

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	14-2390
Introduction Date	11/24/15
Enactment Number	15-0061
Enactment Date	11/15/15



**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) 11/15/15  
**Subject** Professional Services Contract - California Youth Outreach-Oakland, Inc.  
- 964-High School Network - Alternative Education Office (site/department)

**Action Requested** Ratification of professional services contract between Oakland Unified School District and California Youth Outreach-Oakland, Inc.. Services to be primarily provided to 964-High School Network - Alternative Education Office for the period of 11/01/2014 through 06/30/2015.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
The City of Oakland Measure Y grant provides funding for Juvenile Justice Center wraparound services at Oakland Unified School District's alternative schools, including Community Day School, Street Academy and Rudsdale. The grant requires a district partnership with California Youth Outreach and a contract for services provided by California Youth Outreach-Oakland, Inc.

**Discussion**  
*One paragraph summary of the scope of work.*  
California Youth Outreach will provide the following services as part of the Measure Y Juvenile Justice Wraparound grant:  
1) Facilitate Re-Entry Welcome Circle for 36 youth clients at alternative schools using restorative justice principles. 2) Create service plans including goals and action plans through Multidisciplinary Team process for 36 youth clients. 3) Provide case management for 36 youth for a minimum of 90 days. Each youth will on average have 30 hours of case management support. Case management shall include home visits, individual meetings, phone calls, crisis intervention, and referral services. 4) Provide Gang ReDirect life skills classes at 3 alternative schools - Community Day, Street Academy and Rudsdale. Classes will include 36 youth who are receiving case management services and other youth identified by school sites as students who would benefit from the class. 5) Provide leadership diversion activities for clients. 6) Participate in monthly case management conference meetings, Juvenile Justice Center employment meetings, and quarterly interagency.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and California Youth Outreach-Oakland, Inc.. Services to be primarily provided to 964-High School Network - Alternative Education Office for the period of 11/01/2014 through 06/30/2015.

**Fiscal Impact** Funding resource name (please spell out) Juvenile Justice-Wrap Around not to exceed 64,000.00

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

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

## PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between California Youth Outreach-Oakland, Inc.

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

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 11/01/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100. in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 06/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Sixty Four Thousand Dollars (64,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: \_\_\_\_\_

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* No Reimbursements which shall not exceed a total cost of \$ 0.00.

**5. CONTRACTOR Qualifications / Performance of Services:**

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

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

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

**OUSD Representative:**

Name: Monica.Vaughan@ousd.k12.ca.us  
Site /Dept.: 964-High School Network - Alternative Education Office  
Address: 4521 Webster Street  
Oakland CA 94609  
Phone: 510-597-4294  
Email: Monica.Vaughan@ousd.k12.ca.us

**CONTRACTOR:**

Name: Geoffrey Godfrey  
Title: Executive Officer  
Address: PO Box 19500  
Oakland CA 94619  
Phone: 510-533-1400  
Email: ladeejohnson@me.com

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
  14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
  15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
  16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
  17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
  18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
    1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
    2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
  20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
    1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
    2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
  21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
  22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

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

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

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

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

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

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

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

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

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

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

*[Handwritten Signature]*

- President, Board of Education
- Superintendent
- Chief or Deputy Chief

*[Handwritten Signature]*

Secretary, Board of Education

CONTRACTOR

*[Handwritten Signature]*

Contractor Signature

Geoffrey Godfrey

Executive Officer

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2390  
Introduction Date: 1/14/15  
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Enactment Date: 1/14/15  
By: *BA*

## EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

California Youth Outreach will provide the following services as part of the Measure Y Juvenile Justice Wraparound grant:

- 1) Facilitate Re-Entry Welcome Circle for 36 youth clients at alternative schools using restorative justice principles.
- 2) Create service plans including goals and action plans through Multidisciplinary Team process for 36 youth clients.
- 3) Provide case management for 36 youth for a minimum of 90 days. Each youth will on average have 30 hours of case management support. Case management shall include home visits, individual meetings, phone calls, crisis intervention, and referral services.
- 4) Provide Gang ReDirect life skills classes at 3 alternative schools - Community Day, Street Academy and Rudsdale. Classes will include 36 youth who are receiving case management services and other youth identified by school sites as students who would benefit from the class.
- 5) Provide leadership diversion activities for clients.
- 6) Participate in monthly case management conference meetings, Juvenile Justice Center employment meetings, and quarterly Interagency Gang Prevention Collaborative meetings.

**2. Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). **NOT THE GOALS OF THE SITE OR DEPARTMENT.**

The Following areas will be measured:

1) Arrest rates - 75% of youth participants will not be re-arrested during the service period. 2) School Attendance Rates - Participants will show a 50% reduction in truancy for the 14-15 school year. 3) Suspension/Expulsion Rates- less than 25% of participants will be suspended; under 5% will be expelled during the 14-15 school year. 4) Referrals and participation in support programs - 8-% of participants will be referred and shall receive support from at least one additional service program such as employment program, drug/alcohol treatment, leadership, or youth development program.

**3. Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:  
(Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Ensure a high quality instructional core                 | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools     |
| <input type="checkbox"/> Create equitable opportunities for learning              | <input type="checkbox"/> Accountable for quality                             |
| <input type="checkbox"/> High quality and effective instruction                   | <input checked="" type="checkbox"/> Full service community district          |

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

Please select:

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

**SAM Search Results**

**List of records matching your search for :**

**Search Term : (California\* Youth\* "Outreach-Oakland" Inc.)\***

**Record Status: Active**

**No Search Results**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2014

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 CalNonprofits Insurance Svcs P.O. Box 640 Capitola, CA 95010 Jennifer Wells	CONTACT NAME: <b>Heidi Jensen</b>		
	PHONE (A/C, No, Ext): <b>831-427-5224</b>	FAX (A/C, No): <b>831-824-5068</b>	
E-MAIL ADDRESS: <b>heidij@cal-insurance.org</b>			
INSURED <b>CA Youth Outreach -Oakland Inc</b> <b>PO Box 19500</b> <b>Oakland, CA 94619</b>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>NIAC</b>		
	INSURER B : <b>State Fund</b>		<b>35076</b>
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		2014-30520-NPO	06/01/2014	06/01/2015	EACH OCCURRENCE	\$ 1,000,000
B	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			2014-30520-NPO	06/01/2014	06/01/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			2014-30520-UMB-NPO	06/01/2014	06/01/2015	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	DED <input type="checkbox"/> RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	9115142-14	10/14/2014	05/14/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Social Serv Liab			2014-30520-NPO	06/01/2014	06/01/2015	see Notes	
A	BPP & Crime			CWBOO10212-03-30520	06/01/2014	06/01/2015		

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

### CERTIFICATE HOLDER

### CANCELLATION

<b>Oakland Unified School Distric</b> <b>Risk Management</b> <b>Jerry Johnson</b> <b>1000 Broadway Suite 398</b> <b>Oakland, CA 94607</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 <i>Heidi Jensen</i>

**NOTEPAD**

INSURED'S NAME CA Youth Outreach -Oakland Inc

CAYOU-2  
OP ID: HJ

PAGE 2  
Date 10/31/2014

Social Services Limits:

1000,000 each  
1,000,000 ag

Business Personal Property:

10,000

Crime  
25,000

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s)</p> <p style="text-align: center;"><b>Oakland Unified School District</b></p>
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon on you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**Section II – Who Is An Insured** is amended to include as an additional insured the Person(s) Or Organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.
- C. The insurance shall be primary as respects the additional insured shown in the schedule

above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the additional insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.

## Community Recognition Award



From left to right: Glenn Upshaw, Juan Cortez, Francisco Manzo, Shawn Upshaw, Mark Upshaw, Ron Wysinger, & Executive Director Geoffrey Godfrey

## OCYO Mission Statement

We help Oakland's diverse younger population by interrupting and preventing gang violence; mediating conflicts; improving school attendance & performance; and by developing potentials for personal, job, and career success. From resource assistance for the more capable to in-depth guidance for the more seriously disadvantaged, we support our community's continued transformation - one unique person and neighborhood at a time.

[www.oaklandcyoinc.org](http://www.oaklandcyoinc.org)

Oakland California Youth Outreach, Inc.



*Time for Action*

**Geoffrey Godfrey, MBA**

**Executive Director**

**Cell 510-746-6308**

Email

[geoffreygg001@Yahoo.com](mailto:geoffreygg001@Yahoo.com)

[www.OaklandCYOInc.Org](http://www.OaklandCYOInc.Org)

**Friends' Action Network**

For Information, Donations &  
Neighborhood Education

**Contact Ron Wysinger**  
Resource Allocation Lead  
3700 East 12th Street  
Oakland, CA 94601

Office 510-533-1400  
Cell 510-875-0434

[www.oaklandcyoinc.org](http://www.oaklandcyoinc.org)

Oakland California Youth Outreach, Inc.



*Time for Action*



**Street Outreach Teams  
Lead The Way!**

- Job Development
- Education Re-Entry
- Violence Mediation
- Community Events

[www.oaklandcyoinc.org](http://www.oaklandcyoinc.org)

## How to Interrupt, Mediate and Prevent Gang Violence in Our Neighborhoods

Oakland California Youth Outreach, Inc. (OCYO) is broadly supported by Oakland Unite and others. We provide high priority services to "at risk" youth and young adults.

Through street outreach in targeted hot spots, trained OCYO staff members build solid neighborhood relationships among people of all ages and circumstances. As a result, we are able to provide timely intervention, mediation and case management services.

The ongoing challenge for the street outreach teams is to identify opportunities for reducing gang violence beforehand. We also help our communities to make the commitment to strengthen our neighborhoods through closer cooperation.

### Major School Initiatives Balance Our Efforts

Some of OCYO's greatest successes take place in the school environment. On one hand, specially trained staffers are called upon to guide and develop those students most likely to drop out or participate in gang violence. There is an additional priority.

Our school program specialists have a sharp eye for encouraging those at risk students that have the highest potentials for leadership and improved academic performance. The troublemakers can become "role models" with the help of OCYO's specially trained school guides.

## Our Youth Programs Solutions Are Designed to Compliment Each Other

**Intervention/Prevention Services** are designed to prevent and disrupt the cycle of violence, including crisis response to gang-related homicides.

**Community Engagement Activities** strengthen relationships and build understanding among residents. This includes evening recreation activities at popular gathering spots.

**Youth Intervention/Case Management Services** are for those at highest risk of truancy or as perpetrators & victims of violent crime.

**Juvenile Justice Re-Entry Service** is for youth being released from Juvenile Hall. Case Managers help reintegrate students into school and comply with probationary mandates.

**Education and Information Meetings** provide community/parent gang awareness sessions. Violence prevention planning, strategies and solutions are discussed.

**Training and Consultation Services** offer staff training on a scheduled basis for government and nonprofit agencies. This improves collaboration among service providers.

**After School Programs** are based on health wellness and life skills training. The program is designed to develop student leaders who can serve as role models.

## Vision & Mission Statement

### ***"Working Together for Safer Communities"***

"We help Oakland's diverse younger population by interrupting and preventing gang violence; mediating conflicts; improving school attendance & performance; and by developing potentials for personal, job, and career success. From resource assistance for the more capable to in-depth guidance for the more seriously disadvantaged, we support our community's continued transformation – one unique person and neighborhood at a time."

### **Communities United Against Gun Violence**

The shadow of night that falls over many of our neighborhoods leaves unanswered questions about the future of our Public Safety Programs. The answer must reach beyond increased policing alone; or firmer gun control policy; or even greater accountability among civic leaders. No one source will provide the best solution! It will take a united community; a cooperative media; and active participation among public, private and social sector leaders.

### **What Can We Do to Become Involved?**

**The time for action is now!** To participate, contact Geoffrey Godfrey at (510) 746-6308, email [geoffreygg2001@Yahoo.com](mailto:geoffreygg2001@Yahoo.com) or call Ron Wysinger at (510) 875-0434. Learn more about our new ***Friends Action Network***.



Oakland California Youth Outreach, Inc.  
*Time for Action*



# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

## Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

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

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

Attachment Checklist  For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check  
 For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)  
 For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

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

## Contractor Information

Contractor Name	California Youth Outreach-Oakland, Inc.	Agency's Contact	Geoffrey Godfrey			
OUSD Vendor ID #	V060290	Title	Executive Officer			
Street Address	PO Box 19500	City	Oakland	State	CA	Zip 94619
Telephone	510-533-1400	Email (required)	ladeejohnson@me.com			
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	11/01/2014	Date work will end	06/11/2015	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 50.00	Number of Hours (required)	1280		

## 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
9180	Juvenile Justice-Wr <sup>+</sup>	9643150301	5825	\$ 64,000.00
			5825	
			5825	
Requisition No. (required)		R0152189	Total Contract Amount	
			\$ 64,000.00	

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

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

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

1.	Administrator / Manager (Originator)	Name	Monica.Vaughan@ousd.k12.ca.us	Phone	510-597-4294
	Site/Department (Name & #)	964-High School Network - Alternative Education Office		Fax	510-597-4296
	Signature			Date Approved	11-1-14
2.	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input type="checkbox"/> Risk				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	<b>Network Superintendent/Deputy Network Superintendent</b>				
	Signature			Date Approved	11/17/14
4.	<b>Chiefs / Deputy Chiefs</b> Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature			Date Approved	
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract				
<b>Legal</b> Required if not using standard contract		Approved		Denied - Reason	
Procurement		Date Received		PO Number	P1504376