

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-1196
Introduction Date	5-23-11
Enactment Number	12-1392
Enactment Date	5-23-12



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** The Board of Education  
**From** Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date** 5-23-11  
 (To be completed by Procurement)

**Subject** Professional Services Contract -  
WestEd San Francisco CA (contractor, City State)  
922/Family, Schools, and Community Partnerships (site/department)

**Action Requested** Approval of a professional services contract between Oakland Unified School District and WestEd. Services to be primarily provided to 922/Family, Schools, and Community Partnerships for the period of 03/01/2012 through 06/30/2012.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
 Preschool access for children have been on the rise in California and access to high-quality early learning help improves school readiness and improve some of the negative impacts that children growing up in poverty often experience. Unfortunately, according to researcher, an alarmingly high number of preschool-age children are being expelled from state-funded preschool. The Teaching Pyramid is similar to PBIS (Positive Behavioral Intervention and Support) is a systematic framework that addresses early childhood behavior and instruction to reduce over identification of students for emotional disturbance resulting in a Special Education referral.

**Discussion**  
*One paragraph summary of the scope of work.*  
 Approval by the Board of Education of a Professional Services Contract between District and WestEd, San Francisco, CA, for the latter to provide professional development training package and technical assistance in Pyramid Training to early childhood programs at twenty OUSD sites with the goal of reducing punitive sanctions for behavior and the resulting racially disproportionate referral to Special Education for the period of March 1, 2012 through June 30, 2012, in an amount not to exceed \$55,000.

**Recommendation** Approval of professional services contract between Oakland Unified School District and WestEd. Services to be primarily provided to 922/Family, Schools, and Community Partner: for the period of 03/01/2012 through 06/30/2012.

**Fiscal Impact** Funding resource name (please spell out) IDEA B Early Intervention  
IDEA CEIS Pre-School IDEA Local Entitlem not to exceed \$ 55,000.00

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

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OAKLAND UNIFIED SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2011-2012

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

1. **Services:** CONTRACTOR shall provide the services described in **Exhibit "A,"** attached hereto and incorporated herein by reference ("Services" or "Work").
2. **Terms:** CONTRACTOR shall commence work on 03/01/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/30/2012.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Fifty-Five Thousand Dollars (\$ 55,000.00 ). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

4. **Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  1. Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  2. Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* None which shall not exceed a total cost of \$ 0.00.

6. **CONTRACTOR Qualifications / Performance of Services.**

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

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

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

**OUSD Representative:**

Name: Barbara McClung

Site /Dept.: 922/Family, Schools, and Community Partnerships

Address: 495 Jones Ave.

Oakland, CA 94603

Phone: 639-3340

**CONTRACTOR:**

Name: Michael Neuenfeldt

Title: Director, Contracts Management

Address: 730 Harrison Street

San Francisco CA 94107

Phone: (415) 615-3136

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

**8. Invoicing**

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and a statement that subsequent arrest records have been requested for each person listed.
  - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

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

**10. Insurance:**

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

Check one of the boxes below:

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

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

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

**OR**

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

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

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
  1. **Tuberculosis Screening**
  2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: 

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
  1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
  2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.  
  
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.  
  
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
29. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 03/01/2012 Work shall be completed by: 06/30/2012 Total Fee: \$ 55,000.00

OAKLAND UNIFIED SCHOOL DISTRICT



President, Board of Education

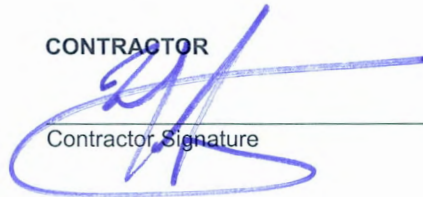
Superintendent or Designee

  
Secretary, Board of Education

5/24/12  
Date

5/24/12  
Date

CONTRACTOR



Contractor Signature

5.2.12  
Date

Michael Neuenfeldt  
Print Name, Title

Director, Contracts Management

File ID Number: 12-1196  
Introduction Date: 5-23-12  
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Enactment Date: 5-23-12  
By:

**EXHIBIT "A" Scope of Work**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

**Summary for Board Memo and Board Agenda** – Must accurately align with scope of work below.

Approval by the Board of Education of a Professional Services Contract between District and WestEd, San Francisco, CA, for the latter to provide professional development training package and technical assistance in Pyramid Training to early childhood programs at twenty OUSD sites with the goal of reducing punitive sanctions for behavior and the resulting racially disproportionate referral to Special Education for the period of March 1, 2012 through June 30, 2012, in an amount not to exceed \$55,000.

**SCOPE OF WORK**

WestEd will provide a maximum of 550.00 hours of services at a rate of \$ 100.00 per hour for a total not to exceed \$55,000.00. Services are anticipated to begin on 03/01/2012 and end on 06/30/2012.

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

Contractor will provide professional development training package and technical assistance in the Teaching Pyramid to a cohort of OUSD early childhood sites with the goal of replacing reducing punitive sanctions for behavior and the resulting racially disproportionate referral to Special Education, with a framework for positively reinforcing behavior and teaching behavioral expectations in a variety of contexts throughout the school day.

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

Contractor will serve as trainer and technical assistance provider to 20 early childhood sites through the development and implementation of Pyramid training to OUSD early childhood sites. Contractor will also provide professional development to district early child staff and team to build capacity within the district to enable district leadership to effectively support the implementation efforts at individual school sites. Contractor will assist in the development of a district leadership team to address disproportionality and leverage support for Teaching Pyramid implementation, outcome evaluation, resource allocation, and policy development.

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

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

**4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

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



# CERTIFICATE OF LIABILITY INSURANCE

WESTED

DATE (MM/DD/YYYY)  
11/29/2011

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

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

<b>PRODUCER</b> Commercial Lines - (650) 413-4200 Wells Fargo Insurance Services USA, Inc - CA Lic#: 0D08408 959 Skyway Road San Carlos, CA 94070	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS	<b>FAX</b> (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> WestEd c/o Aden Bliss 730 Harrison Street San Francisco, CA 94107-1242	<b>INSURER A</b> Traveler's Property & Casualty Co of America	<b>NAIC #</b> 25674
	<b>INSURER B</b>	
	<b>INSURER C</b>	
	<b>INSURER D</b>	
	<b>INSURER E</b>	
	<b>INSURER F</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 3571112                      **REVISION NUMBER:** See below

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC		P6300059L868TIL11	11/30/2011	11/30/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS    SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS            NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> OCCUR <input type="checkbox"/> EXCESS LIAB    CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N	PSUB8356C17511	11/30/2011	11/30/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.I. EACH ACCIDENT \$ 1,000,000 E.I. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Professional Liability</b> *Umbrella acts as Add'l Limits		P6300059L868TIL11	11/30/2011	11/30/2012	\$1,000,000 Occ \$2,000,000 Agg.

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

CG D2 46 08 05 Oakland Unified School District is named additional insured as respects General Liability, per endorsement attached. This insurance is primary as to Oakland Unified School District.

**CERTIFICATE HOLDER**

Oakland Unified School District  
 314 East 10th Street, Room 201A  
 Oakland, CA 94612

**CANCELLATION**

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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# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

## Basic Directions

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

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- For individual consultants: Proof of negative tuberculosis status within past 4 years
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
- For All Consultants with employees: Proof of workers compensation insurance

OUSD Staff Contact *Emails about this contract should be sent to:* [lisa.walker@ousd.k12.ca.us](mailto:lisa.walker@ousd.k12.ca.us)

## Contractor Information

Contractor Name	WestEd	Agency's Contact	Michael Neuenfeldt
OUSD Vendor ID #	I017688	Title	Director, Contracts Management
Street Address	730 Harrison Street	City	San Francisco
		State	CA
		Zip	94107
Telephone	(415) 615-3136	Email	contracts@wested.org
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Anticipated start date	03/01/2012	Date work will end	06/30/2012	Other Expenses	
Pay Rate Per Hour (required)	\$ 100.00	Number of Hours	550.00	Total Contract Amount	\$ 55,000.00

## Budget Information

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

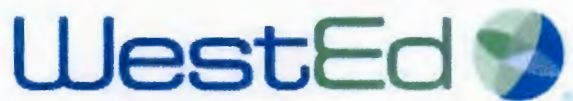
Resource #	Resource Name	Org Key	Object Code	Amount
3312	IDEA B Early Inte	9753312101	5825	\$ 13,300.00
3318	IDEA CEIS Pre-S	9753318101	5825	\$ 27,400.00
3332	IDEA Local Entitl	9753332101	5825	\$ 14,300.00
<b>Requisition No.</b>	R0204454	<b>Total Contract Amount</b>		<b>\$ 55,000.00</b>

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

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

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

1.	Administrator / Manager (Originator)	Name	Barbara McClung	Phone	639-3340
	Site / Department	922/Family, Schools, and Community Partnerships		Fax	639-4807
	Signature	<i>[Signature]</i>		Date Approved	3-1-12
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>Sharon St. Casanova</i>		Date Approved	5/7/12
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
4.	Signature	<i>[Signature]</i>		Date Approved	5/2/12
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000				
5.	Signature	<i>[Signature]</i>		Date Approved	5-10-12
	Superintendent, Board of Education <i>Signature on the legal contract</i>				
Legal Required if not using standard contract		Approved		Denied - Reason	
Procurement	Date Received			PO Number	



## Agency Overview

Our Mission > WestEd, a research, development, and service agency, works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults.

Kindergartners to university graduate students in Sacramento, CA, are brought together to learn about agriculture and environmental sustainability — from building solar-powered toy cars to surveying land.

Elsewhere, high school students intern and shadow at local hospitals, often spending whole days in one department such as surgery.

These are but two examples of career technical education in action. WestEd is evaluating the impact of such programs to help increase the number of high school graduates who are ready for college and career.

Across the country, WestEd staff successfully work on many more evaluation and research-based projects, and in partnerships with schools, education agencies, policymakers, and others in education and human development. Our primary goal? Success for every learner.

A nonprofit agency\* working at local, state, and federal levels for more than four decades, WestEd also develops intervention strategies, products, and services.

Our broad variety of staff enables WestEd to understand and communicate effectively with our equally diverse clientele. Furthermore, our commitment to staff diversity significantly helps advance our agency mission.

We help our clients assess students' knowledge of science, develop mentoring programs, create fair and effective standardized assessments to inform instruction, and improve programs for English learners and students with disabilities.

We also develop and share knowledge with educators and community leaders about youth resiliency and health, school climate, mathematics and literacy, technology to enhance learning, culture, and early childhood.

Browse though the pages of WestEd.org to learn more about our work in Postsecondary and Career Readiness & Success and other areas of work. If your questions aren't answered on our website, including on the Frequently Asked Questions page, please contact us.

\* WestEd is a Joint Powers Agency, authorized by a California Joint Powers Agreement and governed by public entities in Arizona, California, Nevada, and Utah, with Board members representing agencies from these states and nationally.

A nonprofit, public research and development agency, WestEd is tax exempt under Section 115(1) of the Internal Revenue Code. Because of this status, our work meets the giving guidelines of philanthropic organizations.

## WestEd-at-a-Glance

**Headquarters:** San Francisco, CA

**Offices:** 16 nationwide

**CEO:** Glen Harvey

**Staff:** More than 600

**Annual Revenue:** More than \$126 million

**Funding Sources:** Approximately 400

**Projects:** 450-700 at any given time

## WestEd InfoSheet



Download this WestEd two-pager (PDF) that includes 2011 highlights of our work.

# Center for Prevention & Early Intervention

## PROGRAMS

### Center for Prevention & Early Intervention



#### Director

Virginia Reynolds

#### Contact Information

Deborah Pollard

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## about the program

The Center for Prevention & Early Intervention (CPEI) provides training and technical assistance in policy development, translation of research to practice, systems evaluation, and implementation of evidence-based practices in support of children and youth (birth through age 22) with, or at risk for, disabilities.

CPEI partners with state and local education and human service agencies to build capacity to improve service systems and developmental and academic outcomes, and promote a comprehensive, integrated approach.

CPEI's areas of expertise include social and emotional development, early mental health, academic and behavioral strategies for success through Response to Intervention, and inclusive practices across community and school settings.

The Hawaii Department of Education awarded CPEI a second contract to oversee the restructuring recommendations that CPEI suggested in its comprehensive review of the state's special education policies, procedures, and services.

## 2011 Year in Review



This two-page 2011 [program overview](#) (PDF) contains key services, projects, and resources; highlights; and the proportion of program work by function and by funding source.

# 2011 Year in Review

## Center for Prevention & Early Intervention

### Selected Highlights

- » Completed a comprehensive review of policies and practices in the Hawaii Department of Education's Special Education Division. The Hawaii Department of Education Superintendent offered the Center for Prevention & Early Intervention (CPEI) a contract to implement recommendations and requested that CPEI staff present findings and recommendations to the Hawaii Legislature and State Board of Education.
- » Wrote and published a report that forms the foundation of a rigorous process for endorsing individuals as infant/family and early childhood professionals in the field. The guidelines and certificate endorsement program have attracted national interest as precedent-setting in this specialty.
- » Awarded the Centers on Educational Excellence for Inclusive Practices grant with the state of Hawaii; will develop a system of professional development structures and model sites to improve practices throughout Hawaii.
- » Co-wrote a report that was based on proceedings from the 2011 National Think Tank on Evidence-Based Practices in Early Childhood, cosponsored with First 5 California and University of California Children's Hospital Los Angeles. The event showcased California as a leader in implementing evidence-based practices.
- » Partnered with the California Comprehensive Center to develop, produce, and disseminate the *Family Engagement Framework*, which school districts and schools use to develop and expand school-family partnerships to support improved student learning outcomes.

### Selected Success Stories

#### **CPEI at WestEd Helps Hawaii Examine Special Education**

*Report Raises Questions About Hawaii's Special Education System*  
(Honolulu Star Advertiser — November 14, 2011)

Hawaii seems like a paradise to many people, but it can be a confusing place for special education students and their families.

Dona Meinders, Project Director for the Center for Prevention and Early Intervention (CPEI) at WestEd, recently compiled a report for the state of Hawaii that examines its special education system. The state wants to find ways to improve services and boost achievement for special education students. (<http://www.staradvertiser.com/news/breaking/133829328.html>)

#### **WestEd Helps Yolo County Increase Mental Health Support for Children**

*WestEd Graduates 20 Mental Health Professionals*  
(The Davis Enterprise — June 22, 2011)

Foster parents, Head Start instructors, and university instructors were among 20 recent graduates from a WestEd-led program to deliver free professional development to infant/family and early childhood education personnel.

The training helps professionals who work with children from birth to 5 years old to recognize and provide appropriate intervention for mental health issues.

The two-year program, new in 2011, combined monthly classroom-style trainings, homework assignments, and clinical hours. The curriculum was specifically designed to build mental health expertise in prevention, early intervention, and treatment. (<http://www.davisenterprise.com/local-news/wested-graduates-20-mental-health-professionals/>)



# Center for Prevention & Early Intervention

**DIRECTOR**

Virginia L. Reynolds

**OFFICE**

1000 G Street, Suite 500  
Sacramento, California  
95814-0892

**CONTACT**

Deborah Pollard  
dpollar@WestEd.org  
tel: 916.492.4011  
fax: 916.492.4004

**ONLINE**

WestEd.org/cpei

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»» Selected Services

**Achievement for All: Response to Intervention (RTI) Services**

This service improves achievement for students with disabilities and other students who struggle with learning.

**California Inclusion and Behavior Consultation (CIBC) Network**

The CIBC Network helps early care and education providers across California better promote inclusion of children with disabilities and other special needs, including challenging behaviors.

**Early Start Institute Series**

This Institute series helps ensure that a qualified, trained cadre of professionals is available throughout California to serve infants and toddlers with disabilities and their families.

»» Selected Research & Evaluation Study

**Training Early Intervention Assistants in California's Community Colleges**

This study examines California's efforts to foster preservice preparation of early intervention assistants for infants and toddlers with special needs through the Community College Personnel Preparation Project.

»» Selected Projects

**Community College Personnel Preparation Project**

This project provides technical and fiscal support to community college child development programs to infuse early intervention competencies into curricula.

**Least Restrictive Environment Resources (LRE) Project**

LRE develops resources for use by districts and sites to improve services for all students.

»» Selected Resources

**Family Support Guidelines for Effective Practice**

**Parents' Rights: An Early Start: Guide for Families**

**Social and Emotional Well-Being: The Foundation for School Readiness**

**Starting Out Together: An Early Intervention Guide for Families**

**The Essential Guide to RTI: An Integrated, Evidence-Based Approach**

# Consultant Fingerprint/Criminal Background Check Waiver Request

**Directions**

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check through OUSD. The OUSD Administrator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (Deputy Superintendent/Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	West Ed		
Originator Name	Barbara McClung	Site or Department	922/FSCP
Which sites or locations will the contractor be working at?		West Ed office no contact with students.	
<b>TB Clearance Requirement</b>			
<i>Proof of negative TB status is required for all consultants who will be working with OUSD students or staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker with less than 6 hours of contact with OUSD employees.</i>			
<b>How is this contractor going to meet the TB clearance requirement?</b>			
TB Waiver requested <input checked="" type="checkbox"/>		Proof of TB clearance is in the contract packet <input type="checkbox"/>	

**[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.]**

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

OUSD Representative's Name	Barbara McClung	Title
OUSD Representative's Signature		Date

**Approval Cabinet Level approval required (Deputy Superintendent/Superintendent)**

Approver Name	Title
Approver Signature	Date
Reason for Approval:	