015 Dates

March Course is Full. Sign up for the April course or consider the [Wilderness Leadership Training](#) or [Camping at the Presidio Leadership Training](#)

Spring Dates: Saturday March 21, 2015 at 8:00 am until 12:00 pm on Sunday March 22, 2015
Pre-trip meeting and Gear Orientation: Tuesday March 17, 5:00pm to 7:00pm – Oakland
Location: Tilden Regional Park

Spring Dates: Saturday April 18, 2015 at 8:00 am until 12:00 pm on Sunday April 19, 2015
Pre-trip meeting and Gear Orientation: Tuesday April 14, 5:00pm to 7:00pm – Oakland
Location: Tilden Regional Park

Cost:

FLT 1st Participant - \$65.00
Includes payment for Gear Orientation

FLT additional Participant – \$60.00
This is restricted for the 2nd and 3rd participants from the same organization attending the same FLT. Includes payment for Gear Orientation

The cost of the course covers all course materials, meals and camping. Participants will have to provide their own transportation to get to the location. All registrations include a Gear Orientation, pre-trip meeting, and food prepared during the training.

Join the fun – get involved
VOLUNTEER

See what the very first FLT looked like!

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



Basic Directions

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

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

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

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

OUSD Staff Contact *Emails about this contract should be sent to: (required)* Renee.McMearn@ousd.k12.ca.us

Contractor Information

Contractor Name	Earth Island Institute, inc. dba Bay Area Wilderness Training	Agency's Contact	Aaron Gilbert		
OUSD Vendor ID #	V021760	Title	Program Director		
Street Address	2150 Aliston Way, Suite 460	City	Berkeley	State	CA
Telephone	510-452-2298	Email (required)	aaron@bawt.org		
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	03/02/2015	Date work will end	10/30/2015	Other Expenses	
Pay Rate Per Hour (required)		Number of Hours (required)			

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
4124	21st CCLC Base	9221872101	5825	\$ 10,000.00
			5825	
			5825	
Requisition No. (required)	R0153792		Total Contract Amount	\$ 10,000.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Julia Ma	Phone	(510) 273-1541
	Site/Department (Name & #)	922/Community Partnerships and Student Services Department		Fax	(510) 273-1551
	Signature	<i>Julia Ma</i>		Date Approved	3-18-15
2.	Resource Manager, if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Partnerships and Student Services <input type="checkbox"/> Risk			
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature	<i>Christina Saucy</i>		Date Approved	3/15/15
	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$86,000				
4.	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Deu Deu</i>		Date Approved	4/3/15
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved		Denied - Reason	
Procurement	Date Received			PO Number	P1501371