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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** June 26, 2024

**Subject** Services Agreement with Mumford and Associates, LLC

**Ask of the Board**  Approve Services Agreement  
 Ratify Services Agreement

**Description of Services & Background** Vendor will deliver a series of in-person and virtual training sessions for after school providers focused on mental health awareness and student safety. In addition, after school providers will have access to a Learning Management System throughout the year with content regarding the George Floyd Resolution, youth mental health, emergency response, and program-specific safety guidelines. Also, Expanded Learning staff and consultants will be able to receive Mental Health First Aid Certification on a quarterly basis.

**Term** Start Date: July 1, 2024  
End Date: June 30, 2025

**Not-To-Exceed Amount** \$80,000.00

**Funding Source(s)** Resource 2600 – Expanded Learning Opportunities Program in the amount of \$80,000.00

**Competitively Bid**  Yes  No  
If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$109,300, list the exception(s) that applies (requires Legal approval and may require a resolution):

District In-Kind Contributions	None
Specific Outcomes	Students participating in Expanded Learning Programs experience increased safety and mental well-being as a result of these services.
SPSA Alignment (required if using State or Federal Funds)	<input type="checkbox"/> Action Item included in Board Approved SPSA (no additional documentation required). If so, enter Item Number: _____ <input type="checkbox"/> Action Item added as modification to Board Approved SPSA. If so, school site <u>must submit</u> the following documents to the Strategic Resource Planning for approval through the Escape workflow process: <ul style="list-style-type: none"><li>• Meeting announcement for meeting in which the SPSA modification was approved.</li><li>• Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.</li><li>• Sign-in sheet for meeting in which the SPSA modification was approved.</li></ul>
Attachment(s)	<ul style="list-style-type: none"><li>• Services Agreement</li></ul>
Waiver Attachments (if applicable)	<input type="checkbox"/> Written confirmation of Commercial General Liability Insurance waiver <input type="checkbox"/> Written confirmation of Workers' Compensation Insurance waiver. <input checked="" type="checkbox"/> Written confirmation of Tuberculosis Screening waiver. <input checked="" type="checkbox"/> Written confirmation of Fingerprinting/Criminal Background Investigation waiver.



## SERVICES AGREEMENT

This Services Agreement (“AGREEMENT”) is a legally binding contract entered into between the Oakland Unified School District (“OUSD”) and the entity or individual (“VENDOR,” together with OUSD, “PARTIES”) named in **Exhibit A**, attached hereto and incorporated herein by reference. Unless otherwise stated herein, “VENDER INDIVIDUAL” includes (to the extent they exist): VENDOR Board members, officers, trustees, and directors; VENDOR employees, agents, consultants, contractors and subcontractors, representatives, and other similar individuals; and volunteers and others unpaid persons under VENDOR’s direction, invitation, or control.

The PARTIES hereby agree as follows:

1. **Services.** VENDOR shall provide the services (“SERVICES”) as described in **Exhibit A**.
2. **Term.** The term (“TERM”) of this AGREEMENT is established in **Exhibit A**.
3. **Compensation.**
  - a. Over the TERM, OUSD agrees to pay VENDOR the amount of money stated in **Exhibit A** for satisfactorily performing the SERVICES. OUSD shall not pay and shall not be liable to VENDOR for any costs or expenses paid or incurred by VENDOR not described in **Exhibit A**.
  - b. Compensation for SERVICES performed outside of the TERM (e.g., prior to execution of this AGREEMENT or after its termination) shall be at OUSD’s sole discretion and in an amount solely determined by OUSD. VENDOR agrees that it shall not expect or demand compensation for the performance of such SERVICES.
  - c. VENDOR acknowledges and agrees not to expect or demand compensation for any SERVICES performed prior to the PARTIES, particularly OUSD, validly and properly executing this AGREEMENT and VENDOR shall not rely on verbal or written communication from any individual, other than the OUSD Superintendent or the OUSD Legal Counsel, stating that OUSD has validly and properly executed this AGREEMENT.
  - d. Payment for SERVICES shall be made for all undisputed amounts no more frequently than in monthly installment payments within sixty (60) days after VENDOR submits an invoice to OUSD, in accordance with Paragraph 4 (Invoicing), for the SERVICES actually performed and after OUSD’s written approval that the SERVICES were actually performed. The granting of any payment by OUSD, or the receipt thereof by VENDOR, shall in no way lessen the liability of VENDOR to correct unsatisfactory performance of SERVICES, even if the unsatisfactory character of the performance was not apparent or detected at the time a payment was made. If OUSD determines that VENDOR’s performance does not conform to the requirements of this AGREEMENT, VENDOR agrees to correct its performance without delay.

4. **Invoicing.** Invoices furnished by VENDOR under this AGREEMENT must be in a form acceptable to OUSD.
  - a. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, without limitation: VENDOR name, VENDOR address, invoice date, invoice number, purchase order number, name of school or department to which the SERVICES were provided, name(s) of the person(s) performing the SERVICES, date(s) the SERVICES were performed, brief description of the SERVICES provided on each date, total invoice amount, and the basis for the total invoice amount (e.g., if hourly rate, the number of hours on each date and the rate for those hours).
  - b. If OUSD, at its sole discretion, determines an invoice fails to include the required elements, OUSD will not pay the invoice and will inform VENDOR of the missing items; VENDOR shall resubmit an invoice that includes the required elements before OUSD will pay the invoice.
  - c. Invoices must be submitted no more frequently than monthly, and within 30 days of the conclusion of the applicable billing period. OUSD reserves the right to refuse to pay untimely invoices.
  - d. OUSD reserves the right to add or change invoicing requirements. If OUSD does add or change invoicing requirements, it shall notify VENDOR in writing and the new or modified requirements shall be mandatory upon receipt by VENDOR of such notice.
  - e. To the extent that VENDOR has described how the SERVICES may be provided both in-person and not in-person, VENDOR's invoices shall—in addition to any invoice requirement added or changed under subparagraph (d)—indicate whether the SERVICES were provided in-person or not.
  - f. All invoices furnished by VENDOR under this AGREEMENT shall be delivered to OUSD via email unless OUSD requests, in writing, a different method of delivery.
5. **Suspension.** If OUSD, at its sole discretion, develops health and safety concerns related to VENDOR's provision of SERVICES, then the OUSD Superintendent or an OUSD Chief may, upon approval by OUSD legal counsel, issue a notice to VENDOR to suspend this AGREEMENT, in which case VENDOR shall stop providing SERVICES under this AGREEMENT until further notice from OUSD. OUSD shall compensate VENDOR for the SERVICES satisfactorily provided through the date of suspension.
6. **Termination.** Upon termination consistent with this Paragraph (Termination), VENDOR shall provide OUSD with all materials produced, maintained, or collected by VENDOR pursuant to this AGREEMENT, whether or not such materials are complete or incomplete or are in final or draft form.
  - a. For Convenience by OUSD. OUSD may at any time terminate this AGREEMENT upon thirty (30) days prior written notice to VENDOR. OUSD shall compensate VENDOR for SERVICES satisfactorily provided through the date of termination. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief may issue the termination notice without prior approval by the OUSD Governing Board, in which case this AGREEMENT would terminate upon ratification of the termination by the OUSD Governing Board or thirty (30) days after the notice was

provided, whichever is later. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent or OUSD Chief.

- b. For Cause. Either PARTY may terminate this AGREEMENT by giving written notice of its intention to terminate for cause to the other PARTY. Written notice shall contain the reasons for such intention to terminate, which shall include (i) material violation of this AGREEMENT or (ii) if either PARTY is adjudged bankrupt, makes a general assignment for the benefit of creditors, or a receiver is appointed on account of its insolvency. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief may issue the termination notice without prior approval by the OUSD Governing Board, in which case this AGREEMENT would terminate upon ratification of the termination by the OUSD Governing Board or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for its correction are made. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent or OUSD Chief.
  - c. Due to Unforeseen Emergency or Acts of God. Notwithstanding any other language of this AGREEMENT, if there is an unforeseen emergency or an Act of God during the TERM that would prohibit or limit, at the sole discretion of OUSD, the ability of VENDOR to perform the SERVICES, OUSD may terminate this AGREEMENT upon seven (7) days prior written notice to VENDOR. The OUSD Governing Board may issue this type of termination notice or the OUSD Superintendent, upon approval by OUSD legal counsel, may issue this type of the termination notice without the need for approval or ratification by the OUSD Governing Board. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent.
  - d. Due to Failure to Ratify by OUSD Board. If, consistent with Paragraph 41 (Signature Authority), this AGREEMENT is executed on behalf of OUSD by the signature of the Superintendent, a Chief, a Deputy Chief, or an Executive Director, and the Board thereafter declines to ratify this AGREEMENT, this AGREEMENT shall automatically terminate on the date that the Board declines to ratify it. OUSD shall compensate VENDOR for the SERVICES satisfactorily provided through the date of termination.
7. **Data and Information Requests.**
- a. VENDOR shall timely provide OUSD with any data and information OUSD reasonably requests related to the provision of the SERVICES.
  - b. VENDOR shall register with and maintain current information within OUSD's Community Partner database unless OUSD communicates to VENDOR in writing otherwise, based on OUSD's determination that the SERVICES are not related to community school outcomes. If and when VENDOR's programs and school site(s) change (either midyear or in subsequent years), VENDOR shall promptly update the information in the database.

8. **Confidentiality and Data Privacy.**
  - a. OUSD may share information with VENDOR pursuant to this AGREEMENT in order to further the purposes thereof. VENDOR and VENDOR INDIVIDUALS shall maintain the confidentiality of all information received in the course of performing the SERVICES, provided such information is (i) marked or identified as "confidential" or "privileged," or (ii) reasonably understood to be confidential or privileged.
  - b. VENDOR understands that student data is confidential. VENDOR or VENDOR INDIVIDUALS may only access or receive identifiable student data, other than directory information, in connection with this AGREEMENT only after VENDOR and OUSD execute (i) a California Student Data Privacy Agreement ("CSDPA") or CSDPA Exhibit E, if VENDOR is a software vendor, or (ii) the OUSD Data Sharing Agreement, if VENDOR is not a software vendor. Notwithstanding Paragraph 24 (Indemnification), should VENDOR or VENDOR INDIVIDUALS access or receive identifiable student data, other than directory information, without first executing such an agreement, VENDOR shall be solely liable for any and all claims or losses resulting from its access or receipt of such data.
  - c. All confidentiality requirements, including those set forth in the separate data sharing agreement, extend beyond the termination of this AGREEMENT.
  
9. **Copyright/Trademark/Patent/Ownership.** VENDOR understands and agrees that all matters produced under this AGREEMENT, excluding any intellectual property that existed prior to execution of this AGREEMENT, 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. 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 VENDOR in connection with the SERVICES performed under this AGREEMENT. VENDOR cannot use, reproduce, distribute, publicly display, perform, alter, remix, or build upon matters produced under this AGREEMENT without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to register the copyright, trademark, and/or patent of said matter in the name of OUSD. OUSD may, with VENDOR's prior written consent, use VENDOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
  
10. **Alignment and Evaluation.**
  - a. VENDOR agrees to work and communicate with OUSD staff, both formally and informally, to ensure that the SERVICES are aligned with OUSD's mission and are meeting the needs of students as determined by OUSD.
  - b. OUSD may evaluate VENDOR or VENDOR INDIVIDUALS in any reasonable manner which is permissible under the law. OUSD's evaluation may include, without limitation: (i) requesting that OUSD employee(s) evaluate the performance of

VENDOR or VENDOR INDIVIDUALS, and (ii) announced and unannounced observance of VENDOR or VENDOR INDIVIDUALS.

11. **Inspection and Approval.** VENDOR agrees that OUSD has the right and agrees to provide OUSD with the opportunity to inspect any and all aspects of the SERVICES performed including, but not limited to, any materials (physical or electronic) produced, created, edited, modified, reviewed, or otherwise used in the preparation, performance, or evaluation of the SERVICES. In accordance with Paragraph 3 (Compensation), the SERVICES performed by VENDOR must meet the approval of OUSD, and OUSD reserves the right to direct VENDOR to redo the SERVICES, in whole or in part, if OUSD, in its sole discretion, determines that the SERVICES were not performed in accordance with this AGREEMENT.
12. **Equipment and Materials.** VENDOR shall provide all equipment, materials, and supplies necessary for the performance of this AGREEMENT.
13. **Legal Notices.** Based on contact information set forth in **Exhibit A**, all legal notices provided for under this AGREEMENT shall be sent: (i) via email, (ii) personally delivered during normal business hours, or (iii) sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY. Notice shall be effective when received if personally served or emailed or, if mailed, three days after mailing. Either PARTY must give written notice of a change of mailing address or email.
14. **Status.**
  - a. This is not an employment contract. VENDOR, in the performance of this AGREEMENT, shall be and act as an independent contractor.
  - b. If VENDOR is a natural person, VENDOR verifies all of the following:
    - (i) VENDOR is free from the control and direction of OUSD in connection with VENDOR's work;
    - (ii) VENDOR's work is outside the usual course of OUSD's business; and
    - (iii) VENDOR is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed for OUSD.
  - c. If VENDOR is a business entity, VENDOR understands and agrees that it and any and all VENDOR INDIVIDUALS shall not be considered employees 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. VENDOR 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 VENDOR INDIVIDUALS. VENDOR verifies all of the following:
    - (i) VENDOR is free from the control and direction of OUSD in connection with the performance of the work;
    - (ii) VENDOR is providing the SERVICES directly to OUSD rather than to customers of OUSD;

- (iii) the contract between OUSD and VENDOR is in writing;
- (iv) VENDOR has the required business license or business tax registration, if the work is performed in a jurisdiction that requires VENDOR to have a business license or business tax registration;
- (v) VENDOR maintains a business location that is separate from the business or work location of OUSD;
- (vi) VENDOR is customarily engaged in an independently established business of the same nature as that involved in the work performed;
- (vii) VENDOR actually contracts with other businesses to provide the same or similar services and maintains a clientele without restrictions from OUSD;
- (viii) VENDOR advertises and holds itself out to the public as available to provide the same or similar services;
- (ix) VENDOR provides its own tools, vehicles, and equipment to perform the SERVICES;
- (x) VENDOR can negotiate its own rates;
- (xi) VENDOR can set its own hours and location of work; and
- (xii) VENDOR is not performing the type of work for which a license from the Contractor's State License Board is required, pursuant to Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code.

15. **Qualifications, Training, and Removal.**

- a. VENDOR represents and warrants that VENDOR and all VENDOR INDIVIDUALS have the necessary and sufficient experience, qualifications, and ability to perform the SERVICES in a professional manner, without the advice, control or supervision of OUSD. VENDOR will perform the SERVICES in accordance with generally and currently accepted principles and practices of its profession for services to California school districts and in accordance with applicable laws, codes, rules, regulations, and/or ordinances.
- b. VENDOR represents and warrants that all VENDOR INDIVIDUALS are specially trained, experienced, competent and fully licensed to provide the SERVICES identified in 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.
- c. VENDOR agrees to immediately remove or cause the removal of any VENDOR INDIVIDUAL from OUSD property upon receiving notice from OUSD of such desire. OUSD is not required to provide VENDOR with a basis or explanation for the removal request.

16. **Certificates/Permits/Licenses/Registration.** VENDOR shall ensure that all VENDOR INDIVIDUALS secure and maintain in force such certificates, permits, licenses, and registration as are required by law in connection with the furnishing of the SERVICES pursuant to this AGREEMENT.



17. **Insurance.**

- a. Commercial General Liability Insurance. VENDOR shall maintain Commercial General Liability Insurance, including automobile coverage, with limits of at least one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) aggregate, sexual misconduct, harassment, bodily injury and property damage. Coverage for corporal punishment, sexual misconduct, and harassment may either be provided through General Liability Insurance or Professional Liability Insurance. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date of this AGREEMENT (and within 15 days of each new policy year thereafter during the TERM). Evidence of insurance shall be attached to this AGREEMENT or otherwise provided to OUSD upon request. 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 VENDOR. The policy shall protect VENDOR 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. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.
- b. Workers' Compensation Insurance. VENDOR shall procure and maintain, at all times during the TERM of this AGREEMENT, Workers' Compensation Insurance in conformance with the laws of the State of California (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than one million dollars (\$1,000,000) per accident or disease. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.

18. **Testing and Screening.**

- a. Tuberculosis Screening. VENDOR shall ensure that all VENDOR INDIVIDUALS who will be working at OUSD sites for more than six hours in total during the TERM or who work with students (regardless of the length of time) have submitted to a tuberculosis risk assessment as required by Education Code section 49406 within the prior 60 days. If tuberculosis risk factors were identified for a VENDOR INDIVIDUAL, that VENDOR INDIVIDUAL must submit to an intradermal or other approved tuberculosis examination to determine if that VENDOR INDIVIDUAL is free of infectious tuberculosis. If the results of the examination are positive, VENDOR shall obtain an x-ray of the lungs. VENDOR, at its discretion, may choose to submit a VENDOR INDIVIDUAL to the examination instead of the risk assessment. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.
- b. Fingerprinting/Criminal Background Investigation. For all VENDOR INDIVIDUALS providing the SERVICES, VENDOR shall ensure completion of fingerprinting and criminal background investigation and shall request and regularly review

subsequent arrest records. VENDOR confirms that no VENDOR INDIVIDUAL providing the SERVICES has been convicted of a felony, as that term is defined in Education Code section 45122.1. VENDOR shall provide the results of the investigations and subsequent arrest notifications to OUSD. For purposes of this subparagraph, VENDOR shall use either California Department of Justice or Be A Mentor, Inc. (<http://beamentor.org/OUUSDPartner>) finger-printing and subsequent arrest notification services. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.

19. **Incident/Accident/Mandated Reporting.**

- a. VENDOR shall notify OUSD, via email pursuant to Paragraph 13 (Legal Notices), within twelve (12) hours of learning of any significant accident or incident in connection with the provision of the SERVICES. Examples of a significant accident or incident include, without limitation, an accident or incident that involves law enforcement, or possible or alleged criminal activity, or possible or actual exposure to a communicable disease such as COVID-19. VENDOR shall properly submit required accident or incident reports within one business day pursuant to the procedures specified by OUSD. VENDOR shall bear all costs of compliance with this Paragraph.
- b. To the extent that a VENDOR INDIVIDUAL is included on the list of mandated reporters found in Penal Code section 11165.7, VENDOR agrees to inform that VENDOR INDIVIDUAL, in writing, that they are a mandated reporter, and describing the associated obligations to report suspected cases of abuse and neglect pursuant to Penal Code section 11166.5.

20. **Health and Safety Orders and Requirements; Site Closures.**

- a. VENDOR shall adhere to any health or safety orders or requirements issued at the time of the execution of this AGREEMENT or in the future by OUSD or other public entities ("Orders").
- b. Except as possibly stated otherwise in **Exhibit A**, VENDOR is able to meet its obligations and perform the SERVICES required pursuant to this AGREEMENT in accordance with any Order; to the extent that VENDOR becomes unable to do so, VENDOR shall immediately inform OUSD in writing.
- c. Except as possibly stated otherwise in **Exhibit A**, to the extent that there may be a site closure (e.g., due to poor air quality, planned loss of power, strike) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, VENDOR is able to meet its obligations and perform the SERVICES required pursuant to this AGREEMENT; to the extent that VENDOR becomes unable to do so, VENDOR shall immediately inform OUSD in writing.
- d. VENDOR shall bear all costs of compliance with this Paragraph, including but not limited lost compensation for failure to provide SERVICES.

21. **Conflict of Interest.**
- a. VENDOR and all VENDOR INDIVIDUALS shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. VENDOR shall not hire, contract with, or employ any officer or employee of OUSD during the TERM without the prior approval of OUSD Legal Counsel.
  - b. VENDOR affirms, to the best of his/her/its knowledge, that there exists no actual or potential conflict of interest between VENDOR's family, business, or financial interest and the SERVICES provided under this AGREEMENT, and in the event of any change in either private interest or the SERVICES under this AGREEMENT, any question regarding a possible conflict of interest which may arise as a result of such change will be immediately brought to OUSD's attention in writing.
  - c. Through its execution of this AGREEMENT, VENDOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event VENDOR receives any information subsequent to execution of this AGREEMENT which might constitute a violation of said provisions, VENDOR agrees it shall immediately notify OUSD in writing.
22. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** VENDOR 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 AGREEMENT, certifies that neither it nor its principals appear on the Excluded Parties List (<https://www.sam.gov/>).
23. **Limitation of OUSD Liability.** Other than as provided in this AGREEMENT, OUSD's financial obligations under this AGREEMENT shall be limited to the compensation described in Paragraph 3 (Compensation). 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.
24. **Indemnification.**
- a. To the furthest extent permitted by California law, VENDOR shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("OUSD Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of VENDOR's performance of this AGREEMENT. VENDOR also agrees to hold harmless, indemnify, and defend OUSD Indemnified Parties from any and all claims or losses incurred by any supplier or subcontractor furnishing work, services, or materials to VENDOR arising out of the performance of this AGREEMENT. VENDOR shall, to the fullest extent permitted by California law, defend OUSD Indemnified Parties at VENDOR's own expense, including attorneys'

- fees and costs, and OUSD shall have the right to accept or reject any legal representation that VENDOR proposes to defend OUSD Indemnified Parties.
- b. To the furthest extent permitted by California law, OUSD shall indemnify, defend, and hold harmless VENDOR and VENDOR INDIVIDUALS from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of OUSD's performance of this AGREEMENT. OUSD shall, to the fullest extent permitted by California law, defend VENDOR and VENDOR INDIVIDUALS at OUSD's own expense, including attorneys' fees and costs.
25. **Audit.** VENDOR shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of VENDOR transacted under this AGREEMENT. VENDOR shall retain these books, records, and systems of account during the TERM and for three (3) years after the earlier of (i) the TERM or (ii) the date of termination. VENDOR shall permit OUSD, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the SERVICES covered by this AGREEMENT. Audit(s) may be performed at any time, provided that OUSD shall give reasonable prior notice to VENDOR and shall conduct audit(s) during VENDOR'S normal business hours, unless VENDOR otherwise consents.
26. **Non-Discrimination.** It is the policy of OUSD that, in connection with all work performed under legally binding agreements, 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, VENDOR 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, VENDOR agrees to require like compliance by all its subcontractor (s). VENDOR 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, sexual orientation, or other legally protected class.
27. **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, VENDORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
28. **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 subsequent act from constituting a violation of this AGREEMENT.
29. **Assignment.** The obligations of VENDOR under this AGREEMENT shall not be assigned by VENDOR without the express prior written consent of OUSD and any assignment without the express prior written consent of OUSD shall be null and void.

30. **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.
31. **Litigation.** This AGREEMENT shall be deemed to be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this AGREEMENT.
32. **Incorporation of Recitals and Exhibits.** Any recitals and exhibits attached to this AGREEMENT are incorporated herein by reference. VENDOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this AGREEMENT, the terms and provisions of this AGREEMENT shall govern.
33. **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.
34. **Severability.** If any term, condition, or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
35. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this AGREEMENT shall be deemed to be inserted herein and this AGREEMENT shall be read and enforced as though it were included therein.
36. **Captions and Interpretations.** Paragraph headings in this AGREEMENT are used solely for convenience, and shall be wholly disregarded in the construction of this AGREEMENT. No provision of this AGREEMENT shall be interpreted for or against a PARTY because that PARTY or its legal representative drafted such provision, and this AGREEMENT shall be construed as if jointly prepared by the PARTIES.
37. **Calculation of Time.** For the purposes of this AGREEMENT, "days" refers to calendar days unless otherwise specified and "hours" refers to hours regardless of whether it is a work day, weekend, or holiday.
38. **Counterparts and Electronic Signature.** This AGREEMENT, and all amendments, addenda, and supplements to this AGREEMENT, may be executed in one or more counterparts, all of which shall constitute one and the same amendment. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either PARTY and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations

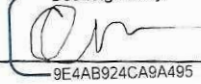
promulgated therefrom), the counterpart shall legally bind the signing PARTY and the receiving PARTY may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. Through its execution of this AGREEMENT, each PARTY waives the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

39. **W-9 Form.** If VENDOR is doing business with OUSD for the first time, VENDOR acknowledges that it must complete and return a signed W-9 form to OUSD.
40. **Agreement Publicly Posted.** This AGREEMENT, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
41. **Signature Authority.**
  - a. Each PARTY has the full power and authority to enter into and perform this AGREEMENT, and the person(s) signing this AGREEMENT on behalf of each PARTY has been given the proper authority and empowered to enter into this AGREEMENT.
  - b. Notwithstanding subparagraph (a), VENDOR acknowledges, agrees, and understands (i) that only the Superintendent, and the Chiefs, Deputy Chiefs, and Executive Directors who have been delegated such authority, may validly sign contracts for OUSD and only under limited circumstances, and (ii) that all such contract still require ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other individual as having the proper authority to enter into this AGREEMENT on behalf of OUSD.
42. **Contract Contingent on Governing Board Approval.** The PARTIES acknowledge, agree, and understand that OUSD shall not be bound by the terms of this AGREEMENT unless and until it has been (i) formally approved by OUSD's Governing Board or (ii) validly and properly executed by the OUSD Superintendent, a Chief, or a Deputy Chief authorized by the Education Code or Board Policy, and no compensation shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

REST OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the PARTIES hereto agree and execute this AGREEMENT and to be bound by its terms and conditions:

VENDOR

Name: Dr. Quinyatta Mumford Signature:   
Position: Chief Executive Officer Date: 5/23/2024

*One of the terms and conditions to which VENDOR specifically agrees by its signature is subparagraph (c) of Paragraph 3 (Compensation), which states that VENDOR acknowledges and agrees not to expect or demand compensation for any SERVICES performed prior to the PARTIES, particularly OUSD, validly and properly executing this AGREEMENT and shall not rely on verbal or written communication from any individual, other than the OUSD Superintendent or OUSD Legal Counsel, stating that OUSD has validly and properly executed this AGREEMENT.*

OUSD

Name: Benjamin Davis Signature: \_\_\_\_\_  
Position: President, Board of Education Date: \_\_\_\_\_  
 Board President (for approvals)  
 Chief/Deputy Chief/Executive Director (for ratifications)

Name: Kyla Johnson-Trammell Signature: \_\_\_\_\_  
Position: Superintendent Date: \_\_\_\_\_

*Template approved as to form by OUSD Legal Department.*

**SERVICES AGREEMENT  
EXHIBIT A**

(Paragraph numbers in Exhibit A corresponds to the applicable Paragraph number in this Agreement.)

**VENDOR:** Mumford and Associates, LLC

1. **Services.** Describe the SERVICES VENDOR will provide: \_\_\_\_\_  
Please see attached Scope of Work  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Term.**

a. This AGREEMENT shall start on the below Start Date. If no date is entered, then this AGREEMENT shall start on the latest of the dates on which each of the PARTIES signed this AGREEMENT.  
**Start Date:** July 1, 2024

b. Unless terminated earlier, this AGREEMENT shall end on the below End Date. If no date is entered, then this AGREEMENT shall end on the first June 30 after start date listed in subparagraph (a). If the dates set forth in this subparagraph and subparagraph (a) would cause this AGREEMENT to exceed the limits set forth in state law (e.g., Education Code section 17596), this AGREEMENT shall instead automatically end upon reaching said limit.  
**End date:** June 30, 2025

3. **Compensation.**

a. The basis for payment to VENDOR shall be:

- Hourly Rate: \_\_\_\_\_ per hour
- Daily Rate: \_\_\_\_\_ per day
- Weekly Rate: \_\_\_\_\_ per week
- Monthly Rate: \_\_\_\_\_ per month
- Per Student Served Rate: \_\_\_\_\_ per student served
- Performance/Deliverable Payments: Describe below the performance and/or deliverable(s) as well as the associated rate(s): Please see attached Scope of Work  
\_\_\_\_\_

b. Over the TERM, the total compensation under this AGREEMENT shall not exceed the below amount. This sum includes (but is not limited to) compensation for the full performance of this AGREEMENT and all fees, costs, and expenses incurred by VENDOR including (but not limited to) labor, materials, taxes, profit, overhead, travel, insurance, permitted subcontractor costs, and other costs.  
**Not-To-Exceed Amount:** \$80,000.00



13. **Legal Notices.**

OUSD

Site/Dept: Legal Department  
Address: 1011 Union Street, Site 946  
City, ST Zip: Oakland, CA 94607  
Phone: 510-879-5060  
Email: [ousdlegal@ousd.org](mailto:ousdlegal@ousd.org)

VENDOR

Name/Dept: Mumford and Associates, LLC  
Address: 8 Jordan Manor  
City, ST Zip: Little Rock, AR 72204  
Phone: 256-648-3301  
Email: quinyatta@mumfordandassociates.com

17. **Insurance.** OUSD has waived the following insurance requirements. Written confirmation of a waiver (e.g., email from OUSD Risk Management Officer) is attached hereto. Failure to attach such written confirmation voids any such waiver even if otherwise properly given.

- Commercial General Liability Insurance.* Waiver typically available by OUSD if no VENDOR INDIVIDUAL interacts or has contact with OUSD students (in-person or virtual) and the not-to-exceed amount is \$25,000 or less.
- Workers' Compensation Insurance.* Waiver typically available by OUSD if VENDOR has no employees.

18. **Testing and Screening.** OUSD has waived the following testing and screening requirements. Written confirmation of a waiver (e.g., email from OUSD Risk Management Officer) is attached hereto. Failure to include such written confirmation voids any such waiver even if otherwise properly given.

- Tuberculosis Screening.* Waiver typically available by OUSD if VENDOR INDIVIDUALS will have no in-person contact with OUSD students.
- Fingerprinting/Criminal Background Investigation.* Waiver typically available by OUSD if no VENDOR INDIVIDUAL interacts or has contact with OUSD students (in-person or virtual).

20. **Health and Safety Orders and Requirements; Site Closures.** If there is an Order or event in which school sites and/or District offices may be closed or otherwise inaccessible, would the SERVICES be able to continue?

- Yes, the SERVICES would be able to continue as described herein.
- No, the SERVICES would not be able to continue.

## Consultant Fingerprint/Criminal Background Check

### TB Screening Waiver Request

**Directions**

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check. The OUSD contract originator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require approval by a Chief/Deputy Chief with delegated contract authority.

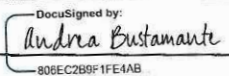
Tuberculosis Risk Assessment is required for all contractors who will be working with OUSD students or staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one-time speaker.

To request this waiver, complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	Mumford and Associates, LLC		
Originator Name	Andrea Bustamante	Site/Department	922/CSSS
Which sites or locations will the contractor be working at? <b>Off-campus and online training</b>			
Waiver Requested:	<input checked="" type="checkbox"/> Fingerprint/Criminal Background Check	<input checked="" type="checkbox"/> TB Waiver	

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

OUSD Representative's Name Andrea Bustamante Title: Executive Director/CSSS

OUSD Representative's Signature  Date: 5/23/2024

**Approval (Chief/Deputy Chief with delegated contract authority)**

OUSD Representative's Name \_\_\_\_\_ Title: \_\_\_\_\_

OUSD Representative's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Expanded Learning Program Scope of Work Update for 2024-2025**

For the 2024-2025 school year, the Oakland Unified School District (OUSD) will continue enhancing its Expanded Learning Program. Dr. Quinyatta Mumford will lead the project, focusing on mental health awareness and safety training for afterschool program providers, continuing the efforts initiated in the previous contract.

### **Updated Scope of Work**

#### **Consultant Information:**

**Consultant:** Dr. Quinyatta Mumford

**Role:** Chief Executive Officer and Principal Consultant

**Contact:** 501-229-9220

#### **Project Overview:**

**Duration:** July 2024 - June 2025

**Contract Total:** \$80,000

**Objective:** Enhance safety measures and continue delivering comprehensive training to ensure the safety and mental well-being of students and staff.

#### **Deliverables:**

##### **1. Summer Institute Training Sessions (July 23-25, 2024)**

- **Youth Mental Health First Aid: Empowering Afterschool Programs**
  - **Duration:** 1.5 hours
  - **Description:** Participants learn to identify signs of mental health issues such as anxiety, depression, and substance use disorders, with strategies for effective intervention through interactive and scenario-based learning.
- **Site Safety Essentials for New Afterschool Providers: A 90-Minute Crash Course**
  - **Duration:** 1.5 hours
  - **Description:** Covers emergency preparedness, injury prevention, and risk management, equipping staff with practical skills for creating a safe after-school environment.

##### **2. Asynchronous Safety Modules (Continuation)**

- **Development and Deployment:** Continuous throughout July 2024 to June 2025, as a continuation from the previous contract using a Learning Management System (LMS).

- **Content:** Includes the George Floyd Resolution, youth mental health, emergency response, and program-specific safety guidelines, featuring multimedia elements for enhanced engagement and learning.

### 3. Fall Site Safety Training

- **Part 1:** In-person training in October 2024
- **Part 2:** Virtual training via Zoom in November 2024
- **Description:** Both sessions will delve deeper into safety protocols and procedures, adapting to new safety challenges and insights.

### 4. Ongoing Consulting (12 months)

- **Services:** Monthly consulting on safety policies, procedures, and decision-making.
- **Schedule:** Continuous engagement throughout the year to adapt and update safety measures as needed.
- **Mental Health First Aid Certification:** Mental Health First Aid will be offered on a quarterly basis and open to any Expanded Learning staff member, consultant, or grantee.

### Payment Structure:

#### 1. Monthly Consulting Fee

- **Total Fee:** \$40,000 (50% of the total contract value)
- **Rate:** \$3,333.33 per month over 12 months
- **Services Included:** Regular consulting on safety policies, procedure updates, decision-making, and ongoing support for the deployment of asynchronous modules.

#### 2. Summer Institute: July 23-25, 2024

- **Total Fee:** \$12,000
- **Description:** This fee covers the three-day training event where Dr. Mumford will lead sessions on youth mental health and site safety essentials for new afterschool providers.
- **Payment Schedule:** 50% due one month prior to the event, and 50% upon completion.

#### 3. Safety Training Part 1: October 2024 (In-person)

- **Total Fee:** \$10,000
- **Description:** This payment covers the in-person training focused on deepening understanding of safety protocols and procedures.
- **Payment Schedule:** 50% due one month prior to the training, and 50% upon completion.

#### 4. Safety Training Part 2: November 2024 (Virtual)

- **Total Fee:** \$8,000
- **Description:** This fee is allocated for the virtual training session, which continues the discussions from the first part and adapts to new safety challenges.
- **Payment Schedule:** 50% due one month prior to the training, and 50% upon completion.

#### **5. Ongoing Deployment of Asynchronous Modules: July 2024 to June 2025**

- **Total Fee:** \$10,000
- **Description:** This covers the year-long deployment and updating of asynchronous safety training modules via a Learning Management System (LMS).
- **Payment Schedule:** 50% at the project's halfway point, and 50% upon completion in June 2025.

#### **Project Timeline:**

- **Commencement:** July 2024
- **Duration:** 12 months
- **Key Dates:**
  - **Summer Institute:** July 23-25, 2024
  - **Safety Training Part 1:** October 2024 (in-person)
  - **Safety Training Part 2:** November 2024 (virtual)
  - **Ongoing Deployment of Asynchronous Modules:** July 2024 to June 2025

This scope of work reflects the ongoing commitment of OUSD and Dr. Quinyatta Mumford to improve the safety and well-being of participants in the Expanded Learning Program. By continuing and expanding upon the previous year's initiatives, the program is poised to deliver crucial training and support, ensuring a safe and nurturing environment for all involved.

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# QUINYATTA P. MUMFORD, MPH, CHES®

STRATEGIC LEADER | PUBLIC HEALTH EXPERT, SENIOR CONSULTANT & ADVISOR

Little Rock, AR | [quinyatta@mumfordandassociates.com](mailto:quinyatta@mumfordandassociates.com) | (256) 648-3301 (C) | [LinkedIn](#)

**Citizenship:** United States of America | **Highest Grade/Rank:** N/A | **Contact Current Employer:** Yes

**Clearance Level:** Expired | **Availability:** Permanent, Full-Time | **Desired Location:** Local and International

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## PROFESSIONAL SUMMARY

Results-focused and driven public health leader with 13+ years of experience, highly knowledgeable of healthcare standards and treatment plans, leading towards the improvement of public health outcomes. Known for expertise in epidemiology, introducing new healthcare programs, delivering seasonal information, and coordinating funding efforts to identify and address issues related to disease prevention and environmental health. Distinguished ability to improve community health through policy, system, and environmental frameworks, along with sound understanding of local, state, and federal regulations. Advocate for equitable healthcare, well-versed in providing healthcare information through outstanding communication, presentation, organizational, and interpersonal skills, leading to the successful achievement of goals, objectives, and productivity. Future Public Health Director or Senior Public Health Advisor.

## PROFESSIONAL EXPERIENCE

**CEO/Principal Public Health Consultant** | [Mumford and Associates](#)

**JAN 2018 – PRESENT**

**Salary:** N/A | **Hours/Week:** N/A | **Supervisor:** N/A

- Establish, build, and maintain relationships with a variety of stakeholders; spearhead all business development efforts, resulting in procuring multiple contracts with renowned organizations (e.g., Oakland Unified School District, Arkansas Out of School Network, New York Institute of Technology); draft and negotiate all contracts.
- Built a team to support firm operations; hired, trained, and provide annual performance evaluations for multiple staff.
- Oversee innovative health education that provides personalized, evidence-based, practical, clear, and holistic health education and promotion methods, as well as curriculum design, program design, implementation, and evaluation.
- Manage \$300K+ budgets, ensuring compliance with all accounting policies and procedures.
- Conduct comprehensive research and analysis to identify different approaches to resolve issues and challenges in public health.
- Analyze client's public health-related initiatives and policies via gap analyses to determine possibilities of enhancements.

**Chief Informatics Officer** | [CDC Foundation](#)

**DEC 2021 – PRESENT**

**Salary:** \$██████ | **Hours/Week:** 40 | **Supervisor:** Kristen Baird, (908) 358-9512 / [kbaird@cdcfoundation.org](mailto:kbaird@cdcfoundation.org), May Contact

- Sponsor a variety of informatics projects throughout the entire project lifecycle:
  - Lead data modernization efforts that include development of Office of Informatics and implementation of IT opportunities to streamline business operations, enhance operational effectiveness, and financial performance.
- Plan and implement data visualization tools (e.g., Tableau, Power BI) to reduce labor costs, improve profits, and increase visibility.
- Direct 12 team members to ensure accomplishment of key duties and partner with intra-agency personnel to drive efficient service.
- Develop information governance rules and regulations; serve as guide on evaluating, selecting, executing, and maintaining IT systems; and guarantee strategic investment of operational systems.
- Act as advisor to oversee new programs in accordance with CDC public health program goals, objectives, and policies.
- **Created vision and road map** that drove accountability and employed Lean processing principles that obtain productivity, **resulting in data modernization roadmap and self-service analytics implementation across the NM DOH enterprise.**

**Director of the Office of Rural Health and Primary Care** | [Arkansas Department of Health](#)

**SEP 2020 – DEC 2021**

**Salary:** \$██████ | **Hours/Week:** 40 | **Supervisor:** Teonia Alexander, (501) 554-5658, May Contact

- Spearheaded the planning of programs for the statewide development and delivery of comprehensive healthcare services to areas with a shortage of health personnel and lack of access to primary care.
- Facilitated the provision of technical assistance for the community-based providers of comprehensive primary and preventive care for underserved and vulnerable populations.
- Played a crucial role in managing and ensuring the successful implementation of programs, meeting designed objectives within a budget of \$13M with desired results.
- Led and coordinated five public health practitioners and one budget analyst, ensuring that exceptional jobs were done while adhering to the company's objectives.
- Contributed key efforts in modifying the program's trajectory by redirecting program staff, establishing performance standards, and mitigating contracts that were no longer in line with program's needs.
- **Promoted to the director role** for exemplary performance and significant contribution to the development of the department.

- **Successfully secured \$1M+ grant funds via strategic grant writing efforts**, controlling budgets, eliminating pricy legacy contracts, and aligning finances with program goals.

**COVID-19 Response Epidemiologist** | [Arkansas Department of Health](#) **MAR 2020 – NOV 2021**

Salary: \$██████ | Hours/Week: 40 | Supervisor: Stewart Matthews, [herbert.matthews@arkansas.gov](mailto:herbert.matthews@arkansas.gov), May Contact

- Managed processes by coordinating 25 contact tracing team leads and CDC Foundation staff.
- Maintained reputation by having a strong understanding of operational and strategic aspects of the state contact tracing program.
- Improved efficiency and effectiveness by developing and implementing contact tracing training, scripts, and processes.
- Collaborated with partners and stakeholders throughout the state to execute contact tracing programs and ensure proper process implementation.
- Performed several tasks including leading developed case investigation, establishing call center and contact tracing protocols, supervising over 150 contact tracers, and training external vendors.

**Enteric Disease Epidemiologist** | [Arkansas Department of Health](#) **AUG 2018 – OCT 2020**

Salary: \$██████ | Hours/Week: 40 | Supervisor: Stewart Matthews, [herbert.matthews@arkansas.gov](mailto:herbert.matthews@arkansas.gov), May Contact

- Conducted investigation on causes of outbreaks including intensive research on foodborne.
- Utilized diverse methods to analyze data; provided detailed reports; and presented statistical presentations in simple terms for overall assimilation.
- Worked in collaboration with local, state, and federal partners to understand regulations and meet grant requirements.
- Improved staff performance by coordinating and conducting training and updating them on policy and procedural changes.
- Drove efforts toward improvement of standard testing to whole-genome sequencing to facilitate and ensure proper research.

**Public Health Preparedness Epidemiologist** | [Arkansas Department of Health](#) **SEP 2014 – AUG 2018**

Salary: \$██████ | Hours/Week: 40 | Supervisor: Stewart Matthews, [herbert.matthews@arkansas.gov](mailto:herbert.matthews@arkansas.gov), May Contact

- Updated and prepared the team for emergencies by conducting studies regarding the feasibility of mass prophylaxis during an emergency utilizing federal guidelines.
- Maximized and improved throughput at dispensing by evaluating and assessing electronic data systems.
- Provided epidemiological support during emergencies, including data analysis, situational awareness, and mapping.
- Applied different approaches to analyze data; provided detailed reports; and presented statistical presentations in simple terms for overall assimilation.
- Established and maintained a certification program for closed point of dispensing.

**Lead-based Paint Epidemiologist** | [Arkansas Department of Health](#) **SEP 2012 – SEP 2014**

Salary: \$██████ | Hours/Week: 40 | Supervisor: Stewart Matthews, [herbert.matthews@arkansas.gov](mailto:herbert.matthews@arkansas.gov), May Contact

- Developed a collaboration between physicians and the ADH to evaluate environmental exposure toward leading children diagnosed with EBLL.

**Other Experience:**

Adjunct Professor   <a href="#">New York Institute of Technology</a>	<b>2022 _ PRESENT</b>
Adjunct Professor   <a href="#">Southern Arkansas University</a>	<b>2022 – PRESENT</b>
Outreach Coordinator   <a href="#">Arkansas Department of Health</a>	<b>2012 – 2014</b>
Chief Executive Officer   <i>North Alabama Kids Directory</i>	<b>2011 – 2013</b>
Environmental Analyst   <a href="#">Tennessee Valley Authority</a>	<b>2004 – 2011</b>
Intern   <a href="#">Arkansas Department of Health</a>	<b>2009</b>

**EDUCATION | CERTIFICATIONS | PROFESSIONAL AFFILIATIONS**

**Doctor of Public Health** | Public Health Leadership | *University of Arkansas for Medical Sciences*  
**Master of Public Health** | Community Health | *Walden University*  
**Bachelor of Science in Biology** | *University of Alabama in Huntsville*

<b>Representative</b>   <i>American Public Health Association Council of Affiliates Region 6</i>	<b>NOV 2022 – PRESENT</b>
<b>Member</b>   <i>American Public Health Association Nominations Committee</i>	<b>NOV 2022 – PRESENT</b>
<b>Fellow</b>   <i>National Rural Health Association</i>	<b>2022</b>
<b>President</b>   <i>Arkansas Public Health Association</i>	<b>2017 – 2018</b>
<b>Peer-to-Peer Fellow</b>   <i>Association of State and Territorial Health Officials (ASTHO)</i> <i>Environmental Public Health Tracking</i>	<b>2016 – 2017</b>
<b>Member</b>   <i>Arkansas Board of Health Education (Appointed by Governor Asa Hutchinson)</i>	<b>2015 – 2019</b>

## CORE COMPETENCIES | TECHNICAL SKILLS

- Epidemiology
- Disease and Infection Control
- Public Health
- Preventative Care
- Technical Assistance
- Research and Data Analysis
- Contact Tracing
- IT Implementation
- Decision Making
- Community Relations
- Grant Writing
- Public Health Contracts
- Project Design and Development
- Client and Community Outreach
- Strategic Planning/Implementation
- Client and Community Outreach
- Regulatory Compliance
- Leadership and Collaboration
- Team Development
- Problem Solving
- Tableau / Power BI / GI





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/21/2024

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

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

<b>PRODUCER</b>  IVAN HUDSON AGENCY 2510 S ARCH ST SUITE A LITTLE ROCK AR 72206	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> _____ <b>FAX (A/C. No):</b> _____ <b>E-MAIL ADDRESS:</b> RESULTS@IVANHUDSONAGENCY.COM
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> ACE Property and Casualty Insurance	<b>NAIC #</b>
<b>INSURED</b>	
MUMFORD AND ASSOCIATES 8 JORDAN MANOR LITTLE ROCK AR 72204	
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			D98282786	09/27/2023	09/27/2024	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

POLICY HAS BEEN ENDORSED TO INCLUDE ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION. THE ADDITIONAL INSURED IS ALSO LISTED AS CERTIFICATE HOLDER: Oakland Unified School District, Attn: Risk Management, 1011 Union St, Site 987, Oakland, CA 94607

### CERTIFICATE HOLDER

### CANCELLATION

Oakland Unified School District  
Attn: Risk Management  
1011 Union St, Site 987  
Oakland CA 94607

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

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## BUSINESSOWNERS POLICY CHANGES

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW.

<b>POLICY NUMBER</b>	<b>POLICY CHANGES EFFECTIVE</b>	<b>COMPANY</b>
D98282786	07-22-2023	ACE Property And Casualty Insurance Company
<b>NAMED INSURED</b>		<b>AUTHORIZED REPRESENTATIVE</b>
MUMFORD AND ASSOCIATES		Internal Users
<b>CHANGES</b>		
Amended Additional Insured; Oakland Unified School District, ATTN-Risk Management, 1011 Union St; Site 987, Oakland, CA 94607		

POLICY AMOUNT AND PREMIUM ADJUSTMENT					
Coverage Description	Limits Of Insurance		Premiums		Add'l Premium Return Premium
	Previous Limit Of Insurance	New Limit Of Insurance	Previous Premium	New Premium	

OPTIONAL COVERAGES			
The following optional coverages are added under this policy when designated by an "X" in the box(es) shown below.			Add'l Premium
			Return Premium
		Limits Of Insurance	
<input type="checkbox"/>	Outdoor Signs (Location#1)	\$	\$
<input type="checkbox"/>	Burglary and Robbery (Named Peril Endorsement only)	\$ Inside the Premises	\$
<input type="checkbox"/>		\$ Outside the Premises	
<input type="checkbox"/>	Or		
<input type="checkbox"/>	Money and Securities	\$ Inside the Premises	\$
<input type="checkbox"/>		\$ Outside the Premises	
<input type="checkbox"/>	Employee Dishonesty	\$ each occurrence	\$
<input type="checkbox"/>	Equipment Breakdown (Location #1, Building #1)	\$	\$



<b>TOTAL PREMIUM ADJUSTMENTS</b>	
<b>PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE</b>	
<b>ADDITIONAL</b>	<b>RETURN</b>
<b>\$ 25</b>	<b>\$</b>
<b>REMOVAL PERMIT</b>	<p>If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change; after that, this insurance does not apply at the previous location.</p>

\_\_\_\_\_  
**Authorized Representative Signature**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**  
**ADDITIONAL INSURED – OWNERS, LESSEES OR**  
**CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Oakland Unified School District, ATTN-Risk Management	1011 Union St; Site 987,Oakland,CA,94607
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**Section II – Liability** is amended as follows:

**A.** The following is added to Paragraph **C. Who Is An Insured**:

Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

**CHUBB®**

**POLICYHOLDER  
DISCLOSURE NOTICE OF  
TERRORISM INSURANCE  
COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury---in consultation with the Secretary of Homeland Security, and the Attorney General of the United States---to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

**YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% , OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.**

**YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A**

**\$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.**

**Acceptance or Rejection of Terrorism Insurance Coverage**

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of \$ 7
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

\_\_\_\_\_  
Policyholder/Applicant's Signature

MUMFORD AND ASSOCIATES

Print Name

2023-08-01

Date

\_\_\_\_\_  
ACE Property & Casualty Insurance Company  
Insurance Company

HLTARD982827863N

Policy Number