gislative File Info.
12-2706
11/14/12
12-2805
11-14-12 4



Community Schools, Thriving Students

MEIIIO	
То	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 (To be completed by Procurement)	11/14/12
Subject	Professional Services Contract -
	Shirley Yee Oakland CA (contractor, City State)
	957 - Alternative Education Office (site/department)
Action Requested	Ratification of a professional services contract between Oakland Unified School District and Shirley Yee Services to be primarily provided to 957 - Alternative Education Office for the period of
	09/01/2012 through 06/30/2013
Background A one paragraph explanation of why the consultant's services are needed.	The City of Oakland Measure Y grant provides funding for Juvenile Justice Center wraparound services at Oakland Unified School District's alternative schools, including Community Day School, Barack Obama Academy, and Rudsdale. The grant requires a contract for services provided by a violence prevention consultant.
Discussion One paragraph summary of the scope of work.	Ratification by the Board of Education of a Professional Services Contract between the District and Shirley Yee of Oakland, California, for the latter to provide Juvenile Justice Center wraparound services for alternative school students returning to school from the Juvenile Justice Center. The scope of work consists of deliverables outlined in the Measure Y Juvenile Justice Center Wraparound Services grant for the period of September 1, 2012 through June 30, 2013 in an amount Not to Exceed \$23,400.00.
Recommendation	Ratification of professional services contract between Oakland Unified School  District and Shirley Yee Services to be primarily provided to 957 - Alternative Education Office for the period of 09/01/2012 through 06/30/2013
Fiscal Impact	Funding resource name (please spell out) Juvenile Justice not to exceed \$ 23,400,00
Attachments	Professional Services Contract including scope of work     Fingerprint/Background Check Certification

- Commercial General Liability Insurance Certification
- TB screening documentation
- Statement of qualifications

Board Office Use: Legi	slative File Info.
File ID Number	12-2706
Introduction Date	11/14/12
Enactment Number	12-2850
Enactment Date	11-14-12 4



### PROFESSIONAL SERVICES CONTRACT 2012-2013

	PROFESSIONAL SERVICES CONTRACT	2012-2013
(Co fina to	This Agreement is entered into between the Oakland Unified School District (OUSD) and S (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for financial, economic, accounting, engineering, legal, and administrative matters with person to perform such services. CONTRACTOR warrants it is specially trained, experienced, parties agree as follows:	r the furnishing of special services and advice in as specially trained, experienced, and competent
1.	<ol> <li>Services: The CONTRACTOR shall provide the ("Services" or "Work") as described inherein by reference.</li> </ol>	n Exhibit "A," attached hereto and incorporated
2.	<ol> <li>Terms: CONTRACTOR shall commence work on <u>09/01/2012</u>, or the day immerif the aggregate amount CONTRACTOR has contracted with the District is below \$81, Board of Education if the total contract(s) exceed \$81,000, whichever is later. <u>06/30/2013</u></li> </ol>	000 in the current fiscal year; or, approval by the
3.	<ol> <li>Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily render exceed <u>Twenty Three Thousand</u>. Four <u>Hundred and No Cents</u> be for full performance of this Agreement and includes all fees, costs, and expenses to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and</li> </ol>	Dollars (\$23,400,00 ). This sum shall incurred by Contractor including, but not limited
	If CONTRACTOR will be compensated hourly for services provided under this Contra attached hereto, the specific scope of services to be delivered on an hourly basis to O	act, CONTRACTOR shall describe in Exhibit "A," USD.
	OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurre OUSD, except as follows:	ed by CONTRACTOR in performing services for
	Payment for Work shall be made for all undisputed amounts in monthly installment CONTRACTOR submits an invoice to OUSD for Work actually completed and after portion of the Work for which payment is to be made.	at payments within forty-five (45) days after the er OUSD's written approval of the Work, or the
	The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, sha to correct unsatisfactory work, although the unsatisfactory character of that work may payment was made. Work, which does not conform to the requirements of this Agree case must be replaced by CONTRACTOR without delay.	not have been apparent or detected at the time a
4.	OUSD has approved evidence of the following:	Contract until CONTRACTOR has submitted and
	<ol> <li>Individual consultants:</li> <li>Tuberculosis Clearance – Documentation from health care provider showing n</li> </ol>	egative TB status within the last four years.
	Completion of Pre-Consultant Screening Process – Attach letter from Human of Pre-Consultant Screening for this current fiscal year.	Resources Support Services showing completion
	Insurance Certificates and Endorsements – General Liability insurance in com	pliance with section 9 herein.
	2. Agencies or organizations:	
	☐ Insurance Certificates and Endorsements – Workers' Compensation insurance	
5.	<ol> <li>Equipment and Materials: CONTRACTOR shall provide all equipment, materials, an Agreement except:which shall</li> </ol>	nd supplies necessary for the performance of this not exceed a total cost of \$
6.	6. CONTRACTOR Qualifications / Performance of Services.	
	CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, expet the Services required by this Agreement in conformity with the laws and regulations. America, and all local laws, ordinances and or regulations, as they may apply.	erienced, competent and fully licensed to provide s of the State of California, the United States of

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:

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.

#### **Professional Services Contract** CONTRACTOR: **OUSD Representative:** Name: Shirley Yee Name: Monica Vaughan Title: Violence Prevention Consultant 957 - Alternative Education Office Site /Dept.: Address: 4521 Webster Street Address: 47 Home Place E. Oakland CA 94610 Oakland, CA 94609 Phone: (510) 597-4294 Phone: (510) 978-2648 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.

#### Invoicing

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

- Invoices shall include, but not be limited to: 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.
- Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - 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 at statement that subsequent arrest records have been requested for each person listed.
  - Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.
- 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:
  - 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.
- 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** 

- 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.
- 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:
  - 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.
- The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall 23. Confidentiality. 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.
- 31. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The prospective primary participant 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.epls.gov/epls/search.do)

## Summary of terms and compensation:

Anticipated start date: 09/01/2012	Work shall be complete	ed by: <u>06/30/2013</u> Total	Fee: \$23,400.00
OAKLAND UNIFIED SCHOOL DISTRICT  Mana Vantes  President, Board of Education	10-12-12 Date	CONTRACTOR  Contractor Signature	9/24/12 Date
Superintendent or Designee	Date	Contractor Signature	Date
Secretary, Board of Education	Date	Shirley Yee Print Name, Title	Violence Prevention Consults
Edgar Rakestraw, Jr., Secretary Board of Education Rev. 4/11/12 v1	MISTR-	Introduction D Enactment Nu Enactment Da By:	or: 12 - 2706 Date: 11-14-12 Imber: 12-2805 te: 11-14-12 1

#### **EXHIBIT "A" Scope of Work**

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

CONTRACTOR's entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Ratification by the Board of Education of a Professional Services Contract between the District and Shirley Yee of Oakland, California, for the latter to provide Juvenile Justice Center wraparound services for alternative school students returning to school from the Juvenile Justice Center. The scope of work consists of deliverables outlined in the Measure Y Juvenile Justice Center Wraparound Services grant for the period of September 1, 2012 through June 30, 2013 in an amount Not to Exceed \$23,400.00.

		SCOPE	OF WORK		
Sh	nirley Yee	will provide a maxi	mum of 585.00 h	ours of services at a rate of \$40.00	per hour for a
tota	al not to exceed \$23,400.00 S	ervices are anticipated to b	egin on 09/01/2012	and end on 06/30/2013	
1.	Description of Services to about what service(s) OUSD is po			e service(s) the contractor will provide	. Be specific
	3. Oversee case management pr	y Gang Prevention Collabo circles for alternative educa rovided by California Youth Direct classes at Communit onference meetings and Ju	rative meetings. tion students return Outreach for 36 you by Day School, Bara venile Justice Cento	ing to school from the Juvenile Justic uth. ck Obama Academy, and Rudsdale H er Employment meetings.	
2.	result of the service(s): 1) How children are attending school 95% many more Oakland children ha	many more Oakland chile % or more? 3) How many nove access to, and use, the	dren are graduating nore students have health services the	s of this Contract? Be specific. For g from high school? 2) How many meaningful internships and/or paying ey need? Provide details of program T THE GOALS OF THE SITE OR DE	more Oakland jobs? 4) How m participation
	school year. 4. Referrals and Participation in S	rticipants will not be re-arre rticipants will show a 50% Less than 25% of participa Support Programs - 80% of	reduction in truancy ants will be suspend participants will be		m at least one
3.	Alignment with District St (Check all that apply.)  Ensure a high quality instruct  Develop social, emotional and	ional core	Prepa	ns supported by the services of this co re students for success in college and nealthy and supportive schools	
	Create equitable opportunitie			ntable for quality	
	High quality and effective inst	ruction	✓ Full se	ervice community district	

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#### **Professional Services Contract**

# 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.

Sign-in sheet for meeting in which the SPSA modification was approved.

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# CERTIFICATE OF LIABILITY INSURANCE

RJS R001

DATE (MM/DD/YYYY) 09-06-2012

THIS CERTIFICATE 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 ADDITIONALINSURED, the policy(ies) must be endorsed. If SUBROGATIONIS 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 fiolder in fled of such endorsement(s).							
PRODUCER	CONTACT NAME:						
DAKLAND ASSOC OF INS AGNTS INC/PHS	PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No): (877)	905-0457					
101442 P:(866)467-8730 F:(877)905-0457 PO BOX 33015	E-MAIL ADDRESS:						
SAN ANTONIO TX 78265	INSURER(S) AFFORDING COVERAGE	NAIC #					
JAN ANIONIO IX 70203	INSURER A: Sentinel Ins Co LTD						
NSURED	INSURER B:						
THIN UPD	INSURER C:						
SHIRLEY YEE 47 HOME PL E	INSURER D :						
DAKLAND CA 94610	INSURER E :						
SARBAND CA 94010	INSURER F:						

OAKLAND CA 94610					INSURER E :			
OA	KLAND CA 94010				INSURER F :			
CO	VERAGES CERT	IFIC	ATE	NUMBER:		REV	ISION NUMBER:	
IN CE EX	IIS IS TO CERTIFY THAT THE POLICIES DICATED. NOTWITHSTANDING ANY RETIFICATE MAY BE ISSUED OR MAY (CLUSIONS AND CONDITIONS OF SUCH	PER POLI	REME FAIN, CIES.	ENT, TERM OR CONDITION THE INSURANCE AFFORDI LIMITS SHOWN MAY HAVE	OF ANY CONTRACTED BY THE POLICE BY BEEN REDUCED BY	CT OR OTHER DESCRIBED Y PAID CLAIMS.	DOCUMENT WITH RESPEC	T TO WHICH THIS
INSR LTR	TYPE OF INSURANCE		SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY  COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
A	CLAIMS-MADE X OCCUR							\$ 10,000
21	X General Liab	X		57 SBM VA2551	09/15/2012	09/15/2013		\$1,000,000
								\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							\$ 2,000,000
	POLICY PRO- X LOC							\$ 1,000,000
							BODILY INJURY (Per person)	\$
А	ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X AUTOS X AUTOS			E7 CDM 1/30E51	00/15/2012	09/15/2013	BODILY INJURY (Per accident)	\$
Δ				57 SBM VA2551	09/15/2012	09/15/2013	PROPERTY DAMAGE (Per accident)	\$
	~0.03							\$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$
	DED RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- TORY LIMITS ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE	NIA					E.L. EACH ACCIDENT	\$
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	IV / M					E.L. DISEASE - EA EMPLOYEE	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$
					1			
	RIPTION OF OPERATIONS / LOCATIONS / VEHICLES							
Th	ose usual to the Ins	sur	ed	's Operations.	Certific	cate hole	der is an Add	litional
In	sured per the Busine	288	L	iability Form	SS0008040	)5 attac	ned to this p	olicy.

CERTIFICATE	HOLDER
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OAKLAND UNIFIED SCHOOL DISTRICT 1025 2ND AVE

OAKLAND, CA 94606

#### 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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**Excluded Parties List System** 

Search Results Excluded By Individual: Shirley Yee State: CALIFORNIA Country: UNITED STATES as of 21-Sep-2012 1:27 PM EDT

Your search returned no results.

1 of 1 9/21/2012 10:28 AM



# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

							Directi							
	Addit	ional dire	ctions and	related de	ocuments ar	re in the	Schoo	l Operatio	ns Libra	ry (http://	/intranet.ou	sd.k12.d	a.us)	
3	Contracto Ensure con Contracto	r and OUS ntractor m r and OUS	5D contract neets the <u>c</u> 5D contract	originator onsultant r toriginator	til the conto (principal or equirements complete the n the OUSD	manage (includi ne contr	er) reaching The E act pack	agreement Excluded Potential	at about : arty List or and at	scope of to , Insurance tach requ	work and cor ce and HRSS ired attachn	npensati 5 Consult nents.	on. ant Vei	
Chec	Attachment Checklist For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.    For individual consultants: Proof of negative tuberculosis status within past 4 years.   For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)   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. (Ref. to Section 10 of the Contract)													
OUSE	Staff Contac	t Emails a	about this co	ontract shou	uld be sent to	: (required	Moni	ca.Vaugh	an@ous	d.k12.ca	ius , eti	1 Chs	wford	
	- 11			(5)5.	Col	ntracto	or Info	rmation						
Cont	ractor Name	Shirle	ey Yee					y's Contac	t Sh	irley Yee				
	D Vendor ID	10012					Title	Tou		lence Pr	evention Co		7:-	21212
	et Address		ome Place				City	Oakland	1	untino@s		CA	Zip	94610
	ohone		978-2648		OUSD contra	actor? [i	Email		,		gmail.com an OUSD e	mnlova	2 🗆 🔻	/os ■ No
Cont	ractor History									-	.,		,: LJ !	C3 = 140
			Compens	ation an	d Terms –	Must	be wit	hin the C	OUSD E	Billing G	Buidelines			
Antic	ipated start d	ate	09/	01/2012	Date wo	rk will e	end	06/30/2	2013	Other I	Expenses	\$		
Pay I	Rate Per Hou	(required)	\$40.0	0	Number	of Hou	rs (require	ed)	585.00					
R	If you are		o multi-fund	l a contract	B using LEP fu	nds, ple	Informase conta		e and Fe	deral Offic	ce <u>before</u> cor Object Coo			on.
-	9180		e Justice				73150301				5825		23,400	00
	3100	ouvernit.	o duotico i	-		0010	710000			_	5825	\$	20,100	.00
				-						-	5825	\$		
	anulaitian I	la		205022				Total Co	ntract /	Amount	0020	-	23,400	00
R	equisition l	VO. (require	ed) RU	305023	roval and R		(in and					Ψ	23,400	.00
Ser		ministrato	r verifies t	contract is f so hat this ve	fully approved ervices were endor does n	and a F not prov	Purchase ided befo	Order is is ore a PO wa	sued. Si as issued ed Partie	gning this I. es List (h	ttps://www.	epls.gov		
	Administrato		er (Originator		e Monica				_		(510) 597 597-4296			
1.	Site / Depa	artment		957 -	Alternative	Educat	tion Offic	ce		Fax pproved		et Z	1 .	013
	Signature Resource Ma		of yeta	VI Jo	Otata and I	Cadasal F	Tourist (	Community C		.,	Family Schools		munity P	012
	Scope of w				-0							s, and com	manty r	anticionipo
2.		ork indicat	es compilar	it use of res	Stricted resour	ioc and	is in angi	micric widi.	1 .	pproved	1079			
	Signature								_	pproved				
	Signature (if us	-		urces)					Date	pproved				
3.	Regional Exe	escribed in	the scope					school site						
	Signature	Mi	my.	IIM	pourol	/				pproved	10-	9	12	
4.	Deputy Supe	rintenden	t Instructio	nal Leader	rship / Deput	y Super	rintende	nt Busines	s Opera	tions (	Consultant Agg		der □, (	Over □\$50,000
	Signature Musica Vantes Date Approved 11-12-12													
5.	Superintend					gal contra	act					1-		
	Required if n			tract	Approved			Denied - F		r	212	Date		
Proc	urement	ate Recei	ved					PO Numb	er	1	120	171	14	

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