

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	15-0588
Introduction Date	5-13-15
Enactment Number	15-0627
Enactment Date	5/13/15



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** Board of Education  
**From** Antwan Wilson , Superintendent

**Board Meeting Date**  
*(To be completed by Procurement)* 5/13/15

**Subject** Subcontract - The Salvation Army - 910/Early Childhood Education Department

**Action Requested** Approval of Subcontract between Oakland Unified School District and The Salvation Army. A portion of the District Child Development funding for the period of July 1, 2014 through June 30, 2015.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.* The current state child development grant contract is based upon more classrooms than the District has open or fully enrolled which impacts the ability to earn the full state contract amount. Under-earning the state contract means that the District may be at risk of permanently losing future funding. Subcontracting helps the District maintain the current level of state funding for preschool programs. State regulations authorize the District to subcontract with other entities that are recipients of State early childhood education funds. The District has identified The Salvation Army, as qualified subcontractor. In addition, State regulations authorize the district, as the administrator of the subcontract, to recover from The Salvation Army, and administrative contract management fee which will be approximately 7.5% of the subcontract amount.

**Discussion**  
*One paragraph summary of the scope of work.* Approval by Board of Education of Resolution No. 1415-1103, Authorizing Subcontracting of a portion of the District's Fiscal Year 2014-2015 Child Development Funds, with The Salvation Army, Oakland, CA, in an amount not to exceed \$67,000.00, and approving said subcontract with same, pursuant to the terms and conditions thereof, for the provision of child care services for School Year 2014-2015.

**Recommendation** Approval of Subcontract between Oakland Unified School District and The Salvation Army. A portion of the District Child Development funding for the period of July 1, 2014 through June 30, 2015.

**Fiscal Impact** Funding resource name: 5025, 6105 Child Development (F12) will be subcontract services for an amount not to exceed \$67,000.00. The District will earn an administrative fee for the subcontract of approximately \$525.00.

**Attachments**

- Resolution No.
- Subcontract
- Certificate of Insurance

**RESOLUTION**  
**OF THE**  
**BOARD OF EDUCATION**  
**OF THE**  
**OAKLAND UNIFIED SCHOOL DISTRICT**  
**Resolution No. 1415-1103**

---

**RESOLUTION AUTHORIZING SUBCONTRACTING TO THE SALVATION ARMY A PRIVATE, NOT-FOR-PROFIT CHILD DEVELOPMENT AGENCY A PORTION OF THE OAKLAND UNIFIED SCHOOL DISTRICT'S FISCAL YEAR 2014-15 CHILD DEVELOPMENT FUNDING**

**WHEREAS**, Oakland Unified School District ('the District') is under earning its State child development contract for the 2014-15 fiscal year; and

**WHEREAS**, the 2014-15 fiscal year is the seventh fiscal year of under earning of the contract; and

**WHEREAS**, the District has under earned the State contract for several reasons, including, but not limited to: the District has demolished several centers (Arroyo Viejo CDC, Centro Annex CDC, Yuck Yau Annex CDC) which have only recently been rebuilt. During reconstruction the sites were unusable.

**WHEREAS**, subcontracting a portion of the District's State contract funding is authorized and permissible under State regulations; and

**WHEREAS**, subcontracting will not prevent the District from continuing to enroll families or to open new classrooms in the District's ECE program; and

**WHEREAS**, absent subcontracting, the unearned amounts due to closed centers would not be earned; and

**WHEREAS**, subcontracting will not result in a reduction in children served or staff employed by the District to serve children in the ECE program; and

**WHEREAS**, the District has identified The Salvation Army, a nonprofit public benefit corporation, with locations throughout Alameda County as a qualified subcontractors; and

**WHEREAS**, The Salvation Army Have children outside of the attendance areas of the District, but within Alameda County which may be served under the District's contract; and

**WHEREAS**, The Salvation Army. has many years of experience in providing quality and comprehensive child care and education, have experience in administering subcontracts from Local Education Agencies, such as the District, and have no audit, performance or fiscal exceptions that would make them ineligible; and

**WHEREAS**, the District's ECE program, as the subcontracting entity, may recover from The Salvation Army a fifteen percent (7.5%) administrative contract management fee; and

**WHEREAS**, The Salvation Army has the facility capacity to earn the funds the District will subcontract; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Oakland Unified School District authorizes the District, subject to the requirement that The Salvation Army comply with all the terms and conditions in the original funding to the District, to subcontract an amount, not to exceed \$67,000.00 of the District's State funding for Child Development Centers, local agreement number CCTR-4008, for the period of July 1, 2014 to June 30, 2015 to The Salvation Army.

**PASSED BY THE FOLLOWING VOTE:**

**AYES:** Roseann Torres, Shanthi Gonzales, Aimee Eng, Nina Senn, Jumoke Hinton Hodge, Vice President Jody London, President James Harris

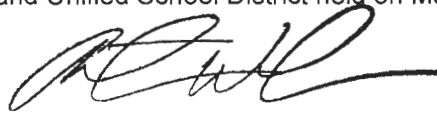
**NAYS:** None

**ABSTAINED:** None

**ABSENT:** None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted at a Regular Meeting of the Governing Board of the Oakland Unified School District held on May 13, 2015.

File ID Number: 15-0588  
Introduction Date: 5/13/15  
Enactment Number: 15-0627  
Enactment Date: 5/13/15  
By: AW



---

Antwan Wilson  
Secretary, Board of Education  
Oakland Unified School District



**Subcontract**  
**Between**  
**The Oakland Unified School District**  
**And**  
**The Salvation Army**

This Subcontract ("Subcontract") is entered into by the Oakland Unified School District (the "District") and The Salvation Army of 2794 Garden Street with its main offices in Oakland, California. The Salvation Army offers comprehensive child care and development programs throughout Alameda County for infants, toddlers and preschoolers.

**RECITALS**

**WHEREAS**, the Board of Education of the District on September 10, 2014 in Board Enactments 14-1674 and 14-1676 accepted funding from the California Department of Education for the District's Early Childhood Education programs for the 2014-15 fiscal year; and

**WHEREAS**, the District is anticipating under earning its State Child Development contract for the 2014-15 fiscal year;

**WHEREAS**, the 2014-15 fiscal year is the seventh fiscal year of under earning of the contract;

**WHEREAS**, the District has under earned the State contract for several reasons, including, but not limited to: 1) the District has demolished several centers (Arroyo Viejo CDC, Centro Annex CDC, Yuck Yau Annex CDC) which have only recently been rebuilt. During reconstruction the sites were unusable.

**WHEREAS**, subcontracting a portion of the District's State contract is authorized and permissible under State regulations;

**WHEREAS**, subcontracting will not prevent the District from continuing to enroll families or to open new classrooms in the District's ECE program, including opening of Arroyo Viejo CDC and United Nation CDC in 2014-1025.

**WHEREAS**, the District has identified The Salvation Army as a qualified subcontractor;

**WHEREAS**, The Salvation Army has many years of experience in providing quality and comprehensive child care and early childhood education, has experience in administering subcontracts with Local Education Agencies, such as the District, and has no audit, performance or fiscal exceptions that would make it ineligible to subcontract with the District;

**WHEREAS**, under State regulations, the District's ECE program, as the subcontracting entity is responsible for managing and administering the subcontract with The Salvation Army, may recover from The Salvation Army a 7.5 percent (7.5%) administrative contract management fee; and

**WHEREAS**, The Salvation Army has the facility capacity to earn the funds the District will subcontract;

**RESOLVED**, that the District and The Salvation Army agree to enter into this Subcontract and agree to the following terms and conditions:

- 1. Term:** This Subcontract shall become effective on the date approved by the Board of Education of the District and shall expire on July 1, 2015.
- 2. Subcontract Amount:** The District hereby agrees to subcontract from CCTR-4008 Contract with an amount, not to exceed \$67,000.00 of the District's State funding for Early Childhood programs for the fiscal year ending June 30, 2015.

Contract	Minimum Child days of enrollment (CDE) requirement	Minimum days of operation (DO) requirement	Rate per Child Per day of fulltime enrollment	Maximum amount of the contract
CCTR	1,547	123	\$43.31	\$67,000



**3. Subcontract Management and Administration Fee:** The Salvation Army agrees that the District will withhold a management and administration fee of 7.5% to cover the expenses incurred by the District in managing and administering the Subcontract. Said fee shall be deducted from the gross amount due to Salvation Army each month based on the invoice and this agreement.

**4. Incorporation by Reference of Terms and Conditions:** The (a) Funding Terms and Conditions and program requirements for the California State Preschool Child Development programs and the Child Care and Development programs for the fiscal year 2014-15 including as they may be subsequently amended by the State and (b) the federal certifications and the standard provisions for State contracts that are attached to the FY 2014-15 terms and conditions, are incorporated by reference herein and apply without change or modification to this Subcontract.

**5. Identification of Specific Requirements:** (a) The Salvation Army to make available to OUSD the following documentation for each child claimed: 1) Current NOA for FY2014-15; 2) Income calculation worksheet and income need and verification documentation; 3) Completed 9600 form.

**6. Reporting Requirements:** (a) The Salvation Army will submit 801A family file data online to the California Department of Education, Child Development Division no later than the 10<sup>th</sup> of every month for the service period of the previous month; (b) The Salvation Army will submit 801B data to the California Department of Education, Child Development Division by the mandated deadline each month.

**7. Payment Process Required Documentation:** (a) All monthly attendance accounting documentation must be submitted by contract type and match (exactly) the 801A file that is submitted by the agency to the Child Development Division; (b) All claims must be supported by (exactly) the 9400 report; (c) The Salvation Army must submit CDFS 9500 HR report of attendance and expenditures to OUSD as required; (d) all monthly attendance and fiscal reports, plus invoices must be submitted to OUSD by the 10th day of every quarter for the reporting period ending the previous quarter.

**8. Notice:** All final claims and invoices must be submitted by The Salvation Army to OUSD no later than July 10, 2015. All notices and invoices provided for under this Subcontract shall be in writing and either personally delivered during normal business hours or sent electronically to the other party at the address set forth below.

**The District**

Oakland Unified School District  
Early Childhood Education  
746 Grand Avenue  
Oakland, CA 94610  
Attn: Lynne Martin, Director

**The Salvation Army Booth  
Memorial CDC/EHS/HS**

2794 Garden Street  
Oakland, CA 94538  
Attn: Cheryl Murray, Program Director

## 9. Insurance

Workers Compensation Insurance: The Salvation Army shall procure and maintain at all times during the term of this Subcontract, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal Laws, when applicable. Employers' Liability shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

General Liability Insurance: The Salvation Army shall maintain 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 the District and shall name the District as an additional insured. Evidence of insurance must be attached. Inclusion of the District as an additional insured shall not affect the District's rights to any claim, demand, suit or judgment made, brought or recovered against The Salvation Army. The policy shall protect The Salvation Army and the District in the same manner as though each were separately issued.

**10. Indemnification:** The Salvation Army agrees to hold harmless, indemnify, and defend the District and its Board of Education, 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 Subcontract. The Salvation Army also agrees to hold harmless, indemnify, and defend the District 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 The Salvation Army in connection with the performance of this Subcontract. This provision survives termination of this Subcontract.

**11. Assignment:** The obligations of The Salvation Army, under this Subcontract shall not be assigned by The Salvation Army without the express prior written consent of the District.


**12. Waiver:** No delay or omission by either party in exercising any right under this Subcontract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Subcontract.

**13. Termination:** the District may at any time terminate this Subcontract upon 90 day written notice to The Salvation Army In addition, the District may terminate this Subcontract for cause should The Salvation Army fail to perform any part of this Subcontract. In the event that the State Department of Education determines



the need to reduce funding levels for OUSD contracts, OUSD maintains the right to reduce the amount of the subcontract or terminate the subcontract agreement within 90 days provided a written notice.

**14. Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to The Salvation Army services under this Subcontract and The Salvation Army certifies its compliance with these provisions as follows: ("The Salvation Army certifies that The Salvation Army has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all The Salvation Army employees, subcontractors, agents, and subcontractors' employees or agents employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of The Salvation Army, who may have contact with the District pupils in the course of providing services pursuant to the Subcontract, and the California Department of Education determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. The Salvation Army further certifies that it has received and reviewed fingerprint results for each of its Employees and has requested and reviewed subsequent arrest records for all providing services and this Subcontract.

The Salvation Army: 

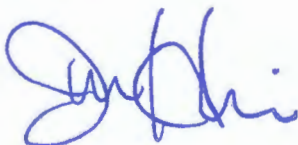
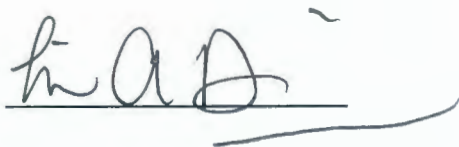
**15. No Rights in Third Parties:** This Subcontract does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

**16. Litigation:** This Subcontract shall be 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 Subcontract. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.

**17. Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Subcontract until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to The Salvation Army absent formal approval. This Subcontract shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee

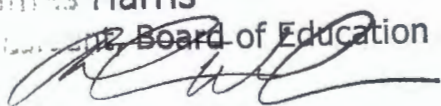
**18. Integration/Entire Subcontract of Parties:** Except as expressly provided in this Subcontract, all other FY 2014-15 terms and conditions shall remain unchanged and in full force and effect as originally stated. The Subcontract constitutes the entire understanding and agreement between the Parties in connection with the subject matter of this Subcontract. All understandings, agreements, covenants, representations and warranties, express or implied, oral or written between the Parties are contained and merged herein. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by or between the Parties concerning the subject matter of the Subcontract. This is an integrated agreement. It may not be altered, modified or otherwise changed in any respect except in a writing.

**Salvation Army**

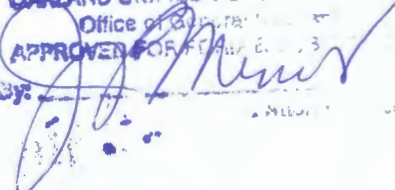


**The Oakland Unified School District**

**James Harris**  
Member, Board of Education



Antwan Wilson  
Superintendent

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of Administration  
APPROVED FOR CONTRACT  
By: 

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at [www.epls.gov/epls/search.do](http://www.epls.gov/epls/search.do).





**CERTIFICATE OF LIABILITY INSURANCE**

SALVARM-01 THURSTONJA

DATE (MM/DD/YYYY)

10/1/2014

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

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

PRODUCER <b>Willis Insurance Services of California, Inc.</b> c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:	<b>certificates@willis.com</b>	
	PHONE (A/C, No, Ext):	<b>(877) 945-7378</b>	FAX (A/C, No): <b>(888) 467-2378</b>
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :	<b>Lexington Insurance Company</b>	<b>19437</b>
	INSURER B :	<b>Greenwich Insurance Company</b>	<b>22322</b>
INSURED	INSURER C :	<b>XL Specialty Insurance Company</b>	<b>37885</b>
	INSURER D :		
	INSURER E :		
	INSURER F :		

The Salvation Army - Division 4  
180 East Ocean Blvd.  
Long Beach, CA 90802

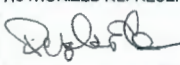
**COVERAGES**                                  **CERTIFICATE NUMBER:**                                  **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		<b>027712409</b>	<b>10/01/2014</b>	<b>10/01/2015</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>0</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b>
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		<b>RAD500021904</b>	<b>10/01/2014</b>	<b>10/01/2015</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>5,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	<b>RWD500021704</b>	<b>10/01/2014</b>	<b>10/01/2015</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
B	<b>Auto Liability - CA</b>		<b>RAE500021804</b>	<b>10/01/2014</b>	<b>10/01/2015</b>	<b>Any Auto / CSL</b> <b>5,000,000</b>
C	<b>Excess Workers Comp</b>		<b>RWE500021604</b>	<b>10/01/2014</b>	<b>10/01/2015</b>	<b>See Attached</b>

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

Division #04-180  
 Workers Compensation: Policy No. RWD500021704 provides coverage in the following states: AK,HI,ID,MT,NM,NV,TX,UT. Policy No. RWE500021604 provides coverage in the following states: AZ,CO,OR CA - Work. Comp is fully Self Insured per the attached State Certificate. CA - Auto is fully Self Insured per the attached State Certificate. Where required by written contract Certificate Holder is named as an Additional Insured as respects the operations of the Named Insured indicated herein. Subject policy is Primary to any insurance available to the Certificate Holder with respect to claims arising out of the Named Insured's operations.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District Attn: John Santoro 746 Grand Ave. Oakland, CA 94610	<b>CANCELLATION</b>  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 



ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
<b>POLICY TYPE: Excess Workers Comp and Employer's Liability</b> <b>CARRIER: XL Specialty Insurance Company</b> <b>POLICY TERM: 10/1/2014 – 10/1/2015</b> <b>POLICY NUMBER: RWE500021604</b>	<b>Workers Compensation- Per Statute</b> <b>E.L. Each Accident: \$1,000,000</b> <b>E.L. Disease – Policy Limit: \$1,000,000</b> <b>E.L. Disease – Each Employee: \$1,000,000</b>

**DEPARTMENT OF INDUSTRIAL RELATIONS**  
**SELF-INSURANCE PLANS**  
2265 Watt Avenue, Suite 1  
Sacramento, CA 95825  
Phone No. (916) 483-3392  
FAX (916) 483-1535



MARK MANAGE  
FEB 05 2002  
DEPT. THQ

**CERTIFICATION OF SELF-INSURANCE  
OF WORKERS' COMPENSATION**

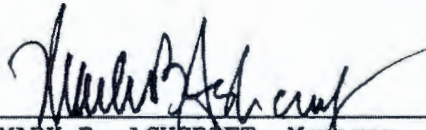
TO WHOM IT MAY CONCERN:

This certifies that Certificate of Consent to Self-Insure No. 566 was issued by the Director of Industrial Relations to:

THE SALVATION ARMY

under the provisions of Section 3700, Labor Code of California, on November 15, 1933. The Certificate is now and has been in full force and effective since that date.

Dated at Sacramento, California  
This 1<sup>st</sup> day of February, 2002

  
MARK B. ASHCRAFT, Manager  
Self Insurance Plans

Orig: Nancy Cookson  
Law Offices of  
Laughlin, Falbo, Levy & Moresi  
P.O. Box 492617  
Redding, CA 96049-2617

cc: John McCarthy  
Director of Risk Management  
The Salvation Army  
180 East Ocean Blvd., 10<sup>th</sup> Fl.  
Long Beach, CA 90801-5646

## DEPARTMENT OF MOTOR VEHICLES

P. O. BOX 942884  
SACRAMENTO, CA 94284-0884  
(916) 657-6520



August 26, 2014

S.I. # 202

The Salvation Army  
180 E. Ocean Boulevard, 10th Floor  
Long Beach, California 90802  
Attention: Major James Boyd

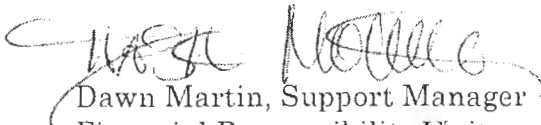
Dear Maj. Boyd,

Your annual report/financial statements have been reviewed and the requirements for renewal of your self-insurance certificate have been met. Your self-insurance status is valid from August 19, 2014, through August 18, 2015.

Vehicle Code Section 16020 requires that every driver and every owner shall at all times be able to establish financial responsibility and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle. A copy of your Certificate of Self-Insurance or a copy of this letter constitutes written evidence of financial responsibility and should be placed in each of your affected vehicles.

If you have any questions or need further information, please call the administrative staff at (916) 657-6520.

Sincerely,

  
Dawn Martin, Support Manager  
Financial Responsibility Unit





## CERTIFICATE OF SELF-INSURANCE

This is to certify that:

The Salvation Army

NAME OF SELF-INSURER

180 East Ocean Boulevard, Long Beach, California 90802

ADDRESS, CITY, STATE, ZIP

has been approved as a Self-Insurer under the California Compulsory Financial Responsibility

Law and assigned Self-Insurance # 202 pursuant to Section 16053 of the *California*

*Vehicle Code* for the period August 19, 2014 through August 18, 2015.

MANAGER

Financial Responsibility Unit  
Department of Motor Vehicles

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

## Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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

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

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

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

## Contractor Information

Contractor Name	The Salvation Army	Agency's Contact	Cheryl Murray				
OUSD Vendor ID #	I004642	Title	Program Director				
Street Address	2794 Garden Street	City	Oakland	State	CA	Zip	94538
Telephone	(510) 535-5088	Email (required)	<a href="mailto:cheryl.murray@usw.salvationarmy.org">cheryl.murray@usw.salvationarmy.org</a>				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

## Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	07/01/2014	Date work will end	06/30/2015	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

## Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
5025	CDC CENTER-BASED - FEDERAL	9105025101	5825	\$ 30,820.00
6105	CHILD DEVEL-INSTR-910	9108500109	5825	\$ 36,180.00
			5825	\$
<b>Requisition No. (required)</b>	R0153322		<b>Total Contract Amount</b>	<b>\$ 67,000.00</b>

## Approval and Routing (in order of approval steps)

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

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

1.	<b>Administrator / Manager (Originator)</b>	Name	Lynne Martin	Phone	(510) 273-1617	
	Site / Department	010/Early Childhood Education		Fax	(510) 273-1697	
	Signature			Date Approved		
2.	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Community Schools and Student Services					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
	Signature			Date Approved	4/7/15	
3.	<b>Regional Executive Officer</b>					
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
4.	Signature					
	Signature				Date Approved	4/9/15
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
5.	Superintendent, Board of Education Signature on the legal contract					
Legal	Required if not using standard contract	Approved		Denied - Reason	Date	3/20/15
Procurement	Date Received			PO Number		