Board Office Use: Leg	islative File Info.
File ID Number	12-2009
Introduction Date	9/11/13
Enactment Number	13-1977
Enactment Date	9/11/13 9



Community Schools, Thriving Students

# Memo

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The Board of Education

From

Gary Yee, Ph.D., Superintendent

By: Maria Santos, Deputy Superintendent, Instruction, Leadership &

Equity-in-Action

Vernon Hal, Deputy Superintendent, Business & Operations

<b>Board Meeting Date</b>
(To be completed by
Procurement)

9/11/13

Subject

Professional Services Contract -

Jase Turner

Oakland, Ca (contractor, City State)

950-State & Federal Programs for 705- Bishop O'Dowd (site/department)

**Action Requested** 

Ratification of a professional services contract between Oakland Unified School District and Jase Turner Oakland, Ca Services to be primarily provided to 950-State & Federal Programs for 705- Bishop O'Dowcfor the period of 08/23/2013 through 06/30/2014

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

OUSD is required by federal law to allow private non-profit schools to participate in the Title I Part A Program. Schools that choose to participate are provided with "fair and equitable". Title 1 Part A services after they have complied with program requirements. After consultation with the private school to reach agreement on the type of instructional support services to be provided, the OUSD Private Schools Program administers the agreed upon Title I Part A Program instructional support services.

Discussion
One paragraph
summary of the
scope of work.

The consultant will provide supplemental Title 1 instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the target areas of English Language Arts, Reading, and Mathematics. The standards-based instructional program will include a variety of effective instructional strategies and techniques.

Recommendation

Ratification of professional services contract between Oakland Unified School

District and Jase Turner Oakland, Ca Services to be primarily provided to 950-State & Federal Programs for 705- Bishop O'Dowfor the period of

08/23/2013 through 06/30/2014

Fiscal Impact

Funding resource name (please spell out) \_\_\_\_\_ Title IA

not to exceed \$4,290.00

Attachments

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

Board Office Use: Legi	slative File Info.
File ID Number	13-2009
Introduction Date	a/11/13
Enactment Number	12-1977
Enactment Date	gliff3 03



#### PROFESSIONAL SERVICES CONTRACT 2013-2014

Oakland, Ca This Agreement is entered into between the Oakland Unified School District (OUSD) and Jase Turner (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows: Services: The CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference. Terms: CONTRACTOR shall commence work on 08/23/2013 \_, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/30/2014 Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Four Thousand, Two Hundred Ninety Dollars and No Cents Dollars (\$ 4,290.00 ). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs. If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A." attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD. OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made. The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay. Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following: 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. 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 \$ 0.00 CONTRACTOR Qualifications / Performance of Services.

CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and,/or regulations, as they may apply.

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

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

Professional Services Contract OUSD Representative:	CONTRACTOR:
Name: Natoya Brice	Name: Jase Turner Oakland, Ca
Site /Dept.: 950-State & Federal Programs for 705- Bishop O'Dowc	Title: Consultant
Address: 1000 Broadway Suite 450	Address: 4212 Materson Street
Oakland, CA 94607	Oakland, Ca 94602
Phone: 510-879-1037	Phone: 510-410-2165

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.

#### **Professional Services Contract**

- 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:

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:
  - 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).

Rev. 4/11/12 v1 Page 3 of 6

#### Professional Services Contract

- 22. **Limitation of OUSD Liability**. Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. Confidentiality. The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

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

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

- 25. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. Contract Contingent on Governing Board Approval: The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The prospective primary participant certifies to the best of 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.epls.gov/epls/search.do)

Summary of terms and compensation:

Anticipated start date: 08/23/2013 Work shall be comp	oleted by: 06/30/2014 Total Fee: \$_	4,290.00
OAKLAND UNIFIED SCHOOL DISTRICT    President, Board of Education   Date	CONTRACTOR  Contractor Signature	©/15/13 Date
Superintendent or Designee  9/(2/13)  Secretary, Board of Education  Date	Print Name, Title	ltat
File ID Number: 13-2009 Introduction Date: 9/11/3 Enactment Number: 13-1977 Enactment Date: 9/11/3		

Rev. 4/11/12 v1 Page 4 of 6

#### **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.

The consultant will provide supplemental Title I instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the target areas of English Language Arts, Reading, and Mathematics. The standards-based instructional program will include a variety of effective instructional strategies and techniques.

		Scope of Wo	DRK
Jase Ti	arner Oakland, C	a will provide a maximum of 14	3 hours of services at a rate of \$30.00 per hour for a
tota	not to exceed \$ 4,290.00 S	ervices are anticipated to begin on 08	
	Description of Services to	<b>be Provided:</b> Provide a descript urchasing and what this Contractor wi	ion of the service(s) the contractor will provide. Be specific
2.	result of the service(s): 1) How children are attending school 95 many more Oakland children ha	many more Oakland children are of more? 3) How many more stude the access to, and use, the health so	e services of this Contract? Be specific. For example, as a graduating from high school? 2) How many more Oakland ents have meaningful internships and/or paying jobs? 4) How ervices they need? Provide details of program participation o). NOT THE GOALS OF THE SITE OR DEPARTMENT.
	disadvantaged and failing or a poverty. As a result of receiv school located in Oakland will instrument in the instructional support. The individualized sustudents and enable them to school attendance which supports and enable them.	are most at risk of failing to meet hing Title I part A Program services I improve their academic achieven area in which they received indiviupplemental support provided will be more fully engaged and succes	d-party contractor to students who are educationally high academic standards, and who live in areas of high, students attending this specific non-profit private ment as measured by the designated assessment dual tutoring and/or small group supplemental result in a gain of academic skills by the targeted steful in school. These students will have improved academic areas and successful ongoing completion in school.
3.	Alignment with District St (Check all that apply.)  Ensure a high quality instruct  Develop social, emotional and Create equitable opportunitie High quality and effective inst	ional core d physical health s for learning	nd visions supported by the services of this contract:  Prepare students for success in college and careers Safe, healthy and supportive schools Accountable for quality Full service community district

Rev. 6/22/11 v3 Page 5 of 6

# 4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds) Please select: Action Item included in Board Approved SPSA (no additional documentation required) – Action Item Number:\_\_\_\_\_\_ Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off. 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. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification. Sign-in sheet for meeting in which the SPSA modification was approved.

Rev. 6/22/11 v3 Page 6 of 6

#### Search Results

#### Current Search Terms: Jase\* turner\*

No records found for current search.

SAM | System for Award Management 1.0

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



## SAM Search Results List of records matching your search for :

Search Term : turner\* Record Status: Active

No Search Results

July 27, 2013 2:03 PM Page 1 of 1

# Educational Consultant - Scope of Work 2013-2014

Contractor Name: Jase Turner

Bishop O'Dowd High School

#### Nature of Work:

Work with school staff to design supplemental instructional program for identified students. Provide extended support services such as: multi-model scaffolding of content areas, error analysis on returned tests, strategy development for higher order thinking, organization and time management skills, and individual content tutoring to identified students within the Title 1 Program. Consultant will work with students in small groups. Consultant will provide standards-based instructional support program to students after school. Consultant will meet and confer with school classroom teachers in order to plan effective supplemental instruction for identified students.

#### Deliverables:

- Schedule a description of services provided at school to students
- Record of students served and instruction provided
- Summary report on students' academic growth

#### Goals:

- Students showing progress based on pre test administered and entry level skills and grades
- Student improvement evidence on file
- Organized, efficient, and effective program that meets students' needs
- Better grades, test scores, and promotion of student advocacy

Poquistions	<u>R0400410</u>	P.O. No.
Requistions	KO 100 110	P.O. No

#### **HUMAN RESOURCES SERVICES & SUPPORT**

July 31, 2013 OUSD USE ONLY

Jace Turner

RE: Authorization to proceed with consultant contract processing

Dear Jace Turner:

This letter is to inform you that you have successfully completed the HRSS pre-consultant review process.

This authorization to proceed shall expire at the conclusion of the **2013–2014** school year. Please note that the District may not proceed with the processing of your consultant contract unless and until you present a copy of this letter to the administrator requesting your services.

Thank you for your commitment to help support and enhance the educational experience of Oakland students.

Sincerely, davin Sandoral

Darcie Sandoval HRSS Representative

### REQUEST FOR LIVE SCAN SERVICE

Applicant Submission for Public Schools or Joint Powers Agencies

ORI: A1171	
Code assigned by DOJ  Type of Application: (check one)  Classified School	ool Emp Credentialed School Emp
The following selection are for Public Schools only:	
License, Certification, Permit Peace Officer	Law Enforcement Personnel Volunteer
Job Title or Type of License, Certification or Permit:	Volunteer Independent Consultant
	check one box
Agency Address Set Contributing Agency:	
Oakland Unified School District	01904
Agency authorized to receive criminal history information	Mail Code (five-digit code assigned by DOJ)
1025 Second Avenue, Room 200	Oakland Unified School District
Street No. Street or PO Box	Contact Name (Mandatory for all school submissions)
Oakland CA 94606	(510) 879-8151
City State Zip Code	Contact Telephone No.
Name of Applicant:	
(please print) Last	First Middle Name
AKA's:	CDL No.
DOB: SEX: Male Fen	nale Misc. No. BIL- Applicant Must Pay All Fees
With the second	Agency Billing Number (if applicable)
HT: WT:	Misc. No.
EYE Color:HAIR Color:	
POB:	Home Address:
SOC:	Street or P.O. Box City, State and Zip Code
Your Humber OUSD Work Location:	Your Phone #
OCA No. (Agency Identifying NO.)	Level of Service X DOJ X FBI
If resubmission, list Original ATI No.	Level of Service ADOU APPLI
Live Scan Transaction Completed By: Angelica Ocho	Date 4-15-13
Name of Operat	
OUSD /// A ( · / ATI No.	Amount Collected / Billed
THE PARTY OF THE P	
	M.O./CC#



## CERTIFICATE OF LIABILITY INSURANCE

DATE (ASMIDDAYYYY) 4/17/2013

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.

PRODUCER			CONTACT Tracy White NAME: PHONE AIG. No. Extl: (510) 548-8200 E-MAIL ADDRESS: twhite@fidelityinsuranceservice.com								
Fidelity Insurance Service											
a member of United Valley											
901 Allston Way			UN:		NAIC 0						
Berkeley CA 94°	710		INSURER A Senti		11000						
INSURED			INSURER B :								
Turner, Jase	Turner, Jase				INSURER C:						
4212 Masterson Street		INSURER D:									
		INSURER E :									
Oakland CA 94	619		INSURER F :								
		NUMBERMaster			REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY RECERTIFICATE MAY BE ISSUED OR MAY FEXCLUSIONS AND CONDITIONS OF SUCH TYPE OF INBURANCE	QUIREME PERTAIN, POLICIES ADDUSUBR	NT, TERM OR CONDITION THE INSURANCE AFFOR LIMITS SHOWN MAY HAV	OF ANY CONTRAC	T OR OTHER ES DESCRIBE Y PAID CLAIMS	DOCUMENT WITH RESPECT TO	O AL	O WHICH THIS				
TYPE OF INSURANCE GENERAL LIABILITY	INSR WVD	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYY)			1,000,000				
X COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	8	1,000,000				
A CLAIMS-MADE X OCCUR	x	578BMBE7293	3/7/2013	3/7/2014	PREMISES (En occurrence)  MED EXP (Any one person)	5	10,000				
A COMPANDE A COM	-				PERSONAL & ADV INJURY	\$	1,000,000				
					GENERAL AGGREGATE	5	2,000,000				
GENTLAGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG	8	2,000,000				
X POUCY PRO LOC			100			3					
AUTOMOBILE LIABILITY					COMBINED SINGLE UMIT (Ea accident)	3					
ANY AUTO					BODILY (NJURY (Perperson)	3					
ALL CWNED SCHEDULED	i				BODILY INJURY (Percentiont)	3					
AUTOS AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Por socident)	\$					
UMBRELLA LIAB OCCUR					EACH OCCURRENCE	\$					
EXCESS LIAB CLAIMS-MADE				-	AGGREGATE	3					
DED RETENTION \$						\$					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU- TORY LIMITS ER						
AND EMPLOYERS CLABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE  OFFICER/MEMBER EXCLUDED?	N/A				EL EACH ACCIDENT	\$					
(Mandatory In NH)			1		E.L. DISEASE - EA EMPLOYER	5					
If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC Certificate holder is named a	LES (Atmo	h ACORD 101, Additional Remer onal insured with	ke Schedule, I mere space respect to th	c is required) e insured	's operations.						
CERTIFICATE HOLDER				THE ABOVE I	DESCRIBED POLICIES BE (						
Oakland Unified School	l Dist	rict	THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE								

ACORD 25 (2010/05) INS028 (20100%) ns

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Tracy White/TRW



# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2013-2014

							Direct								
						ents are in th									
						contract is									
1. Contro	actor an	d OUSD	contract	originator (	princ	ipal or manag	er) reach	agreemen	t about	scope of w	ork and cor	npenso	tion.		
						ments (includi							iltant Ver	ification)	
						ete the contr OUSD contrac							oval to Pr	rocurement	
ttachment			-			re-Consulta									$\neg$
Checklist						negative tu									
						of the Exclud							<u>M/</u> )		- 1
	For	All Con	sultants:	Statement	of q	ualifications ercial Gener	(organiz	ation); or	resume	(individua	al consultar	nt). dition	al Incure	4	
	For	All Con	sultants.	with emplo	vees	: Proof of W	orkers' (	Compensa	ation In	surance. (	Ref. to Se	ction 1	0 of the	Contract)	
OUSD Staff Cor															$\dashv$
									2,0000	.K12.00.0					
		_				Contract									
Contractor Na		Jase T						y's Contac		elf					$\dashv$
OUSD Vendor		i00582		01 1			Title	To		onsultant			7:	04040	$\dashv$
Street Address	S			Street			City	Oaklan		01:1	State		Zip	94619	$\dashv$
elephone			0-2165					(required)			podowd.c		0 🗀	( <b>-</b> NI-	$\dashv$
Contractor His	tory	Pre	viously l	been an O	USD	contractor?	Yes	∐ No	W	orked as a	in OUSD e	mploy	ree? LY	es No	
		Co	mpens	ation and	Ter	ms – Must	be wit	hin the C	USDE	Billing G	uidelines				
Anticipated sta	art date		08/23/2			te work will e		06/30/20			xpenses	_	\$		
Pay Rate Per I		union d)	\$30.0		-	mber of Hou			17				-		$\dashv$
ay Nate Feri	i ioui (rec	quired)	Ψ 3U.U	J	INU	inber of Hou	115 (require	90) 143				4400			
3.6.46						Budge	t Inforn	nation							
If you	u are pla	nning to i	nulti-fund	a contract u	ising I	LEP funds, ple	ease cont	act the Stat	e and F	ederal Offic	e <u>before</u> co	moletin	g requisiti	on.	
Resource #	R	esource	Name			0	rg Key				Object Co	de	Α	mount	
3010		Title	Α			705	485110	1					\$4,290.00		
											5825		\$0		
											5825		\$0		
Dogwioldie	an Na		I DO	100440				Total Co	ntract	Amount			\$4,290.	00	-
Requisition	on No.	(required)	RUZ	100410			**						<b>\$4,290</b> .	00	
						and Routing									
Services cann	ot be pro	vided be	ore the c	ontract is ful	ly app	roved and a F were not prov	ourchase	Order is iss	ued. Si	gning this d	locument af	firms th	at to your	knowledge	
- OHED	A	enthernatives v.o.	nurifican tila			oes not app					torne: "Illouisummuse a	omile av	nw/lembe/le	courts do	
								INCO ILLUMBERHANGE	AN II WHILLI		_				
Administ			/	Name		latoya Brice			97	Phone	510-879	1-1001			
	Departme	ent	11011	0.0		ms for 705- Bi	shop O'D	owd		Fax	N/A	11.2			
Signature		1 7	a site		ADR					Approved	1011	כיוכ			
		1		- V		te and Federal		Community, So			amily, Schools	s, and Co	ommunity Pa	artnerships	
Scope	of work i	ndicates	compliant	use of restr	icted	resource and	is in align	ment with s	chool si	te plan (SP	SA)				
Signature	;	V	usa	nant	ai	2			Date /	Approved	8/1	15/1	3		
Signature	(if using n	nultiple rest	ricted resou	rces)	- 1				Date /	Approved	1				
Regional	Executi	ve Office	r				_								
						eeds of depar		school site				1	,		
Signature					1	MIV	/		Date	Approved	8	115	113		
		endent In	struction	al Leaders	hort	Deputy Super	rintender	nt Business			onsultant Agg	egate	Jnder , C	Over \$50,00	0
1. Signature					1	KI			T	Approved		+			
		Board of	Education	n Signatur	e on t	he legal contra	act		Date	.pprotou					
1	-					1		Denied - F	Resear	I		In	ate	*	
egal Required				A	pprov	cu				171	LIANO	111			
Procurement	Date	Received						PO Numb	E	1	WINIY	IU	1		- 1