Board Office Use: Legislative File Info. File ID Number 12-3/31 Introduction Date **Enactment Number Enactment Date** 



# Memo

-					
	T	٦	r	١	
			L	J	

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

<b>Board Meeting Date</b>
(To be completed by
Procurement)

1-9-13

Subject

Professional Services Contract -

Kathleen McNulty Oakland (contractor, City State) Sequoia 151 (site/department)

Action Requested

Ratification of a professional services contract between Oakland Unified School District and Kathleen McNuity . Services to be primarily provided to Sequoia 151 for the period of 10/01/2012 through 06/13/2012

Background

A one paragraph explanation of why the consultant's services are needed. Sequoia's PTA funds enrichment programs for all students. Contractor will provide training in media services education for all Seguoia students.

Discussion One paragraph

summary of the scope of work.

A professional services contract between Oakland Unified School District and Kathleen McNulty (Oakland CA) for the latter to provide up to 131 hours of media services education for all Sequoia students. Students will learn how to conduct media searches, evaluate the reliability of various sources, and access appropriate fiction and non-fiction reading material. For the period of October 4, 2012 through June 13, 2012 in an amount not to exceed \$5,270.

Recommendation

Ratification of professional services contract between Oakland Unified School District and Kathleen McNulty . Services to be primarily provided to Sequoia 151 for the period of \_\_ through 06/13/2012 10/01/2012

Fiscal Impact

Funding resource name (please spell out) PTA Donations not to exceed \$ 5,270.00

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: Legis	slative File Info.
File ID Number	12-3131
Introduction Date	1-9-13
Enactment Number	13-0078
Enactment Date	1-9-13 4



## **PROFESSIONAL SERVICES CONTRACT 2012-2013**

This Agreement is entered into between the Oakland Unified School District (OUSD) and Kathleen McNulty (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: Services: The CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference. \_\_\_, or the day immediately following approval by the Superintendent Terms: CONTRACTOR shall commence work on 10/01/2012 if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/13/2012 Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed five thousand two hundred seventy dollars Dollars (\$5,270.00 be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs. If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A." attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD. OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after 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. Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following: 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. Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this

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.

which shall not exceed a total cost of \$

**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:

Agreement except:

# Professional Services Contract OUSD Representative:

#### CONTRACTOR:

Name: Katia Hazen		Name: Kathleen McNulty						
Site /Dept.:	Sequoia 151	Title: Media Services Consultant						
Address:		Address: 6031 Chabot Road						
Oakland, C	Α	Oakland	CA	94618				
Phone: (510) 531-66	96	Phone:						

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.

- 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 at 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:
  - 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).

Rev. 4/11/12 v1 Page 3 of 6

#### 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.
- 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:

Rev. 4/11/12 v1

unillary of terms and compensation.				
Anticipated start date: 10/01/2012	Work shall be comp	leted by: <u>06/13/2012</u>	Total Fee: \$5,270	.00
OAKLAND UNIFIED SCHOOL DISTRICT  Marie Designee  President, Board of Education  Superintendent or Designee	<u>Dec 5, 2012</u> Date	CONTRACTOR  Contractor Signature	Mulhy	241-1402012 Date //
Secretary, Board of Education	Date	Kathleen McNulty Print Name, Title	Media Se	ervices Consultant _
Edgar Rakestraw, Jr., Secretary Board of Education	13	File ID Numbe	mber: 13-007	<u>/                                    </u>

Page 4 of 6

By:

## **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.

A professional services contract between Oakland Unified School District and Kathleen McNulty (Oakland CA) for the latter to provide up to 131 hours of media services education for all Sequoia students. Students will learn how to conduct media searches, evaluate the reliability of various sources, and access appropriate fiction and non-fiction reading material. For the period of October 4, 2012 through June 13, 2012 in an amount not to exceed \$5,270.

		SCOPI	E OF WORK
Kathlee	n McNulty	will provide a max	timum of 131.00 hours of services at a rate of \$40.00 per hour for a
total not	to exceed \$5,270.00	. Services are anticipated to b	pegin on 10/01/2012 and end on 06/13/2012
		s to be Provided: Provided is purchasing and what this Co	e a description of the service(s) the contractor will provide. Be specific ontractor will do.
lear			will provide media services training for all students. Students will ty of various sources, and access appropriate fiction and non-fiction
resu child man	It of the service(s): 1) If Iren are attending school by more Oakland children	How many more Oakland chile 95% or more? 3) How many re have access to, and use, the	es from the services of this Contract? Be specific. For example, as a dren are graduating from high school? 2) How many more Oakland more students have meaningful internships and/or paying jobs? 4) How e health services they need? Provide details of program participation ill be able to). NOT THE GOALS OF THE SITE OR DEPARTMENT.
As a just con	a result of this service, mo right for their interests. S nection to school, thereby	ore children will become avid re Students will acquire the media	eaders as they discover the books and other printed materials that are skills necessary to pursue their own interests and will feel a greater nd graduation rates. Students will be better able to find the information
(Che	ck all that apply.)		the goals and visions supported by the services of this contract:
	Ensure a high quality instr		Prepare students for success in college and careers
	Develop social, emotional		Safe, healthy and supportive schools
	Create equitable opportun		Accountable for quality
<sup>_</sup>	ngn quality and ellective	III SU UCUOII	Full service community district
Rev. 6/22/1	1 v3		Page 5 of 6

#### **Professional Services Contract**

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

Rev. 6/22/11 v3 Page 6 of 6



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/7/2012

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(les) must be endorsed. If SUBROGATION IS WAIVED, subject to

	e terms and conditions of the police entificate holder in lieu of such end		les may require an endor	sement. A sta	tement on th	is certificate does not	confe	r rights to the	
PROD	DUCER		CON	TACT Superi	or Access	Ins			
-	perior Access Insurance D. Box 204389	e Services	E-MA	No, Ext); (800	) 272-7550	FAX (A/C, No	o): (888)	272-7550	
			PRO CUS	DUCER TOMER ID #:0030	00976				
Aus	stin TX	78720-4389				DING COVERAGE		NAIC#	
INSU	RED		INSU	RERA:RLI I	nsurance				
			INSU	RER B :					
	chleen McNulty		INSU	INSURER C:					
603	31 Chabot Road		INSU	RER D:					
			INSU	RER E :					
Oal	cland CA	94618	INSU	RER F:					
CO	/ERAGES CI	ERTIFICATE NU	MBER:CL1211705450			REVISION NUMBER:			
IN CE EX	IIS IS TO CERTIFY THAT THE POLICI DICATED. NOTWITHSTANDING ANY ERTIFICATE MAY BE ISSUED OR MA (CLUSIONS AND CONDITIONS OF SUC	REQUIREMENT, Y PERTAIN, THE CH POLICIES. LIM	TERM OR CONDITION OF A INSURANCE AFFORDED B	NY CONTRACT Y THE POLICIE	OR OTHER I S DESCRIBED PAID CLAIMS	DOCUMENT WITH RESP HEREIN IS SUBJECT	PECT TO	WHICH THIS	
INSR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)	LII	MITS		
	GENERAL LIABILITY					EACH OCCURRENCE	\$	1,000,000	

DAMAGE TO RENTED PREMISES (Ea occurrence) 50,000 X COMMERCIAL GENERAL LIABILITY 1/10/2012 1/10/2013 5,000 CLAIMS-MADE X OCCUR X BOP1025408 A MED EXP (Any one person) \$ PERSONAL & ADV INJURY 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ GEN'L AGGREGATE LIMIT APPLIES PER: PRO-JECT \* POLICY COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY (Ea accident) ANY AUTO BODILY INJURY (Per person) \$ ALL OWNED AUTOS BODILY INJURY (Per accident) \$ SCHEDULED AUTOS PROPERTY DAMAGE \$ (Per accident) HIRED AUTOS \$ NON-OWNED AUTOS \$ UMBRELLA LIAB EACH OCCURRENCE OCCUR \$ **EXCESS LIAB** AGGREGATE CLAIMS-MADE \$ DEDUCTIBLE \$ RETENTION \$ WORKERS COMPENSATION WC STATU-TORY LIMITS AND EMPLOYERS' LIABILITY AND EMPLOYERS' LIABILITY
ANY PROPRIETOR/PARTINER/EXECUTIVE
OFFICER/MEMBER EXCLUDED?
(Mandatory in NH)
If yes, describe under
DESCRIPTION OF OPERATIONS below E.L. EACH ACCIDENT \$ N/A E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Certificate Holder is included as Additional Insured on policy.

CERTIFICATE HOLDER	CANCELLATION					
Oakland Unified School District	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
900 High Street Oakland, CA 94601	AUTHORIZED REPRESENTATIVE					
	Patti Harrell/SSCAG					



# unity Schools, Thirling Students Professional Services Contract Routing Form 2012-2013

1. Contro 2. Ensure 3. Contro	actor and actor and 2 week	es cannot and OUSD concertor meets and OUSD concertor ks of creat r individual	be provided ontract origing the consultant consultant consultant consultant consultant	ted documents are ed until the contrainator (principal or tant requirements (inator complete the distinct of the OUSD case HRSS Pre-Corts: Proof of negati	manag (includ contractionsulta ve tub	fully ap ger) reach ling The li ract pack ct origina nt Scree perculos	or Operation of Op	and a Puent about Party List er and at ts complete for the within pe	scope of wat, Insurance tach required to contract the contract tack at 4 years	Order has work and come and HRS ired attack cot packet iscal year s.	been is compensations SS Consultants, for appro-	sued. ion. tant Ve	
OUSD Staff Cor	For For	All Consu All Consu All Consu	iltants: Statultants: Pro iltants: Pro iltants with	sults page of the E tement of qualifica of of Commercial ( employees: Proo t should be sent to	tions Gener f of W	(organiz ral Liabil /orkers'	ation); or ity insura Compens	resume nce nam ation Ins	(individua ning OUSE surance. (	l consulta as an A	ant). dditional		
	APS T		TU CON	7.7			1.3. 17 27 3 20 10 1					-	
				Con	tract		rmation		مالنت	قال زماد د			
Contractor Nar		Kathleen	McNulty				y's Conta		thleen Mo				
OUSD Vendor		1005810	hat Dand			Title	0-1:1		edia Servi	7	1	7:-	101010
Street Address		6031 Cha	ibot Road			City	Oaklan	Τ		State	CA	Zip	94618
Telephone		-		OLIODt	104	Email		_	en.mcnulty			-0 -	/ <b>- 1 1 1</b>
Contractor Hist	ory	Previ	ously beer	an OUSD contrac	ctor? [	Yes [	NO	VVC	orked as a	n OUSD	employe	e? 🔲 '	res No
The state of the s	And the second	Com	pensatio	n and Terms – I	Must	be wit	hin the (	OUSD E	Billing G	uideline	S	1	
Anticipated sta	rt date	-, 1,430	10/01/20		- I	S - 100 C	06/13/	The state of the s		xpenses	\$	Salah 12	/ <u> </u>
Pay Rate Per I								_	O LITOT E	хропооо			
ray Nate Fel I	TOUT (Tec	quired)	\$40.00	Number o	Hou	115 (require	ed)	131.00					
If you Resource #		nning to mu		Bu Intract using LEP fund	ds, ple	l Inform ase conta rg Key		te and Fe		e <u>before</u> co		2000	on. nount
9011	Р	TA Donati	ons		1511	1160101	160101			5825	\$	\$ 5,270.00	
	+		-							5825	\$		
										5825	\$		
Requisitio	n No.	(required)	R030514	14			Total Co	ontract /	Amount		\$	5,270.0	00
requisition	11110.	(required)		Approval and Ro		lin and				12 700		0,210.0	
						The Billian W	The same of the sa	A Collection of the last	1-11	II a viene		Migan	
Services canno	ot be pro	ovided befor	re the contra	ct is fully approved a services were no	ind a F ot provi	urcnase ided befo	order is is re a PO w	sued. Si as issued	gning this d I.	ocument a	mirms tha	it to you	r knowledge
✓ OUSD	Admini	strator ver	ifies that th	is vendor does no						ns://www	enls gov	//enls/s	earch do)
		lanager (Ori	- 1	Name Katia Ha					Phone	(510) 53		70000	001011.00)
		1.	iginator)						Fax	(510) 53			
	epartme	h	Mr. W	Sequoia	101					(310) 33	11.11		
Signature	**	1	HIM YKI	Jed (by: ☐ State and Fed		70			pproved	1 1(/	19/17		
					-						is, and Corr	munity Pa	artnerships
2. Scope of	of work i	ndicates co	mpliant use	of restricted resource	e and i	is in align	ment with	school sit	te plan (SP	SA)			
Signature							Date Approved			1	_		
Signature	(if using m	nultiple restrict	ed resources)					Date A	pproved	1			
Regional	Executi	ve Officer											
				align with needs of es described in the s			school site						
Signature	Gran	L A	al					Date A	pproved	11/	2 8/12	2	
Deputy Su	perinte	ndent Inst	ructional Le	adership / Deputy	Super	intenden	t Busines						over □\$50,000
4. Signature	-	lusia	, ,	3					pproved		- 5 -		
			ducation S	gnature on the legal	contra	act		Date A	pproved	1/2	3-	-	
					COTILIA	101	Danis I. T		T		15.		
Legal Required			a contract	Approved	-		Denied - F	-	-	11200	Date	21	
Procurement	Date	Received					PO Numb	er	1	100)	4	110	

2314