

Board Office Use: Legislative File Info.	
File ID Number	14-2190
Introduction Date	11-19-14
Enactment Number	14-1951
Enactment Date	11-19-14 <i>o2</i>



Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 11/19/14

Subject Professional Services Contract - Ariana Flores
- 922/ Community Schools and Student Services (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Ariana Flores. Services to be primarily provided to 922/ Community Schools and Student Services for the period of 10/01/2014 through 01/30/2015.

Background
A one paragraph explanation of why the consultant's services are needed.
Since 2012, the Oakland Unified School District—and the United States, as a whole—has seen a dramatic spike in unaccompanied minors, (Unaccompanied Alien Children, or UACs): undocumented minors who cross the border without parents or guardians, and are apprehended by immigration officials. Though scattered in schools throughout the district, there is a high concentration of unaccompanied minors at Oakland International High School and Fremont High School. Given their backgrounds, experiences and current legal limbo, these children are in need of a great deal of support.

Discussion
One paragraph summary of the scope of work.
Ratification by the Board of Education of a Professional Services Contract between Ariana Flores, San Francisco, CA, for the latter to support the needs of the vulnerable and emerging population of unaccompanied minors in the OUSD Transitional Students and Families Unit for the Community Schools and Student Services Department; consultant will serve as the central point person for unaccompanied minors and stakeholder agencies in the legal, health, educational and human services sectors and will support the minors to enroll in appropriate OUSD educational programs and access critical support services inside and outside the District; support will be provided at the Lakeview central office campus in the Transitional Students and Families Unit and will collaborate closely with school sites, community based organizations, service providers, and unaccompanied minors and their families for the period of October 1, 2014 through January 30, 2015, in an amount not to exceed \$30,000.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Ariana Flores. Services to be primarily provided to 922/ Community Schools and Student Services for the period of 10/01/2014 through 01/30/2015.

Fiscal Impact Funding resource name (please spell out) 9170 / Y& H Soda Foundation
not to exceed \$ 30,000.00

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

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OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Ariana Flores

(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/01/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100, whichever is later. The work shall be completed no later than 01/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Thirty thousand Dollars (\$ 30,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 45.00 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: Travel reimbursement.

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: Nate Dunstan
Site /Dept.: 922/ Community Schools and Student Services
Address: 746 Grand Ave, Portable 2
Oakland CA 94610
Phone: 510 273 1661
Email: Nathaniel.Dunstan@ousd.k12.ca.us

CONTRACTOR:

Name: Ariana Flores
Title: Consultant
Address: 246 28th Street, Apt. 1
San Francisco CA 94131
Phone: 857-928-2677
Email: ArianaBFlores@gmail.com

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

Professional Services Contract

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

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

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

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

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).

- 25. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.

- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

- 29. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

[Handwritten Signature]

- President, Board of Education
- Superintendent or Designee

[Handwritten Signature]

Secretary, Board of Education

CONTRACTOR

[Handwritten Signature]

Contractor Signature

Ariana Flores Owner

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2190
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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.

Since 2012, the Oakland Unified School District—and the United States, as a whole—has seen a dramatic spike in unaccompanied minors, Unaccompanied Alien Children (UAC), undocumented minors who cross the border without parents or guardians, and are apprehended by immigration officials. Though scattered in schools throughout the District, there is a high concentration of unaccompanied minors at Oakland International and Fremont High Schools. Given their backgrounds, experiences and current legal limbo, these children are in need of a great deal of support.

The consultant, Ariana Flores, has a law degree and experience in immigration law that uniquely qualifies her to coordinate legal services for UAC students. Although she will not be providing direct legal services to students or their families, her understanding of the types of immigration relief they may qualify for will allow for a strong referral system and partnership with local non-profit or low-cost legal service providers. In addition, Ariana Flores has a breadth of experience in the in legal and non-profit sectors that will allow her to build and maintain strong relationships with all relevant stakeholders supporting UACs: school staff and teachers, legal service providers, city and county agencies, community-based organizations and OUSD central office staff. These qualifications will allow the consultant to ensure service delivery to UACs across OUSD.

Consultant will provide:

- Serve as District point-person for Unaccompanied minors in the OUSD.
- Work with schools, community agencies and District enrollment staff to identify unaccompanied minors in the OUSD, grades K-12.
- Develop and implement an initial screening checklist to determine student service needs—related to health, mental health, safety of living situation, food needs, etc.
- Develop confidential tracking system for unaccompanied minors to track potential relief, referrals made, "age-out" date, court dates, any progress on legal case, and support services received.
- Manage and track referrals to critical services (educational/academic, legal, mental health, health, etc) for unaccompanied minors.
- Provide training for staff and high-density schools on the needs and support services for unaccompanied minors.
- Work with Coordination of Service teams and the Central Family Resource Center to ensure that students are connected to and prioritized for on- and off-campus services.
- Create, formalize and manage partnerships with legal agencies and qualified low-cost attorneys.
- Set up informational "charlas" and legal screening days at high-density school sites.
- Develop a network of service provider partners and referrals.
- Ensure enrollment in critical District and community services: ELL programs, summer programs, after school programs, etc
- Monitor student truancy and grades.
- Provide home visits for highest-need cases.
- Support and train parents and guardians in parent engagement and the school district.
- Hold parent meetings for UAC guardians about the U.S. school system, their rights & responsibilities, and available resources.

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.

This Consultant will serve as a central point person for unaccompanied minors and stakeholder agencies in the legal, health, educational and human services sectors and will support unaccompanied minors to enroll in appropriate OUSD educational programs and access critical support services inside and outside the OUSD. This position will be based at the central OUSD offices (in the Transitional Students and Families Unit), but will collaborate closely with school-sites, outside service providers, and unaccompanied minors and their families.

As a result of these services, 100% of Unaccompanied Alien Children (UACs) in OUSD will be identified during school enrollment and subsequently referred to school COST teams, low-cost legal service providers, as well as health and mental health services as-needed.

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 checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" type="checkbox"/> Full service community district |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the CSSSP modification was approved.
 3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the CSSSP modification was approved.

Ariana Flores ❖

246 28th Street, Apt. 1 San Francisco, CA 94131 ❖ Phone: 857-928-2677 ❖ ArianaBFlores@gmail.com

Education & Honors

University of Washington Law School, Seattle, WA 2012

Juris Doctor, William H. Gates Public Service Law Scholar

Student Chair, Dean's Advisory Committee on Diversity; Board, Immigrant Family Advocacy Project; Tribal Court Criminal Defense Clinic; Immigration Law Clinic; Co-chair, Latino/a Law Student Association.

Tufts University, Medford, MA 2004

Bachelor of Arts, Political Science

Appointment to Equity Advisory Committee, San Francisco, CA 2014

San Francisco Human Rights Commission

Public Policy & International Affairs Fellowship, 2003

University of California, Berkeley

Work Experience

Equal Rights Advocates, San Francisco, CA

Fellow, Aug. 2012-present; Clerk, June-Sept. 2011

Ruth Chance Law Fellow, Law Clerk

Drafted administrative complaints, discovery and memoranda for ongoing litigation; coordinated advice and counseling inquiry service and hotline; created organizational toolkits; presented trainings on individuals' rights in employment and education; assisted with grant applications; and oversaw law clerk program.

Bronx Defenders, Bronx, NY

Sept.-Dec. 2011

Legal Intern, Immigration Unit

Conducted plea consultations with defendants and attorneys; prepared witnesses, collected documents, and drafted correspondence for removal proceedings; prepared and filed immigration applications; researched complex issues involving the intersection between criminal and immigration law.

Paso del Norte Civil Rights Project, El Paso, TX

June-Sept. 2010

Law Clerk

Drafted complaints, motions, discovery and memoranda for ongoing cases; researched civil matters; conducted bilingual intakes; presented bilingual trainings on employment rights and individuals' rights during encounters with law enforcement.

Family Equality Council, Boston, MA

Aug. 2007-Jan. 2009

Program & Education Associate

Conducted OUTSpoken trainings; managed coalition of national, state and local LGBTQ organizations; drafted FEC publications on issues important to membership; organized a phone banking campaign against Proposition 8 in California; coordinated programming, created content and recruited presenters for workshops and entertainment at FEC's community events.

National Lawyers Guild, Massachusetts Chapter, Boston, MA

Aug. 2006-Aug. 2007

Coordinator, Lawyer Referral Service

Provided legal referrals to low-income clients; maintained budget and provided monthly financial reports to board; managed organizational communications; served as board liaison.

Jobs With Justice, Boston, MA

June 2004-Aug. 2006

Health Care & Global Justice Organizer

Led educational effort and communication strategy for the Health Care Constitutional Amendment (HCCA) campaign; garnered over 100 organizational endorsements for HCCA; organized rallies and press events; facilitated partnerships between organized labor and CBOs; edited grant applications; provided translation and interpretation of organizational objectives and communications; served on coordinating committee for the Grassroots Global Justice Alliance; represented JwJ at the 2006 World Social Forum in Venezuela.

Relevant Volunteer Experience

SFWAR Annual March Against Rape, San Francisco, CA, 2013, 2014

Volunteer Spring Break, No More Deaths, Tucson, AZ, 2010

Additional Information

Fluency in Spanish - speaking, reading, writing

Interests - Documentary films; cooking; bikram yoga; and finally learning to ride a bike.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Technology Services

1011 Union Street, Oakland, CA 94607
(510) 879-8178 Office (510) 451-1962 Fax

CONSULTANT'S USE OF DISTRICT INFORMATION

CONSULTANT agrees that the information provided by the DISTRICT shall be used for project development consistent with documented and agreed to in the project Business Requirements Document and such information shall not be used for commercial purposes or uses that may be inappropriate as determined by the DISTRICT. In the event that the DISTRICT, in its sole discretion, at any time during the term of this agreement, deems CONSULTANT'S use of the information provided by the DISTRICT to be inappropriate or not in keeping with the terms of this agreement, the DISTRICT may immediately cancel the agreement by giving written notice and require CONSULTANT to return and cease use immediately of DISTRICT information. CONSULTANT must immediately and permanently delete any DISTRICT data from all electronic devices that hold this information. If the data has been produced in paper format, these paper files must be shredded and destroyed.

With respect to confidential student data, by signing this agreement, CONSULTANT and DISTRICT'S duly authorized signatory certify under penalty of perjury of the laws of the State of California that CONSULTANT is specifically and duly authorized to view and receive the information provided by the DISTRICT pursuant to this agreement.

Please read and sign below:

I, ARIANA FLORES, the principal consultant for

_____ agree to the following:

All student data provided by the District shall not be shared with third-party organizations and will be used solely for the purposes stated in the project's Business Requirements Document.

I will not solicit data from other departments or school sites within OUSD.

Ariana Flores
Consultant Signature

10/2/14
Date

Supervisor/Manager Signature

Date

Technology Services Officer Signature

Date

SAM Search Results
List of records matching your search for :

Search Term : Ariana* Flores*
Record Status: Active

No Search Results



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/22/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Khoe & Associates 328 15th St Oakland CA 94612 Phone: 510-465-3993 Fax: 510-580-9470	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : HARTFORD	NAIC #
INSURED ARIANA FLORES 246 28TH ST SAN FRANCISCO, CA 94131	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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	57SBMBH0182	9/22/14	9/22/15	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS ADDITIONAL INSURED WITH RESPECT TO CONTRACTOR FOR SERVICES (MANAGEMENT CONSULTANT)

*10 DAYS NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

CERTIFICATE HOLDER

CANCELLATION

THE OAKLAND UNIFIED SCHOOL DISTRICT
900 HIGH STREET
RISK MANAGEMENT DEPT
OAKLAND, CA 94601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

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 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

- For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
- For individual consultants: Proof of negative tuberculosis status within past 4 years.
- For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
- For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

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

Contractor Information

Contractor Name	Ariana Flores	Agency's Contact	Ariana Flores			
OUSD Vendor ID #	1006464	Title	Owner			
Street Address	246 28th Street, Apt. 1	City	San Francisco	State	CA	Zip 94131
Telephone	857-928-2677	Email (required)	ArianaBFlores@gmail.com			
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" 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	10/01/2014	Date work will end	01/30/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 45.00	Number of Hours (required)	665		

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
9170	Y&H Soda	9221205201	5825	\$ 30,000.00
			5825	
			5825	

Requisition No. (required) R0151672 **Total Contract Amount** \$ 30,000.00

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	Nate Dunstan	Phone	510 273 1661	
	Site / Department	922/ Community Schools and Student Services			Fax	510 273 1521
	Signature				Date Approved	9/30/14
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
	Signature				Date Approved	9/30/14
3.	Regional Executive Officer					
	<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				Date Approved	10/3/14
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
5.	Signature				Date Approved	10/3/14
	Superintendent, Board of Education Signature on the legal contract					
Legal Required if not using standard contract		Approved	Denied - Reason	Date		
Procurement	Date Received		PO Number	PI502939		