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

# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** June 5, 2024

**Subject** Services Agreement with Girls Leading Goals

**Ask of the Board**  Approve Services Agreement  
 Ratify Services Agreement

**Description of Services & Background** Vendor will provide 28 days of summer programming during Summer 2024, Mondays through Fridays, every school day from 8:30 a.m. to 5:30 p.m. at Sankofa Elementary School.

The District's 21st Century Community Learning Centers (21st CCLC), ESSER, and Expanded Learning Opportunities Program grants include Supplemental funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, the District is contracting with community partners to provide daily academic support, enrichment, and physical activity services to OUSD students for 2-6 weeks over the summer. Summer providers will work in partnership with the District's After School and Summer Learning units to align summer program goals with District priorities for student achievement, health and wellness, and social-emotional learning. Summer Program Hub: Sankofa Elementary School.

**Term** Start Date: June 10, 2024  
End Date: July 19, 2024

**Not-To-Exceed Amount** \$51,307.20

**Funding Source(s)** Resource 2600 – Expanded Learning Opportunities Program in the amount of \$51,307.20

**Competitively Bid**  Yes  No  
If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$109,300, list the exception(s) that applies (requires Legal approval and may require a resolution):

**District In-Kind Contributions** District will provide space for programs as well as staff time monitoring program compliance.

**Specific Outcomes** As a result of these services, students will be able to continue to catch up on lost learning from recent years and be better positioned to begin next school year.

**SPSA Alignment (required if using State or Federal Funds)**  Action Item included in Board Approved SPSA (no additional documentation required). If so, enter Item Number: \_\_\_\_\_  
 Action Item added as modification to Board Approved SPSA. If so, school site must submit the following documents to the Strategic Resource Planning for approval through the Escape workflow process:

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

**Attachment(s)**

- Services Agreement with Girls Leading Goals
- Summer Program Plan
- Summer Budget
- RFP #22-129CSSS and Vendor Bid Materials

**Waiver Attachments (if applicable)**

- Written confirmation of Commercial General Liability Insurance waiver
- Written confirmation of Workers' Compensation Insurance waiver.
- Written confirmation of Tuberculosis Screening wavier.
- Written confirmation of Fingerprinting/Criminal Background Investigation waiver.

## SERVICES AGREEMENT

This Services Agreement (“AGREEMENT”) is a legally binding contract entered into between the Oakland Unified School District (“OUSD”) and the entity or individual (“VENDOR,” together with OUSD, “PARTIES”) named in **Exhibit A**, attached hereto and incorporated herein by reference. Unless otherwise stated herein, “VENDER INDIVIDUAL” includes (to the extent they exist): VENDOR Board members, officers, trustees, and directors; VENDOR employees, agents, consultants, contractors and subcontractors, representatives, and other similar individuals; and volunteers and others unpaid persons under VENDOR’s direction, invitation, or control.

The PARTIES hereby agree as follows:

1. **Services.** VENDOR shall provide the services (“SERVICES”) as described in **Exhibit A**.
2. **Term.** The term (“TERM”) of this AGREEMENT is established in **Exhibit A**.
3. **Compensation.**
  - a. Over the TERM, OUSD agrees to pay VENDOR the amount of money stated in **Exhibit A** for satisfactorily performing the SERVICES. OUSD shall not pay and shall not be liable to VENDOR for any costs or expenses paid or incurred by VENDOR not described in **Exhibit A**.
  - b. Compensation for SERVICES performed outside of the TERM (e.g., prior to execution of this AGREEMENT or after its termination) shall be at OUSD’s sole discretion and in an amount solely determined by OUSD. VENDOR agrees that it shall not expect or demand compensation for the performance of such SERVICES.
  - c. VENDOR acknowledges and agrees not to expect or demand compensation for any SERVICES performed prior to the PARTIES, particularly OUSD, validly and properly executing this AGREEMENT and VENDOR shall not rely on verbal or written communication from any individual, other than the OUSD Superintendent or the OUSD Legal Counsel, stating that OUSD has validly and properly executed this AGREEMENT.
  - d. Payment for SERVICES shall be made for all undisputed amounts no more frequently than in monthly installment payments within sixty (60) days after VENDOR submits an invoice to OUSD, in accordance with Paragraph 4 (Invoicing), for the SERVICES actually performed and after OUSD’s written approval that the SERVICES were actually performed. The granting of any payment by OUSD, or the receipt thereof by VENDOR, shall in no way lessen the liability of VENDOR to correct unsatisfactory performance of SERVICES, even if the unsatisfactory character of the performance was not apparent or detected at the time a payment was made. If OUSD determines that VENDOR’s performance does not conform to the requirements of this AGREEMENT, VENDOR agrees to correct its performance without delay.

4. **Invoicing.** Invoices furnished by VENDOR under this AGREEMENT must be in a form acceptable to OUSD.
  - a. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, without limitation: VENDOR name, VENDOR address, invoice date, invoice number, purchase order number, name of school or department to which the SERVICES were provided, name(s) of the person(s) performing the SERVICES, date(s) the SERVICES were performed, brief description of the SERVICES provided on each date, total invoice amount, and the basis for the total invoice amount (e.g., if hourly rate, the number of hours on each date and the rate for those hours).
  - b. If OUSD, at its sole discretion, determines an invoice fails to include the required elements, OUSD will not pay the invoice and will inform VENDOR of the missing items; VENDOR shall resubmit an invoice that includes the required elements before OUSD will pay the invoice.
  - c. Invoices must be submitted no more frequently than monthly, and within 30 days of the conclusion of the applicable billing period. OUSD reserves the right to refuse to pay untimely invoices.
  - d. OUSD reserves the right to add or change invoicing requirements. If OUSD does add or change invoicing requirements, it shall notify VENDOR in writing and the new or modified requirements shall be mandatory upon receipt by VENDOR of such notice.
  - e. To the extent that VENDOR has described how the SERVICES may be provided both in-person and not in-person, VENDOR's invoices shall—in addition to any invoice requirement added or changed under subparagraph (d)—indicate whether the SERVICES were provided in-person or not.
  - f. All invoices furnished by VENDOR under this AGREEMENT shall be delivered to OUSD via email unless OUSD requests, in writing, a different method of delivery.
5. **Suspension.** If OUSD, at its sole discretion, develops health and safety concerns related to VENDOR's provision of SERVICES, then the OUSD Superintendent or an OUSD Chief may, upon approval by OUSD legal counsel, issue a notice to VENDOR to suspend this AGREEMENT, in which case VENDOR shall stop providing SERVICES under this AGREEMENT until further notice from OUSD. OUSD shall compensate VENDOR for the SERVICES satisfactorily provided through the date of suspension.
6. **Termination.** Upon termination consistent with this Paragraph (Termination), VENDOR shall provide OUSD with all materials produced, maintained, or collected by VENDOR pursuant to this AGREEMENT, whether or not such materials are complete or incomplete or are in final or draft form.
  - a. For Convenience by OUSD. OUSD may at any time terminate this AGREEMENT upon thirty (30) days prior written notice to VENDOR. OUSD shall compensate VENDOR for SERVICES satisfactorily provided through the date of termination. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief may issue the termination notice without prior approval by the OUSD Governing Board, in which case this AGREEMENT would terminate upon ratification of the termination by the OUSD Governing Board or thirty (30) days after the notice was



provided, whichever is later. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent or OUSD Chief.

- b. For Cause. Either PARTY may terminate this AGREEMENT by giving written notice of its intention to terminate for cause to the other PARTY. Written notice shall contain the reasons for such intention to terminate, which shall include (i) material violation of this AGREEMENT or (ii) if either PARTY is adjudged bankrupt, makes a general assignment for the benefit of creditors, or a receiver is appointed on account of its insolvency. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief may issue the termination notice without prior approval by the OUSD Governing Board, in which case this AGREEMENT would terminate upon ratification of the termination by the OUSD Governing Board or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for its correction are made. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent or OUSD Chief.
- c. Due to Unforeseen Emergency or Acts of God. Notwithstanding any other language of this AGREEMENT, if there is an unforeseen emergency or an Act of God during the TERM that would prohibit or limit, at the sole discretion of OUSD, the ability of VENDOR to perform the SERVICES, OUSD may terminate this AGREEMENT upon seven (7) days prior written notice to VENDOR. The OUSD Governing Board may issue this type of termination notice or the OUSD Superintendent, upon approval by OUSD legal counsel, may issue this type of the termination notice without the need for approval or ratification by the OUSD Governing Board. VENDOR shall immediately stop providing SERVICES upon receipt of the termination notice from the OUSD Superintendent.
- d. Due to Failure to Ratify by OUSD Board. If, consistent with Paragraph 41 (Signature Authority), this AGREEMENT is executed on behalf of OUSD by the signature of the Superintendent, a Chief, a Deputy Chief, or an Executive Director, and the Board thereafter declines to ratify this AGREEMENT, this AGREEMENT shall automatically terminate on the date that the Board declines to ratify it. OUSD shall compensate VENDOR for the SERVICES satisfactorily provided through the date of termination.

**7. Data and Information Requests.**

- a. VENDOR shall timely provide OUSD with any data and information OUSD reasonably requests related to the provision of the SERVICES.
- b. VENDOR shall register with and maintain current information within OUSD's Community Partner database unless OUSD communicates to VENDOR in writing otherwise, based on OUSD's determination that the SERVICES are not related to community school outcomes. If and when VENDOR's programs and school site(s) change (either midyear or in subsequent years), VENDOR shall promptly update the information in the database.

8. **Confidentiality and Data Privacy.**
  - a. OUSD may share information with VENDOR pursuant to this AGREEMENT in order to further the purposes thereof. VENDOR and VENDOR INDIVIDUALS shall maintain the confidentiality of all information received in the course of performing the SERVICES, provided such information is (i) marked or identified as “confidential” or “privileged,” or (ii) reasonably understood to be confidential or privileged.
  - b. VENDOR understands that student data is confidential. VENDOR or VENDOR INDIVIDUALS may only access or receive identifiable student data, other than directory information, in connection with this AGREEMENT only after VENDOR and OUSD execute (i) a California Student Data Privacy Agreement (“CSDPA”) or CSDPA Exhibit E, if VENDOR is a software vendor, or (ii) the OUSD Data Sharing Agreement, if VENDOR is not a software vendor. Notwithstanding Paragraph 24 (Indemnification), should VENDOR or VENDOR INDIVIDUALS access or receive identifiable student data, other than directory information, without first executing such an agreement, VENDOR shall be solely liable for any and all claims or losses resulting from its access or receipt of such data.
  - c. All confidentiality requirements, including those set forth in the separate data sharing agreement, extend beyond the termination of this AGREEMENT.
  
9. **Copyright/Trademark/Patent/Ownership.** VENDOR understands and agrees that all matters produced under this AGREEMENT, excluding any intellectual property that existed prior to execution of this AGREEMENT, shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by VENDOR in connection with the SERVICES performed under this AGREEMENT. VENDOR cannot use, reproduce, distribute, publicly display, perform, alter, remix, or build upon matters produced under this AGREEMENT without OUSD’s express written permission. OUSD shall have all right, title and interest in said matters, including the right to register the copyright, trademark, and/or patent of said matter in the name of OUSD. OUSD may, with VENDOR’s prior written consent, use VENDOR’s name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
  
10. **Alignment and Evaluation.**
  - a. VENDOR agrees to work and communicate with OUSD staff, both formally and informally, to ensure that the SERVICES are aligned with OUSD’s mission and are meeting the needs of students as determined by OUSD.
  - b. OUSD may evaluate VENDOR or VENDOR INDIVIDUALS in any reasonable manner which is permissible under the law. OUSD’s evaluation may include, without limitation: (i) requesting that OUSD employee(s) evaluate the performance of

VENDOR or VENDOR INDIVIDUALS, and (ii) announced and unannounced observance of VENDOR or VENDOR INDIVIDUALS.

11. **Inspection and Approval.** VENDOR agrees that OUSD has the right and agrees to provide OUSD with the opportunity to inspect any and all aspects of the SERVICES performed including, but not limited to, any materials (physical or electronic) produced, created, edited, modified, reviewed, or otherwise used in the preparation, performance, or evaluation of the SERVICES. In accordance with Paragraph 3 (Compensation), the SERVICES performed by VENDOR must meet the approval of OUSD, and OUSD reserves the right to direct VENDOR to redo the SERVICES, in whole or in part, if OUSD, in its sole discretion, determines that the SERVICES were not performed in accordance with this AGREEMENT.
12. **Equipment and Materials.** VENDOR shall provide all equipment, materials, and supplies necessary for the performance of this AGREEMENT.
13. **Legal Notices.** Based on contact information set forth in **Exhibit A**, all legal notices provided for under this AGREEMENT shall be sent: (i) via email, (ii) personally delivered during normal business hours, or (iii) sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY. Notice shall be effective when received if personally served or emailed or, if mailed, three days after mailing. Either PARTY must give written notice of a change of mailing address or email.
14. **Status.**
  - a. This is not an employment contract. VENDOR, in the performance of this AGREEMENT, shall be and act as an independent contractor.
  - b. If VENDOR is a natural person, VENDOR verifies all of the following:
    - (i) VENDOR is free from the control and direction of OUSD in connection with VENDOR's work;
    - (ii) VENDOR's work is outside the usual course of OUSD's business; and
    - (iii) VENDOR is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed for OUSD.
  - c. If VENDOR is a business entity, VENDOR understands and agrees that it and any and all VENDOR INDIVIDUALS shall not be considered employees of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. VENDOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to VENDOR INDIVIDUALS. VENDOR verifies all of the following:
    - (i) VENDOR is free from the control and direction of OUSD in connection with the performance of the work;
    - (ii) VENDOR is providing the SERVICES directly to OUSD rather than to customers of OUSD;

- (iii) the contract between OUSD and VENDOR is in writing;
- (iv) VENDOR has the required business license or business tax registration, if the work is performed in a jurisdiction that requires VENDOR to have a business license or business tax registration;
- (v) VENDOR maintains a business location that is separate from the business or work location of OUSD;
- (vi) VENDOR is customarily engaged in an independently established business of the same nature as that involved in the work performed;
- (vii) VENDOR actually contracts with other businesses to provide the same or similar services and maintains a clientele without restrictions from OUSD;
- (viii) VENDOR advertises and holds itself out to the public as available to provide the same or similar services;
- (ix) VENDOR provides its own tools, vehicles, and equipment to perform the SERVICES;
- (x) VENDOR can negotiate its own rates;
- (xi) VENDOR can set its own hours and location of work; and
- (xii) VENDOR is not performing the type of work for which a license from the Contractor's State License Board is required, pursuant to Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code.

15. **Qualifications, Training, and Removal.**

- a. VENDOR represents and warrants that VENDOR and all VENDOR INDIVIDUALS have the necessary and sufficient experience, qualifications, and ability to perform the SERVICES in a professional manner, without the advice, control or supervision of OUSD. VENDOR will perform the SERVICES in accordance with generally and currently accepted principles and practices of its profession for services to California school districts and in accordance with applicable laws, codes, rules, regulations, and/or ordinances.
- b. VENDOR represents and warrants that all VENDOR INDIVIDUALS are specially trained, experienced, competent and fully licensed to provide the SERVICES identified in this AGREEMENT in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.
- c. VENDOR agrees to immediately remove or cause the removal of any VENDOR INDIVIDUAL from OUSD property upon receiving notice from OUSD of such desire. OUSD is not required to provide VENDOR with a basis or explanation for the removal request.

16. **Certificates/Permits/Licenses/Registration.** VENDOR shall ensure that all VENDOR INDIVIDUALS secure and maintain in force such certificates, permits, licenses, and registration as are required by law in connection with the furnishing of the SERVICES pursuant to this AGREEMENT.

17. **Insurance.**

- a. Commercial General Liability Insurance. VENDOR shall maintain Commercial General Liability Insurance, including automobile coverage, with limits of at least one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) aggregate, sexual misconduct, harassment, bodily injury and property damage. Coverage for corporal punishment, sexual misconduct, and harassment may either be provided through General Liability Insurance or Professional Liability Insurance. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date of this AGREEMENT (and within 15 days of each new policy year thereafter during the TERM). Evidence of insurance shall be attached to this AGREEMENT or otherwise provided to OUSD upon request. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against VENDOR. The policy shall protect VENDOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.
- b. Workers' Compensation Insurance. VENDOR shall procure and maintain, at all times during the TERM of this AGREEMENT, Workers' Compensation Insurance in conformance with the laws of the State of California (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than one million dollars (\$1,000,000) per accident or disease. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.

18. **Testing and Screening.**

- a. Tuberculosis Screening. VENDOR shall ensure that all VENDOR INDIVIDUALS who will be working at OUSD sites for more than six hours in total during the TERM or who work with students (regardless of the length of time) have submitted to a tuberculosis risk assessment as required by Education Code section 49406 within the prior 60 days. If tuberculosis risk factors were identified for a VENDOR INDIVIDUAL, that VENDOR INDIVIDUAL must submit to an intradermal or other approved tuberculosis examination to determine if that VENDOR INDIVIDUAL is free of infectious tuberculosis. If the results of the examination are positive, VENDOR shall obtain an x-ray of the lungs. VENDOR, at its discretion, may choose to submit a VENDOR INDIVIDUAL to the examination instead of the risk assessment. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.
- b. Fingerprinting/Criminal Background Investigation. For all VENDOR INDIVIDUALS providing the SERVICES, VENDOR shall ensure completion of fingerprinting and criminal background investigation and shall request and regularly review



subsequent arrest records. VENDOR confirms that no VENDOR INDIVIDUAL providing the SERVICES has been convicted of a felony, as that term is defined in Education Code section 45122.1. VENDOR shall provide the results of the investigations and subsequent arrest notifications to OUSD. For purposes of this subparagraph, VENDOR shall use either California Department of Justice or Be A Mentor, Inc. (<http://beamentor.org/OUSDPartner>) finger-printing and subsequent arrest notification services. The requirements of this subparagraph may be specifically waived as noted in **Exhibit A**.

19. **Incident/Accident/Mandated Reporting.**

- a. VENDOR shall notify OUSD, via email pursuant to Paragraph 13 (Legal Notices), within twelve (12) hours of learning of any significant accident or incident in connection with the provision of the SERVICES. Examples of a significant accident or incident include, without limitation, an accident or incident that involves law enforcement, or possible or alleged criminal activity, or possible or actual exposure to a communicable disease such as COVID-19. VENDOR shall properly submit required accident or incident reports within one business day pursuant to the procedures specified by OUSD. VENDOR shall bear all costs of compliance with this Paragraph.
- b. To the extent that a VENDOR INDIVIDUAL is included on the list of mandated reporters found in Penal Code section 11165.7, VENDOR agrees to inform that VENDOR INDIVIDUAL, in writing, that they are a mandated reporter, and describing the associated obligations to report suspected cases of abuse and neglect pursuant to Penal Code section 11166.5.

20. **Health and Safety Orders and Requirements; Site Closures.**

- a. VENDOR shall adhere to any health or safety orders or requirements issued at the time of the execution of this AGREEMENT or in the future by OUSD or other public entities ("Orders").
- b. Except as possibly stated otherwise in **Exhibit A**, VENDOR is able to meet its obligations and perform the SERVICES required pursuant to this AGREEMENT in accordance with any Order; to the extent that VENDOR becomes unable to do so, VENDOR shall immediately inform OUSD in writing.
- c. Except as possibly stated otherwise in **Exhibit A**, to the extent that there may be a site closure (e.g., due to poor air quality, planned loss of power, strike) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, VENDOR is able to meet its obligations and perform the SERVICES required pursuant to this AGREEMENT; to the extent that VENDOR becomes unable to do so, VENDOR shall immediately inform OUSD in writing.
- d. VENDOR shall bear all costs of compliance with this Paragraph, including but not limited lost compensation for failure to provide SERVICES.

21. **Conflict of Interest.**
- a. VENDOR and all VENDOR INDIVIDUALS shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. VENDOR shall not hire, contract with, or employ any officer or employee of OUSD during the TERM without the prior approval of OUSD Legal Counsel.
  - b. VENDOR affirms, to the best of his/her/its knowledge, that there exists no actual or potential conflict of interest between VENDOR's family, business, or financial interest and the SERVICES provided under this AGREEMENT, and in the event of any change in either private interest or the SERVICES under this AGREEMENT, any question regarding a possible conflict of interest which may arise as a result of such change will be immediately brought to OUSD's attention in writing.
  - c. Through its execution of this AGREEMENT, VENDOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event VENDOR receives any information subsequent to execution of this AGREEMENT which might constitute a violation of said provisions, VENDOR agrees it shall immediately notify OUSD in writing.
22. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** VENDOR certifies, to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this AGREEMENT, certifies that neither it nor its principals appear on the Excluded Parties List (<https://www.sam.gov/>).
23. **Limitation of OUSD Liability.** Other than as provided in this AGREEMENT, OUSD's financial obligations under this AGREEMENT shall be limited to the compensation described in Paragraph 3 (Compensation). Notwithstanding any other provision of this AGREEMENT, in no event shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this AGREEMENT for the SERVICES performed in connection with this AGREEMENT.
24. **Indemnification.**
- a. To the furthest extent permitted by California law, VENDOR shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("OUSD Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of VENDOR's performance of this AGREEMENT. VENDOR also agrees to hold harmless, indemnify, and defend OUSD Indemnified Parties from any and all claims or losses incurred by any supplier or subcontractor furnishing work, services, or materials to VENDOR arising out of the performance of this AGREEMENT. VENDOR shall, to the fullest extent permitted by California law, defend OUSD Indemnified Parties at VENDOR's own expense, including attorneys'



- fees and costs, and OUSD shall have the right to accept or reject any legal representation that VENDOR proposes to defend OUSD Indemnified Parties.
- b. To the furthest extent permitted by California law, OUSD shall indemnify, defend, and hold harmless VENDOR and VENDOR INDIVIDUALS from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of OUSD's performance of this AGREEMENT. OUSD shall, to the fullest extent permitted by California law, defend VENDOR and VENDOR INDIVIDUALS at OUSD's own expense, including attorneys' fees and costs.
25. **Audit.** VENDOR shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of VENDOR transacted under this AGREEMENT. VENDOR shall retain these books, records, and systems of account during the TERM and for three (3) years after the earlier of (i) the TERM or (ii) the date of termination. VENDOR shall permit OUSD, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the SERVICES covered by this AGREEMENT. Audit(s) may be performed at any time, provided that OUSD shall give reasonable prior notice to VENDOR and shall conduct audit(s) during VENDOR'S normal business hours, unless VENDOR otherwise consents.
26. **Non-Discrimination.** It is the policy of OUSD that, in connection with all work performed under legally binding agreements, there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, VENDOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code section 12900 and Labor Code section 1735 and OUSD policy. In addition, VENDOR agrees to require like compliance by all its subcontractor (s). VENDOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, sexual orientation, or other legally protected class.
27. **Drug-Free/Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, VENDORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
28. **Waiver.** No delay or omission by either PARTY in exercising any right under this AGREEMENT shall operate as a waiver of that or any other right or prevent a subsequent act from constituting a violation of this AGREEMENT.
29. **Assignment.** The obligations of VENDOR under this AGREEMENT shall not be assigned by VENDOR without the express prior written consent of OUSD and any assignment without the express prior written consent of OUSD shall be null and void.

30. **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.
31. **Litigation.** This AGREEMENT shall be deemed to be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this AGREEMENT.
32. **Incorporation of Recitals and Exhibits.** Any recitals and exhibits attached to this AGREEMENT are incorporated herein by reference. VENDOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this AGREEMENT, the terms and provisions of this AGREEMENT shall govern.
33. **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.
34. **Severability.** If any term, condition, or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
35. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this AGREEMENT shall be deemed to be inserted herein and this AGREEMENT shall be read and enforced as though it were included therein.
36. **Captions and Interpretations.** Paragraph headings in this AGREEMENT are used solely for convenience, and shall be wholly disregarded in the construction of this AGREEMENT. No provision of this AGREEMENT shall be interpreted for or against a PARTY because that PARTY or its legal representative drafted such provision, and this AGREEMENT shall be construed as if jointly prepared by the PARTIES.
37. **Calculation of Time.** For the purposes of this AGREEMENT, "days" refers to calendar days unless otherwise specified and "hours" refers to hours regardless of whether it is a work day, weekend, or holiday.
38. **Counterparts and Electronic Signature.** This AGREEMENT, and all amendments, addenda, and supplements to this AGREEMENT, may be executed in one or more counterparts, all of which shall constitute one and the same amendment. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either PARTY and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations

promulgated therefrom), the counterpart shall legally bind the signing PARTY and the receiving PARTY may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. Through its execution of this AGREEMENT, each PARTY waives the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

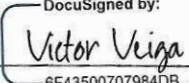
39. **W-9 Form.** If VENDOR is doing business with OUSD for the first time, VENDOR acknowledges that it must complete and return a signed W-9 form to OUSD.
40. **Agreement Publicly Posted.** This AGREEMENT, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
41. **Signature Authority.**
  - a. Each PARTY has the full power and authority to enter into and perform this AGREEMENT, and the person(s) signing this AGREEMENT on behalf of each PARTY has been given the proper authority and empowered to enter into this AGREEMENT.
  - b. Notwithstanding subparagraph (a), VENDOR acknowledges, agrees, and understands (i) that only the Superintendent, and the Chiefs, Deputy Chiefs, and Executive Directors who have been delegated such authority, may validly sign contracts for OUSD and only under limited circumstances, and (ii) that all such contract still require ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other individual as having the proper authority to enter into this AGREEMENT on behalf of OUSD.
42. **Contract Contingent on Governing Board Approval.** The PARTIES acknowledge, agree, and understand that OUSD shall not be bound by the terms of this AGREEMENT unless and until it has been (i) formally approved by OUSD's Governing Board or (ii) validly and properly executed by the OUSD Superintendent, a Chief, or a Deputy Chief authorized by the Education Code or Board Policy, and no compensation shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

REST OF PAGE INTENTIONALLY LEFT BLANK




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


VENDOR

Name: Victor Veiga Signature:   
 Position: President Date: 5/7/2024

*One of the terms and conditions to which VENDOR specifically agrees by its signature is subparagraph (c) of Paragraph 3 (Compensation), which states that VENDOR acknowledges and agrees not to expect or demand compensation for any SERVICES performed prior to the PARTIES, particularly OUSD, validly and properly executing this AGREEMENT and shall not rely on verbal or written communication from any individual, other than the OUSD Superintendent or OUSD Legal Counsel, stating that OUSD has validly and properly executed this AGREEMENT.*

OUSD

Name: Benjamin Davis Signature:   
 Position: President, Board of Education Date: 6/6/2024  
 Board President (for approvals)  
 Chief/Deputy Chief/Executive Director (for ratifications)

Name: Kyla Johnson-Trammell Signature:   
 Position: Superintendent Date: 6/6/2024

*Template approved as to form by OUSD Legal Department.*

**SERVICES AGREEMENT  
EXHIBIT A**

(Paragraph numbers in Exhibit A corresponds to the applicable Paragraph number in this Agreement.)

**VENDOR:** Girls Leading Goals

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1. **Services.** Describe the SERVICES VENDOR will provide: Contractor will provide nine hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss; program activities will be based on youth development quality standards; work collaboratively with the District Summer Learning and After School Programs Offices to ensure that students in need receive at least nine hours of daily summer learning, enrichment, physical activity, and support services; conduct outreach for summer student recruitment and communicate regularly with families over the summer; fulfill District grant reporting requirements, including submission of summer attendance records; and maintain regular communication with District Summer Learning and After School Programs Offices to review progress on summer program goals for the Summer Learning Program at Sankofa Elementary School. Providers will comply with 21st Century Community Learning Centers, ESSER, and Expanded Learning Opportunities Program grant requirements.

2. **Term.**

a. This AGREEMENT shall start on the below Start Date. If no date is entered, then this AGREEMENT shall start on the latest of the dates on which each of the PARTIES signed this AGREEMENT.  
**Start Date:** June 10, 2024

b. Unless terminated earlier, this AGREEMENT shall end on the below End Date. If no date is entered, then this AGREEMENT shall end on the first June 30 after start date listed in subparagraph (a). If the dates set forth in this subparagraph and subparagraph (a) would cause this AGREEMENT to exceed the limits set forth in state law (e.g., Education Code section 17596), this AGREEMENT shall instead automatically end upon reaching said limit.  
**End date:** July 19, 2024

3. **Compensation.**

a. The basis for payment to VENDOR shall be:

- Hourly Rate: \_\_\_\_\_ per hour
- Daily Rate: \_\_\_\_\_ per day
- Weekly Rate: \_\_\_\_\_ per week
- Monthly Rate: \_\_\_\_\_ per month
- Per Student Served Rate: \$30.54 per day per student served
- Performance/Deliverable Payments: Describe below the performance and/or deliverable(s) as well as the associated rate(s): \_\_\_\_\_

b. Over the TERM, the total compensation under this AGREEMENT shall not exceed the below amount. This sum includes (but is not limited to) compensation for the full performance of this AGREEMENT and all fees, costs, and expenses incurred by VENDOR including (but not limited to) labor, materials, taxes, profit, overhead, travel, insurance, permitted subcontractor costs, and other costs.  
**Not-To-Exceed Amount:** \$51,307.20

13. **Legal Notices.**

OUSD

Site/Dept: Legal Department  
 Address: 1011 Union Street, Site 946  
 City, ST Zip: Oakland, CA 94607  
 Phone: 510-879-5060  
 Email: [ousdlegal@ousd.org](mailto:ousdlegal@ousd.org)

VENDOR

Name/Dept: Girls Leading Goals  
 Address: 3145 Geary Blvd  
 City, ST Zip: San Francisco, CA 94117  
 Phone: 415-496-5608  
 Email: sfsol@girlsleadinggoals.org

17. **Insurance.** OUSD has waived the following insurance requirements. Written confirmation of a waiver (e.g., email from OUSD Risk Management Officer) is attached hereto. Failure to attach such written confirmation voids any such waiver even if otherwise properly given.

- Commercial General Liability Insurance.* Waiver typically available by OUSD if no VENDOR INDIVIDUAL interacts or has contact with OUSD students (in-person or virtual) and the not-to-exceed amount is \$25,000 or less.
- Workers' Compensation Insurance.* Waiver typically available by OUSD if VENDOR has no employees.

18. **Testing and Screening.** OUSD has waived the following testing and screening requirements. Written confirmation of a waiver (e.g., email from OUSD Risk Management Officer) is attached hereto. Failure to include such written confirmation voids any such waiver even if otherwise properly given.

- Tuberculosis Screening.* Waiver typically available by OUSD if VENDOR INDIVIDUALS will have no in-person contact with OUSD students.
- Fingerprinting/Criminal Background Investigation.* Waiver typically available by OUSD if no VENDOR INDIVIDUAL interacts or has contact with OUSD students (in-person or virtual).

20. **Health and Safety Orders and Requirements; Site Closures.** If there is an Order or event in which school sites and/or District offices may be closed or otherwise inaccessible, would the SERVICES be able to continue?

- Yes, the SERVICES would be able to continue as described herein.
- No, the SERVICES would not be able to continue.

# OUSD Expanded Learning Summer Program Plan Full Document - 2024

| Section 1: Summer Program Snapshot           |                                                |                          |                  |                                                      |             |                           |           |
|----------------------------------------------|------------------------------------------------|--------------------------|------------------|------------------------------------------------------|-------------|---------------------------|-----------|
| <b>Campus Site:</b>                          | Sankofa United                                 | <b>Summer Principal:</b> | Charquita Arnold | <b>What model are you supporting?</b>                | Independent | <b>Grades Served:</b>     | K-6       |
| <b>Lead Agency Name:</b>                     | Girls Leading Goals                            | <b>Site Coordinator:</b> | Maia Courtois    | <b>Target Summer (ADA) Average Daily Attendance:</b> | 60          | <b>Student Start Date</b> | 6/10/2024 |
| <b>Official Summer Learning Program Name</b> | Girls Leading Goals Sankofa United 2024 Summer |                          |                  |                                                      |             | <b>Student End Date</b>   | 7/19/2024 |

| Section 2: Lead Agency Assurances:  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <b>Please review and initial each item and sign below.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/> | I understand that my agency's contracted summer funds are based on the above-average daily attendance target number. I understand that my program should strive for 85% of this attendance target by the end of the first week of the program, I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers and to support my student recruitment and retention plan for the remainder of the summer.                                                                                        |
| <input checked="" type="checkbox"/> | I understand that I am required to input my actual attendance numbers into the attendance system <b>daily</b> during the summer program. I will cross-check signatures on my daily sign-in/out sheets with numbers inputted to ensure that the numbers match up and are accurately report my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.                                                                                                                                                                 |
| <input checked="" type="checkbox"/> | I understand that I am required to submit electronic copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office twice during summer programming. I will submit my attendance through June 30 <sup>th</sup> by the first week of July, and I will submit the rest of my attendance within one week of the last day of my program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education. |
| <input checked="" type="checkbox"/> | I understand that OUSD's state and federal grant funds are funding my summer program. I understand that I am required to follow all grant compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested, for school district reporting and auditing purposes.                                                                                          |
| <input checked="" type="checkbox"/> | I understand that the summer program supported by ELO-P must operate for 9 hours total daily. Your program hours will depend on your collaboration with the school. All students must be off-site by 5:30 pm. We also understand that this may shift due to current county health and safety guidelines.                                                                                                                                                                                                                                                                                                            |
| <input checked="" type="checkbox"/> | I understand OUSD Summer Programs are intended to be free programs for unduplicated students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> | <b>Name and Signature of Summer Lead Agency Director: Megan Arabian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Section 3: Summer Calendar and Daily Schedule**

a. Please turn in a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration) by May 17th.

b. Please turn in a copy of your daily schedule detailing your full 9 hour program (Note: sites that are using the district led integrated model must include the morning academic program in the daily schedule you submit) by May 17th.

\* Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), throughout the 9 hour day.

\* Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

**Section 4: Summer Program Recruitment and Retention Strategies and Timeline**

Briefly describe your anticipated summer program student recruitment and retention activities and timeline.

Invite current and past Oakland After School Program participants via email/phone/fliers. Emails have been sent as of 4/16/24. Fliers will be handed out at MLK, Sankofa, Hoover, Emerson, and Highland Saturday Intercessions starting 4/22/24.

All summer hubs will be required to offer a parent orientation before the program begins. Collaborate with your principal to identify a date.

The date of my parent orientation is:

To be confirmed for late May/early June via Zoom



**Section 5: Summer Staff Information (As much as is known at this time)**

To promote continuity between OUSD after-school and summer programs and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a minimum 1:20 adult-to-student ratio 1-12th grade 10:1 for TK-1st grade).

Summer staff must meet the minimum staff qualifications according to the grant requirements:

Must pass fingerprint background clearance by DOJ and FBI

Must have TB clearance

Must have at least 2 years of college (48 semester units), or pass the Instructional Aide Exam administered by the Alameda County Office of Ed

You will be sent a contact survey to send us information on line staff later in the year. Please fill out the table below with information on your site coordinator only.

**Important Note:** Summer program staff in integrated programs will be expected to attend 12 – 15 hours of OUSD summer line staff trainings.

The Summer Site Coordinator and summer program staff should be hired **no later than May 4th**

| Site coordinator | Email                       | Current Site:                           | Summer Teaching assignment(s) (Grade & subject, if known) |
|------------------|-----------------------------|-----------------------------------------|-----------------------------------------------------------|
| Maia Courtois    | sfsol@girlsleadinggoals.org | MLK, Sankofa, Hoover, Emerson, Highland | GLG ASPs and Saturday Intercessions                       |
| Program Staff    | Email                       | Current Site:                           | Summer Teaching assignment(s) (Grade & subject, if known) |
|                  |                             |                                         |                                                           |
|                  |                             |                                         |                                                           |
|                  |                             |                                         |                                                           |

**Section 6: Facilities**

Plan with your site administrator which rooms and outside spaces your summer program will use Monday - Friday from 8:30 - 5:30.

All summer facility requests must be completed by **March 17th**, through **Facilitron**. Rooms not reserved by the 17th, may not be available for summer programming.

**Indoors (specify room numbers and spaces name)**

**Outdoors**

| Room Number & Name of Space | # of students | Hours to be used |  | Room Number & Name of Space | # of students | Hours to be used |
|-----------------------------|---------------|------------------|--|-----------------------------|---------------|------------------|
| 1 Classroom                 | 5             | 9                |  | Sankofa outdoor space       | 60            | 9                |
|                             |               |                  |  | Bathrooms close to yard     |               | 9                |
|                             |               |                  |  |                             |               |                  |
|                             |               |                  |  |                             |               |                  |
|                             |               |                  |  |                             |               |                  |
|                             |               |                  |  |                             |               |                  |

For off-site programs, please add the address where the summer program will be held.

Signature of Summer Lead Agency Director

DocuSigned by:  
*Victor Vega*  
8F43500707984DB

5/7/2024

Signature of Summer Hub Site Principal

DocuSigned by:  
*Julie McAlmont*  
393F09692CE0405

5/8/2024

**GRANT FUNDED SUMMER BUDGET PLANNING SPREADSHEET**

**TK-12 2024**

|                                   |                       |                                    |                                          |
|-----------------------------------|-----------------------|------------------------------------|------------------------------------------|
| <b>Site Name:</b>                 | Sankofa               |                                    |                                          |
| <b>Site #:</b>                    | OUSD Summer Site Code |                                    |                                          |
| <b>Lead Agency</b>                | Girls Leading Goals   |                                    |                                          |
| <b># of summer students (ADA)</b> | 60                    |                                    |                                          |
| <b># of summer program days</b>   | 28                    |                                    |                                          |
| <b>Total Grant Funds</b>          | 51307.2               |                                    |                                          |
| <b>TOTAL CONTRACTED FUNDS</b>     |                       | <b>Grant Funds for Lead Agency</b> | <b>Lead Agency In-Kind Contributions</b> |
|                                   |                       | <b>51307.2</b>                     | <b>\$0.00</b>                            |

|                                 |                                                                                                                                 |                   |               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
|                                 | Supplies (can be purchased by lead agency for summer supplemental programming)                                                  | \$4,116.48        |               |
| 4310                            | Curriculum                                                                                                                      |                   |               |
| 5829                            | Field Trips (fees, supplies) Transportation<br>Entry fees for field trips<br>Snacks<br>Incentives<br>Culminating Event supplies |                   |               |
| <b>Total books and supplies</b> |                                                                                                                                 | <b>\$4,116.48</b> | <b>\$0.00</b> |

|                       |                                                                                                    |                    |               |
|-----------------------|----------------------------------------------------------------------------------------------------|--------------------|---------------|
| 5825                  | Site Coordinator 1 staff x 1.5 mo x \$5000 salary                                                  | \$7,500.00         |               |
| 5825                  | Program Assistant (2 staff x 256 hours x \$30) including prep and training time)                   | \$15,360.00        |               |
| 5825                  | Program Staff (3 staff x 256 x \$25), including prep and training time)                            | \$19,200.00        |               |
| 5825                  | Enrichment Facilitators (# of staff X total hours X hourly rate, including prep and training time) | \$0.00             |               |
| 5825                  | Subcontractors (please list each specific subcontracting agency)                                   | \$0.00             |               |
| 5825                  | Professional Development                                                                           | \$0.00             |               |
| 5825                  | Employee benefits                                                                                  | \$0.00             |               |
| 5825                  | Youth Intern Stipends                                                                              | \$0.00             |               |
| 5825                  |                                                                                                    |                    |               |
| <b>Total services</b> |                                                                                                    | <b>\$42,060.00</b> | <b>\$0.00</b> |

|                                                                         |                    |                     |
|-------------------------------------------------------------------------|--------------------|---------------------|
| School Partner Field & Classroom Space                                  |                    | \$22,500.00         |
| Coach Training                                                          |                    | \$4,000.00          |
| Materials - handouts, notebooks                                         |                    | \$500.00            |
| Total value of in-kind direct services                                  | \$0.00             | \$27,000.00         |
| <b>Subtotals DIRECT SERVICE</b>                                         | <b>\$46,176.48</b> | <b>\$27,000.00</b>  |
| <b>Allowable lead agency admin (at 10% of contracted funds or less)</b> | <b>\$5,130.72</b>  |                     |
| Total budgeted per column                                               | \$51,307.20        | \$27,000.00         |
| <b>BALANCE remaining to allocate</b>                                    | <b>\$0.00</b>      | <b>-\$27,000.00</b> |

Lead Agency:

DocuSigned by:  
  
 6F43500707984D8

Date: 5/7/2024

Notes:

- 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.
- 2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.



## Girls Leading Goals Statement of Qualifications

Girls Leading Goals (Formerly Girls Leading Girls) has been providing both free after-school programs and camp-style soccer programs to girls from high-need schools since 2014. We are a returning service provider with the Oakland Unified School District and look forward to continuing our partnership with OUSD through the Youth Development Enrichment Program.

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





March 5, 2023

To Whom It May Concern:

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

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

Sincerely,

*Brianna Russell*

Executive Director

[brianna@girlsleadinggoals.org](mailto:brianna@girlsleadinggoals.org)

415-496-5608



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/23/2023

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

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

|                                                                                                                                                             |                                                                   |  |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--|------------------------------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, LLC<br>2850 Golf Road<br>Rolling Meadows IL 60008<br><br>License#: BR-724491<br>GIRLLEA-04 | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 630-595-5300 |  | <b>FAX (A/C, No):</b> 630-694-4401 |
|                                                                                                                                                             | <b>E-MAIL ADDRESS:</b>                                            |  |                                    |
| <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                        |                                                                   |  | <b>NAIC #</b>                      |
| <b>INSURER A:</b> Philadelphia Indemnity Insurance Company                                                                                                  |                                                                   |  | 18058                              |
| <b>INSURER B:</b>                                                                                                                                           |                                                                   |  |                                    |
| <b>INSURER C:</b>                                                                                                                                           |                                                                   |  |                                    |
| <b>INSURER D:</b>                                                                                                                                           |                                                                   |  |                                    |
| <b>INSURER E:</b>                                                                                                                                           |                                                                   |  |                                    |
| <b>INSURER F:</b>                                                                                                                                           |                                                                   |  |                                    |

**COVERAGES** **CERTIFICATE NUMBER:** 1226942685 **REVISION NUMBER:**

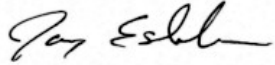
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                          | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |           |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 20,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000<br>\$ |           |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                          |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                             |           |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                          |           |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                      |           |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                  |           |
| A        | Professional Liability                                                                                                                                                                                                                                                                                                     |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | 1,000,000                                                                                                                                                                                                                                         | 3,000,000 |
| A        | Sexual Abuse or Molestation                                                                                                                                                                                                                                                                                                |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | 1000000                                                                                                                                                                                                                                           | 2,000,000 |

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

Oakland Unified School District is included as Additional Insured, as respects to General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions. Endorsement amending cert holder address pending from carrier.

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                                                           |                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oakland Unified School District<br>Attn - Risk Management<br>1011 Union St., Site 987<br>Oakland CA 94607 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <p><b>Name Of Additional Insured Person(s) Or Organization(s):</b><br/>Oakland Unified School District</p>    |
| <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p> |

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

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2023

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

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

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

**COVERAGES**

CERTIFICATE NUMBER: 574231429

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                   |  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |  |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |  |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                               |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                 |  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                    | Y/N<br>N  | N/A      | 9261749-2022  | 10/2/2022               | 10/2/2023               | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                           |  |

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

**CERTIFICATE HOLDER****CANCELLATION**

Oakland Unified School District  
 Attn: Risk Management  
 1011 Union Street, Suite 987  
 Oakland CA 94607

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

**Request for Qualifications (RFQ) #23-141**

**EXPANDED LEARNING  
FOR SUMMER LEARNING AND INTERSESSION**

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

email: [procurement@ousd.org](mailto:procurement@ousd.org)  
phone: (510) 879-2990

**Proposals Due:  
November 29, 2023 at 3:00 p.m. pst**

THE TERMS AND CONDITIONS OF THIS RFQ ARE GOVERNED BY  
THE APPLICABLE STATE AND FEDERAL LAWS.



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## RFQ Schedule Of Events

The following schedule will be used by the District for this RFQ.

| DATE                                       | ACTION                                                                                  |
|--------------------------------------------|-----------------------------------------------------------------------------------------|
| RFQ Posting/First Advertisement:           | October 20, 2023                                                                        |
| Pre-Bid Conference:                        | November 3, 2023 @ 2:00 p.m. pst<br>(Zoom link on <a href="#">Procurement Website</a> ) |
| Deadline for Questions:                    | November 15, 2023 @ 2:00 p.m. pst                                                       |
| <b>Proposal/Bid Submitted to District:</b> | <b>November 29, 2023 @ 3:00 p.m. pst</b>                                                |
| Potential Interviews (If Necessary):       | December 11 - December 19, 2023                                                         |
| Final Status Notices of RFQ:               | January 8, 2024                                                                         |
| Contract Start Date:                       | May 1, 2024                                                                             |

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

OUSD will use every effort to adhere to the schedule. However, OUSD reserves the right to amend the schedule, as it deems necessary.

The District reserves the right to amend or cancel this proposal at any time. Proposers are responsible for viewing any new changes related to this proposal online at <https://www.ousd.org/bidopportunities>.

If a proposer desires any clarification or questions of any kind regarding this solicitation, the proposer must make a written request and should be addressed via email to:

**Francisco Flores, Procurement Analyst**  
[francisco.flores@ousd.org](mailto:francisco.flores@ousd.org)

**NOTE:** Contacting Board members and/or any District staff other than contact who is outlined above, may disqualify the proposer from the selection process.

## **Background Information**

The Oakland Unified School District (OUSD) is the eleventh largest school district in California. OUSD located in and is approximately coterminous with the City of Oakland, California, located on the east side of the San Francisco Bay, approximately 10 miles from San Francisco.

The Oakland Unified School District (District) operates under a locally-elected seven member Board form of government and provides educational services to grades CDC/Pre-K - Adult. The District operates twenty-eight (28) child development centers, forty-five (45) elementary schools, eleven (11) middle schools, nine (9) high schools, four (4) K-8, three (3) 6-12, six (6) alternative ed and other programs as well. The District serves approximately 34,700 students. We encourage you to visit our website (<http://www.ousd.org>) for more information about our District.

## **Introduction**

The Oakland Unified School District (OUSD) Department of Expanded Learning is issuing this Request for Qualifications (RFQ) soliciting additional proposals from Community Based Organizations (CBO) to respond with their qualifications to serve as an Expanded Learning Program Provider in designing, planning, administering, and operating effective, high-quality expanded learning programs. This RFQ is specifically for organizations willing to provide summer learning and intersession programs (summer, weekends, school breaks).

This solicitation is an extension of a previous Request For Proposal which was released in November, 2022, titled [RFP #22-129: Expanded Learning For Summer Learning and Intersession](#). All scope of work and requirements are unchanged. Full RFP can be viewed online at <https://www.ousd.org/Page/22403>.

The intent of this solicitation is to expand our list of approved Community Based Organizations and expand services to the OUSD students.  
Previously awarded CBO's for RFP #22-129 do not need to re-apply.

## **Overview**

Eligible providers will be committed to OUSD's strategic plan and shared citywide goals. Lead Agency partners will invest in providing expanded learning supplemental programs that complement the regular school day program and support the OUSD priorities for student achievement, health, and well-being. Oakland Unified School District's (OUSD) mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers daily. Expanded Learning supports this mission while holding

our values of equity, joy, and liberation for youth and adults with the express purpose of interrupting inequity, examining biases, and creating inclusive and just conditions for all students to achieve equally high outcomes.

Select Lead Agencies will commit to working in partnership with school sites and the OUSD Expanded Learning Office (ExLO). Through the RFQ process, OUSD seeks organizations that demonstrate the capacity to work within the established OUSD model of school and community partnerships and various funding sources' parameters. Organizations must be fiscally sound with the capacity to leverage other resources to provide students with high-quality expanded learning programming: after-school and summer youth development experiences that complement and support school district and city priorities for student success and well-being. Community organizations that serve as a Summer Lead Agency are an integral part of our OUSD Full Service Community Schools and make an impactful contribution toward strengthening our district, expanded learning system, and community.

#### Goals of Summer Learning Programs:

Rich learning experiences and knowledge development that incorporates:

- Academic intervention to combat summer learning loss.
- Enrichment integration with sports, STEAM and other enrichment activities that allow for acceleration of skills, habits and mindsets.
- Culturally relevant youth development in service of promoting and maintaining joyful schools which builds a culture of affirmation, inclusion and belonging.
- Equity: Programs create opportunity and engagement with our high priority students and their families, including students with disabilities, English language learners, Foster Youth, unhoused youth, and newcomer students.

The Expanded Learning Office supports summer programming is founded in these local, and national data points:

- Under-resourced children often do not have the same opportunities to learn and participate in enriching activities during summer, which increases the opportunity gap.
- Utilization of summer learning programs leads to lower violence, higher physical and mental health, improved social skills, and a heightened sense of self.
- When school ends, some students and families struggle to get their basic needs met; summer programming provides meals for students and a safe space to thrive.
- Students can typically lose up to 2 months of reading progress and 2.6 months of math progress over the summer. High-quality Summer Learning programs can turn that potential for loss into an opportunity to accelerate learning.

Therefore, our expanded learning programs are essential for keeping Oakland youth safe, healthy, and academically sound. The added opportunity for enrichment programs not typically offered during the school days gives students a chance to

flourish in multiple skill sets and find a way to engage their whole selves and attend to multiple intelligences. In this way, they are given another opportunity to be 'seen' outside of academics and access programs that are usually cost-prohibitive.

Eligible expanded learning youth development organizations will help all students develop strong social-emotional skills and a sense of agency, give them opportunities to try new things, take risks, and participate in diverse enrichment programming that reflects student interest and promotes joy, skill-building, and hands-on experience. In addition, celebrate youth's interests, passion, and culture while helping youth identify their strengths.

The 3 types of summer/intersession youth development programs that the Expanded Learning Office is hoping to solicit CBOs to apply for are (i) the program at the school site in conjunction with OUSD faculty, called the **collaborative model (CM)**, (ii) the **independent model (IM)** program also housed at an OUSD school site, (iii) and the **off-site community-based model (OCB)** which can be held at an acceptable community space that serves OUSD students.

Organizations can apply for multiple models but must demonstrate the capacity and history of providing the youth development program.

(i) The **Collaborative Model (CM)**. This model provides youth with five weeks of full-day summer programming within the requirement of offering 9 hours (Monday-Friday 8:30 am - 5:30 pm) and working directly with the approved OUSD administrative and teaching staff on their assigned site. Interested CBOs must provide programming 5-days a week with a focus on academic enrichment, physical activity, and other youth development enrichment activities that meets ASES and 21st CCLC activity components. Each CBO is required to have a 20:1 ratio (except for TK/K, which is a 10:1 ratio).

The OUSD Expanded Learning Office will select which eligible CBOs will be a match for the school hub/students/community. \*Note: The Expanded Learning Office does not guarantee organization placement to a school or number of school sites this decision will be based on the acceptance of the school administration and agency capacity.

(ii) The **independent model (IM)**. This model provides youth with up to five weeks of full-day summer programming within the context of the typical summer hours (Monday-Friday 8:30 am - 5:30 pm). The approved organization must offer a 9-hour program for each day of operation and provide appropriate staff to satisfy the 20:1 ratio (except for TK/K, which is 10:1 ratio).

(iii) The **Off-site Community-based model (OCB)**. This model provides youth with off-site full-day summer/intersession programming within the context of the summer hours (Monday-Friday 8:30 am - 5:30 pm). The approved organization



must offer a 9-hour program for each day of operation and provide appropriate staff to satisfy the 20:1 ratio (except for TK/K, which is 10:1 ratio).

| <b>Collaborative Model:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Independent Model:</b>                                                                                                                                                                                                                                                                                                                                                                             | <b>Off-site Community Based-Model:</b>                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5 weeks of programming</p> <p>Co-creation of the daily schedule at least 3 lead agency staff members present in the morning for an enrichment block</p> <p>All agency staff paid for an 8 hour day (to include prep and meal break)</p> <p>OUSD certified teaching staff providing academic support in the morning supervised by an OUSD Administrator</p> <p>Inclusion of SPED Students and SPED Support Staff</p> <p>Instructional Assistants/Tutors</p> <p>Recruitment/Enrollment/Registration led by OUSD</p> | <p>The lead agency fully staffs the program to allow for 9 hours of programming.</p> <p>Lead agency staff should have time to prep and have meal breaks</p> <p>District covers the cost of custodial staff, and the use of facilities</p> <p>District provides 3 meals to students (Breakfast, Lunch, and Snack)</p> <p>If needed, the District provides Culture Keeper to support campus safety.</p> | <p>Agencies run programming at non-district facilities. This can include wilderness-based camps, city recreation centers, or other venues.</p> <p>All staffing ratios, safety protocols, and attendance procedures must be adhered to.</p> <p>Providing breakfast, lunch and a snack that meet with the CDE requirements for nutrition.</p> |

**Intersession-**

Meeting the qualifications for this RFQ and being accepted also qualifies your organization to run intersession programs during any break in regular school year calendar.\* *Intersession is any period between two academic sessions or terms sometimes utilized for brief concentrated courses.*

**Base-line Expanded Learning Program Requirements**

Approved Summer Lead Agency/ Intersession program organizations must have an organizational infrastructure to provide programs throughout the year. Therefore, interested organizations need to review and consider the list of expectations of each program model before applying.

Interested organizations must:

- be able to provide 9 hours of service daily.
- uphold the grant, district compliance, and program quality standards (e.g. attendance, safety training etc).
- implement sign in/out procedure.

- take attendance in the AERIES student data system.
- provide district snacks that comply with district protocol and federal requirements
- incorporate ASES and 21st CCLC physical activity component, academic enrichment and educational enrichment.
- Interested organizations must serve a 20:1 ratio, (students: staff), with 10:1 for K/TK classrooms.
- Will collaborate with the ExLO Office to identify the maximum number of students participating during school-based model or intercession model.
- provide school-based or intercession models and work with the ExLO Office to offer high-quality programs and meet district safety requirements or grant compliance to ensure continual funding.

## PROGRAM EXPECTATIONS

- 85% Average Daily Attendance. Most successful sites over enroll in order to hit that mark.
- 20:1 Student/Teacher ratio (10:1 for TK/K classrooms)
- This is a full day program; students should attend at least 6 hours, and can elect to stay up to 9 hours for before/after care.
- Agencies will work with hub and feeder schools to support the recruitment process.
- Culminating Event: Student-led showcase of student learning for family, community, and district leaders to attend.
- Family Orientation: to be held before the program for families and students.

## Program Days and Hours of Operation

- The traditional 5 week district summer program will run from June 5th - July 7th for Summer 2024.
- Expanded Learning Grant Funded programs must operate for 9 hours (i.e. 8:30 - 5:30). Direct service can be conducted by a combination of district teachers and lead agency staff. Students should attend for at least 6 hours, and families can opt in for up to 9 hours for before/after care.
- Programs should offer 5 weeks of programming.

## OUSD Required Summer Program Components

Every student in the summer program must receive:

- Enrichment: At least 180 minutes daily for every student in the summer program.
- Physical Activity: Minimum of 30-60 minutes daily of moderate to rigorous

physical activity for every student, in the form of cooperative games.

- Educational Field trip: All programs must offer at least one educational field trip for all students, connected to summer curriculum
- Community Building activities: daily for all students.
- Culminating Event: Family-friendly showcase of student work/demonstration

\* OUSD will provide summer curriculum and professional development to support these required program components (detailed below).

## **STAFFING EXPECTATIONS**

- Programs will maintain a 1:20 adult to student ratio. 1:10 ratio for Tk/k classrooms.
- All staff included in this ratio will meet the district's Instructional Aide requirement: staff must have a minimum of 2 years of college (48 semester units), or they must pass the Instructional Aide exam administered by the Alameda County Office of Education
- All staff must have TB clearance, and fingerprint clearance by both the Dept. of Justice and the FBI.
- **Incident/Accident/Mandated Reporting.**
  - All lead agencies must file incident reports for any significant events or injuries during programming.
  - All lead agency employees are considered mandated reports for suspected cases of abuse and neglect pursuant to Penal Code section 11166.5
- All sites will have a site coordinator on site all days of the program
- Lead agencies will have a manager-level supervisor present during the program and actively supporting and supervising staff on site
- Program leaders will work collaboratively with school leadership and summer school principal on summer program design; program outreach and enrollment; and coordination/alignment between district academic and enrichment program elements.
- Line Staff and Site Coordinator will fully participate in summer trainings detailed in the lead agency google calendar.

## **SUMMER/INTERSESSION DELIVERABLES**

- Complete summer program planning tool, budget, and comprehensive summer schedule; submit all requested contract documents in a timely manner by the March deadline.
- SUMMER: Submit two invoices: 50% of contract amount on June 30 to cover start-up costs, pre-summer trainings, material purchases, etc. Second invoice submitted after last day of summer program to reflect actual expenditures.
- INTERSESSION: Agencies will submit monthly invoices once contract begins.

- Maintain program documentation for 5 years for auditing purposes.
- Hire enough staff to maintain required student staff ratio based on enrollment numbers.

### **Attendance**

- Attend AERIES training set up activities in AERIES according to directions
- Utilize required daily sign-in/out sheets; ensure that all attendance sheets are completely and accurately filled out, including sign in/out signatures and times, and early release codes
- Input all summer attendance data into AERIES daily

### **Program Close Out**

- Submit end of program invoices
- Accurately complete fiscal expenditure report describing actual use of contracted funds
- Submit electronic copies of all summer attendance records (i.e. daily sign in sheets) to the OUSD After School Programs Office, along with a completed internal audit form
- Complete OUSD summer-end evaluation surveys
- Attend summer-end debrief with OUSD summer planning team in October

## **Minimum Proposals**

OUSD is seeking applications from established community organizations with adequate fiscal reserves to cover at least 1 month of general operating expenses as a Lead Agency partner. Grant funds sub-contracted to Lead Agency partners do not cover the full cost of running a full comprehensive summer learning program in Oakland; thus, organizations choosing to serve in the Lead Agency role must be financially stable and demonstrate the capacity to leverage other resources in support of youth programming.

OUSD is seeking applications from youth program organizations that have demonstrable experience in providing high quality summer programs. All organizations must provide acceptable documents demonstrating two (2) years of experience in the following areas:

- Providing program services to the students in the service category (ies) being applied for. Specifically, evidence of a positive track record of the capacity to effectively coordinate skill building as well as successful collaboration with the school site administrator, faculty and staff.
- Hiring, retention, and provision of professional development of appropriately qualified staff to provide services to OUSD students in a culturally and

linguistically competent and age-appropriate manner with a focus on youth development strategies.

- Maintaining collaborative relationships with school site leadership and expanded learning providers (lead agencies) in the development and implementation of a high-quality programming that supports the district's and the school's goals.
- Agency administrative capacity to comply with compliance and fiscal policies of the OUSD and CDE, including: agency administration manual; fiscal and personnel policies; attendance records; cost allocation plans, etc.
- Capacity to effectively engage a large number of diverse students on an ongoing basis who demonstrate the desire and enthusiasm to participate in the program at a very high and consistent rate. Additionally, the agency can illustrate specific examples and strategies it has developed that actively engage parents and family members throughout the school year.

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

### **RFQ Process**

Any summer/intersession youth program organization applying for the 2024 summer and/or intersession beyond must successfully complete the summer RFQ process and earn *highly recommended* or *conditionally recommended* status, detailed below. Therefore, an organization that does not successfully complete the RFQ process or does not earn a *highly recommended* or *conditionally recommended* status will not be contracted with OUSD to serve in the summer or intersession organization role.

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

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

- 1) **Highly Recommended:** Organization has adequately demonstrated its capacity to serve in a summer organization role and fulfill *all* summer learning responsibilities outlined by OUSD and listed in this RFQ and required document. This *highly recommended* status will be valid for up to 2024 - 2028 school years, depending on the organization's successful implementation of the

agreed-upon scope of work.

- 2) **Conditionally Recommended:** Organization has adequately demonstrated its capacity to serve in this role and to fulfill *most, though not all*, of the responsibilities outlined by OUSD and listed in this RFQ and required document. Organizations receiving this *conditionally recommended* status will be provided with specific feedback from the RFQ Review Team on areas of responsibility where the organization has not adequately demonstrated effective capacity. This *conditionally recommended* status will be valid for up to one year. Within that year, the community organization will be asked to provide the OUSD EXLO with additional evidence of its ability to fulfill all youth development-based organization responsibilities, including documentation of the organization's efforts to improve based on feedback from the RFQ Review Team. At the end of this first conditional year, the community partner will be re-assessed by the OUSD EXLO team and re-categorized as *highly recommended, conditionally recommended, or not recommended*.
- 3) **Not Recommended:** Organization has not adequately demonstrated its capacity to serve in the summer/intersession organization role and to fulfill most of the responsibilities outlined by OUSD and listed in this RFQ and required documents. Organizations receiving this *not recommended* status will not be included in the list of qualified organizations that will be shared with Principals and lead agencies. Organizations can appeal by following the instructions in the appeals process described in the RFQ.

## **Terms & Conditions for Receipt of Applications**

### Errors and Omissions by Applicant

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

### Change Notices

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

### Failure to Object to Errors and Omissions in Application

Failure by the District to object to an error, omission, or deviation in the application will in no way modify the RFQ or excuse the vendor from full compliance with the



specifications of the RFQ or any contract awarded pursuant to the RFQ.

### Financial Responsibility

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

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

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

### Reservations of Rights by the District

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

- Reject any or all applications;
- Reissue a Request for Proposals ;
- Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the applications;
- Procure any materials, equipment or services specified in this RFQ by any other means;
- Determine that no project will be pursued.

### No Waiver

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

## **Standard Contract Provisions**

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

## **Evaluation and Selection**

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

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

This request is designed to select the Proposer that works best for the District. Proposals will be reviewed for content, completeness, experience, qualifications, price, means of providing service and ability to provide the best solution for the District. By responding to this request, proposer acknowledges that selection will be based on a comprehensive submission that meets or exceeds District requirements.

### **The District reserves the right without limitation to:**

- Reject any or all proposers and to waive any minor informalities or irregularities
- Interview one or more proposers
- Enter into negotiations with one or more proposers
- Execute an agreement with one or more proposers
- Enter into an agreement with another proposer in the event that the original selected proposer defaults or fails to execute an agreement with the district

## Evaluation Rubric

| Performance Area                                                             | Expectations for Highly Recommended Sports-Based Organization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organizational Capacity and District Alignment</b><br><br>(25 Points)     | <ul style="list-style-type: none"> <li>• Organization has a clear mission and vision that complements OUSD’s vision for community schools and college, career, and community ready students.</li> <li>• Organization can clearly articulate how their program model will support OUSD’s elementary students and provide age-appropriate activities.</li> <li>• Organization has extensive experience serving the Oakland community and/or in communities of similar demographics, assets, and challenges.</li> <li>• The organization has extensive experience working in partnership with school sites and district leaders.</li> <li>• Organization has the capacity to serve OUSD’s diverse student demographics--i.e. serving multiple grade levels, multiple genders, ability, English as a second language, cultural, etc.</li> <li>• Organization can clearly articulate and show evidence of implementing the one of the types of summer/intersession model--the Monday through Friday program during the out of school time and/or during the intersession, successful.</li> <li>• The organization has experience in the hiring, retention, and provision of professional development to appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age-appropriate manner with a focus on youth development strategies.</li> </ul> |
| <b>Fiscal Management and Resource Development</b><br><br>(25 Points)         | <ul style="list-style-type: none"> <li>• The organization has a strong budget template that clearly illustrates staffing costs, supplies, administrative costs, etc. within the model program of youth sports.</li> <li>• The organization clearly describes how it can secure additional funding to support high-quality sports-based youth development at .</li> <li>• The organization is able to clearly describe its systems, structures, and processes to ensure sound fiscal management of grant funds and how to comply with grant-related record-keeping for auditing purposes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Agency Infrastructure</b><br><br>(25 Points)                              | <ul style="list-style-type: none"> <li>• The organization supports successful program implementation and clearly describes organization staffing systems, and processes that will ensure that all responsibilities will be fulfilled effectively and with fidelity.</li> <li>• The organization has designated administrative systems and procedures in place to ensure that sports camps are operating in full compliance with requirements set forth by OUSD and the California Department of Education (CDE).</li> <li>• The organization shows the capacity to hire and support a clearly designated staff for each camp and maintain active collaboration with the school site administrator and other school faculty.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Youth Development Expertise and District Alignment</b><br><br>(25 Points) | <ul style="list-style-type: none"> <li>• Agency’s program model clearly supports youth development. Agency provides descriptions of successes and challenges serving Oakland youth.</li> <li>• Agency has strong systems and processes in place to support ongoing Continuous Quality Improvement (CQI), including: structured development plans;</li> <li>• Agency utilizes district opportunities, other partners and the greater community to continuously innovate and grow their youth development practices to better serve the community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## **Submission Instructions**

Proposals shall be **emailed** to the Procurement Department at [procurement@ousd.org](mailto:procurement@ousd.org) no later than **November 29, 2023 @ 3:00 pm pst.**

Proposal shall be submitted with subject line: **“RFQ Proposal #23-141”**

\*When submitting your proposal, be sure to get a ticket number or confirmation email.

Proposals submitted via email should be submitted as PDF file format. PDF file size should be sufficient enough to send via email, the District does not assume responsibility if the PDF file is too large to email. If electronic submission is a factor, the District encourages hand delivery of the proposal directly to the **Procurement Department, 900 High Street 2<sup>nd</sup> Floor Oakland, CA 94601 between the hours of 9:00am - 3:00pm pst.** All proposals delivered after scheduled closing time for receipt of proposals will not be considered. Incomplete proposals may be deemed non-responsive and therefore not considered.

The District reserves the right to reject any or all proposals. The award of this solicitation is conditional on the winning bidder(s) accepting the terms of the contract available to view online at <https://www.ousd.org/bidopportunities>, also located in Exhibit A . Proposals and any other information submitted by respondents in response to this RFQ shall become the property of the District. Notwithstanding any indication by Contractor of confidential contents, and with the exception of bona fide confidential information, contents of proposals are public documents subject to disclosure under the California Public Records Act after award. The District will not provide compensation to Contractors for any expenses incurred by the Contractors for proposal preparation or for any demonstration that may be made. Contractors submit proposals at their own risk and expense.

### **Local and Small Local Business Program**

In order to provide economic opportunity for Oakland residents and businesses and stimulate economic development in Oakland, the District has implemented a Local, Small Local and Small Local Resident Business Enterprise Program (“Local Business Program”). The District encourages Local, Small and Small Local Resident Businesses to apply.

Contractors claiming preference as a **certified** Oakland Small Business must attach a copy of their certification letter to their bid. This RFQ, and subsequent amendments and/or updates will be available at: <https://www.ousd.org/procurement>. **Contractors are responsible for checking this website for information and changes to this RFQ**

## **Application Submission Contents**

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

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

- 1) **Proposal Cover Sheet** - “2024 OUSD Request for Qualifications Application” (Appendix I)
  
- 2) **Letter of Agreement** (no more than one (1) page): A one-page letter signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.
  
- 3) **Written Responses to Application Questions.** No more than 8 double double-spaced pages in response to the four (4) titled sections that appear in Appendix II Application Questions.
  
- 4) Provide a Sample Program Schedule and Summary with a short description of each activity of the summer/intersession model that youth development program organization wishes to offer. (Either a collaborative, independent or off-site community-based model schedule). No more than (2) pages.  
*[Example of Title: (Organization Name) Model Program (Type of Program)].*
  
- 5) **Required Supporting Documents**, listed below.
  
- 6) **Completed ‘List of Exhibits’**, listed below.

### **Required Supporting Documents**

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

- 1) Program budget reflecting the program schedule. Click here for a [sample budget](#) pertaining to the program schedule and activity summary.  
(see Application Question 2 in Appendix II for details)

- 2) Organizational chart of agency that illustrates how the Summer/Intersession Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible).  
Also with Job description for Site Coordinator and Program Instructor.
- 3) Most recent profit and loss statement and/or 990 tax form
- 4) Most recent Bank Statements to show proof of operating cash reserves
- 5) Letters of Reference (minimum of 2)

The following documents listed below are **not** required upon submission of proposal but will be required upon receiving 'Highly Recommended' or 'Conditionally Recommended' status.

1. Statement of Qualifications  
A Statement of Qualifications is a paragraph or two on the organization's letterhead that explains why they are qualified to provide this service.
2. Commercial General Liability Insurance Coverage via an ACORD sheet.
  - A. Address in the "Certificate Holder" section: Oakland Unified School District, Attn: Risk Management; 1011 Union Street, Oakland CA 94607
  - B. Policy Limits: 1,000,000 per occurrence / \$2,000,000 aggregate
2. (a) Policy Endorsement naming OUSD as an additional insured (from the Agent): this is a Separate document from above.
3. An ACORD Sheet for Professional Liability or Corporal Punishment insurance:  
It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate
3. (a) Policy Endorsement naming OUSD as an additional insured on this policy.
4. Either one of these two types of coverages are acceptable - It should be on an ACORD Sheet
  - A) Improper Sexual Conduct & Physical Abuse Liability or
  - B) Sexual Abuse & Molestation. It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate minimum;
4. (a) Policy Endorsement naming OUSD as an additional insured on this policy.
5. Agency Letter: This letter states the following : (and should be on your letterhead)
  - (a) All of the employees that work at OUSD have passed fingerprint review by CA DOJ and FBI, TB testing requirements, and mandate reporting.
  - (b) ATI Numbers (from fingerprinting) will need to appear on all invoices submitted to OUSD
  - (c) Proof of fingerprint passage and TB Test passage of staff working at OUSD will be available to OUSD upon demand.
6. Proof Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
7. Proof Designated staff supporting the intersession model must have first-aid, concussion, and CPR certified.



# APPENDIX I: RFQ Application

## 2024 OUSD Request for Qualifications Application

ASES, 21st CCLC, ELO-P, and ASSETS Expanded Learning Programs

### Cover Sheet Template:

|                         |  |                           |  |
|-------------------------|--|---------------------------|--|
| Cover Sheet Template    |  |                           |  |
| Organization Name       |  |                           |  |
| Primary Contact Person: |  | Secondary Contact Person: |  |
| Email:                  |  | Email:                    |  |
| Telephone #:            |  | Telephone #:              |  |

|                                                                                                                                                            |                          |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|
| Cover Sheet Template                                                                                                                                       |                          |     |
| Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.                            | <input type="checkbox"/> | Yes |
|                                                                                                                                                            | <input type="checkbox"/> | No  |
| Have you served as an OUSD summer agency prior to this application? If yes, please identify the years and durations served:                                | <input type="checkbox"/> | Yes |
|                                                                                                                                                            | <input type="checkbox"/> | No  |
| Are you a currently approved <a href="#">OUSD community partner</a> ? If yes, please list the sites that you provided programming in OUSD schools:         | <input type="checkbox"/> | Yes |
|                                                                                                                                                            | <input type="checkbox"/> | No  |
| Do you currently provide summer/intersession programming in other school districts besides OUSD? If yes, please list all school districts you have served: | <input type="checkbox"/> | Yes |
|                                                                                                                                                            | <input type="checkbox"/> | No  |
| <b>Service Category--Grade Levels:</b> Check the grade levels your organization is interested in serving.                                                  |                          |     |
| Elementary (TK-5)                                                                                                                                          | <input type="checkbox"/> | yes |
| Elementary/Middle (TK-8)                                                                                                                                   | <input type="checkbox"/> | yes |
| Middle (6-8)                                                                                                                                               | <input type="checkbox"/> | yes |
| High School (9-12)                                                                                                                                         | <input type="checkbox"/> | yes |
| Alternative/Continuation High School                                                                                                                       | <input type="checkbox"/> | yes |

**Services Category-Types and models of programs:** Mark all that apply. What type of summer/ intersession program are you interested in applying for?

|                                                                             |                                                             |
|-----------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/>                                                    | <b>Summer Programming</b> - up to 6 weeks, 9 hours          |
| <input type="checkbox"/>                                                    | <b>Intercession</b> (Offering 9-hours of programming)       |
| <input type="checkbox"/>                                                    | <b>Weekends (Saturday, Sunday, or both days)</b>            |
| <input type="checkbox"/>                                                    | <b>Fall Break: week-long offering</b>                       |
| <input type="checkbox"/>                                                    | <b>Winter Break: week-long offering</b>                     |
| <input type="checkbox"/>                                                    | <b>Spring Break: week-long offering</b>                     |
| <input type="checkbox"/>                                                    | <b>Other non school days (Holidays, staff pd days, etc)</b> |
| <b>Preferred Model of delivery--(See Section D. for overview of models)</b> |                                                             |
| <input type="checkbox"/>                                                    | <b>Collaborative w/District staff on OUSD Campus</b>        |
| <input type="checkbox"/>                                                    | <b>Independent on OUSD campus</b>                           |
| <input type="checkbox"/>                                                    | <b>Off-Site Community Based</b>                             |

*Provide any additional information to explain your services category or preferred model of delivery. When applying for a school-based model, indicate the number of school sites/programs your organization can serve. When applying for the intercession model, indicate the number of sessions (or "camp-style sessions) your organization can serve.*

In the box below, please briefly explain your rationale for this number of sites? Types of space the organization needs to run the program (Example: Need access to a garden to fulfill our organization's mission, ie.Need a stage etc). Types of equipment required to run the program.

On behalf of \_\_\_\_\_ (Agency), I, \_\_\_\_\_ (name)  
\_\_\_\_\_  
(Position), declare under penalty of perjury under the laws  
of the State of California that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX II: Application Questions

After reading the RFQ narrative, please respond to all of the questions within all four (4) titled sections below in no more than 8 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation Section.

### 1. ORGANIZATIONAL CAPACITY (2 pages double space)

- OUSD's mission is to build a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent educators, every day. Our vision is that all Oakland Unified School District students will find joy in their academic experience while graduating with the skills to ensure they are caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success. Please explain why your organization is uniquely positioned to engage in partnership with the OUSD Expanded Learning Office to serve students. What is your organization's mission and vision and how does it align with OUSD?
- Describe your experience and approach to serving the Oakland community and/or other communities with similar demographics, assets, challenges, etc. Discuss your background working with Oakland families and other community partners. (Reference the supporting documents required under Eligible Applicant Qualifications to support your experience).
- OUSD Expanded Learning Office is looking for partners who can demonstrate the ability to collaborate with transparency and commit to shared decision making with Oakland students, families, site leaders and district leaders. Provide our office with clear examples of how your agency has or will approach working with stakeholders and engage in collaborative leadership.
- Describe your organization's strategy in hiring, retention, and providing professional development of appropriate qualified staff to provide services to OUSD students in a culturally appropriate manner. Please include artifacts to support your description. i.e. Job announcements.

### 2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (2 pages)

- Using your organization's budget and profit and loss statement provided in

the required supporting documentation, create a budget narrative showing how your agency would allocate funds to run a high-quality expanded learning program. These budgets will need to be based on the grant requirements detailed in the Funding description above (Section E.); including a required staffing ratio of 1:20, 10:1 for Tk/K (or better). Utilize any of the following anticipated contract amounts to develop your budget.

Your budget should also show secured leveraged funds and resources that you would contribute to the operational costs of running a summer/intersession program. \$30.24 per child/per day to serve up to 150 students for the duration of the program. (up to 6 weeks for the collaborative district summer program model) (approx. 40- 45 hours/week)

**Your budget must detail:**

- Staffing costs for service delivery, staff training, and prep time
- Full time site coordinator
- Any agency management-level staff who will be paid by grant funds for support of direct service programming
- Supplies, materials, curriculum, books, field trips, etc.
- Agency administrative costs not to exceed 4% of contracted amount
- Note: Your budget does not need to include snack costs if you are holding it on an OUSD campus.
- Describe how your organization will secure additional funding to match the contracted funds from OUSD. OUSD would like this standard to be met for all interested organizations regardless of funding source. OUSD will require that all enrichment summer provide 30% of in-kind services to support the entire program. What additional grant dollars and resources will your agency secure to help cover the costs of running an OUSD expanded learning program? Indicate sources and dollar value of contributions already secured and resources already leveraged. Describe your funding strategies and potential funding opportunities.
- Describe your organization's system, structures and processes to ensure sound fiscal management of grant funds, including expenditure reporting and payroll processes. How will your organization ensure compliant use of grant funds and proper maintenance of fiscal and other grant-related records for auditing purposes? Also discuss whether your organization has audited financial statements and the audit results secured within the last 2 years.

**3. AGENCY INFRASTRUCTURE (2 Pages)**

- Using an organizational chart, describe how the OUSD expanded learning program will be supported administratively and programmatically. Specifically,

identify and describe the agency staffing, systems, and processes that will ensure each of the listed Lead Agency responsibilities will be fulfilled effectively.

- Describe the administrative systems and procedures your agency will put in place to ensure that your expanded learning program(s) is/are operating fully in compliance with requirements set forth by OUSD and the CA Dept. of Education. (*Unless otherwise stated by CDE under extenuating circumstances all sites are required to*):

Student ratio of 1:20 and 10:1 for TK/K or better;

- Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
  - Full time school Site Coordinator stationed at each school site during the day
  - 85% attendance documented by daily OUSD mandated attendance protocols
  - Professional record keeping and reproduction upon request for district audits
- Describe the role of the Site Coordinator who will be the primary point(s) of contact for the OUSD expanded learning partnership, and who will maintain active collaboration with the school site leadership. Describe how this individual will ensure strong partnership with OUSD, the partnering school site(s), and other community partners working within OUSD expanded learning programs.

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

- Describe how your organization's program model supports youth development. Cite prior noteworthy successes and challenges serving Oakland youth. How do you ensure each program is aligned with OUSD priorities? How does your program demonstrate that diversity, equity and inclusion are foundational in serving OUSD students?
- Please review the CDE's quality standards which are accessible on the [CDE Website](#). These standards identify organization, staff and programmatic touchpoints used by CDE to guide program quality. Please identify and discuss your agency's strengths and key areas for improvement in providing quality youth development programming.



- How does your organization ensure that all of your expanded learning staff have baseline knowledge and understanding of youth development best practices? What tools and training does your organization utilize to build the capacity of your staff and programs to create responsive high quality youth development practices?
- What types of data does your organization use to evaluate program quality? How has your organization used this information to inform program quality growth? Please share what indicators demonstrate that your organization is making the desired impact.

## **List Of Exhibits**

- Exhibit A Acknowledgement of Reading and Understanding OUSD's Agreement
- Exhibit B Standard Form Response
- Exhibit C Terms and Conditions
- Exhibit D Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion
- Exhibit E Worker's Compensation Certificate
- Exhibit F Fingerprinting Certificate
- Exhibit G Non- Collusion Declaration

Proposer shall furnish all the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection.

**Exhibit A : Acknowledgement of Reading and Understanding OUSD's Agreement**

***Important, the award of this bid solicitation is conditional on the winning bidder(s) accepting the terms of the contract below.***

By signing this Exhibit, you acknowledge that you have read and understand Oakland Unified School District's Professional Services Agreement and Data Sharing Agreement. Proposer understands that if awarded, it will be required to sign these agreements which will ultimately be approved by the Oakland Unified School Board before work can begin.

**\*Contract Insurance Requirements may be subject to change**

To view click here: [SERVICES AGREEMENT](#)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Exhibit B: Standard Form Response**

**A. GENERAL INFORMATION**

1. Company name, address and point of contact for this proposal (including prior business or operating names and dba names):

---

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2. Tel: \_\_\_\_\_ Website: \_\_\_\_\_ Email: \_\_\_\_\_

3. Is the Company a Certified Oakland Small Business?    Yes        No

4. Type of Company: (check one)

Individual     Partnership     Corporation

5. Names and titles of all principals/officers/partners of the company:

| Name, Title | Location | Phone Number |
|-------------|----------|--------------|
| _____       | _____    | _____        |
| _____       | _____    | _____        |

6. Point of Contact if Contract is Awarded:

| Name, Title | Email | Phone Number |
|-------------|-------|--------------|
| _____       | _____ | _____        |
| _____       | _____ | _____        |

**B. LEGAL INFORMATION**

1. Has your company ever been in litigation or arbitration involving service for any public, private or charter K-12 schools during the prior five (5) years?

Yes         No

If yes, provide the name of the school district or school and briefly detail the dispute.

---

---

2. Has your company ever had a contract terminated for convenience or default in the prior five years?

Yes       No

If yes, provide details including the name of the other party:

---

---

3. Is/are your company, owners, and/or principal, partner or manager involved in or is your company aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment?

Yes       No

If yes, provide details:

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4. Is/are your company, owners, and/or principals or partners involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state, or federal agency?

Yes       No

If yes, provide details:

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## **Exhibit C: Terms and Conditions**

By virtue of submitting a proposal, each Bidder confirms that (a) it is agreeable to each and every provision of Attachment 1 – Contract Template and (b) that the District has the absolute right to delete existing and/or to include additional provisions in any resulting contract with a Bidder prior to execution of said contract(s) by the parties. In addition, consistent with Attachment 1 – Contract Template, by virtue of submitting a proposal each Bidder confirms the following:

1. **Equal Opportunity** – The Bidder must be an Equal Opportunity Employer, and shall be in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment. It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against anyone because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, Bidder 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, Bidder agrees to require like compliance by all its subcontractors. Bidder 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.
2. **Errors and Omissions** – If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, the bidder shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFQ for bidding purposes, without divulging the source of the request for the same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefor. If a bidder fails to notify the District, prior to the date fixed for submission of bids, of an error in the RFQ known to them, or an error that reasonably should have been known to them, they shall bid at their own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation or time by reason of the error or its later correction. The bidder should carefully examine the entire RFQ and addenda thereto, and all related materials and data referenced in the RFQ or otherwise available to them, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.
3. **Bidder Agreement** – In compliance with this RFQ, the bidder will propose and agree to furnish all labor, materials, transportation, and services for the work

described and specifications and for the items listed herein. A bid is subject to acceptance at any time within sixty (60) days after opening of the same, unless otherwise stipulated. Bids cannot be corrected or altered after opening by the District.

4. Bid Signee – If the bidder is an individual or an individual doing business under a company name, the bid must, in addition to the company name, be signed by the individual. If the bidder is a partnership, the bid should be signed with the partnership name by one of the partners. If a corporation, with the name of the corporation by an officer authorized to execute a bid on behalf of the corporation.

5. Bidders' Understanding – It is understood and agreed that the bidder has been, by careful examination, satisfied as to the nature and location of the work; the character, quality and quantity of the materials to be provided; the character of equipment and facilities needed preliminary to and during the prosecution of the work; and general and local conditions, and all other matters which can in any way affect the work under the contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of the contract, shall affect or modify any of the contractual terms or obligations.

6. Intent of Specifications – All work that may be called for in the specifications shall be executed and furnished by the successful bidder(s), and should any work or materials be required which is not denoted in the specifications, either directly or indirectly but which is nevertheless necessary for the execution of the contract, the bidder is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

7. Extra Work – No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District's Director of Transportation.

8. Defense, Indemnity & Hold Harmless – Contractor shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, Contractor or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. Contractor's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss or liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If Contractor should subcontract all or any portion of the work or activities to be performed under this MOU, Contractor shall require each subcontractor to indemnify, hold harmless and



defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph. Contractor also agrees to hold harmless, indemnify, and defend the District 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.

9. Disposition of Proposals – All materials submitted in response to this RFQ will become the property of the District, and will be returned only at the District's option and at the bidder's expense. The original copy shall be retained for official files and will become a public record after the date and time for final bid submission as specified.

10. Terms of the Offer – The District's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the District. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

11. Awards – The District reserves the right of determination that items bid meet or do not meet bid specifications. Further, the Board of Education reserves the right to accept or reject any or all bids and to waive any informality in the bidding.

12. District's Alternative Providers – The District reserves the right to solicit, purchase and obtain from providers other than the successful Bidder(s) certain products and services, of a nature similar or equivalent to those products and services solicited in this RFQ.

13. Bidder Agreement to Terms and Conditions – Submission of a signed proposal will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation, including the terms of the exemplar contract included herewith.

14. Laws Governing Contract – This contract shall be in accordance with the laws of the State of California. The parties further stipulate that the County of Alameda, California, is the only appropriate forum for any litigation arising here from.

15. Notices – Any notices relevant to this Agreement may be served effectually upon either the District or the Successful Bidder, one to the other, by delivering such notice in writing, or sending such notice by certified mail, traceable overnight letter or email.

16. Changes to the Agreement – The Agreement may be changed or amended by written, mutual consent of the District and each successful Bidder. No alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the parties thereto, and no oral understanding or agreement not

incorporated therein shall be binding on the parties thereto.

17. Nomenclatures – The terms Successful Bidders, Suppliers, Vendors, Providers, Service Providers, Awarded Contractors and Contractors may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the District enters into a contract as a result of this solicitation. The terms District, OUSD, Oakland Unified School District, Board and Board of Education may be used interchangeably in this solicitation and shall refer exclusively to the Oakland Unified School District. The terms Proposals, Bids and Offers may be used interchangeably in this solicitation and shall refer exclusively to the response made to this solicitation by any bidder. The terms RFQ and Request For Proposals may be used interchangeably in this solicitation and shall refer exclusively to this solicitation. The terms Contract and Agreement may be used interchangeably in this solicitation.

18. Time – Time is of the essence.

19. Severability – If any provisions, or portions of any provisions, of the contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

20. Assignment – The Agreement entered into with the District shall not be assigned without the prior written consent of the District.

21. No Rights in Third Parties – The Agreement entered into with the District does not create any rights in or inure to the benefit of any third party.

22. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Bidder must complete and return with its proposal the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form, which is attached hereto as Exhibit E

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Exhibit D: Certification Regarding Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

I am aware of and hereby certify that neither \_\_\_\_\_ [Name of Bidder] nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the bidder/offer or/contractor or any lower participant is unable to certify to this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named bidder on the \_\_\_\_\_ [DATE] for the purposes of submission of this bid.

**By**  
**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Exhibit E: Workers Compensation Certificate**

Labor Code § 3700

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employee.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the Director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am 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 the code, and I will comply with such provisions before commencing the performance of the work of this contract.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any work under this contract.)

NOTE: If contractor is a corporation, the legal name of the corporation shall be set forth above together with the signature(s) of the authorized officers or agents as more particularly described in section 20 of this Solid Waste and Recycling Services Agreement; and if contractor is a partnership or joint venture, the true name of the firm shall be set forth above together with the signature of the individual or individuals authorized to sign contracts on behalf of and bind the partnership or joint venture.

## **Exhibit F: Fingerprinting Notice and Acknowledgement**

FOR ALL CONTRACTS EXCEPT WHEN CONSTRUCTION EXCEPTION IS MET  
(Education Code Section 45125.1)

Other than business entities performing construction, reconstruction, rehabilitation, or repair who have complied with Education Code section 45125.2, business entities entering into contracts with the District must comply with Education Code sections 45125.1. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law:

1. You (as a business entity) shall ensure that each of your employees who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee has a valid criminal records summary as described in Education Code section 44237. (Education Code §45125.1(a).) You shall do the same for any other employees as directed by the District. (Education Code §45125.1(c).) When you perform the criminal background check, you shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. (Education Code §45125.1(a).)

2. You shall not permit an employee to interact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code section 45122.1. (Education Code §45125.1(e).) See the lists of violent and serious felonies in Attachment A to this Notice.

3. Prior to performing any work or services under your contract with the District, and prior to being present on District property or being within the vicinity of District pupils, you shall certify in writing to the District under the penalty of perjury that neither the employer nor any of its employees who are required to submit fingerprints, and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1, and that you are in full compliance with Education Code section 45125.1. (Education Code §45125.1(f).) For this certification, you shall use the form in Attachment B to this Notice.

4. If you are providing the above services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.1, above. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. The District shall determine whether an emergency or exceptional situation exists. (Education Code §45125.1(b).)

5. If you are an individual operating as a sole proprietor of a business entity,

you are considered an employee of that entity for purposes of Education Code section 45125.1, and the District shall prepare and submit your fingerprints to the Department of Justice as described in Education Code section 45125.1(a). (Education Code §45125.1(h).)

I, as \_\_\_\_\_ [*insert "owner" or officer title*] of  
\_\_\_\_\_ [*insert name of business entity*] , have read the  
foregoing and agree that \_\_\_\_\_ [*insert name of  
business entity*] will comply with the requirements of Education Code §45125.1 as  
applicable, including submission of the certificate mentioned above.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ATTACHMENT A**

### **Violent and Serious Felonies**

Under Education Code sections 45122.1 and 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student. A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.
- (3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
- (4) Sodomy as defined in subdivision (c) or (d) of Section 286.
- (5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
- (6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
- (7) Any felony punishable by death or imprisonment in the state prison for life.
- (8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
- (9) Any robbery.
- (10) Arson, in violation of subdivision (a) or (b) of Section 451.
- (11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
- (12) Attempted murder.
- (13) A violation of Section 18745, 18750, or 18755.
- (14) Kidnapping.
- (15) Assault with the intent to commit a specified felony, in violation of Section 220.



- (16) Continuous sexual abuse of a child, in violation of Section 288.5.
- (17) Carjacking, as defined in subdivision (a) of Section 215.
- (18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
- (19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
- (22) Any violation of Section 12022.53.
- (23) A violation of subdivision (b) or (c) of Section 11418.

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter; (2) Mayhem; (3) Rape; (4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) Lewd or lascivious act on a child under the age of 14 years; (7) Any felony punishable by death or imprisonment in the state prison for life; (8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) Attempted murder; (10) Assault with intent to commit rape, or robbery; (11) Assault with a deadly weapon or instrument on a peace officer; (12) Assault by a life prisoner on a non-inmate; (13) Assault with a deadly weapon by an inmate; (14) Arson; (15) Exploding a destructive device or any explosive with intent to injure; (16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) Exploding a destructive device or any explosive with intent to murder; (18) Any burglary of the first degree; (19) Robbery or bank robbery; (20) Kidnapping; (21) Holding of a hostage by a person confined in a state prison; (22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) Any felony in which the defendant personally used a dangerous or deadly weapon; (24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of

methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) Grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

**ATTACHMENT B**

**Form for Certification of Lack of Felony Convictions**

*Note: This form must be submitted by the owner, or an officer, of the contracting entity before it may commence any work or services, and before it may be present on District property or be within the vicinity of District pupils.*

Entity Name: \_\_\_\_\_

Date of Entity's Contract with District: \_\_\_\_\_

Scope of Entity's Contract with District: \_\_\_\_\_

I, \_\_\_\_\_ [insert name] , am the \_\_\_\_\_ [insert "owner" or officer title] for \_\_\_\_\_ [insert name of business entity] ("Entity"), which entered a contract on \_\_\_\_\_, 20\_\_, with the District for \_\_\_\_\_.

I certify that (1) pursuant to Education Code section 45125.1(f), neither the Entity, nor any of its employees who are required to submit fingerprints and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1; and (2) the Entity is in full compliance with Education Code section 45125.1, including but not limited to each employee who will interact with a pupil outside of the immediate supervision and control of the pupil's parent or guardian having a valid criminal background check as described in Education Code section 44237.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Exhibit G: Non-Collusion Declaration**

I, \_\_\_\_\_, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Evaluation Process**

Upon receipt of proposals, the District's personnel also known as the RFQ Selection Committee will review each provider's response to the RFQ. Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing providers prior to and during the review and evaluation process.

The District reserves the right to issue other contracts to meet its requirements. Contract award does not preclude the District from using any other service providers for the same contracted services as those secured through this RFQ. An underlying principle of this RFQ is best value. Best value is determined through a process that evaluates strengths, weaknesses, risks and exemplary customer service.

## **Selection Process**

Upon conclusion of the evaluation process, the District will combine the scores for each of the providers value categories. Following selection of a provider(s) pursuant to this RFQ proposals may be subject to disclosure in accordance with applicable law and may post the final scoring tabulation results online at <https://www.ousd.org/procurement>. Recommendation status' will be emailed to each CBO individually.

## **Protest Selection Procedure**

Any provider may protest the District's issuance of a notice of "Not Recommended" if it believes that the District has incorrectly selected another proposer for award. Notice of protest shall be filed with the District within five (5) business days after the notice of "Not Recommended" is received. The notice of protest must include the name of the protesting bidder, a detailed description of specific grounds for protest, and copies of all supporting documents. Provider should submit the protest electronically by email to:

***Rosaura M. Altamirano***  
*Senior Manager, Supply Chain & Logistics*  
[rosaura.altamirano@ousd.org](mailto:rosaura.altamirano@ousd.org)

Providers will receive a written notice of the outcome of their appeal within five (5) business days after submitting the protest to the District.

# APPENDIX I: RFQ Application

## 2024 OUSD Request for Qualifications Application

ASES, 21st CCLC, ELO-P, and ASSETS Expanded Learning Programs

### Cover Sheet Template:

|                         |                               |                           |                             |
|-------------------------|-------------------------------|---------------------------|-----------------------------|
|                         |                               |                           |                             |
| Organization Name       | Girls Leading Goals           |                           |                             |
| Primary Contact Person: | Brianna Russell               | Secondary Contact Person: | Kelly Barb                  |
| Email:                  | brianna@girlsleadinggoals.org | Email:                    | sfsol@girlsleadinggoals.org |
| Telephone #:            | 415-496-5608                  | Telephone #:              | 415-496-5608                |

|                                                                                                                                                                                    |   |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
|                                                                                                                                                                                    |   |     |
| Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.                                                    |   | Yes |
|                                                                                                                                                                                    | X | No  |
| Have you served as an OUSD summer agency prior to this application? If yes, please identify the years and durations served:                                                        |   | Yes |
|                                                                                                                                                                                    | X | No  |
| Are you a currently approved <a href="#">OUSD community partner</a> ? If yes, please list the sites that you provided programming in OUSD schools:                                 | X | Yes |
|                                                                                                                                                                                    |   | No  |
| Current:<br>Martin Luther King Elementary<br>Hoover Elementary<br>Emerson Elementary School<br>Sankofa Academy<br>Elmhurst United Middle School                                    |   |     |
| Previous:<br>Highland Community School<br>Manzanita School<br>Glenview School<br>Elmhurst Community Prep School<br>Howard Elementary School<br>Fred T. Korematsu Discovery Academy |   |     |
| Do you currently provide summer/intersession programming in other school districts besides OUSD? If yes, please list all school districts you have served:                         | X | Yes |

|                                                                                                           |   |     |
|-----------------------------------------------------------------------------------------------------------|---|-----|
| Leonard R. Flynn Elementary School (San Francisco United School District)                                 |   | No  |
| <b>Service Category--Grade Levels:</b> Check the grade levels your organization is interested in serving. |   |     |
| Elementary (TK-5)                                                                                         | X | yes |
| Elementary/Middle (TK-8)                                                                                  | X | yes |
| Middle (6-8)                                                                                              | X | yes |
| High School (9-12)                                                                                        | X | yes |
| Alternative/Continuation High School                                                                      |   | yes |

**Services Category-Types and models of programs:** Mark all that apply. What type of summer/ intersession program are you interested in applying for?

|                                                                             |                                                             |
|-----------------------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/>                                         | <b>Summer Programming</b> - up to 6 weeks, 9 hours          |
| <input type="checkbox"/>                                                    | <b>Intercession</b> (Offering 9-hours of programming)       |
| <input type="checkbox"/>                                                    | <b>Weekends (Saturday, Sunday, or both days)</b>            |
| <input type="checkbox"/>                                                    | <b>Fall Break: week-long offering</b>                       |
| <input type="checkbox"/>                                                    | <b>Winter Break: week-long offering</b>                     |
| <input type="checkbox"/>                                                    | <b>Spring Break: week-long offering</b>                     |
| <input type="checkbox"/>                                                    | <b>Other non school days (Holidays, staff pd days, etc)</b> |
| <b>Preferred Model of delivery--(See Section D. for overview of models)</b> |                                                             |
| <input type="checkbox"/>                                                    | <b>Collaborative w/District staff on OUSD Campus</b>        |
| <input checked="" type="checkbox"/>                                         | <b>Independent on OUSD campus</b>                           |
| <input type="checkbox"/>                                                    | <b>Off-Site Community Based</b>                             |

*Provide any additional information to explain your services category or preferred model of delivery. When applying for a school-based model, indicate the number of school sites/programs your organization can serve. When applying for the intercession model, indicate the number of sessions (or "camp-style sessions") your organization can serve.*

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

We are interested in providing Summer programming through the independent model on OUSD campuses. We have the capacity to offer 5 weeks of Summer Camp programming that runs Monday through Friday 8:30 - 5:30 pm at 1-2 school sites with a maximum of 60 campers at each school site.

In the box below, please briefly explain your rationale for this number of sites? Types of space the organization needs to run the program (Example: Need access to a garden to fulfill our organization's mission, ie. Need a stage etc). Types of equipment required to run the program.

Based on our history of running after school programs and camps in the area, we're confident that we have the infrastructure to offer our program at the same high quality level at 1-2 schools this summer for 60-120 campers. After next year, we expect that we may be able to grow our capacity to serve more schools (by training more coaches and ensuring that our operations can keep up with background checks, payroll, and other administrative functions that support staffing).

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

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

On behalf of Girls Leading Goals (Agency), I, Brianna Russell, Owner  
(name)(Position), declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: 11/8/2023



## APPENDIX II: Application Questions

### 1. ORGANIZATIONAL CAPACITY

Our mission at Girls Leading Goals is to train girls ages 5-17 in leadership and life skills through soccer. We envision a diverse, equitable, and inclusive world where girls and women have opportunities to realize their potential. Since 2014 we have been working towards this vision by providing girls in our communities with growth and confidence-building opportunities, girls-only soccer and physical training, and all women role models. We use the term *girls*, which refers to gender expansive youth: cis girls, trans girls, nonbinary youth, gender nonconforming youth, genderqueer youth, and any girl-identified youth. We have changed our name from Girls Leading Girls to Girls Leading Goals to be inclusive of nonbinary youth and coaches, to tie our name more with soccer, and open more opportunities for leadership through sports for all underserved youth in the Bay Area. The transition period for this change was March - May 2023.

We are positioned to engage in partnership with the OUSD Expanded Learning Office to serve students because we too aim to foster caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success, but specifically through soccer, leadership, and advocacy. We provide training in these arenas, caring mentorship from community-based coaches, and trauma-informed abuse awareness education for women and girls. Our program model uses soccer to promote long-term outcomes of social-emotional learning, safety, empowerment, and increased agency for girls. We have successfully worked as an OUSD provider in the past and would be honored to continue.

Girls Leading Goals has been providing free after school programming to kindergarten - middle school girls in OUSD and SFUSD schools for several years. We have been hosting free

after school programs in Oakland schools since 2015. We are honored to serve such a resilient community. In our proposal packet please find a letter from Bay Area Community Resources speaking to our history in partnering on Oakland after school programs. We are also experienced in hosting longform soccer training sessions through summer and winter camps. We are interested in providing Summer programming through the independent model on OUSD campuses. We have the capacity to offer 5 weeks of Summer Camp programming that runs Monday through Friday 8:30 am - 5:30 pm at 1-2 school sites with a maximum of 60 campers at each school site.

The participants in our programs tend to be newer to soccer, so we nurture their interest and support their learning process through a positivity-focused environment. We train women role models from the communities we serve as coaches for our programs. We also have experience in serving girls with diverse conditions, such as down syndrome or cerebral palsy. However, in our experience, we are able to provide the best soccer program for all of our students when we can evaluate our ability to accept new players from special education programs on a case-by-case basis.

We can commit to collaborating with transparency and shared decision making with Oakland students, families, site leaders and district leaders. We believe that our programs are more successful when we involve families, schools, students, and district leaders—we work closely with school leadership on logistics, we plan special game days for families to attend, and student feedback and district objectives help to shape our curriculum.

Our goal is to train more women coaches in the communities that we serve. The Women's Sports Foundation cites positive coaching and mentorship as a key strategy to encourage girls to

keep playing sports into their teen years and beyond. To hire the coaching staff who deliver our programs, we recruit at local job fairs, post positions on LinkedIn and Handshake, and also get many word-of-mouth and colleague referrals. We train high school-aged players through our Junior Coach program and later hire them as Assistant Coaches and Coaches. We provide training, resources, and support to our coaches so that they grow and enjoy their experience with Girls Leading Goals. Job descriptions for our Program Manager, Program Assistant, and Coach positions are attached in our proposal.

## 2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT

The enclosed budget includes administrative costs (human resources, bookkeeping for expense tracking, operations staff, liability insurance, communications technology costs, etc); equipment, supplies, and materials; and wages, taxes, and training, breakdown/set up costs for each session, and management-level staff who support direct service programming. Required supplies are also detailed further in the budget, including soccer balls, goals, and cones. On our end, supplies will be tracked through a numbered inventory that is managed by our Program Manager and Program Assistant to ensure that they get back to OUSD and school sites.

As we have grown our programs over the years, we have established several efficient administrative systems to support financial management, human resources, and supply management. A bookkeeper executes careful record keeping and a timely invoicing process. A clear hierarchical reporting and monitoring system, which coaching staff are trained in, ensures that multiple sets of eyes are monitoring programming and coaching through frequent check-ins. This process also gives staff clarity on how to report student needs/issues as they arise. Regularly scheduled program and coach assessments help us to understand student engagement and

opportunities for ongoing improvement. We have organized, complete, and secure Human Resources files for all coaches and staff, which includes their proof of training, background checks, and other employment items.

### 3. AGENCY INFRASTRUCTURE

This program will be managed by our Program Manager, Maia Courtois, who has several systems in place to ensure that our summer programming meets OUSD standards. Maia is accustomed to working closely with school partners. She works to assign coaches to sites, maintaining a 20:1 staff to student ratio. She will ensure that program staff meet all OUSD and Girls Leading Goals' requirements, including staff certifications, background checks, TB screenings, instructional aide requirements, and related staffing information, which will be stored securely and can be produced upon OUSD's request. She will be the primary contact for the OUSD's expanded learning office and school site leadership.

Maia will be supported by Program Assistant Kayli Gaspar. Coaches Alexis Catt and Sydney Shepherd will be working directly with students on the summer programming, which is detailed in the sample schedule. As detailed by the attachments, all listed staff are CPR, First Aid, and Concussion certified. All meet or exceed the educational requirement and have experience coaching within the historical Girls Leading Goals and OUSD partnership. A full time school Site Coordinator will be stationed at each school site during the day, who will ensure 85% attendance documented by daily OUSD mandated attendance protocols. This individual will ensure a strong partnership with OUSD, the partnering school sites, and other community partners working within OUSD expanded learning programs.

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

We have enjoyed working in over 12 OUSD schools since 2015. We have particularly enjoyed working collaboratively with Bay Area Community Resources and the school site coordinators who go above and beyond to make the program possible for their students. A coordinator at Sankofa shared: "Thank you again for creating another positive experience for our Sankofa United youth. Each student will leave with an everlasting memory of happiness and a solid community." Being part of the communities we serve is critical to our success. We recruit from the communities we serve, and we promote from within the organization. 100% of our board members and staff represent people in the categories of women, racial diversity, and LGBTQ+. We check in with OUSD's priorities to ensure that what we provide is aligned.

Our coaches and staff show mastery in the Quality Standards laid out by CDE. The CDE expectations are expectations of Girls Leading Goals as well. Our coaches show expertise in the content that they teach, including soccer, leadership, and advocacy. They have a track record of establishing a safe, inclusive and respectful learning environment for diverse populations of students. They take pride in the planning and delivery of effective instruction and aim to foster an environment that facilitates learning for their students. All of this is done with ethical conduct, reflection, and leadership. We are constantly training our new and up-and-coming coaches and staff in these core competencies; we are never "done" learning and fostering these ideals. We continue to hold each other accountable to them as well.

We conduct staff training with consultants and partners around diversity, equity, and inclusion to ensure an inclusive lens in our leadership and in our programming. We build these topics into our curriculum and we also have an anti-racism public statement and an equal opportunity employer policy on our website – all commitments that help us to better serve our community. Developing girls as leaders and social-emotional learning outcomes are baked into

our curriculum. All of our program activities are in service of five target outcomes for the program, as described below:

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

To ensure that our programs are optimally effective and efficient, we regularly administer skills assessments, surveys, and evaluations to participants and the adults around them.

Effectiveness is measured against a set of measurable target outcomes that we track for each participant. We also collect report card and school attendance data from our partner schools. Data includes pre and post program Pacer tests for fitness, pre and post US Soccer Player Assessments for soccer skills, and pre and post coach, parent, and player evaluations/surveys. Surveys from program participants demonstrate the profound effect that Girls Leading Goals has on girls' lives, with 96% of participants sharing that they felt connected to their coach and 76% indicating that they felt confident in themselves as soccer players. We have found that integrating leadership, soccer, and advocacy has given us an 80% retention rate for returning players.



November 7, 2023

To Whom It May Concern:

This letter confirms that Girls Leading Goals (formerly Girls Leading Girls) requires that all school-based staff classified as employees, volunteers, and agents working in the OUSD after school programs will have fingerprint clearance through the CA Department of Justice and FBI, copies of their official or unofficial transcripts, and proof of TB test within the last 4 years before they begin working on OUSD school sites. Employees will fully comply with the confirmation letter's CA child abuse mandated reporting process. As detailed in the staff training supporting document, staff supporting the intersession program will be certified in first aid, concussion, and CPR. Girls Leading Goals will be able to furnish proof of these items if/when asked. ATI Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.

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

Sincerely,

Brianna Russell  
Owner, Girls Leading Goals  
[brianna@girlsleadinggoals.org](mailto:brianna@girlsleadinggoals.org)  
415-496-5608



# CERTIFICATE OF COMPLETION

## *Sudden Cardiac Arrest*

**ALEXIS CATT**

08/06/2022

Date Issued

Tennessee

State of Completion

B16BBB1E738C

Completion Code

Dr. Karissa L. Niehoff

NFHS Chief Executive Officer



This certificate documents course completion, not mastery of content. This course is approved for 1 (one) Clock Hour(s) by the NFHS.





CERTIFICATE OF COMPLETION
First Aid, Health And Safety NFHS/American Red Cross Online Version

ALEXIS CATT

08/02/2022
Date Issued

Tennessee
State of Completion

189E5E808446
Completion Code

Dr. Karissa L. Niehoff
NFHS Chief Executive Officer



This certificate documents course completion, not mastery of content. This course is approved for 6 (six) Clock Hour(s) by the NFHS.

## Contact

[www.linkedin.com/in/alexiscatt0705](https://www.linkedin.com/in/alexiscatt0705)  
(LinkedIn)  
[medium.com/@fLexpages5](https://medium.com/@fLexpages5) (Blog)  
[www.linkedin.com/company/ultrainports/](https://www.linkedin.com/company/ultrainports/) (Company)

## Top Skills

Sports  
Sports Marketing  
Event Planning

## Languages

English  
Spanish  
Haitian Creole

## Certifications

Fitness Trainer  
National D License  
Equity and Inclusion in Sports Organizations

## Publications

On Her Game blog posts

# alexis catt

professional soccer player #7 | student of the game  
Oakland, California, United States

## Summary

on the pitch: midfielder for memphis americans NISL

off the pitch: i read the game and assist the unsung heroes in the footballing world in sharing their stories via written word, photography, and video by traveling, studying, and communicating. i aim to bridge the gap for untold stories (#6s i'm looking at you)

---

## Experience

### Ultrain Sports

Head of Operations  
June 2023 - Present (6 months)  
California, United States

### Memphis Americans

Midfielder  
September 2021 - Present (2 years 3 months)

### sphere

biz & player development, senior instructor  
March 2018 - September 2021 (3 years 7 months)

Colo Colo, U de Chile, Indy Premier/Joliet United (UWS), FC Indiana (WPSL), Houston Valkyrie (PASL)

Professional Player  
March 2013 - March 2021 (8 years 1 month)  
Santiago, Chile

Professional experience at the central forward, winger, central midfield, left back

### Indiana Fire Juniors

2 years 1 month

Technical Director - WYSA  
June 2017 - June 2018 (1 year 1 month)

Westfield, Indiana

Development and education of the coaching staff

03 Girls Red & 99/98 Girls White Head Coach

June 2016 - June 2017 (1 year 1 month)

Full-time head coach of the 03 girls 1st team, and 99/98 girls second team.

HappyFeet-Legends International, Inc

Director Of Operations

December 2016 - June 2018 (1 year 7 months)

Indianapolis, Indiana

Manage accounts between our client schools, liaison for our franchise and national franchise in Kansas City, involved in sales and recruitment, training.

Pacers Sports & Entertainment

Merchandise/Retail

September 2010 - September 2015 (5 years 1 month)

Bankers Life Fieldhouse, Indianapolis, IN

Sell merchandise and interact with fans during the Pacers and Fever seasons. Also work concerts and other events such as the Big Ten Tournament

Haiti Women's National Soccer

Fitness Trainer (IFA Certified)

March 2014 - November 2014 (9 months)

While playing and training with Haiti's Women's National Team, I led them in agility, strength, stamina, endurance and overall fitness as their Head Fitness Trainer. I joined the team in their quest for success in World Cup qualifiers and the Central American & Caribbean Games in Veracruz, Mexico

On Her Game

Sports Blogger

October 2012 - March 2013 (6 months)

Kept up to date with current NBA and NFL stories and results, while drawing attention to traditions, superstitions and talking points of the past players in the NBA

Olympia Media Group

Managing Editor

November 2010 - March 2013 (2 years 5 months)

Indianapolis, IN

Booming company expanding at an exponential rate. Combining my affinity for words by copy editing and proofing our papers with my new association with A/R and finances. We provide a media outlet for Greeks across the country to stay connected, improve their image and gain real-world experience.

### Contemporary Services Corporation

Event Services Staff

August 2010 - November 2010 (4 months)

Tickets and security for the 2010 Colts season

### Skyhawks Sports Academy

Coach

May 2010 - August 2010 (4 months)

Taught life lessons through sports; coaching focus in soccer, basketball, and baseball, with experience in tennis, volleyball, and track & field; traveling to youth sports camps to coach and educate.

### Purdue University Athletic Department

Marketing and Promotions Intern

August 2009 - May 2010 (10 months)

Interned with the Marketing and Promotions office in the Purdue University Athletic Dept. Coordinated National Girls and Women in Sports Day at Purdue campus; created marketing plan/budget for the Purdue Baseball team; ran the Purdue VIP program and Adopt-A-Sport program; worked multiple sporting events for promotions

### Game Day USA

Event Management Intern

April 2008 - August 2009 (1 year 5 months)

assisted VP/Events Manager with hosting youth sports tournaments, answered all phone calls, prepare schedules, corresponded with coaches/hotels, checked in teams on site, managed umpires, provided assistance to on-site problems and kept tournaments running smoothly; event promotion, created calling posts, award ceremonies; planned Midwest National Championships

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## Education

Purdue University

B.A., Public Health Promotion major, Communication/History minors, interest in Sports · (2006 - 2010)

**Sports Management Worldwide**

Sport Business Management, Certificate · (2008 - 2008)



## Bay Area Community Resources

November 28, 2023

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

To Oakland Unified School District,

I have been asked to write a letter of recommendation for Girls Leading Goals as part of their application to the OUSD Request for Proposal (RFP) #23-141 ExLO Summer Learning.

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

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

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

Sincerely,



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

November 29, 2023

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

To Oakland Unified School District,

I have been asked to write a letter of recommendation for Girls Leading Goals as part of their application to the OUSD Request for Proposal (RFP) #23-141 ExLO Summer Learning.

I've had the pleasure of working with Brianna Russell and Girls Leading Goals since 2020. In that time, we have developed a partnership with many other organizations in Oakland to drastically change sports equity for the youth of Oakland. I can say with confidence that GLG is dedicated to their mission of training girls and women in leadership and life skills through soccer.

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

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

Sincerely,

*Khali Blackman-Newton*

Khali Blackman-Newton  
Director, Community Engagement  
Positive Coaching Alliance

khali\_blackman\_newton@positivecoach.org

## **GIRLS LEADING GOALS**



**POSITION:** Girls' Youth Soccer Coach, Seasonal, Part-time, Paid or Volunteer

### **ABOUT GIRLS LEADING GOALS (GLG)**

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

### **POSITION DESCRIPTION**

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

### **PROGRAMS FOR COACHES**

#### GLG SOL Club Program

The location is in San Francisco during Fall, Winter and Spring. It operates with the SF Youth Soccer League & NorCal Travel League and includes Recreational, Competitive and Travel soccer teams. In addition, the GLG SOL Club Program offers Futsal during winter season, Clinics each season and Agility/Running Club during winter and spring seasons.

#### **Time Commitment:**

- Practices (weekdays): 1-1.5 hours practice one to two times per week between 3:00 pm - 7:00 pm.
- Games (weekends): Games of 1-2 hours long once per weekend. Times vary each weekend.
- Overall: Coaches can work 1-5 hours a week or more. The schedule is flexible and Coaches will be assigned days/times depending on their availability and the program needs.

#### GLG After School Program (ASP)

The ASP is located in San Francisco and Oakland/East Bay, providing practices for groups of up to 15 girls from one school and optional game play. This program is completely free to participants and serves at-risk youth in vulnerable communities.

#### **Time Commitment:**

- Practices (weekdays): 1 hour practices one to two times per week between 2:00 pm - 6:00 pm per school.



- Intercession (Saturdays): 8 am - 5 pm in Oakland only, runs like a mini day camp with lots of breaks and lunch break and other activities (not just soccer).
- Overall: Coaches can work 1-5 hours a week or more. The schedule is flexible and Coaches will be assigned days/times depending on their availability and the program needs.

### GLG Summer Camps

The camps run several weeks every summer, Monday-Friday from 8:30 am - 4:30 pm in San Francisco and Oakland/East Bay.

#### **Time Commitment:**

- Working at summer camp is optional and based on Coach availability and the program needs.

### **ABOUT YOU**

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

### **REQUIREMENTS**

- Comfortable working with children and parents
- Must be organized, patient, reliable, and able to multitask
- Strong verbal and interpersonal communication skills
- Ability and willingness to handle day-to-day customer service challenges
- Must be able to successfully pass a background check
- Ability to lift 20 lbs (carrying equipment as needed), must be able to stand 8 hours, position involves bending / stooping / running)
- Willing to complete coach licensing courses every year
- Willing to complete a TB Test upon request
- Work 80% of scheduled practices, games and programs per season outside of unplanned emergency absences
- Attend all mandatory training. If unable to attend, complete make-up training

### **COMPENSATION**

This position can be paid or volunteer. Please select which option you choose:

- **Paid:** Opt to receive compensation in the form of payment.  
GLG SOL Club Program Coach: Pay range is from \$25-50 per hour depending on experience, coaching licenses held, and the level of competition of teams you coach. Pay rate increases with demonstrated commitment over time and as coaching credentials increase.

GLG After School Program (ASP) & Summer Camp Coach: Coaching ASP and Summer Camp is paid at a starting flat rate of \$25 per hour.

Training/Meetings: Mandatory paid training and meetings are paid at a flat rate of \$20 per hour.

- **Volunteer**: Opt to receive compensation in the form of volunteer hours.

Note: After completion of one year of service, GLG offers stipends for paid and volunteer coaches to attend additional professional development and/or certification courses. All coaches get an annual raise of \$3 per year for staying with GLG regardless of what program they coach EXCEPT summer camp coaching, that maintains at a \$25/hr flat rate.

### **POSITION STANDARDS**

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

### **COMPANY WIDE STANDARDS**

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

### **EQUAL OPPORTUNITY EMPLOYER**

Girls Leading Goals values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Girls Leading Goals is an equal opportunity employer.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

### **SIGNATURES:**

Statement of Coach: *I accept the responsibilities of this position and agree to the work set forth in this job description.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Statement of Coach's Supervisor: *I agree to provide a working environment, necessary resources, and appropriate training to enable the responsibilities of this position.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/23/2023

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

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

| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, LLC<br>2850 Golf Road<br>Rolling Meadows IL 60008<br><br>License#: BR-724491<br>GIRLLEA-04 | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 630-595-5300 <b>FAX (A/C, No):</b> 630-694-4401<br><b>E-MAIL ADDRESS:</b>                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |
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| INSURER(S) AFFORDING COVERAGE                                                                                                                               | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |
| <b>INSURER A:</b> Philadelphia Indemnity Insurance Company                                                                                                  | 18058                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |
| <b>INSURER B:</b>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |
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| <b>INSURER F:</b>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |
| <b>INSURED</b><br>Girls Leading Goals, Inc.<br>3145 Geary Blvd #402<br>San Francisco CA 94118                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                               |        |                                                            |       |                   |  |                   |  |                   |  |                   |  |                   |

**COVERAGES**

CERTIFICATE NUMBER: 1226942685

REVISION NUMBER:

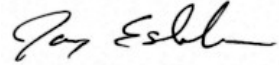
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 20,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                             |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$                                                                                                                                                                               |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                          |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                       |           |          |               |                         |                         | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>N/A<br>PER STATUTE    OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                      |
| A        | Professional Liability                                                                                                                                                                                                                                                                                              |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | 1,000,000    3,000,000                                                                                                                                                                                                                            |
| A        | Sexual Abuse or Molestation                                                                                                                                                                                                                                                                                         |           |          | PHPK2591261   | 7/20/2023               | 7/20/2024               | 1000000    2,000,000                                                                                                                                                                                                                              |

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

Oakland Unified School District is included as Additional Insured, as respects to General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions. Endorsement amending cert holder address pending from carrier.

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                                                           |                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oakland Unified School District<br>Attn - Risk Management<br>1011 Union St., Site 987<br>Oakland CA 94607 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <p><b>Name Of Additional Insured Person(s) Or Organization(s):</b><br/>Oakland Unified School District</p>    |
| <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p> |

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

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# CERTIFICATE OF COMPLETION

## Concussion In Sports

**KAYLI GASPAR**

11/30/2022

Date Issued

California

State of Completion

DFDDFDC17516

Completion Code

Dr. Karissa L. Niehoff

NFHS Chief Executive Officer



This certificate documents course completion, not mastery of content. This course is approved for 1 (one) Clock Hour(s) by the NFHS.



# Statement of Participation

The Postgraduate Institute for Medicine confirms that

**Maia Courtois**

has participated in the educational activity titled

**CPR: Adult, Child, Infant & AED Training (BLS)**

an Internet based activity on 09/14/2023

This educational activity for 4.0 contact hours is provided by the Postgraduate Institute for Medicine.



JOINTLY ACCREDITED PROVIDER™  
INTERPROFESSIONAL CONTINUING EDUCATION

In support of improving patient care, Postgraduate Institute for Medicine is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.



**American**  
Health Care Academy  
We Provide Quality Health Care



Postgraduate Institute  
for Medicine  
*Professional Excellence in Medical Education*

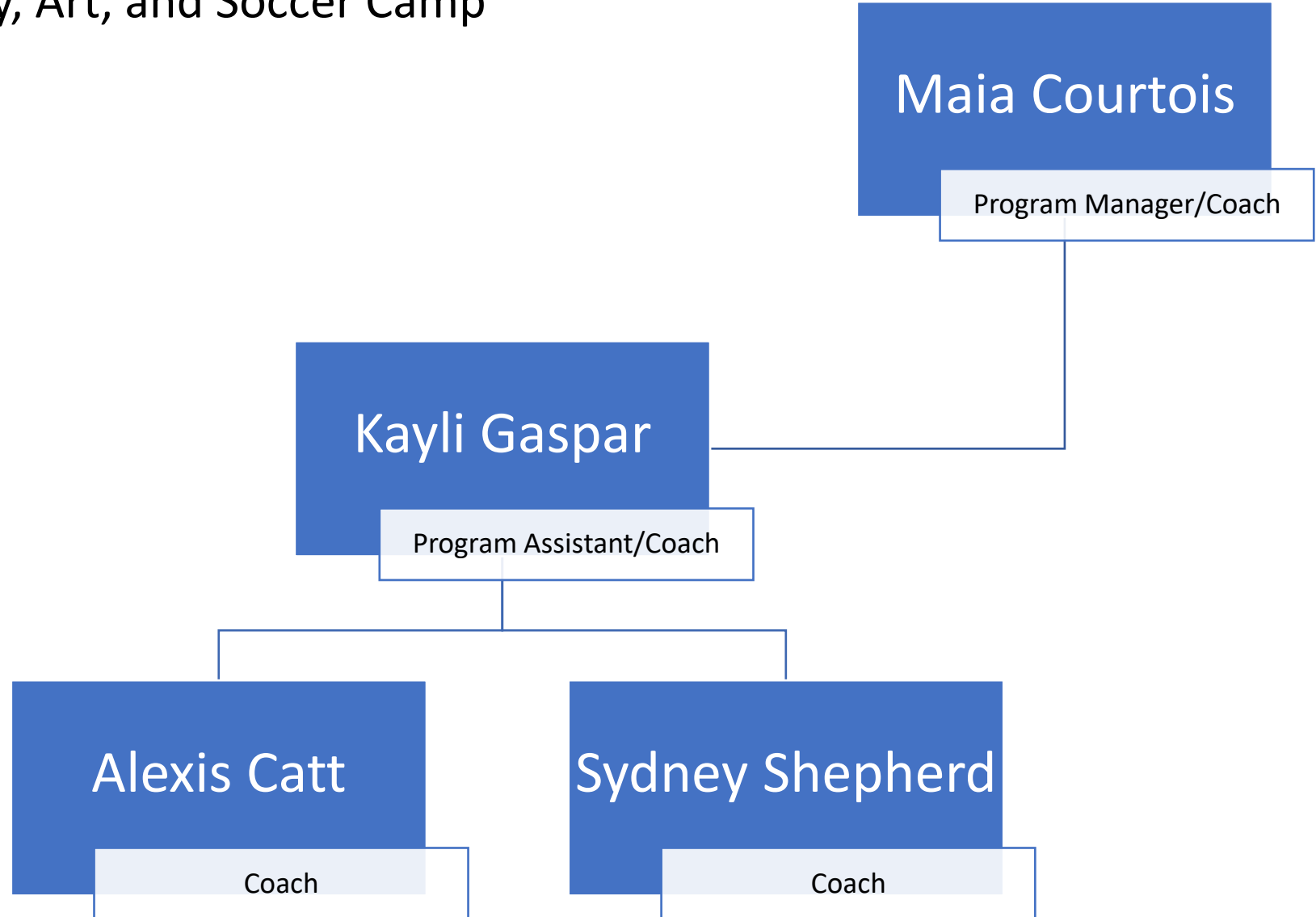
Postgraduate Institute for Medicine  
304 Invernewss Way South, Suite 100, Englewood, CO 80112  
(303) 799-1930 | (303) 858-8848 Fax

*Trace Hutchison, PharmD.*

Trace Hutchison, PharmD  
Director of Medical Education  
Postgraduate Institute for Medicine

The licensee must retain this certificate for a period of 4 years after participating in the course.

Girls Leading Goals  
Leadership, Advocacy, Art, and Soccer Camp  
Summer 2024





## **Girls Leading Goals**

**Position:** Program Assistant, Part-time employee

### **ABOUT GIRLS LEADING GOALS (GLG)**

Girls Leading Goals is a 501c3 nonprofit based in San Francisco, CA started in 2014. Our mission is to train girls ages 5-178 in leadership and life skills through soccer. Every year we serve over 7500 girls in our programs from various socio-economic backgrounds and ages. Our vision is to open branches of Girls Leading Goals all over the world! Currently we are operating in San Francisco and Oakland/East Bay. SOL stands for See it. Own it. Lead it.

### **PROGRAM ASSISTANT DESCRIPTION**

The Program Assistant (PA) is responsible for coordinating various elements of all of GLG's programs in the bay area (SF and Oakland) throughout the year. The PA reports to the Program Manager (PM) and works in collaboration with the Coaches, Trainers, Junior Coaches, CEO, and the Registrar/Admin Coordinator. The PA assists the PM in their duties and responsibilities as well as works on the field to provide coaching and support to the field staff. As part of this role the PA may need to step in for coaches or other staff to help lead programs (summer camps, team practices/games, etc.) as needed if coaches or staff are unavailable in SF and/or Oakland. Additionally, this role includes administrative tasks that are required of all positions and levels.

### **POSITION RESPONSIBILITIES**

#### **Strategic Work**

- Assist in the planning and implementation of all programs in Fall, Spring, Summer, Winter seasons:
  - Lead coach substitutions throughout the season for all programs.
  - Lead weekly guest player process for teams to help ensure that there are enough players at every game and no forfeits.
  - Create photo albums for each program each season and support coaches in collecting photos and videos for marketing purposes.
  - Input game scores and issues, rosters, guest players.
  - Input all schedules into Teamsnap for teams for each season and program as needed. And into the internal master sheets.
  - Assists with any and all events in person and prior such as: ASP game days, tryouts, tournaments, coach trainings, community events, etc.
  - Manage equipment inventory, distribution, resupplying, and collecting. Manage equipment needs for all programs.
  - Gather player contact, demographic and other needed data
  - Help lead ASP programming and sessions.
  - Assist in planning and communication with all program partners, schools, leagues, etc.

#### **Coach Support**

- Works as a coach as needed in all programs within the allotted hours of this position and in conjunction with the strategic work assigned above.
- Assist the PM with coach training before and during seasons as well as coach gatherings and organization events throughout the year in accordance with the organization's annual calendar.
- Provide coaches with equipment and materials on hand at all times as needed.

### **POSITION STANDARDS**

- Perform all correspondence, both internal and external, with a professional and friendly tone, and free of any grammatical errors.
- Communicate updates, ideas, concerns or conflicts with the PM in a timely manner.
- Attend meetings as needed. Prepare for meetings and follow up when required.
- This position is an at-will employment opportunity. Give two weeks notice if you cannot continue with your position.

## **COMPANY WIDE STANDARDS**

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

## **REQUIREMENTS**

- Comfortable working with children and parents.
- Must be organized, patient, reliable, and able to multitask.
- Strong verbal and interpersonal communication skills.
- Ability and willingness to handle day to day customer service challenges.
- Must be able to successfully pass a background check.
- Ability to lift 20 lbs (carrying equipment as needed), must be able to stand 8 hours, position involves bending / stooping / running
- Willing to complete coach licensing courses every year.
- Must be able to attend coach training before seasons.

## **ABOUT YOU**

### **Character**

- Committed to educational and sports equity.
- Strong work ethic and a self-starter.
- Entrepreneurial individual able to take initiative and be a creative problem solver.
- Dedicated to creating an inclusive atmosphere for all participants, communicating and implementing team rules and positive culture, and showing an active interest in getting to know all program youth and their families.
- Willing to be flexible, as plans change.
- Committed to GLG values and GLG program priorities.

### **Educational/Experiential Requirements**

- Minimum 1 year experience in youth development, education & coaching.
- Experience working with at risk youth and diverse communities.
- Proven experience developing and leading restorative practices for youth.
- US Soccer Coaching Licenses and willingness to continue coaching education.
- Completion of league coaching registration.
- CPR/First Aid Certification.

### **Skills**

- Ability to use Microsoft/Google programs, spreadsheets, and databases.
- Excellent writing, editing and proof-reading.
- Attention to detail and strong ownership over work.
- Excellent interpersonal skills and professionalism.
- Strong organizational and time management skills.
- Drivers License and car access.

## COMPENSATION

### Payment

This is a part-time 10-15 hours a week position, with a pay of \$30/hr. Pay rate increases with demonstrated commitment over time and as coaching credentials increase. After completion of one year of service, GLG offers stipends for coaches to attend additional professional development and/or certification courses.

This is a seasonal position available for renewal by season (Fall, Winter, Spring, Summer) with permission by the CEO.

- Overall: The schedule is flexible and the Program Assistant will be assigned days/times depending on their availability and the needs and available funding by the organization for hours within the allotted range of this position.

**Weekly Hourly Range:** The weekly hour range is subject to change depending on the season, programming needs and time of year. Changes to a PT Staff's weekly hour range will be communicated at least one week in advance, if not more, whenever possible. The weekly hour range includes a minimum (the minimum amount of hours a PT Staff Member will be provided and expected to work, unless otherwise pre approved to work less) and includes a maximum (the maximum amount of hours a PT Staff Member will be provided and is expected to not go over, unless otherwise pre approved to work more). Additionally, when the organization office is closed due to holidays like the two week holiday break in December or the one week holiday break around Thanksgiving or during seasonal breaks from Spring season to Summer camps, PT staff will be notified in advance of the all staff no work weeks to plan ahead accordingly as PT staff will not be paid or required to work during these seasonal breaks.

**Additional Opportunities:** In addition to the allotted weekly hours, the Program Assistant can Coach outside of their PA role- unlimited additional games as needed and any practices during times in which the Program Assistant isn't already working as a coach or PA.

### Insurance

Girls Leading Goals does not provide health insurance for part-time employees. Part-time employees are responsible for having their own health insurance plan. As well as driver car insurance. PAs will have access to the GLG company car as an option for transportation and be given a mileage reimbursement of \$.65 per mile for any work related travel.

### Personal Time

Unlimited, unpaid personal time so long as it does not interfere with major programming. (Spring Season, Summer Camps, Fall Season, Winter Clinics, Fundraisers, and other scheduled soccer programs) and is approved by their direct supervisor in advance.

### Other Opportunities

\$250 professional development stipend and other part time staff benefits included, [see benefits sheet here.](#)

## EQUAL OPPORTUNITY EMPLOYER

Girls Leading Goals values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Girls Leading Goals is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

### SIGNATURES:

**Statement of the position holder:** *I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this job description.*

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Statement of the position holder's supervisor:** *I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (result, work, standards) to be accomplished.*

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



**Girls Leading Goals**  
**Sample Budget for Leadership, Advocacy, Art, and Soccer Summer Program**

**Summary:** Girls Leading Goals is requesting \$45,810 to run one school site of 60 students, or \$91,620 to run two school sites of 120 students.

| Program Offering  | Projected Cost | Notes                                                                                                                  |
|-------------------|----------------|------------------------------------------------------------------------------------------------------------------------|
| One School Site   | \$45,810       | 60 students/day<br>\$30.54/student/day<br>5 days/week (9 hours/day)<br>5 weeks<br>3 Staff/Sports Coaches (20:1 ratio)  |
| Two Schools Sites | \$91,620       | 120 students/day<br>\$30.54/student/day<br>5 days/week (9 hours/day)<br>5 weeks<br>4 Staff/Sports Coaches (20:1 ratio) |

*\*For summer learning and intersession models agencies will receive a rate of \$30.54/student/day for any program TK-12.*

The **\$30.54** per youth figure can be broken down as follows:

- **\$1.24** per youth for administrative costs (includes human resources, bookkeeper for expense tracking, operations staff, liability insurance, communications technology costs)
- **\$2.83** per youth in equipment, supplies, and materials costs
- **\$26.46** per youth in wages, taxes, and training, and breakdown/set up costs for each session, and management-level staff who support direct service programming costs

Detailed below is the rationale for the administrative, equipment, and wage figures shown above.

**Agency Administrative Costs:**

*\*Agency administrative costs not to exceed 10% of contracted amount*

| Item                        | Amount                  | Projected Cost                 | Notes                                                                                                                                                                          |
|-----------------------------|-------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Administrative Costs | 4% of contracted amount | \$1,832.40 - \$3,664.80        | Includes human resources, bookkeeper for expense tracking, operations staff, liability insurance, communications technology costs, payroll costs for coaches and program staff |
| <b>Total</b>                |                         | <b>\$1,832.40 - \$3,664.80</b> |                                                                                                                                                                                |

**Equipment Purchases:**

Girls Leading Goals understands that equipment purchased for this program belongs to OUSD and that it is the responsibility of Girls Leading Goals to ensure that equipment makes it back to OUSD. Quantity of items will depend on the demand for programming and the number of students served next year.

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

The below figures are an estimate based on 60-120 program participants:

| <b>Item</b>                      | <b>Quantity Needed</b> | <b>Projected Cost</b>    | <b>Notes</b>                          |
|----------------------------------|------------------------|--------------------------|---------------------------------------|
| Uniforms                         | 60-120                 | \$10 each                | To be purchased at a discounted rate. |
| Participant Cleats/Shoes         | 60-120                 | \$20 each                | To be purchased at a discounted rate. |
| Participant Shin Guards          | 60-120                 | \$10 each                | To be purchased at a discounted rate. |
| Soccer balls                     | 60-120                 | \$7 each                 | To be purchased at a discounted rate. |
| Craft materials for participants | 60-120                 | \$5 each                 | To be purchased at a discounted rate. |
| Cones                            | 300                    | \$13 per set of 25       | To be purchased at a discounted rate. |
| Goals                            | 6                      | \$150 per goal           | To be purchased at a discounted rate. |
| <b>Total</b>                     |                        | <b>\$4,176 - \$7,296</b> |                                       |

**Staffing:**

| <b>Item</b>             | <b>Projected Cost</b>      | <b>Notes</b> |
|-------------------------|----------------------------|--------------|
| Program Manager/Coach   | \$11,500 - \$23,000        |              |
| Program Assistant/Coach | \$11,500 - \$23,000        |              |
| Coaches                 | \$16,000 - \$33,000        |              |
| <b>Total</b>            | <b>\$39,000 - \$79,000</b> |              |



**In Kind:**

*\*OUSD will require that all enrichment summer provide 30% of in-kind services to support the entire program.*

| <b>Item</b>                            | <b>Amount</b> | <b>Projected Cost</b>                 | <b>Notes</b>                          |
|----------------------------------------|---------------|---------------------------------------|---------------------------------------|
| School Partner Field & Classroom Space | \$100/hr      | \$22,500                              | 9 hours/day<br>5 days/week<br>5 weeks |
| Coach Training                         | \$100/hr      | \$4,000                               | 4 coaches<br>10 hours training/coach  |
| Materials - handouts, notebooks        | \$8/student   | \$500                                 |                                       |
| <b>Total</b>                           |               | <b>\$27,000<br/>(30% of \$90,000)</b> |                                       |

## **Girls Leading Goals**

**Position:** Program Manager, Bay Area, Full-time



### **ABOUT GIRLS LEADING GOALS (GLG SOL)**

Girls Leading Goals is a 501c3 nonprofit based in San Francisco, CA started in 2014. Our mission is to train girls ages 5-17 in leadership and life skills through soccer. Our programs focus on three main areas: skill development through soccer training and play, leadership training through our junior coaches and career mentoring programs, and character building through our community service & advocacy initiatives. Every year we serve over 500 girls in our programs from various socio-economic backgrounds and ages. Our vision is to open branches all over the world! Currently we are operating in San Francisco, Oakland/East Bay, Sonoma/North Bay, and Los Angeles. SOL stands for See it. Own it. Lead it.

### **POSITION DESCRIPTION**

The Program Manager (PM) occupies a critical leadership position within the organization. Working closely and reporting to the CEO, the PM provides organizational leadership and assists with the overall management of the Bay Area programs, including implementation of strategic objectives and organizational initiatives directly related to programs. The PM works collaboratively and supports the dynamic staff to help them grow in their respective areas of work. This position motivates staff, trainers and coaches, models effective project management skills, and represents the organization to internal and external audiences and partners. The PM will be responsible for these main areas: program staff support and programs oversight and support for these programs: Club, Summer, Winter, Virtual, Running Club; assistance in training of program staff in various topics. As part of this role the PM will need to step in for coaches or other staff to help lead programs (summer camps, team practices/games, etc.) as needed if coaches or staff are unavailable. Additionally, this role includes administrative tasks that are required of all positions and levels. The RAC, PAs, Coaches, Trainers, Junior Coaches are all direct reports to the PM.

### **POSITION RESPONSIBILITIES**

#### **1. Program Staff Support (50%)**

- Provide weekly supervision and mentorship to program staff (program assistants, coaches, trainers) of GLG, ensure programs run effectively and consistently.
- Manage project completion, address performance challenges and act as a creative problem solver for all areas for improvement.
- Identify training needs of program staff and work in collaboration with CEO to coordinate or facilitate staff & coach training and meetings on all topics (soccer, advocacy, leadership, photography) as well as report any staff disciplinary issues directly to the CEO.
- Assist in reinforcing all expectations, goals, duties delegated to staff.
- Be on the field 4-5 days a week (including weekends yet ensuring 2 full days off a week), and available on-call during other workdays in case of emergency outside of those days as last resort.
- Assist in implementation and upholding of organizational culture goals and strategy.



- Assist with all planning and execution of international trips.

## **2. Programs Support (50%)**

- Provide excellent and professional customer service to all constituents on a daily basis within a 48 hour response window.
- Visit every team at least once each season (practice and/or game) to ensure program quality and support.
- Implement tryouts and tournament plans under the direction of the CEO.
- Game day lead support staff.
- Assist in reinforcing program policies on the ground.
- Assist with implementing curriculum effectively.
- Assist with implementing CEO directed communication plan (sends coach & guardian weekly emails).
- Analyze program feedback and identify opportunities, solutions for improvement.
- Assist with all elements of program planning, implementation, management including: club seasons, summer camps, after school program, tryouts, registration, curriculums, scheduling, forms, etc.
- Assist with data collection and methods for programs.
- Assist with program budget spending & monitoring of programs.
- Represent the organization on an as needed basis and attend networking events for program related events (i.e. tryouts, program marketing tabling events, league meetings and events, etc.).
- Assist in organizing events for coaches and families in the organization.
- Lead Junior Board and initiatives.
- Lead Junior Coach recruiting, training, mentoring, scheduling, communication.

## **Standards**

- Perform all correspondence, both internal and external, with a professional and friendly tone, and free of any grammatical errors (always double check all work before sending).
- Communicate with the Registrar/Admin Coordinator or CEO with updates if needed and any questions.
- Attend meetings with the CEO weekly. Attend meetings with other staff as needed.
- Prepare for meetings and follow up as needed.
- Communicate any conflicts or issues with the CEO to the HR/Operations Director.

## **Company Wide**

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

## **ABOUT YOU**

- Committed to educational and sports equity
- Energetic, dynamic, engaging and creative

- Strong work ethic and extremely professional
- Self-starter, entrepreneurial individual able to take the initiative and be a creative problem solver
- Passionate about the GLG Mission
- Dedicated to creating an inclusive atmosphere for all staff, communicating and implementing team rules and positive culture, and showing an active interest in getting to know all program staff
- Willing to be flexible as plans change
- Content with working on a small team in a humble office space working with team members and also working alone

## **REQUIREMENTS**

- Bachelor's degree in related field
- Minimum 2-5 years experience working with youth in soccer
- Experience working with a nonprofit organization a plus
- Experience with program management, including planning, observing, data collection, report writing, etc.
- Proven management and supervisory, including techniques of planning and delegating work
- Demonstrated experience creating and implementing processes and systems for other organizations
- Excellent interpersonal and conflict resolution skills
- Exemplary professionalism, and great attention to detail, track record as a team builder who can delegate and empower while creating a positive work environment
- Knowledge of youth sports and soccer
- Experience working with at risk youth and diverse communities
- Strong negotiation and collaboration skills
- Unflappable in the face of multiple challenges; pragmatic, grounded, authoritative, decisive; mentally flexible and creative as circumstances demand
- Available 5 days a week on the field in person in the Bay Area (times flexible typically in afternoons)
- Available for events that fall on weekends or late nights, ability to work within the schedule of our programs and events
- Ability to adapt, remain flexible, be comfortable without all the answers knowing they will arrive at the right time and way
- Drivers License
- Bilingual in Spanish a plus
- Pass a background check
- Ability to lift 20 lbs (carrying equipment as needed), must be able to stand 8 hours, position involves bending / stooping / running

## **ANNUAL PERFORMANCE**

Employees will undergo an annual performance review with their direct supervisor including an informal six month review assessing performance. Employees will have the opportunity for an annual salary raise and/or promotion. Raises and promotions are subject to the economic environment and economic health of the organization and will be comparable to other organizations similar in nature and location.

## **GROWTH MAP**

We at GLG are committed to staff growth. There will be possibilities for growth and advancement within the organization including: promotion to Program Director then VP of Programs, then Chief Program Officer with increased responsibility, salary, benefits.

## **TERMS**

This is an at-will employment opportunity.

## **EQUAL OPPORTUNITY EMPLOYER**

Girls Leading Goals values a diverse workplace and strongly encourages women, **people of color**, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Girls Leading Goals is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.



**Girls Leading Goals: Sample Program Schedule & Summary**  
**9 hours in length, 8:30 am - 5:30 pm**

|                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><u>Week 1: Attacking Principles &amp; Communication, 9 hours in length (8:30 am - 5:30 pm)</u></p> <p>Soccer Objective: <b>Learn all the elements of offensive attacking principles in the game</b></p> <p>Leadership Objective: <b>Learn the different types of communication and effective communication</b></p> <p>Advocacy Objective: <b>Practice Self-Advocacy</b></p> |                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Morning Session 8:30 am - 12:30 pm</b></p>                                                                                                                                                                                                                                                                                                                                              | <p>Each day consists of two sessions that are four hours long with an intermission from 12:30 - 1:30 pm for lunch and crafts break.</p>                                                                                                                                                                                                                                                |
| <p><b>Team Huddle - 10 min<br/>8:30 - 8:40 am</b></p>                                                                                                                                                                                                                                                                                                                                         | <p><b>Description:</b> Players gather in a circle, coach goes over the schedule for the day, play a name game for players to get to know each other.<br/> <b>Outcomes:</b> Create a fun and welcoming environment.</p>                                                                                                                                                                 |
| <p><b>Soccer Activities - 60 min<br/>8:40 - 9:40 am</b></p>                                                                                                                                                                                                                                                                                                                                   | <p><b>Description:</b> Players participate in three soccer activities for 20 minutes each, first activity focuses on individual skills, second activity incorporates those skills in a small-sided game, the last activity is a game size scrimmage.<br/> <b>Outcomes:</b> Learn new individual and team soccer skills.</p>                                                            |
| <p><b>Leadership &amp; Advocacy Activity - 60 min<br/>9:40 - 10:40 am</b></p>                                                                                                                                                                                                                                                                                                                 | <p><b>Description:</b> Players gather in a circle and learn about the leadership topic - communication, create journals and reflect on various communication styles. They also discuss what self-advocacy means and get to practice creating a skit together.<br/> <b>Outcomes:</b> Learn leadership and advocacy skills and practice as a group by creating a skit and role play.</p> |
| <p><b>Snack Break - 10 min<br/>10:40 - 10:50 am</b></p>                                                                                                                                                                                                                                                                                                                                       | <p><b>Description:</b> Healthy snacks are given to refresh energy levels.<br/> <b>Outcomes:</b> More focus and stamina for the rest of the day.</p>                                                                                                                                                                                                                                    |
| <p><b>Team Building Activity - 15 min<br/>10:50 - 11:05 am</b></p>                                                                                                                                                                                                                                                                                                                            | <p><b>Description:</b> In pairs, one player is blindfolded with a ball at their feet, their partner guides them with their words to dribble the ball and shoot it into the goal while blindfolded!<br/> <b>Outcomes:</b> Teaches effective communication and is a fun bonding exercise.</p>                                                                                            |
| <p><b>Soccer Activities - 60 min<br/>11:05 - 12:05 pm</b></p>                                                                                                                                                                                                                                                                                                                                 | <p><b>Description:</b> Players get a ball and two cones and learn various dribbling moves in figure eight motions with their cones. Then play 1v1 dutch tournament, and end with a large 11v11 scrimmage.<br/> <b>Outcomes:</b> Learn new soccer dribbling moves, practice in game situations, learn the rules.</p>                                                                    |

|                                                                             |                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Captains Choice Activity - 15 min</b><br/><b>12:05 - 12:20 pm</b></p> | <p><b>Description:</b> Coaches choose group captains to lead for the day, and captains get to pick a soccer activity for the group to participate in.<br/><b>Outcomes:</b> Practice leadership skills as captain. Captains rotate each week.</p>                                                                                                     |
| <p><b>Morning Closing Rituals - 10 min</b><br/><b>12:20 - 12:30 pm</b></p>  | <p><b>Description:</b> Players help clean up equipment then gather in a circle, coach recaps the day then asks each person to share a takeaway and a shout out for another teammate. Group ends with a team cheer.<br/><b>Outcomes:</b> Reflect on the learnings of the day, build up team unity with compliments for each other and team cheer.</p> |
| <p><b>“Intermission” 12:30 - 1:30 pm</b></p>                                | <p><b>Description:</b> Lunch &amp; Crafts break. Players eat lunch and get to make crafts.<br/><b>Outcomes:</b> Refresh energy levels &amp; get creative, learn fun craft activities.</p>                                                                                                                                                            |
| <p><b>Afternoon Session</b><br/><b>1:30 - 5:30 pm</b></p>                   | <p><b>Repeats the same format as the morning session with different activities.</b></p>                                                                                                                                                                                                                                                              |



## Girls Leading Goals Statement of Qualifications

Girls Leading Goals (Formerly Girls Leading Girls) has been providing both free after-school programs and camp-style soccer programs to girls from high-need schools since 2014. We are a returning service provider with the Oakland Unified School District and look forward to continuing our partnership with OUSD through the Expanded Learning for Summer Learning and Intersession Program.

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

**THE UNIVERSITY OF MICHIGAN - ANN ARBOR**  
**Unofficial Transcript - Not an Official Transcript**

Shepherd,Sydney  
 UM ID: 35705802 UIC: 0712732737  
 Uniqname: SYDSHEP

Page 1  
 Date: Nov 29, 2023

Citizen: U.S. Citizen

Shepherd,Sydney +1.9259978921  
 915 Dewey Avenue  
 Ann Arbor, MI 48109  
 United States

**Previous Names:**  
 Shepherd,Sydney A

**University of Michigan Degrees Awarded**

School/College: Public Health  
 Major: Public Health  
 Track: Public Health Sciences  
 Minor: Sociology of Health and Medicine  
 Degree: Bachelor of Science  
 Awarded: 28-Apr-2022

| <b>Fall 2018</b>        |     | <b>Undergraduate LSA</b> | <b>Grade</b> | <b>Hours</b> | <b>MSH</b>   | <b>CTP</b>   | <b>MHP</b>   |
|-------------------------|-----|--------------------------|--------------|--------------|--------------|--------------|--------------|
| ANTHRCUL                | 101 | Intro Anthro             | B            | 4.00         | 4.00         | 4.00         | 12.00        |
| COGSCI                  | 200 | Intro to Cog Sci         | B+           | 4.00         | 4.00         | 4.00         | 13.20        |
| SOC                     | 100 | Intro to Sociology       | B+           | 4.00         | 4.00         | 4.00         | 13.20        |
| <b>Term Total</b>       |     | <b>GPA: 3.200</b>        |              | <b>12.00</b> | <b>12.00</b> | <b>12.00</b> | <b>38.40</b> |
| <b>Cumulative Total</b> |     | <b>GPA: 3.200</b>        |              |              | <b>12.00</b> | <b>12.00</b> | <b>38.40</b> |

| <b>Winter 2019</b>      |     | <b>Undergraduate LSA</b>                                              | <b>Grade</b> | <b>Hours</b> | <b>MSH</b>   | <b>CTP</b>   | <b>MHP</b>   |
|-------------------------|-----|-----------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| AMCULT                  | 263 | American South<br>A History of Race & Culture<br>Since Reconstruction | A-           | 4.00         | 4.00         | 4.00         | 14.80        |
| BIOLOGY                 | 130 | Animal Behav                                                          | B+           | 4.00         | 4.00         | 4.00         | 13.20        |
| ENGLISH                 | 125 | Writing&Academic Inq                                                  | A            | 4.00         | 4.00         | 4.00         | 16.00        |
| PUBHLTH                 | 200 | Health & Society                                                      | B+           | 4.00         | 4.00         | 4.00         | 13.20        |
| <b>Term Total</b>       |     | <b>GPA: 3.575</b>                                                     |              | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>57.20</b> |
| <b>Cumulative Total</b> |     | <b>GPA: 3.414</b>                                                     |              |              | <b>28.00</b> | <b>28.00</b> | <b>95.60</b> |

| <b>Fall 2019</b>        |     | <b>Undergraduate LSA</b>                 | <b>Grade</b> | <b>Hours</b> | <b>MSH</b>   | <b>CTP</b>   | <b>MHP</b>    |
|-------------------------|-----|------------------------------------------|--------------|--------------|--------------|--------------|---------------|
| AAS                     | 254 | History of Hip Hop                       | A            | 4.00         | 4.00         | 4.00         | 16.00         |
| AAS                     | 290 | Select Blk World Std<br>The Black Memoir | A            | 2.00         | 2.00         | 2.00         | 8.00          |
| PSYCH                   | 111 | Intro Psych                              | B+           | 4.00         | 4.00         | 4.00         | 13.20         |
| STATS                   | 250 | Intr Stat&Data Anlys                     | C+           | 4.00         | 4.00         | 4.00         | 9.20          |
| <b>Term Total</b>       |     | <b>GPA: 3.314</b>                        |              | <b>14.00</b> | <b>14.00</b> | <b>14.00</b> | <b>46.40</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.380</b>                        |              |              | <b>42.00</b> | <b>42.00</b> | <b>142.00</b> |

| <b>Winter 2020</b>      |     | <b>Undergraduate LSA</b> | <b>Grade</b> | <b>Hours</b> | <b>MSH</b>   | <b>CTP</b>   | <b>MHP</b>    |
|-------------------------|-----|--------------------------|--------------|--------------|--------------|--------------|---------------|
| AAS                     | 111 | Intro Afr&Diaspora       | P            | 4.00         | 0.00         | 4.00         | 0.00          |
| AAS                     | 247 | Modern Africa            | A-           | 4.00         | 4.00         | 4.00         | 14.80         |
| BIOLOGY                 | 172 | Intro Biol - MCDB        | P            | 4.00         | 0.00         | 4.00         | 0.00          |
| PSYCH                   | 270 | Intro to Psychopath      | P            | 4.00         | 0.00         | 4.00         | 0.00          |
| <b>Term Total</b>       |     | <b>GPA: 3.700</b>        |              | <b>16.00</b> | <b>4.00</b>  | <b>16.00</b> | <b>14.80</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.408</b>        |              |              | <b>46.00</b> | <b>58.00</b> | <b>156.80</b> |

| <b>Spring 2020</b>      |     | <b>Undergraduate LSA</b> | <b>Grade</b> | <b>Hours</b> | <b>MSH</b>   | <b>CTP</b>   | <b>MHP</b>    |
|-------------------------|-----|--------------------------|--------------|--------------|--------------|--------------|---------------|
| ALA                     | 306 | Interdisc LGBTQ Hlth     | A            | 3.00         | 3.00         | 3.00         | 12.00         |
| <b>Term Total</b>       |     | <b>GPA: 4.000</b>        |              | <b>3.00</b>  | <b>3.00</b>  | <b>3.00</b>  | <b>12.00</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.444</b>        |              |              | <b>49.00</b> | <b>61.00</b> | <b>168.80</b> |

| <b>Fall 2020</b>              |     | <b>Undergraduate Public Health</b> | <b>Grade</b> | <b>Hours</b> | <b>MSH</b> | <b>CTP</b> | <b>MHP</b> |
|-------------------------------|-----|------------------------------------|--------------|--------------|------------|------------|------------|
| <b>Transfer Course Credit</b> |     |                                    |              |              |            |            |            |
| AAS                           | 111 | Intro Afr&Diaspora                 | P            | 0.00         | 0.00       | 4.00       | 0.00       |
| AAS                           | 247 | Modern Africa                      | A-           | 0.00         | 4.00       | 4.00       | 14.80      |
| AAS                           | 254 | History of Hip Hop                 | A            | 0.00         | 4.00       | 4.00       | 16.00      |
| AAS                           | 290 | Select Blk World Std               | A            | 0.00         | 2.00       | 2.00       | 8.00       |
| ALA                           | 306 | Interdisc LGBTQ Hlth               | A            | 0.00         | 3.00       | 3.00       | 12.00      |
| AMCULT                        | 263 | American South                     | A-           | 0.00         | 4.00       | 4.00       | 14.80      |
| ANTHRCUL                      | 101 | Intro Anthro                       | B            | 0.00         | 4.00       | 4.00       | 12.00      |
| BIOLOGY                       | 130 | Animal Behav                       | B+           | 0.00         | 4.00       | 4.00       | 13.20      |
| BIOLOGY                       | 172 | Intro Biol - MCDB                  | P            | 0.00         | 0.00       | 4.00       | 0.00       |
| COGSCI                        | 200 | Intro to Cog Sci                   | B+           | 0.00         | 4.00       | 4.00       | 13.20      |
| ENGLISH                       | 125 | Writing&Academic Inq               | A            | 0.00         | 4.00       | 4.00       | 16.00      |
| PSYCH                         | 111 | Intro Psych                        | B+           | 0.00         | 4.00       | 4.00       | 13.20      |
| PSYCH                         | 270 | Intro to Psychopath                | P            | 0.00         | 0.00       | 4.00       | 0.00       |
| PUBHLTH                       | 200 | Health & Society                   | B+           | 0.00         | 4.00       | 4.00       | 13.20      |
| SOC                           | 100 | Intro to Sociology                 | B+           | 0.00         | 4.00       | 4.00       | 13.20      |
| STATS                         | 250 | Intr Stat&Data Anlys               | C+           | 0.00         | 4.00       | 4.00       | 9.20       |

**Undergraduate Public Health**  
**Transfer Credit Accepted:** **49.00 61.00 168.80**

THE UNIVERSITY OF MICHIGAN - ANN ARBOR

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Shepherd,Sydney

UM ID: 35705802 UIC: 0712732737

Uniqname: SYDSHEP

| Fall 2020               |     | Undergraduate Public Health                                    | Grade | Hours        | MSH           | CTP           | MHP           |
|-------------------------|-----|----------------------------------------------------------------|-------|--------------|---------------|---------------|---------------|
| PUBHLTH                 | 311 | Pub Hlth Genetics                                              | B     | 3.00         | 3.00          | 3.00          | 9.00          |
| PUBHLTH                 | 370 | Pub Hlth Bio Pathphy                                           | A-    | 4.00         | 4.00          | 4.00          | 14.80         |
| PUBHLTH                 | 381 | Pub Hlth Systems                                               | A+    | 3.00         | 3.00          | 3.00          | 12.00         |
| SOC                     | 330 | Population Prob<br>Dating, Marriage, and Fertility             | A+    | 3.00         | 3.00          | 3.00          | 12.00         |
| <b>Term Total</b>       |     | <b>GPA: 3.676</b>                                              |       | <b>13.00</b> | <b>13.00</b>  | <b>13.00</b>  | <b>47.80</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.493</b>                                              |       |              | <b>62.00</b>  | <b>74.00</b>  | <b>216.60</b> |
| Winter 2021             |     | Undergraduate Public Health                                    | Grade | Hours        | MSH           | CTP           | MHP           |
| PUBHLTH                 | 305 | Env Hum Hlth                                                   | A-    | 4.00         | 4.00          | 4.00          | 14.80         |
| PUBHLTH                 | 309 | Hunger in America                                              | A     | 3.00         | 3.00          | 3.00          | 12.00         |
| PUBHLTH                 | 382 | Pop Health Determ                                              | A     | 3.00         | 3.00          | 3.00          | 12.00         |
| PUBHLTH                 | 383 | Data Driven PubHlth                                            | B     | 4.00         | 4.00          | 4.00          | 12.00         |
| <b>Term Total</b>       |     | <b>GPA: 3.628</b>                                              |       | <b>14.00</b> | <b>14.00</b>  | <b>14.00</b>  | <b>50.80</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.518</b>                                              |       |              | <b>76.00</b>  | <b>88.00</b>  | <b>267.40</b> |
| Spring 2021             |     | Undergraduate Public Health                                    | Grade | Hours        | MSH           | CTP           | MHP           |
| SOC                     | 475 | Hlth, Med, & Society                                           | A     | 3.00         | 3.00          | 3.00          | 12.00         |
| <b>Term Total</b>       |     | <b>GPA: 4.000</b>                                              |       | <b>3.00</b>  | <b>3.00</b>   | <b>3.00</b>   | <b>12.00</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.536</b>                                              |       |              | <b>79.00</b>  | <b>91.00</b>  | <b>279.40</b> |
| Fall 2021               |     | Undergraduate Public Health                                    | Grade | Hours        | MSH           | CTP           | MHP           |
| PUBHLTH                 | 320 | Racism in Healthcare                                           | A     | 3.00         | 3.00          | 3.00          | 12.00         |
| PUBHLTH                 | 384 | Creating Change                                                | A-    | 3.00         | 3.00          | 3.00          | 11.10         |
| PUBHLTH                 | 465 | Science of Medicine                                            | B+    | 3.00         | 3.00          | 3.00          | 9.90          |
| PUBHLTH                 | 481 | ProfessionalPractice                                           | A     | 3.00         | 3.00          | 3.00          | 12.00         |
| SOC                     | 474 | Health Inequalities                                            | B     | 3.00         | 3.00          | 3.00          | 9.00          |
| <b>Term Total</b>       |     | <b>GPA: 3.600</b>                                              |       | <b>15.00</b> | <b>15.00</b>  | <b>15.00</b>  | <b>54.00</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.546</b>                                              |       |              | <b>94.00</b>  | <b>106.00</b> | <b>333.40</b> |
| Winter 2022             |     | Undergraduate Public Health                                    | Grade | Hours        | MSH           | CTP           | MHP           |
| COMM                    | 306 | Media Topics in HU<br>Sports Communication/Sports<br>Discourse | A-    | 4.00         | 4.00          | 4.00          | 14.80         |
| ENGLISH                 | 292 | Topics in Lit<br>Creepy Kids                                   | C+    | 2.00         | 2.00          | 2.00          | 4.60          |
| PUBHLTH                 | 310 | Nutrition Life Cycle                                           | B+    | 3.00         | 3.00          | 3.00          | 9.90          |
| PUBHLTH                 | 350 | Global Public Health                                           | A-    | 4.00         | 4.00          | 4.00          | 14.80         |
| PUBHLTH                 | 516 | Leadership IP Pract                                            | A     | 1.00         | 1.00          | 1.00          | 4.00          |
| SOC                     | 445 | Diagnosis, Sex, &Soc                                           | B     | 3.00         | 3.00          | 3.00          | 9.00          |
| <b>Term Total</b>       |     | <b>GPA: 3.358</b>                                              |       | <b>17.00</b> | <b>17.00</b>  | <b>17.00</b>  | <b>57.10</b>  |
| <b>Cumulative Total</b> |     | <b>GPA: 3.518</b>                                              |       |              | <b>111.00</b> | <b>123.00</b> | <b>390.50</b> |

| Academic Statistics for Undergraduate Public Health |                   | MSH           | CTP           | MHP           |
|-----------------------------------------------------|-------------------|---------------|---------------|---------------|
| <b>Total to Date</b>                                | <b>GPA: 3.518</b> | <b>111.00</b> | <b>123.00</b> | <b>390.50</b> |

**Program Action History: Public Health UG Degree**

- 06/24/2022 Completion of Program  
Public Health BS / Public Health Sciences
- 06/24/2022 Completion of Program  
Minor -Soc of Hth&Med BS
- 02/10/2022 Plan Change  
Public Health BS / Public Health Sciences
- 02/10/2022 Plan Change  
Minor -Soc of Hth&Med BS
- 05/12/2020 Plan Change  
Public Health BS / Public Health Sciences
- 05/12/2020 Plan Change  
Minor -Soc of Hth&Med BS
- 05/12/2020 Plan Change  
Minor -Spanish Lang,Lit,Cul BS
- 05/06/2020 Plan Change  
Public Health BS / Public Health Sciences
- 05/06/2020 Plan Change  
Minor -Spanish Lang,Lit,Cul BS
- 02/29/2020 Matriculation  
Public Health BS / Public Health Sciences

| Academic Statistics for Undergraduate LSA |                   | MSH          | CTP          | MHP           |
|-------------------------------------------|-------------------|--------------|--------------|---------------|
| <b>Total to Date</b>                      | <b>GPA: 3.444</b> | <b>49.00</b> | <b>61.00</b> | <b>168.80</b> |

**Program Action History: Lit, Sci, and the Arts UG Deg**

- 08/30/2020 Discontinuation  
LSA Undeclared
- 02/07/2018 Matriculation  
LSA Undeclared

**Honors, Non-Degree**

- 05/01/2019 University Honors
- 04/30/2021 University Honors
- 12/20/2021 University Honors

**Academic Previous Experience**

Monte Vista High School CA, United States  
High School Diploma 06/01/2018



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Shepherd, Sydney  
UM ID: 35705802 UIC: 0712732737  
Uniqname: SYDSHEP

Page 3  
Date: Nov 29, 2023

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**End of Unofficial Transcript**



**Sydney Shepherd**  
Ann Arbor, MI  
[sydshep@umich.edu](mailto:sydshep@umich.edu)  
(925)997-8921

### **Work Experience**

#### **Soccer Shots Coach**

**June 2023- Present**

- Successfully coordinating 30 minute soccer sessions for kids ages 3-5

#### **Rik Karlskoga- Karlskoga, Sweden**

**September 2022- November 2022**

- Playing soccer professionally in Eliettan, the second highest league of professional soccer in Sweden
- Starts and plays full 90 minutes as a center back

#### **Michigan COVID-19 Recovery Surveillance Study (MI-CReSS)**

**April 2020 -October 2022**

Employer: University of Michigan School of Public Health, 1415 Washington Heights, Ann Arbor, MI 48109

Supervisor: Nancy Fleischer, Ph.D, MPH, (734)-764-3644

#### **Research Assistant I**

**10-20 hours/week- part time status**

- Documented qualitative and quantitative data essential for the state of Michigan's health response to the COVID-19 pandemic
- Successfully conducted hundreds of 45 min phone surveys with respondents who've recovered from COVID-19
- Aided in the construction of proper quantitative and qualitative research questions pertaining to COVID-19 experience and recovery using Qualtrics

#### **Lincoln University Women's Soccer Interim Head Coach**

**July 2022- August 2022**

- Coached Lincoln University's first ever women's soccer team through the first 3 games of the year- first 4 weeks of the 2022-2023 season
- Trained a team of 20 soccer players for about 15 hours per week

#### **Mustang Soccer Coach**

**15 hours/ week- part time status**

**June 2019 -August 2019**

- Guided player development with suggestive critiques that improved player skills
- Provided outstanding leadership and mentorship for young adults through informative, thoughtful suggestions

### **Education**

#### **Emory University, Rollins School of Public Health**

*MPH Concentration in Behavioral, Social, and Health Education Sciences*

- Received acceptance from the program, deferred enrollment to pursue professional soccer career

#### **University of Michigan-Ann Arbor 2022**

**September 2018 - April**

*Bachelor of Science in Public Health Sciences and Minor in Sociology of Health and Medicine*

Cumulative GPA: 3.57

#### **Relevant Courses**

- Data Driven Methods in Public Health: analyzed various techniques and strategies to thoroughly understand research and statistics

- Racism in Healthcare: examined the ways in which racism has impacted, and continues to impact public health and medicine
- Science of Medicine: explored the art of medicine, evidence-based medicine, and the patient-doctor decision making process with a public health lens
- Introduction to Psychopathology: studied the pathology of various mental illnesses, along with the social and cultural factors that influence treatment, care, and perception of mental health
- Diagnosis, Sex, and Society: focused on the various ways health and medicine have been influenced by society, and how health and medicine have the capacity to influence society

Awards/Honors:

- Big Ten Tournament Champion (2021)
- University of Michigan Varsity Women's Soccer Defensive Player of the Year (2021)
- All Big Ten Tournament Team (2019)
- Academic Achievement Award (2018/2019)
- Academic All Big Ten (2019)
- University Honors (Winter 2019, Winter 2020, Fall 2021)
- Graduate with Honors (2022)

**Monte Vista High School**

**September 2014 - June 2018**

*High School Diploma*

Awards/Honors:

- National Society of High School Scholars (2014 - 2018)
- Honor Roll Member (2014 - 2018)

Extracurricular Activities

**University of Michigan Varsity Women's Soccer**

**August 2018 - 2022**

- Dedicated up to 20 hours per week of required soccer activities- about 30 hours per week in season
- Developed excellent communication and teamwork skills as a 4 year member of the team
- Demonstrated leadership on and off the field as a 3 year starter

**Monte Vista High School Black Student Union**

**August 2016 - June 2018**

*Co-President*

Skills

- Communication
- Teamwork
- Problem Solving
- Project Management
- Collaboration

**Exhibit A : Acknowledgement of Reading and Understanding OUSD's Agreement**

***Important, the award of this bid solicitation is conditional on the winning bidder(s) accepting the terms of the contract below.***

By signing this Exhibit, you acknowledge that you have read and understand Oakland Unified School District's Professional Services Agreement and Data Sharing Agreement. Proposer understands that if awarded, it will be required to sign these agreements which will ultimately be approved by the Oakland Unified School Board before work can begin.

**\*Contract Insurance Requirements may be subject to change**

To view click here: [SERVICES AGREEMENT](#)

\_\_\_\_\_  
Signature

Brianna Russell  
\_\_\_\_\_

Print Name

CEO and Founder  
\_\_\_\_\_

Title

11/08/23  
\_\_\_\_\_

Date



If yes, provide the name of the school district or school and briefly detail the dispute.

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2. Has your company ever had a contract terminated for convenience or default in the prior five years?

Yes       No

If yes, provide details including the name of the other party:

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3. Is/are your company, owners, and/or principal, partner or manager involved in or is your company aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment?

Yes       No

If yes, provide details:

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4. Is/are your company, owners, and/or principals or partners involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state, or federal agency?

Yes       No

If yes, provide details:

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## **Exhibit C: Terms and Conditions**

By virtue of submitting a proposal, each Bidder confirms that (a) it is agreeable to each and every provision of Attachment 1 – Contract Template and (b) that the District has the absolute right to delete existing and/or to include additional provisions in any resulting contract with a Bidder prior to execution of said contract(s) by the parties. In addition, consistent with Attachment 1 – Contract Template, by virtue of submitting a proposal each Bidder confirms the following:

1. **Equal Opportunity** – The Bidder must be an Equal Opportunity Employer, and shall be in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment. It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against anyone because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, Bidder 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, Bidder agrees to require like compliance by all its subcontractors. Bidder 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.
2. **Errors and Omissions** – If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, the bidder shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFQ for bidding purposes, without divulging the source of the request for the same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefor. If a bidder fails to notify the District, prior to the date fixed for submission of bids, of an error in the RFQ known to them, or an error that reasonably should have been known to them, they shall bid at their own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation or time by reason of the error or its later correction. The bidder should carefully examine the entire RFQ and addenda thereto, and all related materials and data referenced in the RFQ or otherwise available to them, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.
3. **Bidder Agreement** – In compliance with this RFQ, the bidder will propose and agree to furnish all labor, materials, transportation, and services for the work



described and specifications and for the items listed herein. A bid is subject to acceptance at any time within sixty (60) days after opening of the same, unless otherwise stipulated. Bids cannot be corrected or altered after opening by the District.

4. Bid Signee – If the bidder is an individual or an individual doing business under a company name, the bid must, in addition to the company name, be signed by the individual. If the bidder is a partnership, the bid should be signed with the partnership name by one of the partners. If a corporation, with the name of the corporation by an officer authorized to execute a bid on behalf of the corporation.

5. Bidders' Understanding – It is understood and agreed that the bidder has been, by careful examination, satisfied as to the nature and location of the work; the character, quality and quantity of the materials to be provided; the character of equipment and facilities needed preliminary to and during the prosecution of the work; and general and local conditions, and all other matters which can in any way affect the work under the contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of the contract, shall affect or modify any of the contractual terms or obligations.

6. Intent of Specifications – All work that may be called for in the specifications shall be executed and furnished by the successful bidder(s), and should any work or materials be required which is not denoted in the specifications, either directly or indirectly but which is nevertheless necessary for the execution of the contract, the bidder is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

7. Extra Work – No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District's Director of Transportation.

8. Defense, Indemnity & Hold Harmless – Contractor shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, Contractor or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. Contractor's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss or liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If Contractor should subcontract all or any portion of the work or activities to be performed under this MOU, Contractor shall require each subcontractor to indemnify, hold harmless and

defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph. Contractor also agrees to hold harmless, indemnify, and defend the District 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.

9. Disposition of Proposals – All materials submitted in response to this RFQ will become the property of the District, and will be returned only at the District's option and at the bidder's expense. The original copy shall be retained for official files and will become a public record after the date and time for final bid submission as specified.

10. Terms of the Offer – The District's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the District. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

11. Awards – The District reserves the right of determination that items bid meet or do not meet bid specifications. Further, the Board of Education reserves the right to accept or reject any or all bids and to waive any informality in the bidding.

12. District's Alternative Providers – The District reserves the right to solicit, purchase and obtain from providers other than the successful Bidder(s) certain products and services, of a nature similar or equivalent to those products and services solicited in this RFQ.

13. Bidder Agreement to Terms and Conditions – Submission of a signed proposal will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation, including the terms of the exemplar contract included herewith.

14. Laws Governing Contract – This contract shall be in accordance with the laws of the State of California. The parties further stipulate that the County of Alameda, California, is the only appropriate forum for any litigation arising here from.

15. Notices – Any notices relevant to this Agreement may be served effectually upon either the District or the Successful Bidder, one to the other, by delivering such notice in writing, or sending such notice by certified mail, traceable overnight letter or email.

16. Changes to the Agreement – The Agreement may be changed or amended by written, mutual consent of the District and each successful Bidder. No alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the parties thereto, and no oral understanding or agreement not

incorporated therein shall be binding on the parties thereto.

17. Nomenclatures – The terms Successful Bidders, Suppliers, Vendors, Providers, Service Providers, Awarded Contractors and Contractors may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the District enters into a contract as a result of this solicitation. The terms District, OUSD, Oakland Unified School District, Board and Board of Education may be used interchangeably in this solicitation and shall refer exclusively to the Oakland Unified School District. The terms Proposals, Bids and Offers may be used interchangeably in this solicitation and shall refer exclusively to the response made to this solicitation by any bidder. The terms RFQ and Request For Proposals may be used interchangeably in this solicitation and shall refer exclusively to this solicitation. The terms Contract and Agreement may be used interchangeably in this solicitation.

18. Time – Time is of the essence.

19. Severability – If any provisions, or portions of any provisions, of the contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

20. Assignment – The Agreement entered into with the District shall not be assigned without the prior written consent of the District.

21. No Rights in Third Parties – The Agreement entered into with the District does not create any rights in or inure to the benefit of any third party.

22. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Bidder must complete and return with its proposal the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form, which is attached hereto as Exhibit E

**Print Name:** Brianna Russell

**Signature:** \_\_\_\_\_

**Date:** 11/08/23

**Exhibit D: Certification Regarding Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

I am aware of and hereby certify that neither Brianna Russell [Name of Bidder] nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the bidder/offer or/contractor or any lower participant is unable to certify to this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named bidder on the 11/08/23 [DATE] for the purposes of submission of this bid.

**By**  
**Print Name:** Brianna Russell

**Signature:** \_\_\_\_\_

**Date:** 11/08/23

## **Exhibit E: Workers Compensation Certificate**

Labor Code § 3700

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employee.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the Director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am 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 the code, and I will comply with such provisions before commencing the performance of the work of this contract.

**Print Name:** Brianna Russell

**Signature:** \_\_\_\_\_

**Title:** CEO and Founder

**Company Name:** Girls Leading Goals

**Date:** 11/08/23

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any work under this contract.)

NOTE: If contractor is a corporation, the legal name of the corporation shall be set forth above together with the signature(s) of the authorized officers or agents as more particularly described in section 20 of this Solid Waste and Recycling Services Agreement; and if contractor is a partnership or joint venture, the true name of the firm shall be set forth above together with the signature of the individual or individuals authorized to sign contracts on behalf of and bind the partnership or joint venture.

## **Exhibit F: Fingerprinting Notice and Acknowledgement**

FOR ALL CONTRACTS EXCEPT WHEN CONSTRUCTION EXCEPTION IS MET  
(Education Code Section 45125.1)

Other than business entities performing construction, reconstruction, rehabilitation, or repair who have complied with Education Code section 45125.2, business entities entering into contracts with the District must comply with Education Code sections 45125.1. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law:

1. You (as a business entity) shall ensure that each of your employees who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee has a valid criminal records summary as described in Education Code section 44237. (Education Code §45125.1(a).) You shall do the same for any other employees as directed by the District. (Education Code §45125.1(c).) When you perform the criminal background check, you shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. (Education Code §45125.1(a).)

2. You shall not permit an employee to interact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code section 45122.1. (Education Code §45125.1(e).) See the lists of violent and serious felonies in Attachment A to this Notice.

3. Prior to performing any work or services under your contract with the District, and prior to being present on District property or being within the vicinity of District pupils, you shall certify in writing to the District under the penalty of perjury that neither the employer nor any of its employees who are required to submit fingerprints, and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1, and that you are in full compliance with Education Code section 45125.1. (Education Code §45125.1(f).) For this certification, you shall use the form in Attachment B to this Notice.

4. If you are providing the above services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.1, above. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. The District shall determine whether an emergency or exceptional situation exists. (Education Code §45125.1(b).)

5. If you are an individual operating as a sole proprietor of a business entity,

you are considered an employee of that entity for purposes of Education Code section 45125.1, and the District shall prepare and submit your fingerprints to the Department of Justice as described in Education Code section 45125.1(a). (Education Code §45125.1(h).)

I, as CEO and Founder [*insert "owner" or officer title*] of Girls Leading Goals [insert name of business entity] , have read the foregoing and agree that Girls Leading Goals [insert name of business entity] will comply with the requirements of Education Code §45125.1 as applicable, including submission of the certificate mentioned above.

**Print Name:** Brianna Russell

**Signature:** \_\_\_\_\_

**Title:** CEO and Founder

**Company Name:** Girls Leading Goals

**Date:** 11/08/23



## **ATTACHMENT A**

### **Violent and Serious Felonies**

Under Education Code sections 45122.1 and 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student. A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.
- (3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
- (4) Sodomy as defined in subdivision (c) or (d) of Section 286.
- (5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
- (6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
- (7) Any felony punishable by death or imprisonment in the state prison for life.
- (8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
- (9) Any robbery.
- (10) Arson, in violation of subdivision (a) or (b) of Section 451.
- (11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
- (12) Attempted murder.
- (13) A violation of Section 18745, 18750, or 18755.
- (14) Kidnapping.
- (15) Assault with the intent to commit a specified felony, in violation of Section 220.

- (16) Continuous sexual abuse of a child, in violation of Section 288.5.
- (17) Carjacking, as defined in subdivision (a) of Section 215.
- (18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
- (19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
- (22) Any violation of Section 12022.53.
- (23) A violation of subdivision (b) or (c) of Section 11418.

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter; (2) Mayhem; (3) Rape; (4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) Lewd or lascivious act on a child under the age of 14 years; (7) Any felony punishable by death or imprisonment in the state prison for life; (8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) Attempted murder; (10) Assault with intent to commit rape, or robbery; (11) Assault with a deadly weapon or instrument on a peace officer; (12) Assault by a life prisoner on a non-inmate; (13) Assault with a deadly weapon by an inmate; (14) Arson; (15) Exploding a destructive device or any explosive with intent to injure; (16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) Exploding a destructive device or any explosive with intent to murder; (18) Any burglary of the first degree; (19) Robbery or bank robbery; (20) Kidnapping; (21) Holding of a hostage by a person confined in a state prison; (22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) Any felony in which the defendant personally used a dangerous or deadly weapon; (24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of

methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) Grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

**ATTACHMENT B**

**Form for Certification of Lack of Felony Convictions**

*Note: This form must be submitted by the owner, or an officer, of the contracting entity before it may commence any work or services, and before it may be present on District property or be within the vicinity of District pupils.*

Entity Name: Girls Leading Goals

Date of Entity's Contract with District: TRD Summer 2024

Scope of Entity's Contract with District: Soccer Programming

I, Brianna Russell [insert name] , am the CEO and Founder [insert "owner" or officer title] for Girls Leading Goals [insert name of business entity] ("Entity"), which entered a contract on November 8, 2023, with the District for Soccer.

I certify that (1) pursuant to Education Code section 45125.1(f), neither the Entity, nor any of its employees who are required to submit fingerprints and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1; and (2) the Entity is in full compliance with Education Code section 45125.1, including but not limited to each employee who will interact with a pupil outside of the immediate supervision and control of the pupil's parent or guardian having a valid criminal background check as described in Education Code section 44237.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Print Name: Brianna Russell

Signature: \_\_\_\_\_

Title: CEO and Founder

Company Name: Girls Leading Goals

Date: 11/08/23

**Exhibit G: Non-Collusion Declaration**

I, Brianna Russell, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**Print Name:** Brianna Russell

**Signature:** \_\_\_\_\_

**Title:** CEO and Founder

**Company Name:** Girls Leading Goals

**Date:** 11/08/23