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Board Cover Memorandum

To Board of Education

From Dr. Denise G. Saddler, Interim Superintendent
Jenine Lindsey, General Counsel
Rebecca Littlejohn, Risk Management Officer

Meeting Date June 10, 2026

Subject Centurisk / AssetWorks Risk Management Inc., - Physical Inventory of District Assets

Ask of the Board Approval by the Board of Education of a Services Agreement by and between the District and AssetWorks Risk Management Inc., DBA Centurisk, Pittsburgh, PA for the latter to conduct an onsite inspection to perform inventory verification of machinery and equipment fixed assets with an original cost of \$500 and greater, via the Risk Management Department for the period of April 10, 2026 through June 30, 2027, in an amount not to exceed \$249,000.00.

Background This service will conduct an onsite inspection to perform an inventory verification of machinery and equipment fixed assets with an original cost of \$500 and greater. The resulting data will provide the District proper accountability and stewardship of capital assets, assist with the financial reporting requirements of GASB 34, and external audit requirements.

Discussion This service will assist the District in (1) meeting financial reporting requirements and the implementation of Governmental Accounting Standards Board (GASS) Statement #34; (2) conforming to the requirements of the California Education Code and the Code of Federal Regulations; and (3) fulfilling the requirement to perform a periodic physical inventory as set forth in OUSD Board Policies. Effective January 2026, the fixed asset threshold increased to \$1,500 or more, however physical inspection will be performed at \$500 or more to capture the physical inventory procured from July 1, 2023 to December 31, 2025.

Fiscal Impact Funding Source: Fund 67 Resource 9031- Self Insurance Property & Liability
Not To Exceed \$249,500.

Attachment(s) • Service Agreement



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. Individually a Party or collectively the Parties.

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 as described therein. 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 performed and after OUSD’s written approval and acceptance of the SERVICES performed. If OUSD determines that VENDOR’s performance does not conform to the requirements of this AGREEMENT, VENDOR shall correct the services to a satisfactory standard before payment is made.
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, whether the SERVICES were provided in-person or remote, 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 an invoice fails to include the required elements, OUSD will not pay the invoice and within ten (10) business days of receipt of the errant invoice OUSD will provide written notice to VENDOR of the missing items; VENDOR shall resubmit an invoice that includes the required elements prior to payment. .
 - c. Invoices must be submitted no more frequently than monthly, and within 30 days of the conclusion of the applicable services While OUSD reserves the right to refuse to pay untimely invoices, OUSD shall not unreasonably refuse to pay invoices.
 - d. OUSD may update or modify its invoicing procedures for administrative purposes by providing VENDOR with at least thirty (30) days written notice. Such updates shall become effective upon receipt by VENDOR and shall be deemed incorporated into this AGREEMENT, provided they do not materially alter the scope of SERVICES, compensation, or other substantive terms. Any modification that materially affects the rights or obligations of the PARTIES shall require a written amendment executed by both PARTIES in accordance with this AGREEMENT.
 - e. Reserved.
 - f. All invoices furnished by VENDOR under this AGREEMENT shall be delivered to OUSD via email unless the parties agree otherwise.
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 data and 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. Either Party may at any time terminate this AGREEMENT upon ninety (90) days prior written notice to the other Party. OUSD shall compensate VENDOR for SERVICES satisfactorily provided through the date of termination. For OUSD internal purposes, VENDOR understands that 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, including the (i) basis for said termination which shall include (i) material violation of this AGREEMENT by the other party, 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. For OUSD internal purposes, VENDOR understands that 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. OUSD shall compensate VENDOR for SERVICES satisfactorily provided through the date of termination except in the case of material violation, breach or negligence by VENDOR resulting in materially deficient services or as otherwise provided in this contract.

- 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 the ability of VENDOR to perform the SERVICES, OUSD may terminate this AGREEMENT pursuant to subsection a. above.
- d. Due to Failure to Ratify by OUSD Board. If, consistent with Paragraph 44 (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 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 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. In no circumstances shall VENDOR access or receive identifiable student data, other than directory information.
- c. All confidentiality requirements, including those set forth in the separate data sharing agreement, extend beyond the termination of this AGREEMENT.
- d. Because either Party may have access to information of the other Party that the

other Party considers to be confidential or proprietary (“Confidential Information”), each Party will maintain all Confidential Information in confidence and will use it solely in the discharge of its obligations under this Agreement and any applicable SOW. Nothing herein will be deemed to restrict a Party from disclosing Confidential Information to its employees and subcontractors solely in the discharge of such obligations.

- e. Because of the unique nature of the Confidential Information, each Party agrees that the disclosing Party may suffer irreparable harm in the event the recipient fails to comply with its obligations under this Section 8, and that monetary damages may be inadequate to compensate the disclosing Party for such breach. Accordingly, the recipient agrees that the disclosing Party may, in addition to any other remedies available to it, be entitled to injunctive relief.
9. **Copyright/Trademark/Patent/Ownership.** Except for any intellectual property owned by VENDOR that existed prior to execution of this AGREEMENT, VENDOR understands and agrees that all reports and deliverables provided to OUSD shall be works for hire as defined under Title 17 of the United States Code, and all copyrights thereto are the property of OUSD. Except as required under this Agreement during the term of performance of services, 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.
 10. **Alignment and Evaluation.**
 - a. VENDOR and OUSD staff agree to work and communicate with each other, both formally and informally, to ensure that the SERVICES are aligned with this Agreement.
 - b. OUSD may evaluate VENDOR 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, 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 comply with the terms of this Agreement, serve OUSD’s purposes for retaining the service as stated herein, and meet generally accepted work standards of similar services..
 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 via email and either (i) personally delivered during normal business hours or (ii) sent by U.S. Mail (certified, return receipt

requested) with postage prepaid to the other PARTY. 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. Reserved.
- c. If VENDOR is a business entity, VENDOR understands and agrees that it and any VENDOR employees shall not be considered employees of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation.
- d. 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 employees. 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 confirms that VENDOR has 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 confirms that all VENDOR employees are 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 VENDOR secures and maintains 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 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 (1) require Vendor to make OUSD an additional named insured on any insurance, or (2) 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 employees 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 employees 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 employee is included on the list of mandated reporters found in Penal Code section 11165.7, VENDOR agrees to inform that VENDOR employee, 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 VENDOR employees 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 Liability.**

- a. OUSD. 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. For clarity, these terms shall not limit OUSD's indemnification obligations in the AGREEMENT.
- b. VENDOR. Other than as provided in this AGREEMENT, VENDOR's total liability to

OUSD for any and all damages whatsoever arising out of or in any way related to this Agreement or any amendment to this Agreement, from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the amount of fees paid to VENDOR in the 12 months preceding the date on which the claim arose. In no event shall VENDOR 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. For clarity, these terms shall not limit VENDOR's indemnification obligations in the AGREEMENT. The limitations of liability set forth in this Section shall not apply to claims arising from (a) breach of confidentiality or data security obligations; (b) infringement of third-party intellectual property; (c) the indemnification obligations set forth herein.

24. **Indemnification.**

- a. To the extent allowable under California law, VENDOR shall indemnify and defend OUSD, OUSD employees and OUSD subcontractors from all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of and proportionate to VENDOR's employees and subcontractor's/representative's misconduct or negligence during VENDOR's performance of this AGREEMENT. VENDOR shall not be responsible for the errors, actions or omissions of third parties which do not qualify as VENDOR'S Indemnified Parties and/or were not under the direct and exclusive supervision/control of VENDOR. VENDOR shall defend OUSD and OUSD employees and VENDOR's own expense, including attorney's fees and costs. Except for indemnification obligations to OUSD regarding: (a) breach of confidentiality or data security; and (b) infringement of third-party intellectual property, VENDOR's indemnification obligations shall be limited to the insurance coverage required in Section 17 ("Insurance") and evidenced in the Certificate of Insurance provided to OUSD (copy attached).
- b. To the extent allowable under California law, OUSD shall indemnify and defend VENDOR, VENDOR employees and VENDOR subcontractors from all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of and proportionate to OUSD's employees and subcontractor's/representative's misconduct or negligence during OUSD's performance of this AGREEMENT. OUSD shall not be responsible for the errors, actions or omissions of third parties which do not qualify as OUSD Indemnified Parties and/or were not under the direct and exclusive supervision/control of OUSD. OUSD shall defend VENDOR and VENDOR employees 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. **Compliance with California and Federal Laws.** VENDOR shall comply with all applicable California and Federal laws, regulations, and ordinances. This includes, but is not limited to, compliance with the California Labor Code 6401.9 (Workplace Violence Prevention Plans), as well as any other laws related to labor, employment, safety, health, and environmental regulations. The VENDOR shall ensure that all activities and services conducted under this AGREEMENT are in strict compliance with such laws and regulations. Any violation of these laws, regulations, or ordinances by the VENDOR or any of its employees, subcontractors, volunteers, or agents shall constitute a material breach of this AGREEMENT.
28. **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.
29. **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.
30. **Assignment.** Except for assignments due to mergers or acquisitions, the obligations of VENDOR under this AGREEMENT shall not be assigned by VENDOR without the written consent of OUSD. Said consent shall not be unreasonably withheld. In the case of merger and assignment, VENDOR shall make best efforts to inform of OUSD of such assignment as soon as possible. Additionally, in the instance of merger of assignment, OUSD shall not have any obligation to assignee unless OUSD consents in writing to be contractually bound to assignee.
31. **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.
32. **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.

33. **Incorporation of Recitals and Exhibits.** Any recitals and exhibits attached to this AGREEMENT are incorporated herein by reference. Recitals and exhibits attached to this agreement are meant to be read in harmony with this Agreement. In the event of a conflict between the terms of Agreement and any recital and exhibits, the Parties shall first try to resolve said conflict by working together and negotiating in good faith. In the event that the parties are still unable to resolve the conflict, the terms and provisions the Parties agree to utilize the Acceptance and Change Order Management terms as stated in Section 40.
34. **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.
35. **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.
36. **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.
37. **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.
38. **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.
39. **Professional Services Limited Warranty**
 - a. VENDOR warrants that the Professional Services provided under Exhibit A shall be performed with that degree of skill and judgment normally exercised by recognized professional firms performing the same or substantially similar services. In the event of any breach of the foregoing warranty, provided OUSD has delivered to VENDOR timely notice of such breach as hereinafter required, VENDOR shall, at its own expense, either (1) re-perform the non-conforming Services and correct the non-conforming Deliverables to conform to this standard; or (2) refund to OUSD that portion of the Price received by VENDOR attributable to the non-conforming Services and/or Deliverables. Appropriate “portion of the Price” shall be mutually agreed on by both parties. No warranty claim shall be effective unless OUSD has delivered to VENDOR written notice specifying in detail the non-conformities within 90 days after performance of the non-conforming Services or tender of the non-conforming Deliverables.

- b. **VENDOR SPECIFICALLY DISCLAIMS ANY OTHER EXPRESS OR IMPLIED STANDARDS, GUARANTEES, WARRANTIES OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND ANY WARRANTIES THAT MAY BE ALLEGED TO ARISE AS A RESULT OF CUSTOM OR USAGE, ANY WARRANTY OF ERROR-FREE PERFORMANCE, OR ANY WARRANTY OF THIRD-PARTY PRODUCTS, OR FUNCTIONALITY OF THE CUSTOMER'S HARDWARE, SOFTWARE, FIRMWARE, OR COMPUTER SYSTEMS except as otherwise provided in this contract.**
 - c. OUSD represents and warrants to VENDOR that OUSD has the right to use and furnish to VENDOR for VENDOR use in connection with this Agreement any information, specifications, data or Intellectual Property that OUSD has provided or will provide to VENDOR in order for VENDOR to perform the Services and to create the Deliverables identified in Exhibit A.
40. **ACCEPTANCE & CHANGE ORDER MANAGEMENT PLAN (C.O.M.P.).**
- a. Within five (5) business days of receipt of the notice of delivery from VENDOR or upon completion of services, OUSD will inspect the products or services to ensure conformity with Exhibit A or its equivalent. Acceptance shall be presumed unless within five (5) business days of receipt of the notice of delivery, OUSD provides written notice to VENDOR outlining the specific reason(s) why the product or service does not comply with Exhibit A. VENDOR will have three (3) business days to respond to such notice and, if agreed it is necessary to redo the services, the parties will mutually agree on a plan to redo the services. OUSD and VENDOR shall negotiate OUSD and VENDOR shall continue to communicate in good faith to resolve the issue. Should the acceptance and payment be withheld by OUSD for more than thirty (30) days from the date VENDOR received the OUSD's initial written notice, VENDOR reserves the right to: (1) grant the OUSD additional time to resolve the issue; (2) suspend the OUSD's access to the product or service at issue; and/or (3) terminate the Agreement.
 - b. This Agreement may be amended or supplemented only by the mutual written consent of the Parties' authorized representative(s) through OUSD's amendment and board approval process.
 - c. Any change to any Exhibit A or its equivalent shall only be done as follows:
 - OUSD must send a change order request via E-mail to a designated point of contact at VENDOR with sufficient details to identify and describe:
 - 1. The nature of the requested change(s).
 - 2. The reason(s) for the requested change(s).
 - 3. The potential impact to the project (if known), including, but not limited to:
 - i. Implementation and Completion Schedule
 - ii. Scope
 - iii. Pricing
 - iv. Payment Schedule
 - II. VENDOR will: what we are going to do in response to wanting something changed.
 - III. OUSD will review, execute, and return the COQ to VENDOR.
 - IV. VENDOR will review, execute, and return a fully executed copy of the COQ to OUSD.
 - V. The COQ must be signed by a representative from both OUSD and VENDOR

possessing the authority to enter a legally enforceable agreement on behalf of the party they represent.

VI. In the event of a conflict between the executed COQ and the previous Quote (or its equivalent), the terms of the mutually executed COQ shall control.

VII. The COQ shall not contain any legal terms or conditions; it shall only contain terms or conditions relevant to the products/services provided by VENDOR, including, but not limited to: price, payment, quantity, functionality, or time to complete delivery/implementation. Any legal terms or conditions contained in any COQ which conflict with this Agreement shall be null and void, having no legal effect.

VIII. Upon receiving the mutually executed COQ, VENDOR shall stop work on any milestones in-progress which are affected by the COQ, close out any such milestones, and invoice OUSD for the work performed on the closed-out milestone(s).

IX. Upon receiving full payment of the invoice(s) for the closed-out milestone(s), VENDOR shall commence implementation of the requested change(s).

- d. The Parties acknowledge that the Acceptance & Change Order Management Plan ("C.O.M.P."), if attached, is intended as a supplemental procedure. In the event of any conflict or inconsistency between the provisions of this Agreement and the C.O.M.P., the provisions of this Agreement shall govern and control. The C.O.M.P. shall be used only if the provisions of this Agreement do not fully address the acceptance or change order process at issue."

41. **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.

42. **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.

43. **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.

44. **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.

45. **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.

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

VENDOR

Name: Christian Gutierrez

Signature: 

Position: General Manager

Date: 05/07/2026

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: _____

Signature: _____

Position: _____

Date: _____


- Board President (for approvals)
- Chief/Deputy Chief/Executive Director (for ratifications)

Name: Denise G. Saddler

Signature: _____

Position: Interim Superintendent and Secretary, Interim Board of Education Date: _____

Template Approved as to form by OUSD Legal Department


Shalini Anadkat 8/28/2025

SERVICES AGREEMENT EXHIBIT A

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

VENDOR: AssetWorks Risk Management Inc., DBA Centurisk

1. **Services.** Describe the SERVICES VENDOR will provide:

Centurisk staff will conduct an onsite inspection to perform an inventory verification of machinery and equipment fixed assets with an original cost of \$500 and greater. The resulting data will provide the District proper accountability and stewardship of capital assets, assist with the financial reporting requirements of GASB 34, and external audit requirements. Additional detail is provided in Exhibit B.

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: April 10, 2026

- 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: June 30, 2027

- c. Due to the nature of Services (herein defined) contemplated hereunder, and specifically regarding the VENDOR'S required presence at school sites at times during the term of this Agreement, if a shelter-in-place (or similar) order ("Order") is issued due to the COVID-19 (or similar) pandemic, the term of this Agreement shall be tolled until such Order is lifted. Any number of days tolled due to the Order will be added to the End Date, and establish a new End Date ("New End Date") unless such procedure would be deemed impractical under the circumstances of the shelter-in-place order. The New End Date shall not cause the Agreement to exceed the term limits set forth in Education Code section 17596.
- d. OUSD agrees to cooperate with VENDOR in providing access to OUSD's school sites and property and assets as required to perform the Services. Failure to provide such access will cause delay and may be subject to additional fees.

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: _____ per student served

Performance/Deliverable Payments: Describe below the performance and/or deliverable(s) as well as the associated rate(s): \$249,500 upon completion of the Work to be performed under this agreement

- 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: \$249,500

13. **Legal Notices.**

OUSD

Site/Dept: Legal Department Address:

1011 Union Street, Site 946 City, ST Zip:

Oakland, CA 94607 Phone: 510-879-

5060

With a copy via email: ousdlegal@ousd.org

VENDOR

Name/Dept: AssetWorks Risk Management Inc.,

DBA Centurisk

Address: 400 Holiday Drive, Suite 200

City, ST Zip: Pittsburgh, PA 15220

Phone: (305) 534-2150

Email: christian.gutierrez@centurisk.com

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.

Yes, but the SERVICES would be different than described herein, they would be as follows:

Exhibit B WORK PLAN

Centurisk staff will conduct an onsite inspection to perform an inventory verification of machinery and equipment fixed assets with an original cost of \$500 and greater. The resulting data will provide the District proper accountability and stewardship of capital assets, assist with the financial reporting requirements of GASB 34, and external audit requirements.

Planning & Project Coordination

After a thorough analysis of the required project scope, a work plan will be developed to coordinate, perform, and provide a comprehensive and accurate physical inventory and verification. The work plan will include:

- Initial project planning
- Inventory and verification schedule
- Identify current locations and organizations for asset ownership
- Finalize quality control procedures
- Confirm verification process
- Review deliverables

District Assistance

The success of this project lies in the preparations and pre-project planning. We ask the District for assistance with the following:

- Notify key departments and contacts at each site of the project
- Enable access to all sites, buildings, and rooms (master keys where possible)
- Assets need to be un-boxed to be inventoried
- Provide the most recent fixed asset listing in Excel format

Asset Inventory Implementation Plan

With over 30 years of fixed asset data collection and reconciliation experience, Centurisk has married software functionality with smart hardware technology. Easy data capturing methods and full mobile database capabilities are the cornerstones of Centurisk mobile asset inventory and reconciliation services. Mobile asset data collection and verification services are conducive to an accurate and efficient asset inventory and verification process by streamlining inventory workflow processes.

Asset Inventory Verification Work Plan	Schedule
Task 1-Project Planning	
➤ Establish project/client team	Week 1-2
➤ Establish communication plan	Week 1-2
➤ Review current fixed asset system	Week 1-2
➤ Obtain current fixed asset data in Excel format	Week 1-2
➤ Confirm Deliverables	Week 1-2
➤ Develop inventory schedule	Week 1-2
Task 2-Asset Inventory & Verification	
➤ Perform site inventory	Week 4-8
➤ Record asset location data elements (site/building/room)	Week 4-8
➤ Record pertinent asset data (manufacturer, model, serial, etc.)	Week 4-8
➤ Record existing tag or apply barcode tag	Week 4-8
➤ Assign original cost based on District information	Week 9-12
➤ Develop original cost (when not provided)	Week 9-12
➤ Assign normal life	Week 9-12
Task 3-Deliverables	
➤ Preliminary reports (Exceptions)	Week 14
➤ Review preliminary reports	Week 16-18
➤ Prepare final report	Week 19
➤ AssetMAXX updated	Week 19

Asset Inventory Verification-Machinery, Furniture & Equipment

A detailed inspection and field inventory will be conducted at all buildings, identifying each asset by location, building and room. The on-site asset inventory and verification will:

- Verify asset existence based on scanned re-inventory
- Confirm asset location to the site/building/room level
- Identify unrecorded assets such as additions, retirements, and transfers
- Verify asset status

Our staff will use portable data collection units to verify the asset data and record any missing information including the following data:

- | | |
|--------------------------------|-----------------------------------|
| a. Asset Identification Number | i. Building |
| b. Description | j. Site/Location |
| c. Quantity | k. Room/Sublocation |
| d. Acquisition Date | l. Cost Information |
| e. Manufacturer | m. Funding Source* |
| f. Model | n. Department |
| g. Serial Number | o. Normal Useful Life |
| h. Asset Account | p. Miscellaneous (e.g. old tag #) |

**Fund source will be included if identified on the asset during the inventory process or through a data match by tag number to district provided information. Centurisk is not proposing to research purchase orders or District files to identify fund source for each asset.*

Barcode Tagging- Centurisk staff will record the existing tag number or apply a District provided tag where no tag exists and enter the tag numbers along with all the corresponding asset information into the database.

COSTING AND VALUATION (as needed)

Our investigation of the property will follow generally accepted techniques and will include the use of specific techniques necessary to develop valid and acceptable original cost and date of acquisition for each asset. This includes use of the straight-line method of depreciation. We will determine the original cost by using the following costing methods:

Direct Costing method will be used where historical data is readily available from District records. The actual purchase cost and acquisition date will be maintained for those assets. While Centurisk is not offering a detailed line-by-line reconciliation, our staff will work with records as provided by the District to tie back original cost and dates of acquisition on recent acquisitions.

Standard Costing is used when inventoried property units/groups not matched to a historical record receive an estimated cost, where possible, based upon a standard cost (a known average installed cost for a like unit) at the estimated acquisition date.

Normal Costing method will be used where no historical information is readily available. These assets will be valued on a current basis and back trended to an estimated date of acquisition to estimate the original cost. During the costing and valuation procedures, all items will be assigned a useful life. The useful life of an item will determine its approximate replacement year.

During the valuation research, our appraisers will examine all assets to determine original cost, defined as follows:

Original Cost is the amount originally paid to acquire the asset, including such cost as set-up charges; transportation; taxes; engineering and architectural fees; and title insurance. If an asset was donated or bought for a nominal sum, GAAP requires that the asset be accounted for at market value as of the date of acquisition.

PROJECT DELIVERABLES

Reports will be presented in electronic format and include asset exception reports, draft reports, final detail summary reports as well as a master data file. A narrative section that will certify our inventory and valuation and document our procedures will precede your reports. Reports will include:

Verification Process

Throughout the inventory process, the inventory data is analyzed for discrepancies and inventory exceptions. Upon completion of the onsite fieldwork and offsite valuations, a data match comparing the District fixed asset data in AssetMAXX to the database of information recorded during the onsite fieldwork resulting in the following reports:

- Inventoried Assets (Matches)
- Unrecorded Additions (assets inventoried but not found in District records)
- Unrecorded Retirements (assets in District records but not found during inventory)

**Asset verification results will vary based on the District's fixed asset record accuracy and detail within the current fixed asset listing. Centurisk is not proposing a reconciliation service, determination of the asset status in the exception reports is the responsibility of the District.*

Preliminary Reports

Draft Summary and detail reports will be sent via email in .pdf format for review. We provide two weeks from the point of issuance to determine acceptability of the final data. Upon acceptance, Centurisk will then prepare and deliver final reports in electronic and hard-copy format.

Final Reports

One original of the final reports will be provided in electronic format. Our conclusions will assist the District with meeting financial reporting requirements, external audit requirements and accountability and stewardship of District assets.

STATEMENT OF WORK

INTRODUCTION

This statement of work covers the professional services and products to be provided by Centurisk. This SOW confirms the understanding of the scope, objectives, services, deliverables, and work product for this project.

SERVICES TO BE PROVIDED

- On-Site Fixed Asset Inventory and Verification Services (\$500 Threshold)
- On-Site Fixed Asset Inventory and Verification Services (\$5,000 Capitalization Threshold)
- Apply District provided portable classroom record adjustments in AssetMAXX based on information provided by the District

PROPERTY TO BE INCLUDED

- Machinery and Equipment Fixed Assets with an original cost of \$500 and greater

PROPERTY EXCLUDED

- Buildings, Land, Land Improvements, Infrastructure, Capital Improvements and Vehicles
- Equipment Assets with an Original Cost Less than \$500 (including Ipads and Chromebooks)

VALUE PROVIDED

- Original Cost (Actual or Estimated)

DELIVERABLES

- Certification Letter
- Preliminary Reports
- Final Reports
- AssetMAXX Updated