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Board Cover Memorandum

To Board of Education

From Sondra Aguilera, Acting Superintendent
Andrea Bustamante, Executive Director, Community Schools & Student Services

Meeting Date October 26, 2022

Subject Services Agreement with Girls Leading Girls

Ask of the Board Approve Services Agreement
 Ratify Services Agreement

Services *Vendor will provide Girls Soccer and Leadership services wherein students will learn about the core values of soccer, leadership, advocacy, Community, Communication, and Safety. Vendor will provide services through a series of full-day sessions on Saturdays as well as integration into after school programs at sites mutually agreed to by vendor and the Community Schools and Student Services Department.*

Term Start Date: 9/22//22 End Date: 05/31/2023

Not-To-Exceed Amount \$99,008.00

Competitively Bid Yes

If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$99,100, list the exception(s) that applies (requires Legal review/approval and may require a resolution): [Exception]

In-Kind Contributions *District will provide space for programs to take place. District staff will coordinate locations and dates of services delivery for Saturday and after school programs.*

Funding Resource 2600 – Expanded Learning Opportunities Program

Source(s)

Background

As a result of receiving Expanded Learning Opportunities Program (ELOP) funding from the State of California, the District has expanded comprehensive after school programming to include every OUSD elementary, middle, and high school. One required element of after school programming is physical activity for students. Additionally, ELOP funding allows for services on weekends and over the summer.

To take advantage of this opportunity to provide additional services to students, the District issued Request for Proposal (RFP) #21-120ExLO seeking vendors to propose sports-based youth development programs during expanded learning (before school, after school, intersession) time. Vendor successfully completed RFP requirements and was selected as a partner to provide services for TK-6 programs.

Attachment(s)

- Service Agreement with Girls Leading Girls
- Physical Enrichment Program Plan
- Physical Enrichment Program Budget
- RFP #21-120ExLO and vendor bid materials

SERVICES AGREEMENT 2022-2023

This Services Agreement (“Agreement”) is a legally binding contract entered into between the Oakland Unified School District (“OUSD”) and the below named entity or individual (“VENDOR,” together with OUSD, “PARTIES”):
Girls Leading Girls

The PARTIES hereby agree as follows:

1. **Term.**

- a. This Agreement shall start on the below date (“Start Date”):
9/22/22

If no Start Date is entered, then the Start Date shall be the latest of the dates on which each of the PARTIES signed this Agreement.

- b. The work shall be completed no later than the below date (“End Date”):
5/31/23

If no End Date is entered, then the End Date shall be the first June 30 after the Start Date. If the term set forth above would cause the Agreement to exceed the term limits set forth in Education Code section 17596, the Agreement shall instead automatically terminate upon reaching said term limit.

2. **Services.** VENDOR shall provide the services (“Services”) as described in #1A and #1B of **Exhibit A**, attached hereto and incorporated herein by reference. To the extent that there may be a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, VENDOR shall describe in #1B of **Exhibit A** whether and how its services would be able to continue.

3. **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 in any 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, each of VENDOR's employees, and each of VENDOR's subcontractors, and (ii) announced and unannounced observance of VENDOR, VENDOR's employee(s), and VENDOR's subcontractor(s).
4. **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 8 (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.
5. **Data and Information Requests.** VENDOR shall timely provide OUSD with any data and information OUSD reasonably requests regarding students to whom the Services are provided. 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.
6. **Confidentiality and Data Privacy.**
 - a. OUSD may share information with VENDOR pursuant to this Agreement in order to further the purposes thereof. VENDOR and all VENDOR's agents, personnel, employee(s), and/or subcontractor(s) 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. If VENDOR will access or receive identifiable student data, other than directory information, in connection with this Agreement, VENDOR agrees to do so only after VENDOR and OUSD execute a separate data sharing agreement.
 - (i) If VENDOR is a software vendor, it agrees to access or receive identifiable student data, other than directory information, only after executing a California Student Data Privacy Agreement (“CSDPA”) or CSDPA Exhibit E (available here).
 - (ii) If VENDOR is not a software vendor, it agrees to access or receive identifiable student data, other than directory information, only after executing the OUSD Data Sharing Agreement ([available here](#)).
 - (iii) Notwithstanding Paragraph 28 (Indemnification), should VENDOR access or receive identifiable student data, other than directory information, without first executing a separate data sharing 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.
7. **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, its employees, or its subcontractors 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.

8. **Compensation.** OUSD agrees to pay VENDOR for satisfactorily performing Services in accordance with this Paragraph, Paragraph 10 (Invoicing), and #1C in **Exhibit A**.

- a. The compensation under this Agreement shall not exceed:
\$99,008.00

This sum shall be for full performance of this Agreement and includes 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.

- b. 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**.
- c. 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 10 (Invoicing), for Services actually performed and after OUSD's written approval that 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.
- d. Compensation for any Services performed prior to the Start Date or after the End Date shall be at OUSD's sole discretion and in an amount solely determined by OUSD. VENDOR agrees that it shall not expect or demand payment for the performance of such services.
- e. VENDOR acknowledges and agrees not to expect or demand payment for any Services performed prior to the PARTIES,

particularly OUSD, validly and properly executing this Agreement until this Agreement is validly and properly executed and shall not rely on verbal or written communication from any individual, other than the President of the OUSD Governing Board, the OUSD Superintendent, or the OUSD General Counsel, stating that OUSD has validly and properly executed this Agreement.

9. **Equipment and Materials.** VENDOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.
10. **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 Services were provided, name(s) of the person(s) performing Services, date(s) Services were performed, brief description of Services provided on each date, the total invoice amount, and the basis for the total invoice amount (e.g., if hour 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 (c)—indicate whether the Services

are 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.

11. Termination and Suspension.

- 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 or Deputy may issue the termination notice without 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.
- b. Due to Unforeseen Emergency or Acts of God. Notwithstanding Paragraph 19 (Coronavirus/ COVID-19) or any other language of this Agreement, if there is an unforeseen emergency or an Act of God during the term of this Agreement 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. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the OUSD Governing Board, in which case this Agreement would terminate upon ratification of the termination by the OUSD Governing Board or seven (7) days after the notice was provided, whichever is later.
- c. 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. Cause 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 or Deputy may issue the termination notice without 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 the correction are made.

- d. Upon 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.
- e. If OUSD, at its sole discretion, develops health and safety concerns related to the VENDOR's provision of Services, then the OUSD Superintendent or an OUSD Chief or Deputy may, upon approval by OUSD legal counsel, issue a notice to VENDOR to suspend the Agreement, in which case VENDOR shall stop providing Services under the Agreement until further notice from OUSD. OUSD shall compensate VENDOR for Services satisfactorily provided through the date of suspension.

12. **Legal Notices.** All legal notices provided for under this Agreement shall be sent: (i) via email to the email address set forth below, (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 at the address set forth below.

OUSD

Name: Joshua R. Daniels
Site/Dept: Office of General Counsel
Address: 1000 Broadway, Suite 440
City, ST Zip: Oakland, CA 94607
Phone: 510-879-8535
Email: ousdlegal@ousd.org

VENDOR

Name: Brianna Russell
Title: Founding CEO
Address: 3145 Geary Blvd, #402
City, ST Zip: San Francisco, CA 94118
Phone: 415-496-5608
Email: soccer@girlsleadinggirls.org

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.

13. Status.

- a. This is not an employment contract. VENDOR, in the performance of this Agreement, shall be and act as an independent contractor. VENDOR understands and agrees that it and any and all of its employees 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's employees.
- 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 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 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.

14. Qualifications and Training.

- a. VENDOR represents and warrants that VENDOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of OUSD. VENDOR will performed 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. All VENDOR employees and agents shall have sufficient skill and experience to perform the work assigned to them.
- b. VENDOR represents and warrants that its employees and agents 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, if VENDOR was selected, at least in part, on such representations and warrants.

15. Certificates/Permits/Licenses/Registration. VENDOR's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.

16. **Insurance.**

- a. Commercial General Liability Insurance. Unless specifically waived by OUSD as noted in **Exhibit A**, 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, for corporal punishment, 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 of this Agreement). 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.
- b. Workers' Compensation Insurance. Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR 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 (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.

17. **Testing and Screening.**

- a. Tuberculosis Screening. Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR is required to screen employees who will be working at OUSD sites for more than six hours. VENDOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code

section 49406 within the prior 60 days. If tuberculosis risk factors are identified, VENDOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she 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 the agent to the examination instead of the risk assessment.

- b. Fingerprinting/Criminal Background Investigation. Unless specifically waived by OUSD as noted in **Exhibit A**, for all VENDOR employees, subcontractors, volunteers, and agents 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 employee, subcontractor, volunteer, or agent 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.

Waivers are not available for VENDORS whose employees, subcontractors, volunteers, and agents will have any contact with OUSD students.

- c. VENDOR shall use either California Department of Justice or Be A Mentor, Inc. (<http://beamentor.org/OUSDPartner>) fingerprinting and subsequent arrest notification services.
- d. VENDOR agrees to immediately remove or cause the removal of any employee, representative, agent, or person under VENDOR's control person 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.

18. **Incident/Accident/Mandated Reporting.**

- a. VENDOR shall notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours of learning of any significant accident or incident in connection with the provision of Services. Examples of a significant accident or incident include, without limitation, an accident or incident that involves law enforcement, 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 an employee, subcontractor, agent, or representative of VENDOR is included on the list of mandated reporters found in Penal Code section 11165.7, VENDOR agrees to inform the 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.

19. **Coronavirus/COVID-19.**

- a. Through its execution of this Agreement, VENDOR declares that it is able to meet its obligations and perform the Services required pursuant to this Agreement in accordance with any shelter-in-place (or similar) order or curfew (or similar) order (“Orders”) issued by local or state authorities and with any social distancing/hygiene (or similar) requirements.
- b. To the extent that VENDOR provides Services in person and consistent with the requirements of Paragraph 10 (Invoicing), VENDOR agrees to include additional information in its invoices as required by OUSD if any Orders are issued by local or state authorities that would prevent VENDOR from providing Services in person.
- c. Consistent with the requirements of Paragraph 18 (Incident/Accident/Mandated Reporting), VENDOR agrees to notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours if VENDOR or any employee, subcontractor, agent, or representative of VENDOR (i) tests positive for COVID-19 or shows or reports symptoms consistent with COVID-19 and (ii) has been on OUSD property or has been in prolonged close contact with any OUSD student or student’s family member, staff, agents, representatives, officers, consultants, trustees, and volunteers within 48 hours of testing positive for COVID-19 or the development of symptoms consistent with COVID-19.
- d. In addition to the requirements of subparagraph (c), VENDOR agrees to immediately adhere to and follow any OUSD directives regards health and safety protocols including, but not limited to, providing OUSD with information regarding possible exposure of

OUSD student or student's family member, staff, agents, representatives, officers, consultants, trustees, and volunteers to VENDOR or any employee, subcontractor, agent, or representative of VENDOR and information necessary to perform contact tracing, as well as complying with any OUSD testing and vaccination requirements.

- e. VENDOR shall bear all costs of compliance with this Paragraph, including but not limited to those imposed by this Agreement.
20. **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.
21. **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, 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.
22. **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.
23. **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.
24. **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.

25. **Conflict of Interest.**

- a. VENDOR shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. VENDOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.
- b. VENDOR affirms to the best of his/her/its knowledge, 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 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.
- 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 notify OUSD in writing.

26. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** Through its execution of this Agreement, 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 contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

27. **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 described in Paragraph 8 (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.

28. **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, VENDOR, 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, its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (“VENDOR 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 OUSD’s performance of this Agreement. OUSD shall, to the fullest extent permitted by California law, defend VENDOR Indemnified Parties at OUSD’s own expense, including attorneys’ fees and costs.

29. **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 of this Agreement and for three (3) years after the End Date. 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 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.

30. **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.
31. **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.
32. **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.
33. **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.
34. **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.
35. **Captions and Interpretations.** Section and 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.

36. **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.
37. **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.
38. **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.
39. **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.
40. **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), only the Superintendent,

Chiefs, Deputy Chiefs, and the General Counsel have been delegated the authority to sign contracts for OUSD, and only under limited circumstances, which require ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other OUSD employee as having the proper authority and empowered to enter into this Agreement or as legally binding in any way.

- a. Notwithstanding Paragraph 11, if this Agreement is executed by the signature of the Superintendent, Chiefs, Deputy Chiefs, or General Counsel under their delegated authority, and the Board thereafter declines to ratify the Agreement, the Agreement shall automatically terminate on the date that the Board declines to ratify it. OUSD shall compensate VENDOR for Services satisfactorily provided through the date of termination. Upon 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.

41. **Contract Contingent on Governing Board Approval.** 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, the General Counsel, or a Chief or Deputy Chief authorized by the Education Code or Board Policy, and no payment shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

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

VENDOR

Name: Brianna Russell

Signature: 

Position: Founding CEO

Date: 9/21/2022

One of the terms and conditions to which VENDOR agrees by its signature is subparagraph (e) of Paragraph 8 (Compensation), which states that VENDOR acknowledges and agrees not to expect or demand payment for

any Services performed prior to the PARTIES, particularly OUSD, validly and properly executing this Agreement until this Agreement is validly and properly executed and shall not rely on verbal or written communication from any individual, other than the President of the OUSD Governing Board, the OUSD Superintendent, or the OUSD General Counsel, stating that OUSD has validly and properly executed this Agreement. VENDOR specifically acknowledges and agrees to this term/condition on the above date.

OUSD

Name: Sondra Aguilera

Signature: _____

DocuSigned by:
Sondra Aguilera
B072CB8033AD406...

Position: Chief Academic Officer

Date: 9/22/2022

Board President

Superintendent

Chief/Deputy Chief/Executive Director

Name: Sondra Aguilera

Signature: _____

Sondra Aguilera

Position: Acting Secretary, Board of Education

Date: 10/27/2022

Template approved as to form by OUSD Office of the General Counsel.

EXHIBIT A

1A. **General Description of Services to be Provided:** *Provide a description of the service(s) VENDOR will provide.*

Vendor will provide Girls Soccer and Leadership services wherein students will learn about the core values of soccer, leadership, advocacy, Community, Communication, and Safety. Vendor will provide services through a series of full-day sessions on Saturdays as well as integration into after school programs at sites mutually agreed to by vendor and the Community Schools and Student Services Department. Locations and levels of services to be captured via 2022 Expanded Learning Opportunities Program Physical Enrichment Program Plan and Budget tools (attached).

1B. **Description of Services to be Provided During School Closure or Similar Event:** *If there is a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, would services be able to continue?*

No, services would not be able to continue.

Yes, services would be able to continue as described in 1A.

Yes, but services would be different than described in 1A. Please briefly describe how the services would be different.

Click or tap here to enter text.

1C. **Rate of Compensation:** *Please describe the basis by which compensation will be paid to VENDOR:*

Hourly Rate: \$Click or tap here to enter text. per hour

Daily Rate: \$Click or tap here to enter text. per day

Weekly Rate: \$Click or tap here to enter text. per week

Monthly Rate: \$Click or tap here to enter text. per month

Per Student Served Rate: \$Click or tap here to enter text. per student served

Performance/Deliverable Payments: Describe the performance and/or deliverable(s) as well as the associated rate(s) below:

As described in attached Physical Enrichment Program Plan and Budget

2. **Specific Outcomes:** *(A) What are the expected outcomes from the services of this Agreement? Please be specific. For example, as a*

result of the service(s): How many more OUSD students will graduate from high school? How many more OUSD students will attend school 95% or more? How many more OUSD students will have meaningful internships and/or paying jobs? How many more OUSD students will have access to, and use, the health services they need? (B) Please describe the measurable outcomes specific to the services. Please complete the sentence prompt: "Participants will be able to..." C. If applicable, please provide details of program participation. Please complete the sentence prompt: "Students will..."

Students will engage in soccer and leadership activities to improve their mental and physical well-being.

3. **Alignment with School Plan for Student Achievement – SPSA (required if using State or Federal Funds):** *Please select the appropriate option below:*

Action Item included in Board Approved SPSA (no additional documentation required) – Item Number:

Click or tap here to enter text.

Action Item added as modification to Board Approved SPSA – School site must submit the following documents to the Strategic Resource Planning for approval through the Escape workflow process:

- Meeting announcement for meeting in which the SPSA modification was approved.
- Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
- Sign-in sheet for meeting in which the SPSA modification was approved.

4. **Adapting Services for Students with Disabilities:** If VENDOR will provide direct services to students under this Agreement, describe the manner in which services will be accommodated, modified, or otherwise adapted to meet the unique needs of students with disabilities:

Vendor will learn about the needs of each student and modify on a case-by-case basis, making sure their staff have the necessary training to best support the needs of each student.

5. **Waivers:** *OUSD has waived the following. Confirmation of the waiver is attached herewith:*

- Commercial General Liability Insurance (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no contact (in-person **or virtual**) with OUSD students, and the compensation not-to-exceed amount is \$25,000 or less.)
- Corporal Punishment Insurance Coverage. (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no contact (in-person or virtual) with OUSD students.)
- Workers' Compensation Insurance (Waiver only available, at OUSD's sole discretion, if VENDOR has no employees.)
- Tuberculosis Screening (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no in-person contact with OUSD students.)
- Fingerprinting/Criminal Background Investigation (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no contact (in-person **or virtual**) with OUSD students.)

2022 Expanded Learning Opportunities Physical Enrichment Program Plan

TK-ELEMENTARY/MIDDLE(6th) SCHOOLS

Cover Sheet	
Sports Organization Name:	Girls Leading Girls- Soccer Program
Authorized Signatory Name:	Brianna Russell
Authorized Signatory Job Title:	CEO
Authorized Signatory Email Address:	Brianna@girlsleadinggirls.org
Authorized Signatory Phone #:	707-386-2422
Authorized Signatory Address	3145 Geary Blvd #402, San Francisco, CA 94118
Contract Management Question: <i>Describe the manner in which services will be accommodated, modified, or otherwise adapted to meet the unique needs of students with disabilities (e.g. within the intersession program and/or site-based program):</i>	Girls Leading Girls plans to modify our activities to meet the needs of students with disabilities within the intersession and site based programs by: learning about each need and modifying on a case by case basis making sure our staff have the necessary training to best support the needs of the students.

Program Options:

9-hr Intersession Programs (\$1,000/coach/day)

2022 Expanded Learning Opportunities Physical Enrichment Program Plan

TK-ELEMENTARY/MIDDLE(6th) SCHOOLS

Date of Intersession Program	Program Description	Total # of Coaches (20:1 Student/Staff ratio)	Total # of Students Served (Max 100 Students)	Proposed Budget
<i>9/12/2022</i>	<i>Basket Weaving</i>	<i>5</i>	<i>100</i>	<i>\$5000</i>
9/24/2022	Girls Soccer & Leadership	4	80	\$4,000
10/1/2022	Girls Soccer & Leadership	4	80	\$4,000
10/8/2022	Girls Soccer & Leadership	4	80	\$4,000
10/15/2022	Girls Soccer & Leadership	4	80	\$4,000
10/22/2022	Girls Soccer & Leadership	4	80	\$4,000
11/5/2022	Girls Soccer & Leadership	4	80	\$4,000
11/12/2022	Girls Soccer & Leadership	4	80	\$4,000
11/19/2022	Girls Soccer & Leadership	4	80	\$4,000
12/3/2022	Girls Soccer & Leadership	4	80	\$4,000
2/11/2023	Girls Soccer & Leadership	4	80	\$4,000
2/18/2023	Girls Soccer & Leadership	4	80	\$4,000
2/25/2023	Girls Soccer & Leadership	4	80	\$4,000
3/11/2023	Girls Soccer & Leadership	4	80	\$4,000
3/18/2023	Girls Soccer & Leadership	4	80	\$4,000
3/25/2023	Girls Soccer & Leadership	4	80	\$4,000
4/1/2023	Girls Soccer & Leadership	4	80	\$4,000
4/15/2023	Girls Soccer & Leadership	4	80	\$4,000

2022 Expanded Learning Opportunities Physical Enrichment Program Plan

TK-ELEMENTARY/MIDDLE(6th) SCHOOLS

4/22/2023	Girls Soccer & Leadership	4	80	\$4,000
5/6/2023	Girls Soccer & Leadership	4	80	\$4,000
5/13/2023	Girls Soccer & Leadership	4	80	\$4,000
5/20/2023	Girls Soccer & Leadership	4	80	\$4,000
21 Dates			Total:	\$84,000

6-Week Site Based Sports Program (1hr/2xWeek) \$2,400 per 20 students

<i>Preferred School Site</i>	<i>Preferred Season (Fall, Winter, or Spring)</i>	<i>Total Number of Program Offerings</i>	<i>Program Description</i>	<i>Total # of Coaches (20:1 Student/Staff ratio)</i>	<i>Total # of Students Served (Max 100 Students)</i>	<i>Budget</i>
Allendale	Fall	1 program of I'm fering	Girls Soccer & Leadership	1	20	\$2,400
Hoover	Fall	1 program offering (3rd grade)	Girls Soccer & Leadership	1	20	\$2,400
Greenleaf	Fall	1 program offering	Girls Soccer & Leadership	1	20	\$2,400
3 Sites					Total:	\$7,200

2022 Expanded Learning Opportunities Physical Enrichment Program Plan

TK-ELEMENTARY/MIDDLE(6th) SCHOOLS

Saturdays Intercession possible locations-

Willie Keyes Rec Center before- west location

Franklin or Allendale Rec Centers- south east location

School sites: MLK/Sankofa (central/west)

School sites: Cleveland/Greenleaf elementary (south east)

Interession Sports Services

Agency Name:	Description	Amount
	Instructors (Please list each staff position separately)	
	Interession 1 (9.24.2022) Girls Soccer	\$ 4,000.00
	Interession 2 (10.1.2022) Girls Soccer	\$ 4,000.00
	Interession 3 (10.8.2022) Girls Soccer	\$ 4,000.00
	Interession 4 (10.15.2022) Girls Soccer	\$ 4,000.00
	Interession 5 (10.22.2022) Girls Soccer	\$ 4,000.00
	Interession 6 (11.5.2022) Girls Soccer	\$ 4,000.00
	Interession 7 (11.12.2022) Girls Soccer	\$ 4,000.00
	Interession 8 (11.19.2022) Girls Soccer	\$ 4,000.00
	Interession 9 (12.3.2022) Girls Soccer	\$ 4,000.00
	Interession 10 (2.11.2022) Girls Soccer	\$ 4,000.00
	Interession 11 (2.11.2022) Girls Soccer	\$ 4,000.00
	Interession 12 (2.18.2022) Girls Soccer	\$ 4,000.00
	Interession 13 (2.25.2022) Girls Soccer	\$ 4,000.00
	Interession 14 (3.11.2022) Girls Soccer	\$ 4,000.00
	Interession 15 (3.18.2022) Girls Soccer	\$ 4,000.00
	Interession 16 (3.18.2022) Girls Soccer	\$ 4,000.00
	Interession 17 (3.25.2022) Girls Soccer	\$ 4,000.00
	Interession 18 (4.1.2022) Girls Soccer	\$ 4,000.00
	Interession 19 (4.15.2022) Girls Soccer	\$ 4,000.00
	Interession 21 (3.18.2022) Girls Soccer	\$ 4,000.00
	Interession 21 (3.25.2022) Girls Soccer	\$ 4,000.00
	Interession 23 (4.1.2022) Girls Soccer	\$ 4,000.00
	Interession 24 (4.15.2022) Girls Soccer	\$ 4,000.00
	Interession 25 (4.22.2022) Girls Soccer	\$ 4,000.00
	Interession 25 (5.6.2022) Girls Soccer	\$ 4,000.00
	Interession 25 (5.13.2022) Girls Soccer	\$ 4,000.00
	Interession 25 (5.20.2022) Girls Soccer	\$ 4,000.00
SUBTOTALS		
	TOTAL DIRECT SERVICES	\$ 88,000.00
INDIRECT		
	4% OF DIRECT SERVICES	\$ 3,520.00
TOTAL		
	TOTAL FOR INTERSESSION SERVICES	\$ 91,520.00

After School Sports Services

Agency Name:			Amount
Description			
	Instructors (Please list each staff position separately)		
	Allendale (fall)	\$	2,400.00
	Hoover (fall)	\$	2,400.00
	Greenleaf (fall)	\$	2,400.00
SUBTOTALS			
	TOTAL DIRECT SERVICES	\$	7,200.00
INDIRECT			
	4% OF DIRECT SERVICES	\$	288.00
TOTAL			
	TOTAL FOR AFTER SCHOOL SERVICES	\$	7,488.00



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools,
Thriving Students

09-21-2022

OUSD USE ONLY

Girls Leading Girls
3145 Geary Blvd, #402
SAN FRANCISCO, CA 94118
ATTN: Brianna Russell

RE: Authorization to Proceed with Consultant Contract Processing

This letter is to inform you that you have successfully completed the consultant review process for Vendor Management in ContractsOnline for the current school year.

This authorization shall expire at the conclusion of the 2022-2023 school year.

Please note that THIS IS NOT AN AUTHORIZATION TO START WORK.

You must complete the entire Contract Approval Process, which includes:

A) Final contract execution and District Approval, and/or;

B) Issuance of your Purchase Order Number

whichever happens first.

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

Procurement Department,
Oakland Unified School District



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/21/2022

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 have ADDITIONAL INSURED provisions or 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 Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc. 500 North Santa Fe Visalia CA 93292	CONTACT NAME: PHONE (A/C. No. Ext): 559-733-1181	FAX (A/C. No):
	E-MAIL ADDRESS: select_certificates@ajg.com	
License#: 0726293 GIRLLEA-04	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co	NAIC #
INSURED Girls Leading Girls 1007 General Kennedy Avenue Suite 219 San Francisco CA 94129	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 546274518

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PHPK2458184	8/26/2022	8/26/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2458184	8/26/2022	8/26/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB830347	8/26/2022	8/26/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers			PHSD1739916	8/26/2022	8/26/2023	Limit/Aggregate 1000000/1000000
A	Accident Policy			TBD	8/26/2022	8/26/2023	Limit 25,000
A	Sexual Abuse or Molestation			PHPK2458184	8/26/2022	8/26/2023	Limit/Aggregate 1000000/2000000

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

Oakland Unified School District is included as Additional Insured, as respects to General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District
 Attn - Risk Management
 1000 Broadway, Suite 440
 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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/8/2022

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 have ADDITIONAL INSURED provisions or 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 Services 1500 41st Avenue, Suite 228 Capitola CA 95010	CONTACT NAME: PC Special Accounts	
	PHONE (A/C. No. Ext): 831-256-7578	FAX (A/C. No):
E-MAIL ADDRESS: pcspecial@cal-insurance.org		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: State Compensation Insurance Fund		35076
INSURED GIRLLEA-01 Girls Leading Girls 3145 Geary Blvd. #402 San Francisco CA 94118	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES

CERTIFICATE NUMBER: 731706929

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	9261749-2021	10/2/2021	10/2/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

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

Evidence Only

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District
 Attn: Risk Management
 1000 Broadway, Suite 440
 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

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POLICY CHANGE DOCUMENT

POLICY NO.: PHPK2458184

Philadelphia Indemnity Insurance Company | 123100 Gallagher Select Business Center

NAMED INSURED Girls Leading Girls, Inc.

MAILING ADDRESS 3145 Geary Blvd # 402
San Francisco, CA 94118-3316

POLICY PERIOD: FROM 08/26/2022 TO 08/26/2023 at
12:01 A.M. Standard Time at your mailing address shown above.

CHANGE EFFECTIVE 09/09/2022 CHANGE # ~~XXXXXXXXXXXX~~ J0XC00PA 1

DESCRIPTION

In consideration of the premium reflected, the policy is amended as indicated below:

Added:
Additional Insured
Oakland Unified School District

Per attached

Path ID 15956074

Total Annual
Additional/Return Premium \$ 0.00
NO CHANGE

Total Prorate
Additional/Return Premium \$ 0.00
NO CHANGE

COUNTERSIGNED
(Date)

BY
(Authorized Representative)

09/21/2022

Issue Date

Philadelphia Indemnity Insurance Company
Additional Insured Schedule

Policy Number: PHPK2458184

Additional Insured

Oakland Unified School District
Attn: Risk Management
1000 Broadway Ste 440
Oakland, CA 94607-4033

CG2026 - General Liability

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): Oakland Unified School District</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. 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:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

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 **Section III – 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.



June 14, 2022

To whom it may concern:

This letter confirms that Girls Leading Girls requires that all school-based staff classified as employees, volunteers, and agents working in the OUSD after school programs will have fingerprint clearance through the Department of Justice and FBI, copies of their official or unofficial transcripts, and proof of TB test within the last 4 years before they begin working on OUSD school sites. Employees will fully comply with the confirmation letter's CA child abuse mandated reporting process. The MOU also states that agencies must show proof if/when asked.

ATI Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Brianna Russell
Executive Director
brianna@girlsleadinggirls.org
415-496-5608



Girls Leading Girls Statement of Qualifications

Girls Leading Girls has been providing both free after school programs and camp-style soccer programs to girls from high need schools since 2014. We have been privileged to hold our program in seven OUSD schools. We would look forward to the opportunity to deepen our work in the Oakland community through a formal partnership with OUSD next school year.

We strive to make high quality sports education more accessible for all girls, regardless of income level. Through our programming, we work to alleviate childhood obesity, dropout rates of girls in sports and school, lack of representation of women in leadership, and generational poverty by keeping girls in school, providing them with a safe space to learn and grow, and using our innovative community-centered approach. We work directly with over 700 girls annually in San Francisco and Oakland, 51% of whom qualify for free/reduced lunch and 53% of whom identify as girls of color. Our work has a double impact focus starting with preventative holistic health focusing on mental, emotional, physical health for girls and gender expansive BIPOC (Black, Indigenous, People of Color) youth; and economic and educational support to help girls and gender expansive BIPOC youth thrive into adulthood.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Request for Proposal (RFP) #21-120ExLO

SPORTS-BASED YOUTH DEVELOPMENT PROGRAM EXPANDED LEARNING

* Submit proposals and all questions/inquiries to:

**OAKLAND UNIFIED SCHOOL DISTRICT
Attention: Procurement Department
900 High Street, 2nd Floor
OAKLAND, CA 94601**

email: francisco.flores@ousd.org
phone: (510) 437-6311

**Proposals Due:
Friday, June 17th, 2022 @ 2:00 p.m.**

THE TERMS AND CONDITIONS OF THIS CONTRACT ARE GOVERNED BY
THE CALIFORNIA EDUCATION AND PUBLIC CONTRACT CODES.

Submission Deadline & Process:

Bids must be received prior to or on **Friday, June 17, 2022 at 2:00pm**

Provider to submit:

- (1) Hardcopy Proposal
- (1) USB - Electronic RFP version

Proposal shall be clearly marked: **“Response to RFP No. 21-120ExLO”**

Proposal shall be submitted to:

**OAKLAND UNIFIED SCHOOL DISTRICT
SPORTS-BASED YOUTH DEVELOPMENT PROGRAM
FOR EXPANDED LEARNING OFFICES
Attention: PROCUREMENT DEPARTMENT
900 High Street
OAKLAND, CA 94601**

Bids received later than the designated time and specified date will be returned to the proposer unopened. **Facsimile (FAX) copies of the proposal will not be accepted.**

The District reserves the right to accept or reject any or all proposals or any combination thereof and to waive any irregularity in the bidding process.

Copies of the RFP/Bid documents may be obtained from **Oakland Unified School District, Procurement Department's website** <https://www.ousd.org/procurement>, if you have specific questions or concerns regarding RFP, you may contact us by email to: procurement@ousd.org.

** Applications submitted after 2:00 pm (PST) , June 17, 2022 will not be considered.*

*** Applications submitted by facsimile, telephone or electronic mail will not be accepted.*

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This RFP document and additional materials referenced within can be accessed at the OUSD website: www.ousd.org/afterschool. Select the “2022 Sports-Based Youth Program Request for Proposals ” link under “Afterschool Programs.” Any updates on the RFP process will be posted here and you may sign up for our mailing list, so applicants are encouraged to visit the webpage.

B. Schedule

Event	Date
RFP Process 2022 Announced	May 20, 2022
RFP Pre -Bid Conference (Virtual)	May 31, 2022 @ 1:00 p.m. (Zoom link on Procurement Website)
RFP Deadline for Questions	June 3, 2022 @ 2:00 p.m.
RFP Submission Date	Friday, June 17, 2022 @ 2:00 p.m.
RFP Proposal/Bid Opening (Virtual)	June 20, 2022 @ 1:00 p.m. (Zoom link on Procurement Website)
Organization Status Notifications	July 1, 2022
Deadline to Appeal Decision	July 8, 2022
Status Notification Publicized	August 2022

OUSD will use every effort to adhere to the schedule. However, OUSD reserves the right to amend the schedule, as it deems necessary, and will post a notice of amendment at www.ousd.org/procurement.

Proposers are advised that the District reserves the right to amend this RFP at any time. Amendments will be done formally by providing written amendments to all potential Proposers known to have received a copy of the RFP. Proposers must acknowledge receipt of any and all RFP amendments. This shall be done by signing the Acknowledgement of Amendment(s) to RFP form. If a Proposer desires an explanation or clarification of any kind regarding this RFP, the Proposer must make a written request for such explanation. Requests should be addressed via email to:

Rosaura M. Altamirano
Senior Manager, Supply Chain & Logistics
rosaura.altamirano@ousd.org

The District will advise all Proposers known to have received a copy of the RFP of the explanation or clarification, by email or by formal RFP amendment via email as the District may in its sole discretion deem appropriate.

What is an RFP? An RFP (Request for Proposals) is a Proposal-based selection process, in accordance with Public Contracts Code section 20111.5. It is a request by OUSD Dept. of Expanded Learning for organizations to submit their Proposals to be considered as an OUSD sport-based provider for expanded learning programs, after which OUSD will determine which providers are qualified and award contracts based on that determination.

What is a Pre-Bid Conference? A pre-bid conference is conducted to clear up any confusion regarding project details, scope of work and solicitation of documents that outside providers may have. In addition, outside providers will have an opportunity to ask questions.

C. Required Supporting Documentation

To support RFP responses and verify organizational Proposals, the following documentation is required. The *Application Questions* in Appendix II will directly reference these documents and ask for an elaboration of the information these documents provide. These documents do not count towards the 5-page limit for the RFP application described in Appendix II. Additionally, please label all supporting documents clearly according to this list:

- 1) Submission of sample(s) schedule of the sports-based youth development program organization wishes to offer. Either a school-based model, an intercession model, or both. Therefore, when submitting a weekly schedule, the organization needs to incorporate questions in the application form during the service category (targeted demographic, grade levels, # of school-based sites, which intercession--fall, winter, spring, etc.)
- 2) Program budget pertaining to the program schedule (see Application Question 2 in Appendix II for details)
- 3) Letters of Reference (maximum of 2)
- 4) Statement of Qualifications
 - A. A Statement of Qualifications is paragraph or two on the organizations letterhead that explains why they are qualified to provide this services.
- 5) Commercial General Liability Insurance Coverage via an ACORD sheet.
 - A. Address in the "Certificate Holder" section: Oakland Unified School District, Attn: Risk Management; 1000 Broadway, Suite 440, CA 94607
 - B. Policy Limits: 1,000,000 per occurrence / \$2,000,000 aggregate
 - C. Policy Endorsement that names OUSD as an additional Insured (from the Agent): this is a Separate document from above.
- 6) Agency Letter that states the following:
 - A. All of the employees that work at OUSD have passed fingerprint review by CA DOJ and FBI, TB testing requirements, and mandate reporting.
 - i ATI Numbers will need to appear on all invoices submitted to OUSD
 - ii Proof of fingerprint passage and TB Test passage of staff working at OUSD will be available to OUSD upon demand.
 - B. Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
 - C. Designated staff supporting the intersession model must have first-aid, concussion, and CPR certified.

D. Introduction and Overview

The Oakland Unified School District (OUSD) Department of Expanded Learning (ExLO) and Oakland Athletic League (OAL) invites interested organizations to apply for the sports-based youth development programs serving youth, particularly TK-6th grades, to provide entry point for youth to have the opportunity to participate in middle and high sports activities. Sports-based youth development organizations must support and align with the OUSD's strategic plan to create equitable and joyful schools.

The push for the Expanded Learning Office's to provide sports-based youth development is founded in these local and national data.

- Low-income kids are 6 times more likely to quit sports due to costs (*Source. Project Play*)
- 1 out of 3 girls felt their schools were not offering girls, sports that interested them, and 1 out of 4 had challenges around participating due to family responsibilities or lack of money (*Source. Go Out & Play: Youth Sports in America, WSF, 2008. Coaching Corps*)
- Kids quit most sports by age 11 (*Project Play*)
- Girls, enter sports later, participate in lower numbers and drop out sooner in many settings. Urban and rural girls drop sports at twice the rate of boys. (*Source. Go Out & Play: Youth Sports in America, WSF, 2008. Coaching Corps*)
- High school girls who play sports are less likely to be involved in an unintended pregnancy; more likely to get better grades in school and more likely to graduate than girls who do not play sports. (*Source. Women's Sports Foundations founded by Billie Jean King*)

Therefore, our sports-based youth development program approach primary focus is to increase the menu of sports-based youth development programs to our TK-6th grade students. Secondly, increase access to youth sports programs within our elementary sites across Oakland, which will help increase participation in the middle and high school sports for girls and students who do not usually have access to sports programs. Thirdly, create the condition for "equalable play." The sport-based youth development organizations will be an integral part of our OUSD Full Service Community Schools and make an impactful contribution toward strengthening our district, expanded learning system, and community.

Oakland Unified School District's (OUSD) mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers/coaches every day. Expanded Learning supports this mission while holding our values of equity, joy, and liberation for youth and adults with the express purpose of interrupting inequity, examining biases, creating inclusive, and just conditions for all students to achieve equally high outcomes.

Eligible sports-based youth development organizations will help all students develop strong social-emotional skills, leadership, and foundational knowledge of the sports. In addition foster sportsmanship, teamwork, and an appreciation for an athletes' mindset to further play in middle and high school sports programs.

The two types of sports-based youth development programs that the Expanded Learning Office is hoping to solicit CBOs to apply are (i) the sports-based youth development at the school site, is the **school-based model (SBI)**, and (ii) the **intercession model (IM)** during the 2022-23 school year serving across all of the OUSD elementary schools.

(i) The **School-based Model of Sports-Based Youth Program**. This model provides youth with multiple weeks (ranging from 4 to 8 weeks) of sports program within the context of the after-school hours (Monday-Friday 3-6pm) and working directly with the approved OUSD Expanded Lead Agencies. Interest CBOs must provide 2-days a week, 45-60 minute sessions, of the sports program that meets ASES and 21st CCLC physical activity component; of a warm-up, organize sports activities, and a cool down. Each CBO is required to have a 20:1 ratio (except for TK/K, which is 10:1 ratio). The ratio of students to staff may vary based on the types of the youth-based program (high-risk, high supervision, etc.). The OUSD Expanded Learning Office will approve the students to staff ratio before the contract is agreed upon.

The 51-OUSD elementary schools/programs will select which eligible sports-based programs will be a match for the students/community. *Note: The Expanded Learning Office does not guarantee organization placement to school or the number of school sites that will opt into the sports program.

(ii) The **Intercession Model of Sports-Based Youth Program**. This model provides youth with a weekend or a week-long sports program at a location. The approved organization must “offer a 9-hour of program” for each day of operation. This includes program early admission, registering/checking-in students to signing students out, and programs. The Intercession model is structured like a camp-style format to invite 51-elementary students to register for the “Intercession Model” program.

Organizations can apply both models but must demonstrate the capacity and history of providing the sports-based youth development program.

<p>School-Based Model: Offer multiple weeks of sport-based programming either 2-days of the week serving 20 students per site.</p>	<p>Intercession Model (Offering 9-hours of programming)</p> <ul style="list-style-type: none"> ● Weekends (Saturday, Sunday, or both days) ● Fall Break: week-long offering ● Winter Break: week-long offering ● Spring Break: week-long offering
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Example of School-Based Model:

*4 week program at Jackson Elementary School
(Serving TK-2nd on Tuesday/Thursday for 45 to 60 minutes
and 3rd-5th grade on Monday/Friday)*

*6 week program at El Pena Academy
(Serving TK-1st grade on Tuesday/Thursday for 45 to 60 minutes
and 2nd-3rd grade on Monday/Friday, and 4th/5th on Wednesday)*

Example of Intercession (“9-hours” of Program Offering)

*8:00-9:00 Early Registration and orientation
9:00-11:00 Morning (AM Session) serving TK-2nd grades
11:00 Dismal
11:00-12:00 Break
12:00-1:00 Lunch
1:00 - 3:00 Afternoon (PM Session) serving 3rd-5th grades
3:00-4:00 Free Play and Pick-up*

Term of the List of Qualified Agencies

The Request for Proposals (RFP) for sport-based organizations will result in a list of OUSD vetted sport-based organizations which OUSD will enter into a one-year contract. The selection and scheduling of the sports provider are at the discretion of the Expanded Learning Office, the expanded learning lead agency, and the school site administrator (Principal). School year schedules are created through a partnership between the sport-based organization and the Expanded Learning Office. Once selected to serve as a sport-based provider, the organization will work directly with the Expanded Learning Office to schedule the menu of sports-based youth development programs throughout the year starting in August to May before the contract is agreed upon.

Overview of OUSD Expanded Learning Programs

OUSD Expanded Learning Programs strive to create and sustain "safe haven" environments where Oakland children and youth can access expanded learning opportunities and integrated education, health, cultural, and enrichment programs outside of school hours or the regular school year. OUSD Expanded Learning Programs operate in elementary, middle, and high schools across the city of Oakland.

When programming is conducted in-person, over 9,000 students across 80 schools participate in OUSD expanded learning programs that operate Monday - Friday until 6:00 pm. Students who participate in expanded learning programs every day receive an additional 540 hours of learning by the end of the school year, equivalent to 90 additional days of school. In these valuable after-school hours, students engage in youth development activities that foster their physical health, social-emotional learning/well-being, and support their academic achievement in school. In order to meet these goals, the quality and success of the District's expanded learning programs are critical.

These expanded learning and summer programs are aligned with efforts in Oakland to improve young people's educational outcomes, including Oakland's investment in Kids First! The legislative initiative goal to "Help Children and Youth Succeed in School and Graduate High School" and the Oakland Unified School District's Full-Service Community Schools initiative seeks to provide health, education, and social services to youth, and their families, and the community.

OUSD expanded learning and summer programs offer critical support to schools, students, and their families. In addition to providing children and youth with sanctuary, quality expanded learning programs to support students academically and socially, OUSD expanded learning programs serve a large proportion of youth who typically benefit from additional learning support, including students from low-income households (75%) and English Learners (31%). Additionally, approximately 25% of OUSD after-school participants are African American and 45% are Latino.

OUSD seeks sport-based organizations whose mission and vision closely align and support the District's strategic plan and vision for Full-Service Community Schools.

High-quality sport-based organizations must satisfy the physical activity grant funding requirements— detailed further below and in the MOU—and provide additional opportunities for youth to practice the social skills they need to succeed.

E. Funding

Sports-based youth programs will be funded through the Expanded Learning Opportunity Program (ELO-P). The California Department of Education (CDE). CDE introduced ELO-P funding in 2021 to increase expanded learning opportunities for unduplicated students. The CDE grant required the grantee to record student participation through a database called Aeries, an OUSD's internal attendance tracking system.

- Example of suggested budget when providing a **school-based model**:
 - Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 4 weeks (# of days) = \$1,600 x 5 sites = \$8,000
 - Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 5 weeks (# of days) = \$2,000 x 5 sites = \$10,000
 - Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 6 weeks = \$2,400 x 5 sites (# of days) = \$12,000
 - Example of suggested budget when providing **intercession model** (i.e. Saturday Camp)
 - \$350 per coach per session (Morning Session and afternoon session) = \$700
 - Propose flat rate to host 9-hours
 - Ex: 1-Staff/Sports Coach at \$350 per session x 2 sessions x 1 days = \$700 x 5 coaches (serving 100 youth) x \$700 = \$3,500

F. Sport Based Programs Operation

Approved sports-based youth program organizations must have an organizational infrastructure to provide sports programs throughout the year. Therefore, interested organizations need to review and consider the list of expectations of each program model before applying to be the sport-based program.

[School-based model (labeled as "SBM" and intercession model labeled as "IM")]

- Interested organizations must be able to provide sports-based programs at a minimum of 2-schools when providing a school-based program model. (SBM)
- Interested organizations must uphold the grant, district compliance, and program quality standards (e.g. attendance, safety training, participation in sports-based learning provided by the district, Positive Coaching Alliance, etc). (SBM & IM)
- Interested organizations implement sign in/out procedure
- Interested organizations, when providing district snacks will comply with district protocol and federal requirements
- Interested organizations must incorporate ASES and 21st CCLC physical activity component of a warm-up, organize sports activities, and a cool down
- Interested organizations must serve a 20:1 ratio (students: staff). (SBM)
 - Will collaborate with the ExLO Office to identify the maximum number of students participating during school-based model or intercession model. (IM)
- Approved sports-based organizations provide school-based or intercession models and work with the ExLO Office to offer high-quality sports programs and meet district safety requirements or grant compliance to ensure continual funding. (SBM & IM)

G. Enrollment, Attendance, and Evaluation Documentation

Approved sport-based youth program organizations will need to consider CDE Guidelines, OUSD Expanded Learning Office expectations, and site-level input (e.g. site administrator) when it comes to student enrollment consideration, attendance protocol, and programmatic evaluation.

- a. **Enrollment:** The approved sport-based organization must work under the umbrella of the expanded learning provider and track all student participation.
- b. **Attendance:** Attendance must be tracked for all camps and must be turned into the expanded learning provider.
- c. **Evaluation:** The expanded learning provides yearly evaluation of programs and works to get feedback from students, community, and partners.

H. Contract and Payments

Sport-based youth program organizations that are approved through the process described in this RFP must enter a 1-year contract with OUSD. They may not begin operating at a school site unless the District and agency have executed a contract on the District's template. Invoices are processed on a cost-reimbursement basis for actual expenditures incurred.

I. RFP Process

Any sport-based youth program organization applying for the 2022 - 23 school year and/or beyond must successfully complete the sport-based RFP process and earn *highly recommended* or *conditionally recommended* status, detailed below. Therefore, an organization that does not successfully complete the RFP process or does not earn a *highly recommended* or *conditionally recommended* status will not be contracted with OUSD to serve in the sport-based organization role in the 2022-23 school year.

Sport-based organizations that submit an RFP by the deadline will be assessed based on their RFP responses. Applications that have the potential to earn the *highly recommended* or *conditionally recommended* status and require additional information may be invited for an interview with the RFP Review Team.

Organizations completing this 2022 RFP process will be assessed and scored into one of the following three categories:

- 1) **Highly Recommended:** Organization has adequately demonstrated its capacity to serve in a sport-based role and fulfill *all* sports camp responsibilities outlined by OUSD and listed in Section III of this RFP and required document. This *highly recommended* status will be valid for up to 2022-2023 school years, depending on the organization's successful implementation of the agreed-upon scope of work.
- 2) **Conditionally Recommended:** Organization has adequately demonstrated its capacity to serve in the sport-based organization role and to fulfill *most, though not all*, of the responsibilities outlined by OUSD and listed in Section III of this RFP and required document. Organizations receiving this *conditionally recommended* status will be provided with specific feedback from the RFP Review Team on areas of responsibility where the organization has not adequately demonstrated effective capacity. This *conditionally recommended* status will be valid for up to one year. Within that

year, the community organization will be asked to provide the OUSD EXLO with additional evidence of its ability to fulfill all sport-based organization responsibilities, including documentation of the organization's efforts to improve based on feedback from the RFP Review Team. At the end of this first conditional year, the community partner will be re-assessed by the OUSD EXLO team and re-categorized as *highly recommended*, *conditionally recommended*, or *not recommended*.

- 3) **Not Recommended:** Organization has not adequately demonstrated its capacity to serve in the sport-based organization role and to fulfill most of the responsibilities outlined by OUSD and listed in Section III of this RFP and required documents. Organizations receiving this *not recommended* status will not be included in the list of qualified sport-based organizations that will be shared with Principals and lead agencies. Organizations can appeal by following the instructions in the appeals process described in Appendix V.

OUSD will notify the sports-based youth development organization of its determination by June 12, 2022 via email. If OUSD determines that an organization is Not Recommended, the organization shall have the opportunity to contest that determination. Additional details regarding this process are contained in Section L.

J. Minimum Proposals

OUSD is seeking applications from established Sport-based youth program organizations that have demonstrable experience in operating skill building coaching in a camp setting for elementary school students. All organizations must provide acceptable documents demonstrating two (2) years of experience in the following areas:

- Providing program services to the students in the service category (ies) being applied for. Specifically, evidence of a positive track record of the capacity to effectively coordinate the skill building of sports as well as successful collaboration with the school site administrator, faculty and staff.
- Hiring, retention, and provision of professional development of appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age-appropriate manner with a focus on youth development strategies.
- Maintaining collaborative relationships with school site leadership and expanded learning providers (lead agencies) in the development and implementation of a high-quality sports focus program that supports the district's and the school's goals.

Sport-based youth program organizations that apply for the role must be able to comply with all requirements outlined in the standard OUSD contract (see Appendix IV for a sample of current year). For example, while a copy of the organization's current insurance coverage is required with this application, should the organization be chosen, it will need to attain the level of insurance outlined in the MOU.

K. Application Submission Contents

Failure to provide any of the following information or forms may result in an application being disqualified.

A Complete Lead Agency Application will consist of all the following required items:

- 1) **Proposal Cover Sheet** (see Appendix I for sample)
- 2) **Letter of Agreement** (no more than one (1) page): A one-page letter signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.
- 3) **Written Responses to Application Questions** (no more than 5 double-spaced pages in response to the four (4) titled sections that appear in Appendix II Application Questions), signed under penalty of perjury,
- 4) **Supporting Documents**, listed in (Appendix III).
- 5) **Sample Program Schedule and Summary:** Based on the sample program , please provide a sample program schedule along with a short description of each activity. No more than (2) pages.
- 6) **Sample of Sports Supplies/Equipements:** Based on the sample fiscal management and resources development section

L. Application Submission Details

FORMAT

All submissions must be on the RFP Application Form, typed using an easy to read 12-point font such as Arial or Times New Roman and one inch margins. All submissions must be double-spaced. All submissions must answer all four (4) titled sections below in no more than 5 pages total. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

M. Evaluation and Selection

For all applications, the completion of the application will be assessed first; applications that do not submit complete documentation demonstrating the capacity to meet the minimum requirements will not have the application reviewed.

Applications demonstrating the capacity to meet minimum requirements will have their Proposals evaluated and scored by an RFP Review Team made up of individuals with expertise in the relevant subject matter for which the application is submitted.

Evaluation Rubric

Performance Area	Expectations for Highly Recommended Sports-Based Organization
Organizational Capacity and District Alignment (35 Points)	<ul style="list-style-type: none"> • Organization has a clear mission and vision that complements OUSD’s vision for community schools and college, career, and community ready students. • Organization can clearly articulate how their sports-based youth program model will support OUSD’s elementary students and provide age-appropriate activities/sports. . • Organization has extensive experience serving the Oakland community and/or in communities of similar demographics, assets, and challenges. • The organization has extensive experience working in partnership with school sites and district leaders. • Organization has the capacity to serve OUSD’s diverse student demographics--i.e. serving multiple grade levels, girls, sport’s ability, English as a second language, cultural, etc. • Organization can clearly articulate and show evidence of implementing the two types of youth sports model--the Monday through Friday program during the out of school time and/or during the intercession, successful. • The organization has experience in the hiring, retention, and provision of professional development to appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age-appropriate manner with a focus on youth development strategies.
Fiscal Management and Resource Development (15 Points)	<ul style="list-style-type: none"> • The organization has a strong budget template that clearly illustrates staffing costs, supplies, administrative costs, etc. within the model program of youth sports. • The organization clearly describes how it can secure additional funding to support high-quality sports-based youth development at . • The organization is able to clearly describe its systems, structures, and processes to ensure sound fiscal management of grant funds and how to comply with grant-related record-keeping for auditing purposes.
Agency Infrastructure (15 Points)	<ul style="list-style-type: none"> • The organization supports successful program implementation and clearly describes organization staffing systems, and processes that will ensure that all responsibilities will be fulfilled effectively and with fidelity. • The organization has designated administrative systems and procedures in place to ensure that sports camps are operating in full compliance with requirements set forth by OUSD and the California Department of Education (CDE). • The organization shows the capacity to hire and support a clearly designated staff for each camp and maintain active collaboration with the school site administrator and other school faculty.
Youth Development Expertise and District Alignment (35 Points)	<ul style="list-style-type: none"> • The organization’s program model clearly supports youth development. Organization provides descriptions of successes and challenges serving Oakland youth.

Applicants must agree to abide by all OUSD policy requirements as outlined in the Appendix IV Boilerplate MOU checklist. The list of “Sports-based Organizations” will be utilized by school site Principals for a period of up to one year pending funding availability to select an organization to administer a sports camp program at various school sites.

N. Terms & Conditions for Receipt of Applications

Errors and Omissions by Applicant

Applicants are responsible for reviewing all portions of this RFP, and promptly notifying the District, in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the District promptly after discovery, but in no event later than five working days prior to the date for receipt of applications. Modifications and clarifications will be made by addenda as provided below.

Change Notices

The District may modify the RFP prior to the application due date by issuing Change Notices, which will be posted on the Procurement page of the OUSD website. The applicant shall be responsible for ensuring that its application reflects any and all Change Notices issued by the District prior to the application due date regardless of when the application is submitted. Therefore, the District recommends that applicants consult the website frequently, including shortly before the application due date, or sign up for our mailing list (<https://www.ousd.org/Page/14136>) for updates to ensure they have downloaded all Change Notices.

Failure to Object to Errors and Omissions in Application

Failure by the District to object to an error, omission, or deviation in the application will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

Financial Responsibility

The District accepts no financial responsibility for any costs incurred by applicants in responding to this RFP. Submissions of the RFP will become property of the District and may be used by the District in any way deemed appropriate.

Proposer's Obligations Under the Conflict of Interest Laws and Board Policies

A proposer must be aware that if the proposer will enter into a contract with the District, proposer/contractor shall be responsible to comply with conflict of interest laws and Board policies, which are briefly summarized in Section 11.4 ("Conflict of Interest") of the attached Appendix IV ("OUSD" sample contract). It is the responsibility of a contractor to comply with the law and OUSD Board policies. Submission of an application signifies that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Reservations of Rights by the District

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Reject any or all applications;
- Reissue a Request for Proposals ;
- Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the

specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the applications;

- Procure any materials, equipment or services specified in this RFP by any other means;
- Determine that no project will be pursued.

No Waiver

No waiver by the District of any provision of this RFP shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

O. Standard Contract Provisions

Any sports-based organization selected from the *Expanded Learning Qualified List* by an approved OUSD Lead Agency, and which chooses to enter into contract with OUSD, will enter into a contract substantially in the form of the Expanded Learning Sports-Based Youth Organization contract, attached hereto as Appendix IV. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another qualified agency and may proceed against the original selectee for damages.

APPENDIX I: RFP Application

2022 OUSD Request for Proposals Application (Template)

(Email procurement@ousd.org for template)

ASES, 21st CCLC, ELO-P, and ASSETS After-School Programs

Cover Sheet Template:

Organization Name			
Primary Contact Person:		Secondary Contact Person:	
Email:		Email:	
Telephone #:		Telephone #:	

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.		Yes
		No
Are you currently providing sports programming in OUSD?		Yes
		No
If so, please list the sites that you are providing sports programming in OUSD schools.		
Have you provided sports programming in the past? If so, please identify the years and durations served.		Yes
		No
		# Years
Do you currently provide sports programming in other school districts besides OUSD?		Yes
		No
If yes , please list all school districts you have served.		

Services Category: Mark all that apply. What type of sports-based program are you interested in applying?

School-Based Model: Offer multiple weeks of sport-based programming either 2-days of the week serving 20 students per site.

- TK/K grade
- 1st grade
- 2nd grade
- 3rd grade
- 4th grade
- 5th grade
- 6th grade

Intercession Model (Offering 9-hours of programming)

- Weekends (Saturday, Sunday, or both days)
Indicate the targeted grade [-]
- Fall Break: week-long offering
Indicate the targeted grade [-]
- Winter Break: week-long offering
Indicate the targeted grade [-]
- Spring Break: week-long offering
Indicate the targeted grade [-]

Provide any additional information to explain your services category. The organization wishes to provide services, including the targeted grade level (TK-6th grades). When applying for a school-based model, indicate the number of school sites/programs your organization can serve. When applying for the intercession model, indicate the number of sessions (or "camp-style sessions) your organization can serve.

In the box below, please briefly explain your rationale for this number of sites? Types of space the organization needs to run the sports-based program (Example: Need access to knee-high water tanks to run a water basket weaving program). Types of equipments required to run the sports-based program.

On behalf of _____ (Agency), I, _____ (name)

(Position), declare under penalty of perjury under the laws
of the State of California that the foregoing is true and correct.

Signature: _____

Date: _____

APPENDIX II: Application Questions

After reading the RFP narrative, please respond to all of the questions within all four (4) titled sections below in no more than 5 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

1. ORGANIZATIONAL CAPACITY (2 paragraph double space)

OUSD's mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent educators every day. Our vision is that all Oakland Unified School District students will find joy in their academic experience while graduating with the skills to ensure caring, competent, fully informed, critical thinkers prepared for college, career, and community success. **Please explain why your organization is uniquely positioned to partner with the OUSD Expanded Learning Office to serve students in a sports-based youth development program. How long have your organization been delivering sports-based programs? What are your organization's mission and vision, and how does it align with OUSD?**

- Describe the type(s) of sports-based youth development programs your organization wishes to offer--is it school-based model, intercession model; a structured recreational or structure organized sports (competitive or non-competitive). Examples of the organization desire to provide services, including the targeted grade level (TK-6th grades), etc.

Example of School-Based Model:

*4 week program at Jackson Elementary School
(Serving TK-2nd on Tuesday/Thursday for 45 to 60 minutes
and 3rd-5th grade on Monday/Friday)*

*6 week program at El Pena Academy
(Serving TK-1st grade on Tuesday/Thursday for 45 to 60 minutes
and 2nd-3rd grade on Monday/Friday, and 4th/5th on Wednesday)*

Example of Intercession ("9-hours" of Program Offering)

*8:00-9:00 Early Registration and orientation
9:00-11:00 Morning (AM Session) serving TK-2nd grades
11:00 Dismissal
11:00-12:00 Break
12:00-1:00 Lunch
1:00 - 3:00 Afternoon (PM Session) serving 3rd-5th grades
3:00-4:00 Free Play and Pick-up*

- Describe your experience and approach to serving the Oakland community and/or other communities with similar demographics, assets, challenges, etc. Discuss your background working with Oakland families and other community partners--urban, suburban, rural, middle-to-high income, low-income statuses, etc. (Reference the supporting documents required under Eligible Applicant Proposals Appendix III to support your experience).
- OUSD Expanded Learning Office is looking for partners who can demonstrate the ability to collaborate with transparency and commit to shared decision making with Oakland

students, families, site leaders and district leaders. Provide our office with clear examples of how your agency has or will approach working with stakeholders and engage in collaborative leadership.

- Describe your organization's strategy in hiring, retention, and providing professional development of appropriate qualified staff to provide services to OUSD students in a culturally appropriate manner. Please include artifacts to support your description. i.e. Job announcements.
- With your program offering, do you also provide staff with your organization to deliver sports-based programs or do you hire external staff to lead activities?

2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (1 paragraphs)

- What fiscal management system does your organization have in place to submit invoices in a timely and accurate manner.
- What systems and processes are in place to support staff with student safety and engagement.
- Supply management, what supplies would your organization need to be successful.
- OUSD will provide all necessary supplies, how will your organization work with OUSD to retrieve and return all equipment back to the school site/district.
- Using your organization's budget create a budget narrative showing how your agency would allocate funds to run a high-quality expanded learning program. These budgets will need to be based on the grant requirements detailed in the Funding description above (Section E.): including a required staffing ratio of 1:20 (or better). Utilize any of the following anticipated contract amounts to develop your budget.
- Your budget should also show secured leveraged funds, and resources that you would contribute to the operational costs of running a sports-based youth development program. Submission of propose budget can be the range for the following types of program model:
 - **School-based Sports.** Staff can be paid per hours depending our sports credential but not to exceed \$100 per hours (*request of credential or certification will be asked at the discretion of district). Serving a minimum of 20:1 student to staff ratio unless it is TK/K 10:1 ratio.
 - Intercession of 1-day "9-hours" program can be range but can not exceeds
 - Example of budget proposed for the sports-based program for a school-based model
 - *Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 4 weeks = \$1,600 x 5 sites = \$8,0000*
 - *Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 5 weeks = \$2,000 x 5 sites = \$11,000*
 - *Ex: 1-Staff/Sports Coach at \$100 per hours x 2 hours x 2 days a week x 6 weeks = \$2,400 x 5 sites = \$12,000*
 - Example of budget proposed for the sports-based program for the intercession model (i.e. 9-hours Sports Camp)
 - *Ex: 1-Staff/Sports Coach at \$350 per session x 2 sessions x 1 days = \$700 x 5 coaches (serving 100 youth) x \$700 = \$3,500*
 - Other(s) but not limited to the district approval per ELOP grant guidelines.

- The budget must detail:
 - Staffing costs for service delivery, staff training, and prep time
 - Any agency management-level staff who will be paid by to support direct service programming
 - Supplies, materials, curriculum, books, field trips, etc. will be covered by the Expanded Learning office.
 - **All purchase materials and types of equipment will stay with the school or district office when the program/contract is over.*
 - Submission of supplies, equipments, field trips, etc. will need to be approved and confirmed by the district office once sports-based lead agency is approved.
 - Any supplies/equipment used for the program will need to be approved by the district approved vendor list.
- Agency administrative costs not to exceed 4% of the contracted amount.
 - Your budget does not need to include snack costs

3. AGENCY INFRASTRUCTURE (1 Pages)

- Describe the administrative systems and procedures your agency will put in place to ensure that your expanded learning program(s) is/are operating fully in compliance with requirements set forth by OUSD and the CA Dept. of Education. *(Unless otherwise stated by CDE under extenuating circumstances all sites are required to):*
 - Student ratio of 1:20 or better serving 1st to 6th grade students, or 1:10 or better serving TK/K
 - Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
 - Professional record keeping and reproduction upon request for district audits
- Describe who will be the primary point(s) of contact for the OUSD expanded learning partnership, and who will maintain active collaboration with the school site leadership. Describe how this individual will ensure strong partnership with OUSD, the partnering school site(s), and other community partners working within OUSD expanded learning programs.

4. YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT (2 Pages)

- Could you cite prior successes and challenges serving Oakland youth or similar to Oakland? How does your program demonstrate diversity, equity, and inclusion?
- Has your program gone through an evaluation process? If so, please provide a supporting document. If not, please describe the impact of youth sports on your organization.
- How does your program foster character development or social-emotional learning through your program offering?

APPENDIX III. Instructions for RFP Application Submission:

Any documents submitted after the deadline will not be accepted or reviewed.

Required Supporting Documentation Instructions:

All proposals will need to be in a Hardcopy Proposal and USB - Electronic RFP version. Any files missing could result in a disProposal from the RFP process.

All files will need to be clearly labeled based on the list below:

- **Sample schedule** of a sports-based program within the two model programs of a school-based program which is the Monday through Friday or the “intercession” 9-hours program. *[Example of Title: Model Program_Organization Name_Types of Sports]*
- **A sample budget** pertaining to the program schedule and activity summary
- **Signed letter of agreement** (as elaborated upon in Section N)
- **Letters of reference** (maximum of 2)
- Documents demonstrating fulfillment of minimum Proposals (outlined in Section C)
 - Statement of Qualifications
 - Commercial General Liability Insurance
 - Agency Letter that states the following; staff working within OUSD must pass fingerprint review by CA DOJ and FBI, TB testing requirements, mandate reporting. In addition, staff must meet the minimum Instruction Aid (IA) qualification and be first-aid, concussion, and CPR certified.

APPENDIX IV: SAMPLE OF OUSD SERVICES AGREEMENT

(DO NOT COMPLETE)

SERVICES AGREEMENT 2021-2022

This Services Agreement (“Agreement”) is a legally binding contract entered into between the Oakland Unified School District (“OUSD”) and the below named entity or individual (“VENDOR,” together with OUSD, “PARTIES”):

Click or tap here to enter text.

The PARTIES hereby agree as follows:

1. **Term.**

- a. This Agreement shall start on the below date (“Start Date”):

Click or tap to enter a date.

If no Start Date is entered, then the Start Date shall be the latest of the dates on which each of the PARTIES signed this Agreement.

- b. The work shall be completed no later than the below date (“End Date”):

Click or tap to enter a date.

If no End Date is entered, then the End Date shall be the first June 30 after the Start Date. If the term set forth above would cause the Agreement to exceed the term limits set forth in Education Code section 17596, the Agreement shall instead automatically terminate upon reaching said term limit.

2. **Services.** VENDOR shall provide the services (“Services”) as described in #1A and #1B of **Exhibit A**, attached hereto and incorporated herein by reference. To the extent that there may be a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, VENDOR shall describe in #1B of **Exhibit A** whether and how its services would be able to continue.

3. **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 in any 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, each of VENDOR's employees, and each of VENDOR's subcontractors, and (ii) announced and unannounced observance of VENDOR, VENDOR's employee(s), and VENDOR's subcontractor(s).
4. **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 8 (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.
5. **Data and Information Requests.** VENDOR shall timely provide OUSD with any data and information OUSD reasonably requests regarding students to whom the Services are provided. 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.
6. **Confidentiality and Data Privacy.**
 - a. OUSD may share information with VENDOR pursuant to this Agreement in order to further the purposes thereof. VENDOR and all VENDOR's agents, personnel, employee(s), and/or

subcontractor(s) 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. If VENDOR will access or receive identifiable student data, other than directory information, in connection with this Agreement, VENDOR agrees to do so only after VENDOR and OUSD execute a separate data sharing agreement.
 - (i) If VENDOR is a software vendor, it agrees to access or receive identifiable student data, other than directory information, only after executing a California Student Data Privacy Agreement (“CSDPA”) or CSDPA Exhibit E (available here).
 - (ii) If VENDOR is not a software vendor, it agrees to access or receive identifiable student data, other than directory information, only after executing the OUSD Data Sharing Agreement (available here).
 - (iii) Notwithstanding Paragraph 28 (Indemnification), should VENDOR access or receive identifiable student data, other than directory information, without first executing a separate data sharing 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.

- 7. **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**, its employees, or its subcontractors 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.

8. **Compensation.** **OUSD** agrees to pay **VENDOR** for satisfactorily performing Services in accordance with this Paragraph, Paragraph 10 (Invoicing), and #1C in **Exhibit A**.

a. The compensation under this Agreement shall not exceed:

\$Click or tap here to enter text..

This sum shall be for full performance of this Agreement and includes 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.

b. **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**.

c. 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 10 (Invoicing), for Services actually performed and after **OUSD**'s written approval that 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.

- d. Compensation for any Services performed prior to the Start Date or after the End Date shall be at OUSD's sole discretion and in an amount solely determined by OUSD. VENDOR agrees that it shall not expect or demand payment for the performance of such services.
 - e. VENDOR acknowledges and agrees not to expect or demand payment for any Services performed prior to the PARTIES, particularly OUSD, validly and properly executing this Agreement until this Agreement is validly and properly executed and shall not rely on verbal or written communication from any individual, other than the President of the OUSD Governing Board, the OUSD Superintendent, or the OUSD General Counsel, stating that OUSD has validly and properly executed this Agreement.
9. **Equipment and Materials.** VENDOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.
10. **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 Services were provided, name(s) of the person(s) performing Services, date(s) Services were performed, brief description of Services provided on each date, the total invoice amount, and the basis for the total invoice amount (e.g., if hour 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 monthly, and within 30 days of the conclusion of the applicable billing period, unless otherwise agreed. 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 (c)—indicate whether the Services are 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.

11. Termination.

- 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 or Deputy may issue the termination notice without 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.
- b. Due to COVID-19. Notwithstanding Paragraph 19 (Coronavirus/ COVID-19) or any other language of this Agreement, if a shelter-in-place (or similar) order due to COVID-19 is issued or is in effect during the term of this Agreement 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. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the OUSD Governing Board, in which case this Agreement would terminate upon ratification of the termination by the OUSD Governing Board or seven (7) days after the notice was provided, whichever is later.
- c. 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. Cause 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 or Deputy may issue the termination notice without 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 the correction are made.

- d. Upon 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.

- 12. **Legal Notices.** All legal notices provided for under this Agreement shall be sent via email to the email address set forth below and shall be either (i) personally delivered during normal business hours or (ii) sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY at the address set forth below.

OUSD

Name: Joshua R. Daniels
Site/Dept: Office of General Counsel
Address: 1000 Broadway, Suite 300
City, ST Zip: Oakland, CA 94607
Phone: 510-879-8535
Email: ousdlegal@ousd.org

VENDOR

Name: [Click or tap here to enter text.](#)
Title: [Click or tap here to enter text.](#)

Address: Click or tap here to enter text.
City, ST Zip: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

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.

13. Status.

- a. This is not an employment contract. VENDOR, in the performance of this Agreement, shall be and act as an independent contractor. VENDOR understands and agrees that it and any and all of its employees 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's employees.
- 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 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 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.

14. Qualifications and Training.

- a. VENDOR represents and warrants that VENDOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of OUSD. VENDOR will performed 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. All VENDOR employees and agents shall have sufficient skill and experience to perform the work assigned to them.
- b. VENDOR represents and warrants that its employees and agents 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, if VENDOR was selected, at least in part, on such representations and warrants.

15. **Certificates/Permits/Licenses/Registration.** VENDOR's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.
16. **Insurance.**
 - a. **Commercial General Liability Insurance.** Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR shall maintain Commercial General Liability Insurance, including automobile coverage, with limits of at least one million dollars (\$1,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. 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 of this Agreement). 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.
 - b. **Workers' Compensation Insurance.** Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR 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 (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.

17. **Testing and Screening.**

- a. Tuberculosis Screening. Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR is required to screen employees who will be working at OUSD sites for more than six hours. VENDOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code section 49406 within the prior 60 days. If tuberculosis risk factors are identified, VENDOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she 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 the agent to the examination instead of the risk assessment.
- b. Fingerprinting/Criminal Background Investigation. Unless specifically waived by OUSD as noted in **Exhibit A**, for all VENDOR employees, subcontractors, volunteers, and agents 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 employee, subcontractor, volunteer, or agent 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.

Waivers are not available for VENDORS whose employees, subcontractors, volunteers, and agents will have any contact with OUSD students.

- c. VENDOR shall use either California Department of Justice or Be A Mentor, Inc. (<http://beamentor.org/OUUSDPartner>) finger-printing and subsequent arrest notification services.
- d. VENDOR agrees to immediately remove or cause the removal of any employee, representative, agent, or person under VENDOR's control person 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.

18. Incident/Accident/Mandated Reporting.

- a. VENDOR shall notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours of learning of any significant accident or incident. Examples of a significant accident or incident include, without limitation, an accident or incident that involves law enforcement, 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 an employee, subcontractor, agent, or representative of VENDOR is included on the list of mandated reporters found in Penal Code section 11165.7, VENDOR agrees to inform the 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.

19. Coronavirus/COVID-19.

- a. Through its execution of this Agreement, VENDOR declares that it is able to meet its obligations and perform the Services required pursuant to this Agreement in accordance with any shelter-in-place (or similar) order or curfew (or similar) order ("Orders") issued by local or state authorities and with any social distancing/hygiene (or similar) requirements.
- b. To the extent that VENDOR provides Services in person and consistent with the requirements of Paragraph 10 (Invoicing), VENDOR agrees to include additional information in its invoices as required by OUSD if any Orders are issued by local or state authorities that would prevent VENDOR from providing Services in person.
- c. Consistent with the requirements of Paragraph 18 (Incident/Accident/Mandated Reporting), VENDOR agrees to notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours if VENDOR or any employee, subcontractor, agent, or representative of VENDOR tests positive for COVID-19, shows or reports symptoms consistent

with COVID-19, or reports to VENDOR possible COVID-19 exposure.

- d. VENDOR agrees to immediately adhere to and follow any OUSD directives regards health and safety protocols including, but not limited to, providing OUSD with information regarding possible exposure of OUSD employees to VENDOR or any employee, subcontractor, agent, or representative of VENDOR and information necessary to perform contact tracing, as well as complying with any OUSD testing and vaccination requirements.
 - e. VENDOR shall bear all costs of compliance with this Paragraph, including but not limited to those imposed by this Agreement.
20. **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.
21. **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, 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.
22. **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.

23. **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.
24. **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.
25. **Conflict of Interest.**
- a. VENDOR shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. VENDOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.
 - b. VENDOR affirms to the best of his/her/its knowledge, 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 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.
 - 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 notify OUSD in writing.
26. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** Through its execution of this Agreement, 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 contract, certifies that this vendor does not appear on the Excluded

Parties List (<https://www.sam.gov/>).

27. **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 described in Paragraph 8 (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.
28. **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, VENDOR, 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, its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("VENDOR 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 OUSD's performance of this Agreement. OUSD shall, to the fullest extent permitted by California law, defend VENDOR Indemnified Parties at OUSD's own expense, including

attorneys' fees and costs.

29. **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 of this Agreement and for three (3) years after the End Date. 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 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.
30. **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.
31. **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.
32. **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.
33. **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.

34. **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.
35. **Captions and Interpretations.** Section and 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.
36. **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.
37. **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.
38. **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.
39. **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.

40. **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), only the Superintendent, Chiefs, Deputy Chiefs, and the General Counsel have been delegated the authority to sign contracts for OUSD, and only under limited circumstances, which require ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other OUSD employee as having the proper authority and empowered to enter into this Agreement or as legally binding in any way.
- a. Notwithstanding Paragraph 11, if this Agreement is executed by the signature of the Superintendent, Chiefs, Deputy Chiefs, or General Counsel under their delegated authority, and the Board thereafter declines to ratify the Agreement, the Agreement shall automatically terminate on the date that the Board declines to ratify it. OUSD shall compensate VENDOR for Services satisfactorily provided through the date of termination. Upon 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.

41. **Contract Contingent on Governing Board Approval.** 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, the General Counsel, or a Chief or Deputy Chief authorized by the Education Code or Board Policy, and no payment shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

REST OF PAGE IS 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: Enter Vendor signatory name Signature: _____

Position: Enter Vendor signatory position Date: Enter date of signature

One of the terms and conditions to which VENDOR agrees by its signature is subparagraph (e) of Paragraph 8 (Compensation), which states that VENDOR acknowledges and agrees not to expect or demand payment for any Services performed prior to the PARTIES, particularly OUSD, validly and properly executing this Agreement until this Agreement is validly and properly executed and shall not rely on verbal or written communication from any individual, other than the President of the OUSD Governing Board, the OUSD Superintendent, or the OUSD General Counsel, stating that OUSD has validly and properly executed this Agreement. VENDOR specifically acknowledges and agrees to this term/condition on the above date.

OUSD

Name: Enter OUSD signatory name Signature: _____

Position: Enter OUSD signatory position Date: Enter date of signature

- Board President
- Superintendent
- Chief/Deputy Chief/Executive Director

Name: Kyla Johnson-Trammell Signature: _____

Position: Secretary, Board of Education

Date: Enter date of signature

Template approved as to form by OUSD Office of the General Counsel.

EXHIBIT A

1A. **General Description of Services to be Provided:** *Provide a description of the service(s) VENDOR will provide.*

Click or tap here to enter text.

1B. **Description of Services to be Provided During School Closure or Similar Event:** *If there is a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, would services be able to continue?*

No, services would not be able to continue.

Yes, services would be able to continue as described in 1A.

Yes, but services would be different than described in 1A. Please briefly describe how the services would be different.

Click or tap here to enter text.

1C. **Rate of Compensation:** *Please describe the basis by which compensation will be paid to VENDOR:*

Hourly Rate: \$Click or tap here to enter text. per hour

Daily Rate: \$Click or tap here to enter text. per day

Weekly Rate: \$Click or tap here to enter text. per week

Monthly Rate: \$Click or tap here to enter text. per month

Per Student Served Rate: \$Click or tap here to enter text. per student served

Performance/Deliverable Payments: Describe the performance and/or deliverable(s) as well as the associated rate(s) below:

Click or tap here to enter text.

2. **Specific Outcomes:** *(A) What are the expected outcomes from the services of this Agreement? Please be specific. For example, as a result of the service(s): How many more OUSD students will graduate from high school? How many more OUSD students will attend school*

95% or more? How many more OUSD students will have meaningful internships and/or paying jobs? How many more OUSD students will have access to, and use, the health services they need? (B) Please describe the measurable outcomes specific to the services. Please complete the sentence prompt: "Participants will be able to..." C. If applicable, please provide details of program participation. Please complete the sentence prompt: "Students will..."

Click or tap here to enter text.

3. **Alignment with School Plan for Student Achievement – SPSA (required if using State or Federal Funds):** Please select the appropriate option below:

- Action Item included in Board Approved SPSA (no additional documentation required) – Item Number:

Click or tap here to enter text.

- Action Item added as modification to Board Approved SPSA – School site must submit the following documents to the Strategic Resource Planning for approval through the Escape workflow process:

- Meeting announcement for meeting in which the SPSA modification was approved.
- Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
- Sign-in sheet for meeting in which the SPSA modification was approved.

4. **Waivers:** OUSD has waived the following. Confirmation of the waiver is attached herewith:

- Commercial General Liability Insurance (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no contact (in-person **or virtual**) with OUSD students, and the compensation not-to-exceed amount is \$25,000 or less.)

- Workers' Compensation Insurance (Waiver only available, at OUSD's sole discretion, if VENDOR has no employees.)

Tuberculosis Screening (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no in-person contact with OUSD students.)

Fingerprinting/Criminal Background Investigation (Waiver only available, at OUSD's sole discretion, if VENDOR's employees, subcontractors, volunteers, and agents will have no contact (in-person ***or virtual***) with OUSD students.)

(END OF SAMPLE CONTRACT)

APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Procurement Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant’s proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant’s proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by July 8, 2022 (i.e., 5 business days after the Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant’s proposal was affected negatively. The appeal will be considered and adjudged by the Senior Procurement Analyst, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Francisco Flores
Senior Procurement Analyst
francisco.flores@ousd.org

Appellants will receive written notice of the outcome of their appeal July 15, 2022. In the event that an applicant’s appeal is successful, the agency will be treated as all other prequalified agencies.

APPENDIX I: RFP Application

**2022 OUSD Request for Proposals Application
Response to RFP No. 21-120ExLO**

ASES, 21st CCLC, ELO-P, and ASSETS After-School Programs

Cover Sheet Template:

Organization Name	Girls Leading Girls		
Primary Contact Person:	Brianna Russell	Secondary Contact Person:	Megan Arabian
Email:	Brianna@girlsleadinggirls.org	Email:	sfsol@girlsleadinggirls.org
Telephone #:	415-496-5608	Telephone #:	415-496-5608

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.	X	Yes
		No
Are you currently providing sports programming in OUSD?	X	Yes
		No
If so, please list the sites that you are providing sports programming in OUSD schools.	Martin Luther King Elementary Hoover Elementary Sankofa Academy Elmhurst Community Prep School Emerson Elementary School Howard Elementary School Fred T. Korematsu Discovery Academy	
Have you provided sports programming in the past?	X	Yes

If so, please identify the years and durations served.		No
	8 years; since September 2014	# Years
Do you currently provide sports programming in other school districts besides OUSD?	X	Yes
		No

If yes, please list all school districts you have served.

San Francisco Unified School District
Oakland Unified School District

Services Category: Mark all that apply. What type of sports-based program are you interested in applying?

<p><input checked="" type="checkbox"/> School-Based Model: Offer multiple weeks of sport-based programming either 2-days of the week serving 20 students per site.</p> <p><input checked="" type="checkbox"/> TK/K grade</p> <p><input checked="" type="checkbox"/> 1st grade</p> <p><input checked="" type="checkbox"/> 2nd grade</p> <p><input checked="" type="checkbox"/> 3rd grade</p> <p><input checked="" type="checkbox"/> 4th grade</p> <p><input checked="" type="checkbox"/> 5th grade</p> <p><input checked="" type="checkbox"/> 6th grade</p>	<p><input checked="" type="checkbox"/> Intercession Model (Offering 9-hours of programming)</p> <p><input checked="" type="checkbox"/> Weekends (Saturday, Sunday, or both days) <i>Indicate the targeted grade [k - 6]</i></p> <p><input checked="" type="checkbox"/> Fall Break: week-long offering <i>Indicate the targeted grade [-]</i></p> <p><input type="checkbox"/> Winter Break: week-long offering <i>Indicate the targeted grade [-]</i></p> <p><input checked="" type="checkbox"/> Spring Break: week-long offering <i>Indicate the targeted grade [-]</i></p>
---	--

Provide any additional information to explain your services category. The organization wishes to provide services, including the targeted grade level (TK-6th grades). When applying for a school-based model, indicate the number of school sites/programs your organization can serve. When applying for the intercession model, indicate the number of sessions (or "camp-style sessions) your organization can serve.

Girls Leading Girls has been providing free after school programming to kindergarten - middle school girls in OUSD and SFUSD schools for several years. We are also experienced in hosting longform soccer training sessions through summer and winter camps.

We are equipped to offer our school-based program in 20 schools next year. We intend to expand our capacity the following year to serve more schools. Based on the demand in a given school, we will host programs tailored toward specific age levels, such as a 2nd/3rd grade program offered twice a week at one

school, and a 4th/5th grade program at the same or a different school. We are very flexible based on school needs at a given time, but we envision 6 week terms with 1 hour soccer sessions offered twice weekly at a given school. Schools can opt for multiple terms (i.e. two terms is 12 weeks total).

We have the capacity to offer a 9 hour intercession program for up to 24 Saturdays in the 2022-2023 school year, during the fall and spring semesters. We envision two four-hour camp-style sessions, with a 1 hour lunch and crafts intermission period between them. We are able to offer an intercession program to girls in grades k-6 and we will plan for a particular age group based on student interest and demand.

In the box below, please briefly explain your rationale for this number of sites? Types of space the organization needs to run the sports-based program (Example: Need access to knee-high water tanks to run a water basket weaving program). Types of equips required to run the sports-based program.

Based on our history of running after school programs and camps in the area, we're confident that we have the infrastructure to offer our program at the same high quality level at 20 schools next year. After next year, we expect that we may be able to grow our capacity to serve more schools (by training more coaches and ensuring that our operations can keep up with background checks, payroll, and other administrative functions that support staffing).

Our program requires an outdoor space for soccer and a classroom or bleacher space for the leadership training component. Flat, grassy sports-field style spaces are best, but we have successfully run our program on asphalt playgrounds as well, when needed.

Required soccer equipment includes: soccer balls, goals, cones, pennies, and shin guards. A few coach supplies are also required, like clipboards and whistles. We are able to purchase most equipment at a steep discount through partnerships with corporate sponsors and the nonprofit sports supplier Good Sports.

On behalf of Girls Leading Girls (Agency), I, Brianna Russell (name)
CEO (Position), declare under penalty of perjury under the laws

of the State of California that the foregoing is true and correct.

Signature:



Date:

6/15/22

APPENDIX II: Application Questions

1. ORGANIZATIONAL CAPACITY

Our mission at Girls Leading Girls is to train girls ages 5-17 in leadership and life skills through soccer. We envision a diverse, equitable, and inclusive world where girls and women have opportunities to realize their potential. Since 2014 we have been working towards this vision by providing girls in our communities with leadership and confidence building opportunities, girls-only soccer and physical training, and all female role-models for leadership and advocacy development.

We have been offering our free after school program in OUSD schools since 2015 and we are poised to offer the program to more schools next year, in addition to longform Saturday soccer skills sessions. The participants in our school programs tend to be newer to soccer, so we nurture their interest and support their learning process through a positivity-focused environment. We train women role models from the communities we serve as coaches for our programs. We are equipped to serve girls in grades k-6 through our after school program and intercession Saturdays/Sundays, though we will segment coaching sessions into age groups based on student/school demand (e.g. a 5th/6th grade group or a 3rd/4th grade group). We have experience in serving girls with diverse conditions, such as down syndrome or cerebral palsy. However, in our experience, we are able to provide the best soccer program for all of our students when we can evaluate our ability to accept new players from special education programs on a case-by-case basis.

We provide training in soccer, leadership, and advocacy, caring mentorship from community-based coaches, and trauma-informed abuse awareness education for women and

girls. Our program model uses soccer to promote long-term outcomes of social-emotional learning, safety, empowerment, and increased agency for girls.

We have been hosting free after school programs in Oakland schools since 2015. We are honored to serve such a resilient community. In Appendix III, please find a letter from Bay Area Community Resources speaking to our history in partnering on Oakland after school programs. We believe that our programs are more successful when we involve families, schools, students, and district leaders—we work closely with school leadership on logistics, we plan special game days for families to attend, and student feedback and district objectives help to shape our curriculum.

Our goal is to train more women coaches in the communities that we serve. The Women's Sports Foundation cites positive coaching and mentorship as a key strategy to encourage girls to keep playing sports into their teen years and beyond. To hire the coaching staff who deliver our programs, we recruit at local job fairs, post positions on LinkedIn, Handshake, and we also get many word of mouth referrals. We train high school aged players through our Junior Coach program and later hire them as Assistant Coaches. See a job description and a training description for our coaches attached.

2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT

As we have grown our programs over the years, we have established several administrative systems to support financial management, human resources, and supply management. A bookkeeper executes careful record keeping and a timely invoicing process. A clear hierarchical reporting and monitoring system, which coaching staff are trained in, ensures that multiple sets of eyes are monitoring programming and coaching through frequent check-ins,

this process also gives staff clarity on how to report student needs/issues as they arise. Regularly scheduled program and coach assessments help us to understand student engagement and opportunities for ongoing improvement. Required supplies are detailed in the budget attached as a supporting document. They include soccer balls, goals, and cones. On our end, supplies will be tracked through a numbered inventory that is managed by our after school coordinator to ensure that they get back to OUSD and school sites. The enclosed budget includes costs for coach staff training and coaching/program time, supplies, and administration.

3. AGENCY INFRASTRUCTURE

This project will be managed by our After School Program Coordinator Loni Brewer, who has developed several systems to ensure that our after school and intercession program meets OUSD and CA Department of Education standards. Loni works closely with our Program Manager Michelle Feinberg and our Managing Director Megan Arabian to assign coaches to school sites, maintaining a 10:1 staff to student ratio for after school programs and a 20:1 ratio for Saturday intercessions. Megan will ensure that program staff meet all OUSD and Girls Leading Girls' requirements, as outlined in the enclosed "Coach Screening and Training" supporting document (includes background checks, Instructional Aide requirement, various trainings, etc.). Megan will also keep digital records documenting staff certifications, background checks, TB screenings, and related staffing information, which can be produced upon OUSD's request. Loni will be the primary contact for the OUSD's expanded learning office and school site leadership. Loni is accustomed to working closely with school partners throughout our eight year history of after school programs in OUSD and SFUSD schools. Her contact information can be found at the top of Appendix I of this proposal.

4. YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT

We have enjoyed working in seven OUSD schools over the past few years, as outlined in Appendix I. We have particularly enjoy working collaboratively with Bay Area Community Resources and the school site coordinators who go above and beyond to make the program possible for their students. A coordinator at Sankofa shared: "Thank you again for creating another positive experience for our Sankofa United youth. Each student will leave with an everlasting memory of happiness and a solid community."

Being part of the communities we serve is critical to our success. We recruit from the communities we serve, and we promote from within the organization. We conduct staff training with consultants around diversity, equity, and inclusion to ensure an inclusive lens in our leadership and in our programming. 100% of our board members and staff represent people in the categories of women, racial diversity, and LGBTQ+. We also have an anti-racism public statement on our website and an equal opportunity employer policy—all commitments that help us to better serve our community.

A report of our after school program from the Fall 2021 season is enclosed. To ensure that our programs are optimally effective and efficient, we regularly administer skills assessments, surveys, and evaluations to participants and the adults around them. Effectiveness is measured against a set of measurable target outcomes that we track for each participant. We also collect report card and school attendance data from our partner schools. Data includes pre and post program Pacer tests for fitness, pre and post US Soccer Player Assessments for soccer skills, and pre and post coach, parent, and player evaluations/surveys. Surveys from program participants demonstrate the profound effect that GLG has on girls' lives, with 85% of

participants sharing that they felt more motivated to play soccer and 78% indicating that they want to attend college and play soccer at that level. We have found that integrating leadership, soccer, and advocacy has given us an 80% retention rate for returning players.

Developing girls as leaders and social-emotional learning outcomes are baked into our curriculum. Please find sample curricula for the after school program and an intercession Saturday enclosed as supporting documents. All of our program activities are in service of 5 target outcomes for the program, as described below:

Target Outcome	Measurement Methodology
Improved physical wellness	25% improvement in Pacer pre and post test scores
Increased technical and tactical skills in soccer to sustain participation in sports by girls	Evaluated by students' coaches and shared with players and parents via the US Soccer Player Assessments
Improved social relationships with peers and coaches to reduce violent behavior (gangs, language, fights)	Measured through coach observations and player surveys
Increased leadership participation on and off the field to build women leaders in all sectors of society and increase self-confidence	Measured through player surveys and long-term tracking of program participants
Improved academic attendance and performance to reduce generational poverty	Measured through parent surveys and report cards from spring to fall semesters

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 09 2014**

GIRLS LEADING GIRLS
3145 GEARY BLVD STE 402
SAN FRANCISCO, CA 94118

Employer Identification Number:
46-4563540
DLN:
17053232310044
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
January 13, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



June 14, 2022

To whom it may concern:

Girls Leading Girls has reviewed the agency commitments outlined in the enclosed application, entitled "Response to RFP No. 21-120ExLO." Our organization is willing and able to perform the commitments contained in the application.

If Girls Leading Girls is approved for partnership with OUSD, all employees that work on OUSD campuses will have the following qualifications in place: passed fingerprint review by the California Department of Justice and FBI, passed TB testing requirements, and mandated reporting when required by OUSD. Girls Leading Girls will be prepared to provide proof of fingerprint passage and TB tests upon demand. Staff who work on OUSD campuses will additionally meet the OUSD Instructional Aide requirements of 48 college units or Instructional Aid Certificate. As detailed in the staff training supporting document, staff supporting the intersession program will be certified in first aid, concussion, and CPR.

Girls Leading Girls further understands that ATI numbers will appear on all invoices submitted to OUSD.

Sincerely,

A handwritten signature in black ink that reads "Brianna Russell".

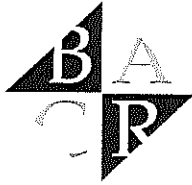
Brianna Russell
Executive Director



Girls Leading Girls Statement of Qualifications

Girls Leading Girls has been providing both free after school programs and camp-style soccer programs to girls from high need schools since 2014. We have been privileged to hold our program in seven OUSD schools. We would look forward to the opportunity to deepen our work in the Oakland community through a formal partnership with OUSD next school year.

We strive to make high quality sports education more accessible for all girls, regardless of income level. Through our programming, we work to alleviate childhood obesity, dropout rates of girls in sports and school, lack of representation of women in leadership, and generational poverty by keeping girls in school, providing them with a safe space to learn and grow, and using our innovative community-centered approach. We work directly with over 700 girls annually in San Francisco and Oakland, 51% of whom qualify for free/reduced lunch and 53% of whom identify as girls of color. Our work has a double impact focus starting with preventative holistic health focusing on mental, emotional, physical health for girls and gender expansive BIPOC (Black, Indigenous, People of Color) youth; and economic and educational support to help girls and gender expansive BIPOC youth thrive into adulthood.



Bay Area Community Resources

June 10, 2022

Reference letter for **Girls Leading Girls (GLG)**

To Oakland Unified School District,

I have been asked to write a letter of recommendation for Girls Leading Girls as part of their application to the OUSD ASES, 21st CCLC, ELO-P, and ASSETS After-School Programs request for proposals.

CEO
Martin Weinstein

COO
Naita Saechao

CPO
Don Blasky

COO
Cathleen Campbell

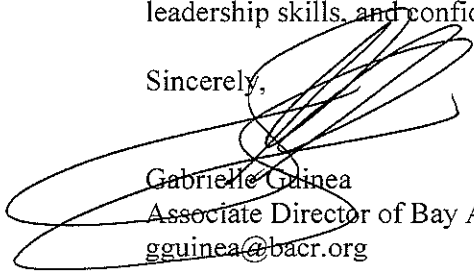
Board of Directors
Bryan Breckenridge
Robert Davisson
Lissa Franklin
Nancy McEvers-Anderson
Robert Ness
Bud Travers
Monica Vaughan
Sinclair Wu

As Associate Director of Bay Area Community Resources, I've had the pleasure of working with Brianna Russell and Girls Leading Girls since 2015. In that time, we have developed a partnership that now expands across seven schools in the city of Oakland. I can say with confidence that Girls Leading Girls is dedicated to their mission of training girls and women in leadership and life skills through soccer.

The quality, efficiency, ease, and reliability of their program and coordination has made it easy for us to bring this opportunity to more girls throughout Oakland. GLG has been growing and expanding over the years since inception in 2014. Their growth has allowed them to reach thousands of girls ages 5-17 at all levels of play and hundreds of women coaches. By receiving this opportunity through OUSD, GLG will be able to impact more girls through sports that are often left behind. Additionally, because their program embeds leadership and life skills, they are teaching our next generation values and tools that will last them a lifetime beyond the pitch.

I highly recommend Girls Leading Girls as a partner for OUSD in your mission of decreasing the gender equity gap in sports for marginalized youth girls and female coaches. I have been an advocate for GLG because I too am invested in the growth and advancement of women's sports and gender equity. The vision, mission, and programs of GLG align with OUSD's goals of getting more women in the game of soccer and providing more young girls opportunities for higher levels of play, game competition, improved technical and tactical skills, leadership skills, and confidence as young female student-athletes.

Sincerely,


Gabrielle Guinea
Associate Director of Bay Area Community Resources
gguinea@bacr.org

Email: gguinea@bacr.org
Web: www.bacr.org
Social Media: @bacrdotorg

Mobile: 415-378-1133

Administrative Address:
171 Carlos Drive
San Rafael, CA 94903



Girls Leading Girls: Sample Program Schedule & Summary

A. Sample Program Schedule for Weekly Sessions, 1 hour in length

<u>WEEK 1: Dribbling Skills & Growth Mindset</u>	
Soccer Objective: Gain confidence in soccer skills by taking on an opponent 1-on-1 Leadership Objective: Learn about Growth Mindset Advocacy Objective: Practice Gender Inclusivity	
Team Huddle- 10 min	Description: Players gather in a circle, coach introduces themselves and the concept of pronouns, each player shares their name and pronouns. Coach discusses the program structure and asks the group to come up with group agreements together i.e. Respect, Effort, etc. Coach chooses 2 captains to help lead for the day. Outcomes: Create a safe and inclusive team environment, practice leadership as captains
Soccer Skills Activity- 15 min “Circle Moves”	Description: Soccer skills moves in large circle, players dribble ball around while coach calls out different soccer moves to practice Outcomes: Learn new soccer dribbling moves
Soccer Game Activity- 10 min “Hunger Games”	Description: Form 3 teams evenly. Coach sends a ball to the middle and one player from each team runs in to try and get the ball and try to score on one of the other 2 goals. Outcomes: Use soccer dribbling moves, fun game against each other
Leadership Activity- 10 min “Growth Mindset: Setting Goals”	Description: Coach discusses with the team what it means to have a growth mindset, players and coach create individual and team goals for the season. Outcomes: Learn about growth mindset and goal setting
Soccer Scrimmage- 10 min	Description: Divide the group into two teams and play a scrimmage game. Outcomes: Practice playing a real game and learn the rules of the game.
Closing Rituals- 5 min	Description: Players help clean up equipment then gather in a circle, coach recaps the day then asks each person to share a takeaway and a shout out for another teammate. Group ends with a team cheer. Outcomes: Reflect on the learnings of the day, build up team unity with compliments for each other and team cheer.

B. Sample Program Schedule for Weekend Skills Sessions, 9 hours in length 8:30-5:30pm; first 4 hours is first session with a 1 hour lunch and crafts break then the program repeats for the second session which is the same format as the first

<u>Week 1: Attacking Principles & Communication, 9 hours in length 8:30am-5:30pm</u>
Soccer Objective: Learn all the elements of offensive attacking principles in the game Leadership Objective: Learn the different types of communication and effective communication Advocacy Objective: Practice Self Advocacy

Morning Session 8:30am-12:30pm	Each day consists of two sessions that are four hours long with an intermission from 12:30-1:30pm for lunch and crafts break.
Team Huddle- 10 min 8:30-8:40am	Description: Players gather in a circle, coach goes over the schedule for the day, plays a name game for players to get to know each other. Outcomes: Create a fun and welcoming environment.
Soccer Activities- 60 min 8:40-9:40am	Description: Players participate in three soccer activities for 20 minutes each, first activity focuses on individual skills, second activity incorporates those skills in a small sided game, the last activity is a game size scrimmage. Outcomes: Learn new individual and team soccer skills.
Leadership & Advocacy Activity- 60 min 9:40-10:40am	Description: Players gather in a circle and learn about the leadership topic-communication, create journals and reflect on various communication styles. They also discuss what self advocacy means and get to practice creating a skit together. Outcomes: Learn leadership and advocacy skills and practice as a group by creating a skit and role play.
Snack Break- 10 min 10:40-10:50	Description: Healthy snacks are given to refresh energy levels. Outcomes: More focus and stamina for the rest of the day.
Team Building Activity- 15 min 10:50-11:05am	Description: In pairs, one player is blindfolded with a ball at their feet, their partner guides them with their words to dribble the ball and shoot it into the goal while blindfolded! Outcomes: Teaches effective communication and is a fun bonding exercise.
Soccer Activities- 60 min 11:05-12:05pm	Description: Players get a ball and two cones and learn various dribbling moves in figure eight motions with their cones. Then play 1v1 dutch tournament, and end with a large 11v11 scrimmage. Outcomes: Learn new soccer dribbling moves, practice in game situations, learn the rules.
Captains Choice Activity- 15 min 12:05-12:20pm	Description: Coaches choose group captains to lead for the day, and captains get to pick a soccer activity for the group to participate in. Outcomes: Practice leadership skills as captain. Captains rotate each week.
Morning Closing Rituals- 10 min 12:20-12:30pm	Description: Players help clean up equipment then gather in a circle, coach recaps the day then asks each person to share a takeaway and a shout out for another teammate. Group ends with a team cheer. Outcomes: Reflect on the learnings of the day, build up team unity with compliments for each other and team cheer.
“Intermission” 12:30-1:30pm	Description: Lunch & Crafts break. Players eat lunch and get to make crafts. Outcomes: Refresh energy levels & get creative, learn fun craft activities.
Afternoon Session 1:30-5:30pm	Repeats the same format as the morning session with different activities.



Girls Leading Girls Sample Budget for After School Program

One Staff/Sports Coach at \$100 per hours x 1 hours x 2 days a week x 6 weeks = \$1200 per group per term x 20 sites = \$24,000 (one coach serving 15 youth)

Two Staff/Sports Coaches (for larger groups of participants) at \$200 per hours x 1 hours x 2 days a week x 6 weeks = \$2400 per group per term x 20 sites = \$48,000 (two coaches serving 30 youth)

The \$100 per program hour figure can be broken down as follows:

- \$70 per hour for wages, taxes, and training costs. This includes the breakdown/set up costs for each session.
- \$4 per hour for administrative costs (includes human resources, bookkeeper for expense tracking, operations staff, liability insurance, communications technology costs)
- \$26 per hour for management-level staff who support direct service programming, such as an After School Program Coordinator and Program Director; such as communication and coordination with coaches and school site faculty.

The proposed budget is based on a 6 week long term, with the after school program being offered twice weekly for an hour each session, or 12 hours total coaching/program time. Our staff also builds in a period of approximately 20 minutes to set up before the program starts, and 20 minutes to clean up after.

We are available to offer the program in 20 schools next year. We are flexible to offer the program to the schools that have the highest demand for the program and we are adaptable to offer 4 or 5 week terms if they are preferred to 6 week terms, or to adapt the program hours from 2 hours a week to more or less, fitting the program demand. We can also do multiple terms like 1-5 per year which would equal 6-30 weeks per year. This program has a staff to student ratio of 1:15.

Sample Budget for Intercession Weekend Day

Staff/Sports Coach at \$100 per program hour x 9 program hours x 1 days = \$900 x 4 coaches (serving 80 youth) = \$3,600 per session X 6 weeks = \$21,8600 per term

- \$70 per hour for wages, taxes, and training costs. This includes the breakdown/set up costs for each session.
- \$4 per hour for administrative costs (includes human resources, bookkeeper for expense tracking, operations staff, liability insurance, communications technology costs)

- \$26 per hour for management-level staff who support direct service programming, such as an After School Program Coordinator and Program Director

*The proposed budget is based on a Saturday/Sunday intercession model program for 9 hours. The program will be broken into two sessions, according to the age level of participants. We are flexible to offer programs for any age level, from K-6th grades. We have the capacity to run intercession programs up to 24 Saturdays/Sundays during the 2022-2023 school year. We envision hosting the program during the fall and spring semesters, however we may have flexibility to offer the program during winter break as well. This program has a staff to student ratio of 1:20.

Budget note:

In both cases, the intercession program and after school program, Girls Leading Girls will leverage existing resources to support the OUSD programming. Through a partnership with the nonprofit sports equipment supplier, Good Sports, we can purchase supplies like soccer balls and cones at a steep discount, as detailed below. We will also leverage our existing infrastructure, like our administrative staff who will support our bookkeeping, new staff onboarding and record keeping, website maintenance, compliance, communications, fundraising, and other organization-wide administrative functions.

Equipment purchases:

Girls Leading Girls understands that equipment purchased for this program belongs to OUSD and that it is the responsibility of Girls Leading Girls to ensure that equipment makes it back to OUSD. Quantity of items will depend on the demand for programming and the number of students served next year. The below figures are an estimate based on 250 program participants:

Item	Quantity Needed	Projected Cost	Notes
Soccer balls	250	\$5 each	To be purchased at discounted rate.
Cones	650	\$13 per set of 25	To be purchased at discounted rate.
Scrimmage Vests	250	\$25 per set of 12	To be purchased at discounted rate.
Goals	40	\$150 per goal	To be purchased at discounted rate.
Participant Shin Guards	250	\$10 each	To be purchased at discounted rate.
Participant Cleats/Shoes	250	\$20 each	To be purchased at discounted rate.
Craft Materials for participants	250	\$5 each	To be purchased at discounted rate.

ASP End of Season Survey Summaries

Season/Year: Fall 2021

Report Completed By: Melisandra Russell



Player Feedback

Response Rate (71%)

GLOWS

Metric Highlights:

1. 85% said they felt bonded and connected to their coach.
2. 85% said they felt inspired/motivated to become a better soccer player/athlete.

Feedback Highlights (highlight positive comments that trended, looking for quotes to use include their name):

1. “I learned how to escape another team’s player with the ball.” -Nadia
2. “I improved my leadership.” -Ni'arri

Summary of Glows:

1. Training on connecting before coaching or correcting poor behaviors seems to have resulted in a better ratio of players feeling bonded to their coaches.
2. Inspiring youth to become the best athlete they can be is at the core of what we do and ensures they will want to continue playing sports into their teen years.

Parent Feedback

GLOWS

Metric Highlights:

1. 80% said they knew GLG was a nonprofit dedicated to teaching girls leadership skills through soccer.
2. 100% said their child had expressed positive experiences with GLG.
3. 90% said they’d be interested in having their child join one of our regular teams on scholarship!

Summary of Glows:

1. Oftentimes ASP families do not know that our programs are not just about soccer or that we are a nonprofit that does so much more.
2. What the players say at home about the programming is just as valuable as what they tell us!
3. Surveys could be a great way to recruit new scholarship players!

GROWS

Metric Highlights:

1. 60% said they were not able to participate in a GLG giveaway event or game day.
2. 80% said they did not hear about the GLG talent show.

Summary of Grows:

1. In upcoming seasons, scheduling game days will help families learn more about our programs as well as develop the players skills and interest in the game.
2. Game days could be a way to promote our events with the ASP families since the flyers didn't seem to be effective or didn't make it home to families. Also could be a great place to have parents do a survey to get more responses. (It has always been a challenge to get responses from ASP families).

Coach/Staff Feedback

GLOWS

Metric Highlights:

1. 92.5% of coaches responded "Yes" to "Do you feel more confident now as a coach and/or trainer than you did at the start of the season?"
2. 93% of coaches responded that they follow the club's policies regarding safety.
3. 100% of coaches who had Trainers reported positive feedback regarding their Trainer.

Feedback Highlights (highlight positive comments that trended, looking for quotes to use include their name):

1. **Curriculum helpful for coaches with no experience.**
 - a. *"as new coach not knowing where to start it was extremely helpful"*
2. **Leadership is communicative and supportive.**
 - a. *"Leadership was (is) always supportive, understanding, dependable and open to open conversations. I appreciate them so much!"*
3. **Coach/Trainer workshops were a hit!**
 - a. *"I like the trainings focused on coaches bringing up challenges they are having on the field, and using peer support to come up with creative solutions. That's an amazing idea and whoever came up with it deserves a raise haha. More of that would be awesome since its also an opportunity to connect with fellow coaches."*

Summary of Glows:

1. Curriculum helpful for coaches with no experience.
2. Leadership is communicative and supportive.
3. Coach/Trainer workshops were a hit!

GIRLS LEADING GIRLS

POSITION: Girls' Youth Soccer Coach, Seasonal, Part-time



ABOUT GIRLS LEADING GIRLS (GLG)

Girls Leading Girls is a 501(c)(3) nonprofit based in San Francisco, CA started in 2014. Our mission is to train girls ages 5-18 in leadership and life skills through soccer. Every year we serve over 700 girls in our programs from various socio-economic backgrounds and ages. Currently we are operating in San Francisco and Oakland/East Bay. SOL stands for See it. Own it. Lead it.

POSITION DESCRIPTION

The GLG Coach provides planned, structured soccer practices each week with the support of a Trainer, using the GLG curriculum. Girls Leading Girls leadership and character-building curriculum will be provided for each team practice. You will gain leadership skills, sports-based youth development tools, customer service skills, and a network of other female athletes and young professionals. Each coach is provided structured feedback by Trainers and is further supported by the Program Manager or After School Program Coordinator and reports to the Managing Director.

PROGRAMS FOR COACHES

GLG After School Program (ASP)

The ASP is located in San Francisco and Oakland/East Bay, providing practices for groups of up to 20 girls from one school and optional game days. This program is completely free to participants and serves at-risk youth in vulnerable communities. Pay is between \$25-\$50/hr based on experience, and licensing.

Time Commitment:

- Practices (weekdays): 1 hour practices two times per week between 2:00-6:00pm.
- Overall: Coaches can work 1-5 hours a week or more. The schedule is flexible and Coaches will be assigned days/times depending on their availability and program needs.

Weekend Technical Skills Days

Weekend sessions are more intensive and run on Saturdays or Sundays in Oakland. They are held in two four-hour sessions with a one hour break in between.

ABOUT YOU

- Committed to educational and sports equity.
- Energetic, dynamic, engaging and creative.
- Strong work ethic and a self-starter.
- Entrepreneurial individual able to take the initiative and be a creative problem solver.
- Willing to be flexible, as plans change.
- Committed to GLG values.
- Experience working with youth, preferably English language learners.
- Experience playing or coaching soccer preferred.
- Experience mentoring young adults or coaches preferred.

REQUIREMENTS

- Comfortable working with children and parents.
- Must be able to successfully pass a background check and fingerprint review.
- Strong verbal and interpersonal communication skills.
- Ability and willingness to handle day to day customer service challenges.
- Minimum of 48 college units or willingness to complete Instructional Aid Certificate.
- Ability to lift 20 lbs (carrying equipment as needed), must be able to stand 8 hours, position involves bending / stooping / running
- Willing to complete coach licensing courses every year, as well as CPR, concussion, and first aid certification.
- Willing to complete a TB Test.
- Willing to be a mandated reporter in instances of suspected child abuse or neglect.
- Work 80% of scheduled practices, games and programs per season outside of unplanned emergency absences.
- Attend all mandatory training. If unable to attend, complete make-up training.

POSITION STANDARDS

- Perform all correspondence, both internal and external, with a professional and friendly tone, and free of any grammatical errors.
- Communicate with the Program Coordinator and Managing Director weekly.
- Communicate any conflicts or issues with the Managing Director.
- Attend meetings and training as needed.
- This position is at will. Give two weeks notice if you cannot continue with your position.

COMPANY WIDE STANDARDS

- All work will be performed according to company policies and standards, in the spirit of the company's vision.
- All proprietary company information will be held as strictly confidential outside the company.
- Immediate supervisor will be notified of any issues that cannot be resolved, or deadlines that cannot be met, within a reasonable time frame, and before the deadline has arrived.
- The company's dress code will be followed at all times.

EQUAL OPPORTUNITY EMPLOYER

We encourage queer, trans, non-binary, Black, Indigenous, People of Color, immigrant folks to apply.

TO APPLY: Submit an application on our website <https://girlsleadinggirls.org/apply>



Coach Screening and Training Protocol

Girls Leading Girls

Revised 2022

All staff who interact with the youth in any of our programs are required to pass a background check through Be A Mentor, Inc. before beginning their work. Staff working in OUSD schools must additionally pass a California Department of Justice and FBI fingerprint review and be screened for tuberculosis and undergo an examination as described in Appendix IV of the partnership RFP. Staff are required to report accidents and incidents to OUSD within 12 hours, as described in the partnership agreement. Staff are mandated reporters obligated to report suspected cases of abuse and neglect.

Staff are required to show proof of CPR, concussion, and first aid certification, and they must submit references for their personal and professional character that Girls Leading Girls contacts before they can start. Staff must additionally prove that they meet the Instructional Aide requirements of a minimum of 48 college units or completion of an Instructional Aid Certificate. All Girls Leading Girls staff and coaches are also SafeSport certified. SafeSport training is a front-line abuse and misconduct prevention measure that raises member awareness of misconduct and abuse issues in sport.

Staff go through two interview rounds with the Program Manager and CEO before hiring decisions are made, then they are then required to go through ten-hours of training with



Girls Leading Girls' Coach Trainers. Finally, coaches are paired so that a Lead Coach works in tandem with an Assistant Coach.

Upon receipt from OUSD, Girls Leading Girls will complete and sign an updated 2022-2023 Services Agreement letter outlining the partnership requirements (as provided in Appendix IV of the RFP). Girls Leading Girls will follow requirements as stated in the forthcoming agreement.