Board Office Use: Le	gislative File Info.
File ID Number	11-2773
Introduction Date	11-7-11
Enactment Number	11-2443
Enactment Date	11-16-1180



Community Schools, Thriving Students

Memo

То	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)	11-16-11							
Subject	Professional Services Contract -							
•	Mona Chitkara Oakland CA (contractor, City State)							
	165 ACORN Woodland Elementary (site/department)							
Action Requested	Ratification of a professional services contract between Oakland Unified School District and Mona Chitkara . Services to be primarily provided to 165 ACORN Woodland Elementary for the period of 09/12/2011 through 06/15/2012 .							
Background A one paragraph explanation of why the consultant's services are needed.	Diverse learners including English Learners need schema, multiple modalities provided by arts integration to access standards and accelerate proficiency consultant will provide PD, Coaching and demos to enable arts-integrated instruction.							
Discussion One paragraph summary of the scope of work.	Art consultant/coach will provide professional development and collaboration with teachers in august retreat and throughout school year and support in classroom (16 hours per week). Art consultant/coach will support arts integrated lesson planning 3 hours per month and support materials management up to 3 hours per week.							
Recommendation	Ratification of professional services contract between Oakland Unified School District and Mona Chitkara Services to be primarily provided to 165 ACORN Woodland Elementary for the period of							
	<u>09/12/2011</u> through <u>06/15/2012</u> .							
Fiscal Impact	Funding resource name (please spell out) Arts & music grat							
	not to exceed \$ <u>3.491.60</u>							
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: Legis	slative File Info.
File ID Number	11-2773
Introduction Date	11-7-11
Enactment Number	11-2443
Enactment Date	11-16-1182



PROFESSIONAL SERVICES CONTRACT 2011-2012

(Co fina to	Agreement is entered into between the Oakland Unified School District (OUSD) and Mona Chitkara NTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in incial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent erform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The es agree as follows:
1.	Services: CONTRACTOR shall provide the services described in Exhibit "A," attached hereto and incorporated herein by reference ("Services" or "Work").
2.	Terms: CONTRACTOR shall commence work on <u>09/12/2011</u> , 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 <u>06/15/2012</u> .
3.	Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Dollars (\$3,491.60). 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.
4.	Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
	1. 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.
	2. Agencies or organizations:
	☐ Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5.	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 \$
3.	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

Requisition No. <u>R0201131</u> P.O. No. ____

7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth

profession for services to California school districts.

below:

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OUSD Representative: CONTRACTOR: Name: Leroy Gaines Name: Mona Chitkara Site /Dept.: 165 ACORN Woodland Elementary Title: Consultant Address: 1025-81st ave Address: 265- Lee Street #306 Oakland, CA Oakland CA 94610 Phone: 639-3344 Phone: (510) 390-2348

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.

- 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.

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- 12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 13. Anti-Discrimination. It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
- 14. **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 drugs on these sites.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. Termination: OUSD may at any time terminate this Agreement upon 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.
- 19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 - 1. Tuberculosis Screening
 - 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.

Contractor initial: MC

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 20. **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.
- 21. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate the 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:
 - 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).

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- 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: 09/12/2011 We	ork shall be complete	npleted by: <u>06/15/2012</u> Total Fee: \$ <u>3,491.60</u>					
	/U-1Z-11 ate	CONTRACTOR Mone with Contractor Signature	Care_	9 2 2011 Date			
Secretary, Board of Education Da	ite	Mona Chitkara Print Name, Title	Consultant				
Certified: Ligar Rakestraw, Jr., Secretary Board of Education		File ID Number: _// Introduction Date: _/ Enactment Number: _// Enactment Date: _// Bv: _//	1-7-11				

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EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Art consultant/coach will provide professional development and collaboration with teachers in 2011-2012 school year and support in classroom (16 hours per week). Art consultant/coach will support arts integrated lesson planning 3 hours per month and support materials management up to 3 hours per week.

		Scope	OF WORK	
Mo	ona Chitkara	will provide a maxi	mum of 103.00 hours of services at a r	ate of \$34.00 per hour for a
tota	not to exceed \$3,491.60	Services are anticipated to b	egin on 09/12/2011 and end on 06/1	15/2012
1.		es to be Provided: Provide is purchasing and what this Co	e a description of the service(s) the contra ntractor will do.	ctor will provide. Be specific
	support in classroom (16 ho and support materials mana	urs per week). Art consultant/co	and collaboration with teachers and throu ach will support arts integrated lesson pla Students will create 10 arts integrated p projects and implement and assess with	anning 3 hours per month rojects during the 11-12
				·
2.	result of the service(s): 1) children are attending school many more Oakland children	How many more Oakland child of 95% or more? 3) How many nor have access to, and use, the	es from the services of this Contract? Bedren are graduating from high school? nore students have meaningful internship health services they need? Provide del be able to). NOT THE GOALS OF The	 How many more Oakland is and/or paying jobs? 4) How etails of program participation
	Since ACORN Woodland El learners including English L	ementary serves diverse learne earners need schema, multiple i	rs including 92% Title 1 and 60% English modalities provided by arts integration to and demos to enable arts-integrated instr	Learners, These diverse access standards and
3.	Alignment with Distric	ct Strategic Plan: Indicate	the goals and visions supported by the se	ervices of this contract:
٥.	(Check all that apply.)			
	Ensure a high quality ins		Prepare students for succes Safe, healthy and supportive	
	Develop social, emotions Create equitable opportu		Accountable for quality	SCHOOIS
	✓ Create equitable opport		Full service community distr	ict

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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. 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. Meeting announcement for meeting in which the SPSA modification was approved. Sign-in sheet for meeting in which the SPSA modification was approved.

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CERTIFICATE OF LIABILITY INSURANCE

MDD R054

DATE (MM/DD/YYYY) 08-11-2011

THIS CERTIFICATE 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 ADDITIONALINSURED, the policy(ies) must be endorsed. If SUBROGATIONIS 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).

certificate fiolder in fied of such endorsement(s).							
PRODUCER	CONTACT NAME:						
WELLS FARGO INS INC/CS/PHS NSC	PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No): (877)	538-5295					
715154 P: (866) 467-8730 F: (877) 538-5295	E-MAIL ADDRESS: PRODUCER CUSTOMERID #:						
PO BOX 29611 CHARLOTTE NC 28229							
CHARDOTTE NC 20229	INSURER(S) AFFORDING COVERAGE	NAIC#					
INSURED	INSURER A: Hartford Casualty Ins Co						
MONTA CULTURA DA	INSURER B:						
MONA CHITKARA 265 LEE ST APT 306	INSURER C:						
OAKLAND CA 94610	INSURER D :						
OARDAND CA 94010	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.

SR TR			TYPE OF INSURANCE ADDL SUBR INSR WVD POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	commercial general Liability claims-made X occur X General Liab			41 SBM ZV0127	09/09/2011	09/09/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE	\$ 1,000,000 \$ 300,000 \$ 10,000 \$ 1,000,000 \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO- X LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO						BODILY INJURY (Per person)	\$	
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$	
	SCHEDULED AUTOS HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
	NON-OWNED AUTOS							\$	
								\$	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	
	DEDUCTIBLE							\$	
	RETENTION \$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- OTH- TORY LIMITS ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A					E.L. EACH ACCIDENT	\$	
OFFICER/MEMBEREXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		IV/A					E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
Oakland Unified School District 1025 2ND AVE OAKLAND, CA 94606	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 The providence of the providing of the p



Thy Schools, Thriving Students PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

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					cuments are in th							
	 Control Ensure Control OUSD 	ctor and OU: contractor l ctor and OU: contract orig	SD contract has <u>OUSD V</u> SD contract ginator crea	originator (endor Numb originator (tes the requ	(principal or manag <u>per</u> and meets the complete the conti	er) rea consult ract pac	ich agreeme ant requirer cket togethe	nt about nents (in er and a	scope of ncluding ir ttach requ	work and comp nsurance and ba uired attachme	ensation. ickground nts.	d check)
Che	chment cklist	For indivi For All Co For All Co	idual consu onsultants: onsultants: onsultants v	Itants: Prod Statement Proof of Co with employ	SS Pre-Consultar of of negative tub of qualifications (ommercial General ees: Proof of wo	erculos organiz al Liabi orkers o	sis status w zation); or r ility insuran compensati	rithin par resume ce nam on insu	st 4 year (individua ing OUSI rance	s al consultant)	onal Insu	ıred
ous	D Staff Con	tact Emails	about this co	ntract should	d be sent to:	claudi	a.robles@c	usd.k12	2.ca.us			
					Contract	or Info	ormation					
Con	tractor Nam	ne Mon	a Chitkara			Agen	cy's Contac	ct M	ona Chitk	ara		
	SD Vendor					Title			onsultant	T - T		T
_	et Address		Lee Street			City				State CA	A Z	ip 94610
	phone) 390-2348		D contractor =	Emai				tmail.com		Voc M No
Con	tractor Hist	ory Pi	reviously be	en an OUS	SD contractor?	y res L	7 140	VVOI	ked as al	1 003D emplo	byee? L	res 🔳 No
			Compens	ation and	Terms - Must	be wi	ithin the C	DUSD	Billing G	Buidelines		
Antio	cipated star	t date	09/12/2	011	Date work will e	end	06/15/2012	2 01	ther Expe	nses		
Pay	Rate Per H	OUI (required)	\$34.00)	Number of Hou	rs	103.00	Tota	I Contra	ct Amount	\$3,4	91.60
					Durilland.	10.20						
	If you	are nlanning t	to multi-fund	a contract us	Budget sing LEP funds, ple			e and Fe	ederal Offic	re hefore compl	etina real	isition
P	esource #		ce Name	a contract us		rg Key	nact the Stat	c and r	Joeral Office	Object Code	l l	Amount
			nusic grat			11816	1			5825	\$ 3,49	
-	0508	AILS & II	lusic grat		1031	11010					-	71.00
		-							-+	5825	\$	
		1					T 4.10	4 4		5825	\$	1.00
R	equisition	n No.	R0201131				Total Co				\$3,49	1.60
					val and Routing							
				sen	y approved and a F vices were not prov dor does not appe	ided be	fore a PO wa	s issued	d.			
		tor / Manage		Name	Leroy Gaines	Jai Oii	THE EXOLUCE		Phone	639-3344	J.govicp	is/scaron.do)
1.		epartment	(Originator)		ORN Woodland E	lemen				639-3346		
.	Signature	partment	4	100 70	STAT WOOdiana E	lomon	tary		pproved	9/12	2011	
		Manager, if u	ising funds m	anaged by:	State and Federal	Quality.	Community, Sc		-		1	r School Programs
					cted resource and i							o di
2.	Signature								pproved	T		
		fusing multiple r	restricted resour	ree)								
	Signature (if using multiple restricted resources) Regional Executive Officer Date Approved											
3.	Services described in the scope of work align with needs of department or school site											
	Signature		VIVV	V				Date A	pproved	10/3	[]	
1	Deputy Su	perintendent	Instruction	al Leadersh	ip / Deputy Super	intende	ent Business	operat	tions			te Under \$50,000
4.	Signature	Mar	io V	ante	>			Date A	pproved	10-18	2-11	
5.	Superinter	dent, Board	of Educatio	n Signature	on the legal contra	nct						
Lega	I Required i	not using sta	andard contra	act Ap	proved		Denied - R	eason			Date	
Proc	urement	Date Receiv	/ed				PO Numbe	er	1	7120299	72	



