



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ON BEHALF OF ITS GRADUATE SCHOOL OF EDUCATION-BERKELEY, hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: _____

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Jamie Worthington, Coordinator Contact #: _____

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

We ask that Santa Rosa City Schools reproduce handouts in time for workshops as long as consultants send master copies by pre-arranged deadline. If deadlines are not met, consultants will provide handouts on their own.

(b) CONTRACTOR's Responsibilities and Duties:

Bay Area Writing Project & Santa Rosa City Schools
Addressing the Language Challenges of English Language Learners
Fall 2016 - Spring 2017
Scope of Work

The Bay Area Writing Project (hereinafter referred to as "BAWP") will provide a one day planning for district instructional coaches, a 5-day Fall and a 3-day Spring professional development series for English language arts teachers (6-12) to support English learners in developing an understanding of and proficiency in using academic English. The program uses a genre study approach to instruction and combines workshop demonstration lessons with follow-up coaching in the form of "lesson study."

A genre study approach to addressing English academic fluency includes:

- genres and genre awareness for teaching different kinds of academic discourse
- linguistic mining of academic texts for identifying relevant sentence and language patterns
- teaching stylistic choices students can make as they compose their own texts
- modes of response, grammar triage, and response to student work

With this approach to instruction, BAWP presenters will take participants through lesson activities that reflect most recent research on effective practice for teaching ELLs as well as demonstrate the new ELD Standards in action. For the coaching component, teachers will be afforded time to collaborate with site colleagues and apply new practices to upcoming units of study. With BAWP facilitation, teachers and district coaches will participate in peer observation of lesson implementation; take part in post-observation discussion and reflection—including the review of student work—and work to refine lessons for revised teaching.

In addition, BAWP will provide on-going coaching for district instructional leaders to build their capacity to replicate and extend practices and protocols introduced in the BAWP series.

Professional development is provided by experienced Bay Area Writing Project teacher consultants who have research-based and classroom-proven practices in the teaching of writing.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on – June 22, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed Forty Four thousand Dollars (\$44,000.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Payment due in one lump sum at completion of the contract.

Fall Series will include:

Exact workshop times and dates to be determined

- One day of planning with BAWP TCs to set the course for monthly meetings for the continuing cohort.
- 2 days of PD with two BAWP TCs for the new cohort
- 2 days of lesson study/observations/lesson planning serving 4 subgroups (2 Middle School and 2 High School) with 2 TCs for each day.
- 1 day concluding PD workshop: one BAWP TC presenter.

Spring Series would include:

Exact workshop dates and times to be determined

- 3 days of workshops led by 1 BAWP TC each day.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

Program Objectives:

- Increase understanding of key features of academic language and literacy demands in the context of academic genres.
- Expand teacher repertoire of effective instructional strategies for improving writing.
- Increase teacher awareness of the new California ELD Standards and ways of addressing specific standards, especially Part 2.
- Engage teachers in inquiry around how to integrate language instruction into content and support a collaborative model (lesson study) to improve instruction.
- Improve instructional coaches' ability to support teachers, facilitate discussions, and bring new strategies to school sites.

Professional development is provided by experienced Bay Area Writing Project teacher consultants who have research-based and classroom-proven practices in the teaching of writing.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- x Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. If applicable, CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings, if applicable.

10. Indemnification: Each party shall defend, indemnify, and hold the other party harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this CONTRACT but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.

11. Insurance:

- (a) The parties shall keep in full force and effect during the Term, at each party's own expense, insurance or in the case of the CONTRACTOR, self-insurance with coverages as follows ("Insurance"):



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Scott Eason, dba Smiling Tiger Video, LLC., hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: _____

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Cindy Deuel Contact #: _____

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

The school district will work with Beth Berk (producer and writer) and I (videographer and editor) to help construct meaningful message videos to represent the school district. This includes allowing access to the schools, staff, students, events, etc... related to the needed videos. The district will also communicate with Beth and myself about topics and ideas for future videos.

(b) CONTRACTOR's Responsibilities and Duties:

Based on the production work flow that Beth and I discussed, we would continue to produce videos as needed by the Santa Rosa school district. The hours billed will primarily depend on the time spent shooting video and interviews, set up and tear down of equipment, and editing. Additional work may be invoiced for re-shoots or re-edits due to script changes, music licensing, or other requests from the school district. I will track hours involved and provide itemized monthly invoices. Travel expenses incurred for travel outside of Sonoma County would be included on the monthly invoice (with appropriate receipts) as a reimbursable expense.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on - 1 August, 2016, and will continue through 30 June, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed twenty thousand Dollars (\$ 20,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

My base rate for video production is \$125 per hour with a 25% discount for non-profit organizations such as Santa Rosa City Schools. This yields an actual rate of \$93.75 per hour. This includes use of video, audio, lighting and editing equipment. The discount does not apply to additional expenses such as music licensing, out-of-county travel, or special equipment rentals, etc...

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The positive impact made will be through the easily accessible and engaging video used to communicate with faculty, staff, students, parents and the community. This impact will be gauged by feedback from the above groups and (hopefully) increased interaction of everyone involved with Santa Rosa City Schools.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and 10,000 Degrees, hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: LCAP

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Debi Batini Contact #: 707-528-5472

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

1) School District Outreach & Communication:

- Presentation provided at targeted Principal meetings to inform administration of Financial Aid Week
- Memo to teachers/school staff informing them of Financial Aid Week months prior to Financial Aid Week
- Presentation to targeted teacher meetings to inform them of Financial Aid Week
- Memo mailed to students/families informing them of Financial Aid Week, including "What to Bring" items Thursday/Friday prior to Financial Aid Week
- Financial Aid Week promotion (Flyers, Announcements) made at local community events or district meetings
- Widespread publicity across multiple platforms: Social Media/District Newsletter
- Financial Aid Week promotion during DELAC meetings
- Series of strategic planning/update meetings from 10,000 Degrees to district liaison for Financial Aid Week

2) School Site Outreach & Communication:

- School Newsletter to include Financial Aid Week dates, times, and "What to Bring"
- College and Career Counselor/student leadership (ASB, Link Crew, etc.) outreach at school (Posters, Flyers, Pep Rally Announcements, Morning Announcements week prior and week of Financial Aid Week)
- College and Career Counselor to go into All Senior Gov/Econ classes to remind students of "What to Bring" and School Competition Thursday/Friday prior to Financial Aid Week
- Student leadership involvement (ASB, Link Crew, Avid, etc.) through outreach and participation during the week
- Flyers with "What to Bring" provided to all Seniors in Gov/Econ Thursday/Friday prior to Financial Aid Week
- Morning announcements on school competition and "what to bring" Thursday/Friday prior to Financial Aid Week
- Morning announcements throughout Financial Aid Week with updated percentage of completed applications to motivate students to complete and encourage school competition
- Announcement board in front of each school to show Financial Aid Week information Thursday/Friday prior to Financial Aid Week and throughout the week
- Announcements made and flyers provided during ELAC meeting prior to Financial Aid Week
- Complete ALL CALLS/ALL TEXTS to students and families Thursday/Friday prior to Financial Aid Week

3) Data Collection:

- Appointed school site data liaison at each school site (Collect data and update live throughout the week. Report data to school district/10,000 Degrees)
- Appointed district data liaison (Match data and application completion)

4) Facilities/Resources:

- Access to required school facilities for presentations and workshops (Ex: School Gym, School Library, School Cafeteria, College and Career Center, and Gov/Econ Classrooms)
- Access to required technology for Financial Aid Week (Ex: Computers, Chrome books, Ipads, projectors, microphones, speakers, printers, and projector screens)

(b) CONTRACTOR's Responsibilities and Duties:

10,000 Degrees to provide planning and outreach, training, and a weeklong financial aid completion program for the six Santa Rosa City high schools (Elsie Allen, Maria Carrillo, Montgomery, Piner, Ridgeway, and Santa Rosa). Details of responsibilities and related staffing:

1) Planning, Outreach, and Training

10,000 Degrees would serve as direct liaisons between school district and school sites in providing planning, instruction, outreach material templates (ex: fliers, memos, ALL CALLS/ALL TEXTS, scripts*), and implementation of Financial Aid Weeks. Duties would include and are not limited to:

- Conduct principal and teacher trainings on Financial Aid Week
- Training of college and career counselors on data management
- Training of additional staff, SRCS college and career counselors, community liaisons, and student leadership groups on financial aid week roles/responsibilities
- Training of additional staff, SRCS college and career counselors on FAFSA/DREAM ACT completion
- Serve as on site liaison during financial aid week for logistics and implementation of events
- Work directly with school sites in providing site specific materials, curriculum, scripts, and strategic outreach strategies for students and their families
- Conduct All Senior Rally and provide materials, curriculum, and staff
- Staff to conduct in class Financial Aid Workshops and provide materials, curriculum, and staff
- Staff to meet with administration on site throughout the week to update them on progress and provide site specific support

*10,000 Degrees will not provide printing of outreach materials for Financial Aid week

2) Financial Aid Completion Week – one week for each high school

- Monday: Rally for all seniors
- Tuesday: Parent/Family information session
- Wednesday: In-class FAFSA/DREAM ACT completion
- Thursday: In-class FAFSA/DREAM ACT completion
- Friday: In-class FAFSA/DREAM ACT completion

3) Staffing

10,000 Degrees staffing will include the full Northern Sonoma team, which includes the College Access Manager, College Advisor, Fellow, and Junior Fellow. In addition, current 10,000 Degrees college students will be trained and hired as temporary 10,000 Degrees staff to provide support during Financial Aid Completion Week.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed \$66,000. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Compensation will be payable in three equal installments during the term of the contract. One third (\$22,000), payable 9/30/16, one third (\$22,000), payable 12/31/16, and the final third (\$22,000) payable 3/31/17.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

Expected outcomes include 60%+ FAFSA/DREAM ACT completion in each of the six Santa Rosa high schools: Elsie Allen, Maria Carrillo, Montgomery, Piner, Ridgeway, and Santa Rosa as well as enhanced awareness of financial aid requirements for 95% of Santa Rosa City Schools students and parents at each of the sites. Data regarding students starting and completing the FAFSA/DREAM ACT applications, workshops attendance, and barriers to completion will be tracked. A Pre/Post survey will be created to measure enhanced awareness.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Lets Go Learn, Inc., hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental Funds

Funding Category: ☒ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Patty Turner C & I 7-12 Contact #: 528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Provide administrative support to all the sites especially in the area of internet access to and technology.

LGL Edge should be used at least twice per week in order to provide maximize program effectiveness.

(b) CONTRACTOR's Responsibilities and Duties:

Provide DORA, ADAM, DOMA & LGL Edge online services in reading and math subject areas to elementary schools.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on 8/1, 2016, and will continue through 7/31, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One hundred and eighty-six thousand four hundred and eighty Dollars (\$ 186,480.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Please see attached quote on last page.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

The diagnostic should be used at least twice a year if not more by all K-6 grade teachers to provide information on their students' strengths and weaknesses in the necessary grade level skills of ELA and math.

Edge is provided as an optional tool to help increase grade level ELA and math skills to those teachers that indicated an interest in using it in their classrooms.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Kamm Solutions hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Concentration

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☒ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____
Signature

Date: _____

Departmental Approval: _____
Signature

Date: _____

Contract Created by: Kelley Dillon K-6

Contact #: 528-5272

Contract Number: _____

Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services. See attachment

(a) DISTRICT's Responsibilities and Duties:

Santa Rosa Elementary School District will supply:

- Venue for presentations and workshops
- LCD projector, screen large enough for participants to see clearly, poster pad with markers, wireless lapel microphone (if necessary for size of audience/room), speakers for computer, Wifi connection and electronic devices for each participant (preferably laptops)
- Handouts duplicated for each participant

(b) CONTRACTOR's Responsibilities and Duties:

Kamm Solutions will supply:

- Customized presentations (Overview and session guidance)
- Session facilitation and feedback during curriculum development sessions
- Customized webpage with pertinent research and resources to support work
- Handout masters for duplication

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on September, 2016, and will continue through June, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed Eighty Thousand Dollars (\$80,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

SRCS will pay Kamm Solutions upon delivery of services per session. Kamm Solutions will submit an invoice to SRCS with expenses that include daily cost of \$3,100.00 plus \$388.00 per trip for flights, \$185.00 for taxi to Oakland (if necessary) to make flights and \$450.00 per diem expenses. There are 8 sets of dates for a total of 20 training days.

See attachment for dates

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

During the 2016/2017 school year, teams of teachers will begin the development of middle school English and social studies curriculum. Kamm Solutions will collect feedback through Survey Monkey questionnaires from the teachers involved with curriculum development indicating their growth as curriculum writers as well as their response to the implementation of their first Student-Learning Unit.

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and

Collaborative Curriculum Design Report Card

Goal: To create a vertically aligned K-6 collaborative curriculum using multi-disciplinary units

Sept./Oct.	District leadership work with Connie Kamm to set goals and plan how the work is going to be structured
January	District instructional leaders, including teachers and administrators, introduced to Connie Kamm and the Collaborative Curriculum Model
February	Collaborative Curriculum Development teams formed by grade levels and professional learning begins
March	Keynote delivered by Connie Kamm to all K-6 teachers
April/May	Collaborative Curriculum Development Teams begin work focusing on choosing Magnet Standards and designing year-long plans
June	Collaborative Curriculum Development Teams begin to design curriculum for Unit 2

What SRCS teachers and administrators are saying about this work...

- ❖ *I'm really excited out our units and the connections we were able to make between science, social studies, novels, and writing units.*
- ❖ *Going deeper with the standards has been very valuable work, I really feel like we have a vision.*
- ❖ *This is a hard process. The final goal is really worth it. We have to think not just 3-dimensionally but 4-dimensionally!*
- ❖ *Vertical alignment is paramount to our work,*
- ❖ *We are moving away from compartmentalization and toward meaningful, connected, engaging learning experiences for students.*

The Numbers

- Each Collaborative Curriculum Development team is comprised of three to six teachers with expertise in the grade level
- The entire group consists of fifty-two teachers spanning grades Kinder Academy through Sixth Grade
- All KA through Sixth Grade teachers have had an introduction to Connie Kamm, a preview of the work to come, and updates on the process

*Information provided refers to the 2015-2016 school year and Connie Kamm's work with Santa Rosa City Schools



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Social Advocates for Youth, hereinafter referred to as "CONTRACTOR". (for Elementary)

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Anna Maria Guzman, K-12 Contact #: 707-528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Provide a private room at each identified school campus for the use of the SAY Mental Health Clinician.
- Provide the Clinician a key to access appropriate school buildings (ex: office, bathrooms, staff breakroom, copy area, etc.)
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning the needs of the schools, District, and degree to which the SAY Clinician is meeting schools' needs.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning needs for District surveys, promotional materials, etc.
- Communicate data on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures.
- Compensate SAY for providing mental health services across SRCS Primary campuses over the course of the 2016-2017 school year.

(b) CONTRACTOR's Responsibilities and Duties:

- Provide a qualified Mental Health Clinician to provide Mental Health Wellness services to students on Santa Rosa City School District's Primary school sites.
- Provide supervision and case-consultation meetings for Mental Health Clinicians on a weekly basis.
- Ensure that the Mental Health Clinician follows the legal, ethical, and professional guidelines of the Mental Health Profession.
- Ensure that the scope of responsibilities of the Mental Health Clinician is consistent with the school's needs and the individual Mental Health Clinician's level of training and experience.
- Ensure that the Mental Health Clinician responds to the students at SRCS campuses in a professional, consistent, and reliable manner in order to build the trust and connections that help facilitate our shared goals and outcomes.
- Report on a quarterly basis on the status of outcomes to the District
- Keep in regular communication with the District about needs, policies, and status of the program.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 15, 2016, and will continue through June 2, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed Two Hundred Forty Nine Thousand and Two Hundred Forty Eight Dollars (\$249,248) DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- District will compensate SAY \$249,248.00 for providing mental health services across nine (9) primary school campuses over the course of the 2016-2017 school year. This rate of compensation covers 16 school-site days per week of service by SAY and the specific number of days per school campus can be determined by the Districts as determined by site needs.
- SAY will make additional hours of counseling time or crisis support available to SRCS at a rate of \$56/ per hour for any additional hours requested.
- SAY will invoice the District at the beginning of each quarter.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The DISTRICT will communicated data upon request of CONTRACTOR on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures

The CONTRACTOR will compare data reported in surveys from students, parents, and teachers, about student wellbeing to records of attendance and achievement. These metrics will be collected, disaggregated, and compared on an ongoing basis throughout the 16-17 school year, and reported to the DISTRICT after the completion of the 16-17 school year, no later than August 29, 2017. These services are intended to positively impact student and family wellness and engagement through the full-service community school model.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.



Report Card

SAY School-Based Mental Health Wellness Services
in Santa Rosa City Schools 2015-2016*

12,747

times students received one or more SAY Mental Health Wellness Services**

1,273

unduplicated students received individual mental health wellness services

893

referrals to outside services were given to students & families to support their access to basic needs like housing, clothing, food, and increased mental health services

340

unduplicated family members were contacted in support of students' mental health wellbeing

2,383

times SAY Clinicians consulted with teachers & staff at schools

76%

of students reported increased access to services this year

"I didn't have a SAY Clinician last year, and this year I did! They were so trustworthy and have helped me open up more and be more open about myself."

97%

of students reported SAY services are helpful

"You can talk with someone and you know you can trust them and it makes a difference in your life."

68%

reported improvement in relationships with family, friends and school staff

"I get along better with people and want to go to school every day."

72%

reported improvement in school performance

"I was struggling to focus at school because of how much was happening at home. Now I'm not as stressed and my grades are getting better."

65%

reported improvement in school attendance, decrease in suspensions and/or expulsions, or avoiding criminal behavior

"It helped me with my anger and keeping my self under control."

73%

reported increase in using positive coping skills at school

"I noticed that the more I come the more I stop worrying."

* Results from August 19, 2015 to June 3, 2016 across 23 campuses in the Santa Rosa City District

** SAY Mental Health Wellness Services - individual counseling, group counseling, and/or classroom presentations



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Social Advocates for Youth, hereinafter referred to as "CONTRACTOR". (for Charters)

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Anna Maria Guzman, K-12 Contact #: 707-528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Provide a private room at each identified school campus for the use of the SAY Mental Health Clinician.
- Provide the Clinician a key to access appropriate school buildings (ex: office, bathrooms, staff breakroom, copy area, etc.)
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning the needs of the schools, District, and degree to which the SAY Clinician is meeting schools' needs.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning needs for District surveys, promotional materials, etc.
- Communicate data on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures.
- Compensate SAY for providing mental health services across SRCS Charter school sites over the course of the 2016-2017 school year.

(b) CONTRACTOR's Responsibilities and Duties:

- Provide a qualified Mental Health Clinician to provide Mental Health Wellness services to students on Santa Rosa City School District's Charter school sites.
- Provide supervision and case-consultation meetings for Mental Health Clinicians on a weekly basis.
- Ensure that the Mental Health Clinician follows the legal, ethical, and professional guidelines of the Mental Health Profession.
- Ensure that the scope of responsibilities of the Mental Health Clinician is consistent with the school's needs and the individual Mental Health Clinician's level of training and experience.
- Ensure that the Mental Health Clinician responds to the students at SRCS campuses in a professional, consistent, and reliable manner in order to build the trust and connections that help facilitate our shared goals and outcomes.
- Report on a quarterly basis on the status of outcomes to the District
- Keep in regular communication with the District about needs, policies, and status of the program.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 15, 2016, and will continue through June 2, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One Hundred Twenty Three Thousand and Four Hundred Seventy Six Dollars (\$123,476.00) DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- District will compensate SAY \$123,476.00 for providing mental health services across four (4) Charter school campuses over the course of the 2016-2017 school year. This rate of compensation covers eight (8) school-site days per week of service by SAY and the specific number of days per school campus can be determined by the Districts as determined by site needs.
- SAY will make additional hours of counseling time or crisis support available to SRCS at a rate of \$56/ per hour for any additional hours requested.
- SAY will invoice the District at the beginning of each quarter.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The DISTRICT will communicate data upon request of CONTRACTOR on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures

The CONTRACTOR will compare data reported in surveys from students, parents, and teachers, about student wellbeing to records of attendance and achievement. These metrics will be collected, disaggregated, and compared on an ongoing basis throughout the 16-17 school year, and reported to the DISTRICT after the completion of the 16-17 school year, no later than August 29, 2017. These services are intended to positively impact student and family wellness and engagement through the full-service community school model.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.



Report Card

SAY School-Based Mental Health Wellness Services
in Santa Rosa City Schools 2015-2016*

12,747

times students received one or more SAY Mental Health Wellness Services**

1,273

unduplicated students received individual mental health wellness services

893

referrals to outside services were given to students & families to support their access to basic needs like housing, clothing, food, and increased mental health services

340

unduplicated family members were contacted in support of students' mental health wellbeing

2,383

times SAY Clinicians consulted with teachers & staff at schools

76%

of students reported increased access to services this year

"I didn't have a SAY Clinician last year, and this year I did! They were so trustworthy and have helped me open up more and be more open about myself."

97%

of students reported SAY services are helpful

"You can talk with someone and you know you can trust them and it makes a difference in your life."

68%

reported improvement in relationships with family, friends and school staff

"I get along better with people and want to go to school every day."

72%

reported improvement in school performance

"I was struggling to focus at school because of how much was happening at home. Now I'm not as stressed and my grades are getting better."

65%

reported improvement in school attendance, decrease in suspensions and/or expulsions, or avoiding criminal behavior

"It helped me with my anger and keeping myself under control."

73%

reported increase in using positive coping skills at school

"I noticed that the more I come the more I stop worrying."

* Results from August 19, 2015 to June 3, 2016 across 23 campuses in the Santa Rosa City District

** SAY Mental Health Wellness Services - individual counseling, group counseling, and/or classroom presentations



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Social Advocates for Youth, hereinafter referred to as "CONTRACTOR". *(for Brook Hill - additional days)*

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Anna Maria Guzmán, Assist. Superintendent Contact #: 528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Provide a private room at each identified school campus for the use of the SAY Mental Health Clinician.
- Provide the Clinician a key to access appropriate school buildings (ex: office, bathrooms, staff breakroom, copy area, etc.)
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning the needs of the schools, District, and degree to which the SAY Clinician is meeting schools' needs.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning needs for District surveys, promotional materials, etc.
- Communicate data on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures.
- Compensate SAY for providing mental health services across SRCS campuses over the course of the 2015-2016 school year.

(b) CONTRACTOR's Responsibilities and Duties:

- Provide a qualified Mental Health Clinician to provide Mental Health Wellness services to students at Brook Hill Elementary School.
- Provide supervision and case-consultation meetings for Mental Health Clinicians on a weekly basis.
- Ensure that the Mental Health Clinician follows the legal, ethical, and professional guidelines of the Mental Health Profession.
- Ensure that the scope of responsibilities of the Mental Health Clinician is consistent with the school's needs and the individual Mental Health Clinician's level of training and experience.
- Ensure that the Mental Health Clinician responds to the students at SRCS campuses in a professional, consistent, and reliable manner in order to build the trust and connections that help facilitate our shared goals and outcomes.
- Report on a quarterly basis on the status of outcomes to the District
- Keep in regular communication with the District about needs, policies, and status of the program.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on , August 15, 2016 and will continue through June 2, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed _____ Dollars (\$ 16,583). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- District will compensate SAY \$16,583 for providing mental health services over the course of the 2016-2017 school year. This rate of compensation covers one (1) service day per week for Brook Hill Elementary School.
- SAY will make additional hours of counseling time or crisis support available to SRCS at a rate of \$56/ per hour for any additional hours requested.
- SAY will invoice the District at the beginning of each quarter.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The DISTRICT will communicated data upon request of CONTRACTOR on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures

The CONTRACTOR will compare data reported in surveys from students, parents, and teachers, about student wellbeing to records of attendance and achievement. These metrics will be collected, disaggregated, and compared on an ongoing basis throughout the 16-17 school year, and reported to the DISTRICT after the completion of the 16-17 school year, no later than August 29, 2017. These services are intended to positively impact student and family wellness and engagement through the full-service community school model.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.



Report Card

SAY School-Based Mental Health Wellness Services
in Santa Rosa City Schools 2015-2016*

12,747

times students received one or more SAY Mental Health Wellness Services**

1,273

unduplicated students received individual mental health wellness services

893

referrals to outside services were given to students & families to support their access to basic needs like housing, clothing, food, and increased mental health services

340

unduplicated family members were contacted in support of students' mental health wellbeing

2,383

times SAY Clinicians consulted with teachers & staff at schools

76%

of students reported increased access to services this year

"I didn't have a SAY Clinician last year, and this year I did! They were so trustworthy and have helped me open up more and be more open about myself."

97%

of students reported SAY services are helpful

"You can talk with someone and you know you can trust them and it makes a difference in your life."

68%

reported improvement in relationships with family, friends and school staff

"I get along better with people and want to go to school every day."

72%

reported improvement in school performance

"I was struggling to focus at school because of how much was happening at home. Now I'm not as stressed and my grades are getting better."

65%

reported improvement in school attendance, decrease in suspensions and/or expulsions, or avoiding criminal behavior

"It helped me with my anger and keeping my self under control."

73%

reported increase in using positive coping skills at school

"I noticed that the more I come the more I stop worrying."

* Results from August 19, 2015 to June 3, 2016 across 23 campuses in the Santa Rosa City District

** SAY Mental Health Wellness Services - individual counseling, group counseling, and/or classroom presentations



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Social Advocates for Youth, hereinafter referred to as "CONTRACTOR".

(Steele Lane & PHS - additional days)

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Anna Maria Guzman, K-12 Contact #: 707-528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Provide a private room at each identified school campus for the use of the SAY Mental Health Clinician.
- Provide the Clinician a key to access appropriate school buildings (ex: office, bathrooms, staff breakroom, copy area, etc.)
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning the needs of the schools, District, and degree to which the SAY Clinician is meeting schools' needs.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning needs for District surveys, promotional materials, etc.
- Communicate data on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures.
- Compensate SAY for providing mental health services across SRCS campuses over the course of the 2015-2016 school year.

(b) CONTRACTOR's Responsibilities and Duties:

- Provide a qualified Mental Health Clinician to provide Mental Health Wellness services to students at Piner High School and Steele Lane Elementary School.
- Provide supervision and case-consultation meetings for Mental Health Clinicians on a weekly basis.
- Ensure that the Mental Health Clinician follows the legal, ethical, and professional guidelines of the Mental Health Profession.
- Ensure that the scope of responsibilities of the Mental Health Clinician is consistent with the school's needs and the individual Mental Health Clinician's level of training and experience.
- Ensure that the Mental Health Clinician responds to the students at SRCS campuses in a professional, consistent, and reliable manner in order to build the trust and connections that help facilitate our shared goals and outcomes.
- Report on a quarterly basis on the status of outcomes to the District
- Keep in regular communication with the District about needs, policies, and status of the program.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on , August 15, 2016 and will continue through June 2, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed _____ Dollars (\$ 58,432). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- District will compensate SAY \$58,432 for providing mental health services over the course of the 2016-2017 school year. This rate of compensation covers one (1) service day for Piner HS (\$16,583) and three (3) service days for Steele Lane Elementary (\$41,849). This rate of compensation covers 4 total school-site days per week of service by SAY.
- SAY will make additional hours of counseling time or crisis support available to SRCS at a rate of \$56/ per hour for any additional hours requested.
- SAY will invoice the District at the beginning of each quarter.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The DISTRICT will communicated data upon request of CONTRACTOR on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures

The CONTRACTOR will compare data reported in surveys from students, parents, and teachers, about student wellbeing to records of attendance and achievement. These metrics will be collected, disaggregated, and compared on an ongoing basis throughout the 16-17 school year, and reported to the DISTRICT after the completion of the 16-17 school year, no later than August 29, 2017. These services are intended to positively impact student and family wellness and engagement through the full-service community school model.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.



SAY
Social Advocates for Youth

Report Card

SAY School-Based Mental Health Wellness Services
in Santa Rosa City Schools 2015-2016*

12,747

times students received one or more SAY Mental Health Wellness Services**

1,273

unduplicated students received individual mental health wellness services

893

referrals to outside services were given to students & families to support their access to basic needs like housing, clothing, food, and increased mental health services

340

unduplicated family members were contacted in support of students' mental health wellbeing

2,383

times SAY Clinicians consulted with teachers & staff at schools

76%

of students reported increased access to services this year

"I didn't have a SAY Clinician last year, and this year I did! They were so trustworthy and have helped me open up more and be more open about myself."

97%

of students reported SAY services are helpful

"You can talk with someone and you know you can trust them and it makes a difference in your life."

68%

reported improvement in relationships with family, friends and school staff

"I get along better with people and want to go to school every day."

72%

reported improvement in school performance

"I was struggling to focus at school because of how much was happening at home. Now I'm not as stressed and my grades are getting better."

65%

reported improvement in school attendance, decrease in suspensions and/or expulsions, or avoiding criminal behavior

"It helped me with my anger and keeping my self under control."

73%

reported increase in using positive coping skills at school

"I noticed that the more I come the more I stop worrying."

* Results from August 19, 2015 to June 3, 2016 across 23 campuses in the Santa Rosa City District

** SAY Mental Health Wellness Services - individual counseling, group counseling, and/or classroom presentations



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Community Action Partnership of Sonoma County, hereinafter referred to as "CONTRACTOR".

(AVANCE & Pasitos)

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____
Signature

Date: _____

Departmental Approval: _____
Signature

Date: _____

Contract Created by: Anna Maria Guzman, Assist. Super.

Contact #: 528-5272

Contract Number: _____

Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

1. District will provide CAP Sonoma with the three suitable classrooms for the use of the AVANCE Program one morning a week at Cesar Chavez Language Academy and a classroom for Pasitossm Programs one morning a week at Lincoln, Monroe, Lehman, Brook Hill, Burbank, Cesar Chavez, and Biella Schools and two mornings a week at Hope Academy/Via Esperanza at Cook Middle School. This will include table and chairs include tables and chairs for the adult education classroom for AVANCE at Cesar Chavez as well as small tables and chairs for Pasitossm.
2. The District will provide janitorial service for the classrooms weekly, including removal of trash.
3. The District will work with CAP Sonoma to identify neighborhoods for the door-to door outreach for recruiting AVANCE parents and facilitate the distribution of recruitment flyers for AVANCE and Pasitossm families at the previously named sites.
4. The District commits to providing administrative and or teacher staff to work towards more complete and comparable evaluation of the AVANCE and Pasitossm Programs. To this end the District will, when developed:
 - a) Participate in an information sharing agreement as developed with First 5 Sonoma County and CAP Sonoma to facilitate tracing the impact of the programs.
 - b) Monitor student progress during the K-12 school year and compare the progress of participants and non-participants.

(b) CONTRACTOR's Responsibilities and Duties:

CAP will conduct the AVANCE Parent-Child Education Program during the school year 2016-17 at Cesar Chavez Language Academy with fidelity to the AVANCE evidence-based model. AVANCE National organization will conduct site visit(s) to monitor implementation. CAP will conduct door-to-door outreach in the neighborhood of Cesar Chavez as well as in the attendance areas of Lincoln, Lehman, and Monroe Schools. 18-25 families will be enrolled with up to 35 children 0-3 years for the 9 month program. CAP will enroll and conduct the weekly, 1 ½ hour Pasitossm Program during the fall and spring semesters at the above schools in accordance with the Pasitossm Tier 2 model on the Upstream Portfolio. There will be one to two groups per site depending on the need with 10-15 families per class. Other sites may be identified, space permitting. CAP will administer Ages and Stages Questionnaire to identify delays and refer for services or further assessment.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT from September 1, 2016 through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One Hundred and Fifty Thousand Dollars (\$150,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Fifteen thousand dollars (\$15,000) will be due and payable on October 1 st , 2016
Fifteen thousand dollars (\$15,000) will be due and payable on November 1 st , 2016
Fifteen thousand dollars (\$15,000) will be due and payable on December 1 st , 2016
Fifteen thousand dollars (\$15,000) will be due and payable on January 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on February 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on March 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on April 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on May 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on June 1 st , 2017
Fifteen thousand dollars (\$15,000) will be due and payable on July 1 st , 2017

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

For AVANCE, desired outcomes relate to parents, generally promoting ongoing engagement in education, increased knowledge of optimal child development, understanding and implementing strategies that foster language development (including daily reading) and knowledge of existing community resources and how to access them. The evaluation protocol for AVANCE is part of the AVANCE model. Goals include percent that complete the 9-month program and graduate, increased reading to child per week, increased knowledge of child development and parenting, and articulation of parental goals for continued education. A pre-questionnaire is administered during the first week of attendance, and the post-test is given at program's end. These documents are forwarded to AVANCE National who compiles the demographic and test information into a comprehensive report available in late summer.

Pasitossm has an evaluation plan designed by First 5's external evaluators. It is a Retrospective Parent Survey that measures what parents have learned since participating in Pasitos and is administered at the end of the 28- week program. 2014-15 data shows that before participating in Pasitossm, 27% reported reading 5 or more times per week, and after participation, 78% reported reading 5-7 times per week. Other areas surveyed include knowledge of language development, child development, positive parenting strategies, resources, and role as first teacher.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Roots to Branches, LLC., hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: _____

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site
by:

Signature

Date: _____

Departmental
Approval:

Signature

Date: _____

Contract Created
by:

C. Deuel

Contact #: _____

Contract Number: _____

Requisition Number: _____

Board Approval
Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Create expectations and structure for Bridge Academy teachers to meet with CONTRACTOR during trainings, meetings and school lessons plan activities during the school year. Work with CONTRACTOR to implement a Bridge Academy manual and project based learning program that integrates social and emotional learning with existing school activities and common core curriculum. Allow for CONTRACTOR to meet with school principals to discuss Bridge Academy functioning. Aid in the implementation of a unified Bridge Academy set of standards, grading and curriculum.

(b) CONTRACTOR's Responsibilities and Duties:

Provide training and support for (5) teachers during 2016-17 school year: 2 daylong trainings (Fall / Spring) and 1 meeting per month after school during school year with teachers for check-in support. Build social and emotional learning curriculum for creation of healthy student behavior and academic achievement by working with Bridge Academy teachers on lesson plans and manual. Conduct ~8 school visits per month to work on project based learning with construction projects, social and emotional skills and common core academic student support. Create comprehensive lesson plan and Bridge Academy manual that outlines academic lessons, social and emotional learning, mindfulness, restorative justice and project-based learning. Create manual that includes protocol for Bridge Academy function and operation. Ongoing email and telephone support to aid teachers in the integration of Bridge Academy students to respective school sites. Meet with school admin and district representatives over course of year.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on – August 15th, 2016, and will continue through May 31st 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed twenty-four thousand Dollars (\$24,000) DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Payment schedule will follow a 40/30/30 format with payments sent at start, during and upon completion of the program. Payment will be made out to "Roots to Branches"

1st payment (40%) due August 15th, 2016 in the amount of: \$9,600.00

2nd payment (30%) due December 15th, 2016 in the amount of: \$7,200.00

3rd payment (30%) due April 15th 2017 in the amount of: \$7,200.00

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

Metrics will include behavior and academic engagement surveys taken at the beginning and end of the 2016-17 calendar school year. These surveys will be filled in based on student, teacher and admin collected responses, along with data taken from admin records such as but not limited to: overall student class GPA; number of incidences involving behavior issues in class; attendance records, etc. Goals for the program include a measurable increase in student behavior and academic engagement throughout the school year. Qualitative benchmarks include survey questions with 1 (strongly disagree) to 5 (completely agree) ratings. Quantitative benchmarks include overall increases in student engagement (based on attendance and teacher feedback); student grades / test scores will be measured as well. ALL surveys and metric data will be included in manual that will be used for ongoing Bridge Academy function. Manual with lessons, assessments, surveys and protocol will be remitted to district upon completion of this contract.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☒ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Sonoma County Office of Education, hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Supplemental and Concentration Funds.

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☒ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____
Signature

Date: _____

Departmental Approval: _____
Signature

Date: _____

Contract Created by: Lori Flanagan, C & I K-6

Contact #: 528-5272

Contract Number: _____

Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Coordinate dates for services with the SCOE main contact, Josh Deis.
- Coordinate and provide room(s)/facilities for trainings as necessary.
- Publicize all workshops/events and schedule teachers' attendance when required.
- Provide substitutes for teachers as needed to participate in services.
- Coordinate and pay stipends as required for non-release work by district personnel.
- Reimburse SCOE for services and materials totaling \$1000.00 at the completion of service reconciliation and no later than June 30, 2017.

(b) CONTRACTOR's Responsibilities and Duties:

- Schedule the services of the following SCOE employees (note; substitutions will be made as needed at SCOE's discretion): Josh Deis (Main Contact)
- Above named employee(s) will:
 - Facilitate two curriculum adoption workshops that familiarize fifteen SRCS teachers with a sample module from *Eureka Math* curriculum resources and a sample unit from *Everyday Math* in order to support the piloting of the new curricula in Santa Rosa City Schools.
- Invoice Santa Rosa City Schools for services and materials totaling \$1000.00 at the time of agreement execution.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One Thousand Dollars (\$1,000.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

The District will reimburse SCOE for services and materials totaling \$1000.00 at the completion of service reconciliation and no later than June 30, 2017.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and InnovateEd, LLC, hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE

ONLY Funding Source: Title II and Supplemental

Funding Category: ☒ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Anna-Maria Guzman, K-12 Contact #: 528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Coordination of staff, subs, dates, and training rooms. Support of work via attendance and consistent messaging.

(b) CONTRACTOR's Responsibilities and Duties:

Coach Principals to:

- Assess school-wide common core implementation progress
- Define student and staff needs to guide professional learning & improve student supports
- Create action steps that improve school culture & practices

Develop School Leadership Teams to:

- Assess site progress, define next action steps and communicate promising practices
- Guide instructional planning, review student work/data and engage in learning rounds

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One Hundred Forty-Four Thousand Dollars (\$144,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

We will bill monthly for services at a cost of \$3000/day, net 15. We will bill our daily rate for any sessions cancelled less than 30 days in advance.

We will bill monthly for services at a cost of \$3000/day, net 15. We will bill our daily rate for any sessions cancelled less than 30 days in advance.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

District and site leaders will demonstrate the ability to lead implementation of district-focused and site-driven improvement efforts School leadership teams will demonstrate the ability to plan, implement and monitor site-based improvement efforts Teacher leaders will demonstrate the ability to collaborative improve instructional practices and student learning supports

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other



=

Santa Rosa City Schools –July 2016 Progress Update

Executive Summary

INSTRUCTIONAL SUPPORTS

A. Focus Areas

The common, district-wide instructional focus is literacy and critical thinking. These emphases connect to interdisciplinary student supports as well as the shifts in mathematics. Additionally this focus will support the transition to Next Generation Science Standards and the subsequent transition to social studies standards.

This focus area is essential for making progress on SRCS LCAP Goal 1 (Provide a coherent, rigorous and relevant teaching and learning program to graduate college and career ready students) as the State Board of Education and Sonoma County Office of Education will use the following metrics to measure impact: grades 3-8 and 11 SBAC scores, A-G completion rate, AP pass rate, CTE pathway completion rate and EL redesignation rate.

Since school generated instructional support plans were used to communicate this common theme, it is suggested that SRCS considers making literacy and critical thinking a district-wide focus for developing instructional capacity and improving student learning to attain LCAP Goal 1.

The focus on literacy and critical thinking with the emphases on DOK 3 level tasks in the school implementation plans are evidence of InnovateEd principal coaching and distributive leadership sessions with school leadership teams. Furthermore the initial implementation of common core practices such as close reading, evidence-based arguments and evidence-based writing in many of the schools clearly indicates solid progress of schools from planning to delivery of common core instruction.

B. Current Actions

The summary of school site actions demonstrates that principals and teacher leaders are working collaboratively to support their staffs and students with developing school-wide practices to improve student learning outcomes. Use of staff meetings and collaboration time combined with instructional strategies and data analysis are common overall themes. The first phase of implementation is about awareness and readiness, and it is clear that schools are working on developing a common vision and language as part of improving the instructional program as well as communication of their efforts to

stakeholders. Sites are driving their individual continuous improvement efforts to best meet the needs of their students whilst tightly aligned to the district goals.

C. Next Steps to Consider

The summary of school site next steps and supports reinforces the research that the only viable continuous improvement process is training with coaching/reinforcement that develops capacity of school staff to lead their own job-embedded professional learning. Providing continued support to principals and teacher leaders to deepen their knowledge and skills of practices connected to collaboration, instructional strategies, data analysis and student supports for literacy and critical thinking are seen as critical for site-based professional growth. In particular, many schools identified data as a clear step for the next school year. This means building school capacity to collect and analyze data then plan for and disseminate these data-driven plans to all stakeholders. InnovateEd services will continue to support the schools in these areas through principal collaboration and distributive leadership of teacher leaders as guided by School Implementation Plans.

COLLEGE AND CAREER READINESS SUPPORTS

A. Focus and Current Actions

Santa Rosa City Schools both celebrated and strategically supported the opening of their College and Career Centers 2015-2016 school year. College and Career Counselors including the Director of College and Career were coached throughout the year from pre-opening centers to developing systems for targeted support for all students. Centers were equipped with vital resources making access to information readily available to students and families, as well as, utilizing online platforms to manage, collect data, and prepare students for post-graduation plans. College and Career Counselors developed site specific Student Support Cycles which enabled the alignment of data collection to monthly supports. Each action step of student support fulfilled one or more of the ASCA (academic, social-emotional, college/career) domains and or LCAP focus areas (student engagement, school culture, parent involvement) by student subgroups. Data was collected to monitor student success and share feedback for strengthening focus areas.

B. Next Steps to Consider

Once foundational program components were in place, initial work of Implementation Plans followed and will continue 2016-2017 so each site can develop and integrate student support school-wide for all students based on district-wide overarching goals.



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Ellie Muelrath, hereinafter referred to as "CONTRACTOR".

SCHOOL SITE/DEPARTMENT USE ONLY

Check one of the following:

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

* Any person, business, or organization that will be providing non-professional services to the District

** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

*** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: 01 - 3010 - 0 - 1140 - 1000 - 5800 - 111 - 5197

Funding Category: ☐ Base ☐ Supplemental ☐ Concentration

☒ Restricted: Title I ☒ Other: N/A

For Billing (if applicable): ☐ Bill to: _____ Billing frequency: _____

Contract is: ☐ New ☒ Renewal ☐ Addendum ☐ Amendment

Number of Individuals Served: 438

Approved at Site by*: Raess Enevmark Date: 6.29.16

* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

Departmental Approval**: _____ Date: _____

** Signature - DISTRICT OFFICE DEPT. SIGNATURE

Contract Created by: _____ Phone #: _____
Name of SRCS employee AND dept. or school site

Proposed Contract Start Date: _____ Proposed Contract End Date: _____

Requisition #: _____

FOR BUSINESS SERVICES USE ONLY

Funding Source /Funding Category verified: ☐ YES ☐ NO Board Approval Date: _____

Verified by: _____ Date: _____

Carolyn Bischof, Fiscal Services Executive Director

PAGE 1 LAST REVISED ON 5-11-16

From Steele Lane Elem.

1. Services.

(a) DISTRICT's Responsibilities and Duties:

To pay Contractor from Title I monies

(b) CONTRACTOR's Responsibilities and Duties:

Teach art lessons to students at Steele Lane Elementary students as dictated by Steele Lane Education Foundation (SLEF) for school year 2016-17. Maintain an inventory of art lessons and supplies. Both should be provided to SLEF when requested.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on - ___Sept. 1___, 2016_, and will continue through ___May 30___, 2017_, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed _Four thousand nine hundred ninety-two Dollars (\$_4,992___). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Contractor shall be paid monthly upon receiving an invoice from contractor for lessons taught.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☒ Increases student and family wellness and engagement through the full-service community school model.

☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☒ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Educational Consulting Services, Inc., hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: Title 1, Supplemental & Concentration

Funding Category: ☒ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other _____

Approved at Site by: _____ Date: _____
Signature

Departmental Approval: _____ Date: _____
Signature

Contract Created by: Patty Turner C & I 7-12 Contact #: 528-5272

Contract Number: _____ Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____ Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Organize meetings with District Departments to support program implementation
- Provide remote access to District's student information system with the ability to query student absences and recover absences aligned with the AARC Program
- Provide all data relevant to producing metrics on the AARC Program
- Maintain open lines of communication in support of the AARC Program

(b) CONTRACTOR's Responsibilities and Duties:

- Set up and implement the AARC Program
- Provide AARC Program information
- Assist in developing curriculum ideas for the elementary and secondary grade levels
- Assist in distributing AARC teacher applications
- Identify & notify eligible students
- Assist with the AARC school teacher assignments
- Prepare an attendance list of students who will be attending AARC
- Prepare parent/student notification letters
- Provide supervision for each AARC session
- Communicate regularly with school site administrator in charge of AARC sessions and assist with the ongoing coordination of the program
- Provide regularly district administration with student attendance and expenditure data
- Update attendance records
- Provide expense sheets after each AARC session

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 28, 2016, and will continue through June 30, 2019, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed eighty thousand Dollars (\$80,000.00) per fiscal year of CONTRACT. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

1. **Program Implementation fee:**

The District shall pay ECS a one-time fee of \$1.50 per student based upon District enrollment numbers provided by District to setup the AARC program. $18,805 \text{ students} \times \$1.50 = \$28,207.50$ to set up the program. The setup fee is due upon Board Approval of this agreement.

2. **Recovery Payment:**

The District shall pay ECS \$7.00 per student per session for each student that has a recoverable absence and attends the Academic Attendance Recovery Coordinated Program (AARC). For the purposes of payment herein attendance shall be determined at the time roll is taken at each session. ECS shall invoice the District for each session completed.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

ECS will provide reports showing:

- Number of students attending each session
- Number of absences recovered each session
- Amount of gross ADA revenue recovered by site for each session (based on the ADA value provided by the District)
- Amount of net ADA revenue recovered by site for each session (based on the costs provided by the District)

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this



SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Social Advocates for Youth hereinafter referred to as "CONTRACTOR".

↳ (for Educationally Related Mental Health services)

SITE/DEPARTMENT USE ONLY

☐ Independent Contractor/Business/Organization* ☒ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: 01-6512-0-5570-1180-5800-119/249-5198 ERMHS

Funding Category: ☒ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: _____
Signature

Date: _____

Departmental Approval: _____
Signature

Date: _____

Contract Created by: Steve Mizera, Assistant Superintendent

Contact #: 528-5272

Contract Number: _____

Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____

Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

- Provide a private room at each identified school campus for the use of the SAY Mental Health Clinician.
- Provide the Clinician a key to access appropriate school buildings (ex: office, bathrooms, staff breakroom, copy area, etc.)
- Provide training on documenting services for Educationally Related Mental Health Services (ERMHS) goals.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning the needs of the schools, District, and degree to which the SAY Clinician is meeting schools' needs.
- Keep in regular communication with SAY's Coordinator of School-Based Mental Health Services concerning needs for District surveys, promotional materials, etc.
- Communicate data on student attendance, GPA, suspensions, and other data as needed in support of required outcome measures.
- Compensate SAY for providing mental health services to support Educationally Related Mental Health Services (ERMHS) goals across SRCS campuses over the course of the 2016-2017 school year.

(b) CONTRACTOR's Responsibilities and Duties:

- Provide two (2) qualified Mental Health Clinicians, through SAY's Mental Health Wellness Services program, to provide clinical services as outlined through the Educationally Related Mental Health Services goals to students, as assigned by District.
- Provide supervision and case-consultation meetings for Mental Health Clinicians on a weekly basis.
- Ensure that the Mental Health Clinician follows the legal, ethical, and professional guidelines of the Mental Health Profession.
- Ensure that the scope of responsibilities of the Mental Health Clinician is consistent with the school's needs and the individual Mental Health Clinician's level of training and experience.
- Ensure that the Mental Health Clinician responds to the students at SRCS campuses in a professional, consistent, and reliable manner in order to build the trust and connections that help facilitate our shared goals and outcomes.
- Report on a quarterly basis on the status of outcomes to the District.
- Keep in regular communication with the District about needs, policies, and status of the program.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 15, 2016, and will continue through June 2, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One Hundred Thirty Three Thousand and Two Hundred Seven Dollars (\$133,207.00) DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- District will compensate SAY \$133,207.00 for providing mental health services in support of students' ERMHS goals on District campuses over the course of the 2016-2017 school year. This rate of compensation covers 2 full time staff.
- SAY will make additional hours of counseling time or crisis support available to SRCS at a rate of \$56/ per hour for any additional hours requested.
- SAY will invoice the District at the beginning of each quarter.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

SAY will report on a weekly basis on student attendance in services. SAY will report on progress toward ERMHS goals, with frequency to be decided by IEP Service Teams. SAY will report on total students served at end of school year. The goal of these services is to support students in achieving their ERMHS goals.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.



SAY
Social Advocates for Youth

Report Card

SAY School-Based Mental Health Wellness Services
in Santa Rosa City Schools 2015-2016*

12,747

times students received one or more SAY Mental Health Wellness Services**

1,273

unduplicated students received individual mental health wellness services

893

referrals to outside services were given to students & families to support their access to basic needs like housing, clothing, food, and increased mental health services

340

unduplicated family members were contacted in support of students' mental health wellbeing

2,383

times SAY Clinicians consulted with teachers & staff at schools

76%

of students reported increased access to services this year

"I didn't have a SAY Clinician last year, and this year I did! They were so trustworthy and have helped me open up more and be more open about myself."

97%

of students reported SAY services are helpful

"You can talk with someone and you know you can trust them and it makes a difference in your life."

68%

reported improvement in relationships with family, friends and school staff

"I get along better with people and want to go to school every day."

72%

reported improvement in school performance

"I was struggling to focus at school because of how much was happening at home. Now I'm not as stressed and my grades are getting better."

65%

reported improvement in school attendance, decrease in suspensions and/or expulsions, or avoiding criminal behavior

"It helped me with my anger and keeping my self under control."

73%

reported increase in using positive coping skills at school

"I noticed that the more I come the more I stop worrying."

* Results from August 19, 2015 to June 3, 2016 across 23 campuses in the Santa Rosa City District

** SAY Mental Health Wellness Services - individual counseling, group counseling, and/or classroom presentations



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Anakaina Sanchez, hereinafter referred to as "CONTRACTOR".

SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

*Any person, business, or organization that will be providing non-professional services to the District

**Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

***Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SITE/DEPARTMENT USE ONLY

Funding Source: 01-0000-0-1399-10005800-254-1054

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other

Approved at Site by: [Signature]
Signature

Date: 5/27/16

Departmental Approval: _____
Signature

Date: _____

Contract Created by: Rosemarie Henry

Contact #: 528-5198

Contract Number: _____

Requisition Number: _____

Board Approval Date: _____

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: _____

Date: _____

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

(b) CONTRACTOR's Responsibilities and Duties:

provide guest dance instruction.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on - August, 2016 and will continue through June, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed \$800 Dollars (\$). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

(a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations



BID #3788
Child Nutrition Services
Milk Products

Bryan Nyberg, Director, Child Nutrition Services
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788



Santa Rosa City Schools
Child Nutrition
211 Ridgway Avenue
Santa Rosa, CA 95401
T:707-528-5359 F: 707-528-5104

Bidder Information Sheet

If you downloaded this bid from our website, fax back this sheet to be added to our bidders list.

Attention: Bryan Nyberg, Director, Child Nutrition

Fax #: 707-528-5104

Re: Bid #3788-Child Nutrition Services Milk Products

Santa Rosa City Schools Bids/Proposals are available on-line. If you download a Bid/Proposal, you are Required to fax the following information to 707-528-5104 so that you may be added to the bidders list to receive Addenda to this bid.

Name: Richard Albertoni
Title: Director of Sales
Organization: Claver Stornetta
Street Address: 1650 Corporate Cir, Ste 100
City: Petaluma
State/Zip Code: CA, 94954
Work Phone: 707-769-3247
Fax: _____
Email: richard@claverstornetta.com

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

NOTICE TO BIDDERS

Request for Bid #3788

Santa Rosa City Schools is requesting bids from providers of dairy and milk products to provide service for the district Child Nutrition programs.

Bids must be received prior to **2:01 P.M. on January 4, 2016**. Bids must be submitted in a sealed envelope, marked with the Bid number and title, and returned to Santa Rosa City School District Child Nutrition Department, 211 Ridgway Avenue, Santa Rosa, CA 95401.

Bids received later than the designated time and specified date will be returned to the bidder unopened. **Facsimile (FAX) copies of the proposal will not be accepted.**

The District reserves the right to accept or reject any or all proposals or any combination thereof and to waive any informality in the bidding process.

Copies of the bid documents may be obtained from **Santa Rosa City School District's Child Nutrition Department, 211 Ridgway Avenue, Santa Rosa, CA 95401**. Refer any questions to: **Bryan Nyberg**,
E-mail: bnyberg@srcs.k12.ca.us or **telephone: 707-528-5359**.

Published: December 4, 2015
December 11, 2015

**Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788**

TABLE OF CONTENTS

	Page
Bidder Information Sheet	2
Notice to Bidders	3
Table of Contents	4
Bidder's Checklist	5
General Terms Instructions and Conditions	6
Service Level Agreement	15
Special Instructions and Conditions	18
Price Sheet	20
School Site Locations	21
Non-Collusion Declaration	22
Workers' Compensation Certificate	23
Authorized Vendor Signature	24

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

Bidder's Checklist

Bidder name Clover Stornetta

Submit this Bidder's Checklist with your bid document. Failure to submit this Checklist at bid opening may deem your bid as non-responsive.

Required Items

Bidder Information Sheet	Page 2
Bidder's Checklist (this form)	Page 5
Service Level Agreement	Page 15
Special Instructions and Conditions	Page 18
Price Sheet	Page 20
Non-Collusion Declaration	Page 22
Workers' Compensation Certificate	Page 23
Authorized Signature	Page 24

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

General Terms, Instructions and Conditions

General – This information to bidders is in addition to any instructions or conditions stated elsewhere in the Contract Document.

Bids – To receive consideration, Bids shall be made in accordance with the following instructions:

Deadline for Receipt of BID's – Bids will be received prior to **2:01 P.M. on January 4, 2016** after which time bids will be opened and publicly read aloud. Envelopes containing a bid must be sealed, prominently marked with the Bid number, Bid title, Bid opening time/date and name of bidder, and submitted to:

Santa Rosa City Schools
Child Nutrition Department
211 Ridgway Avenue
Santa Rosa, California 95401
Attn: Bryan Nyberg

Bids/Proposals: To receive consideration, Bids/Proposals shall be made in accordance with the following terms:

1. **THE BID** – All items on the form should be stated in figures, and signatures of all individuals must be in long hand. The completed form should be without interlineations, alterations, or erasures. **Unsigned bids will not be accepted.**
2. **"FAXED" BIDS** – Facsimile copies of bids will **not be accepted for formal advertised bids.**
3. **DEFINITIONS** – Responsible; a bidding party possessing the skill, judgment, integrity, and financial ability necessary to timely perform and complete the contract being bid. Responsive; a bid which meets all of the specifications set forth in the request for bids.
4. **NAME AND NATURE OF BIDDER'S LEGAL ENTITY** – The bidder(s) shall specify in the bid and in the bond, if furnished as a guarantee, the name and nature of its legal entity and any fictitious name under which it does any business covered by the bond. The bid shall be signed under the correct firm name by an authorized officer.
5. **WITHDRAWAL OF BID** – Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of ninety (90) days after the opening of bids. A successful bidder shall not be relieved of the bid submitted without the District's consent or bidder's recourse to Public Contract Code Sections 5100 et. seq.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

6. **ASSIGNMENT OF CONTRACT OR PURCHASE ORDER** – The bidder(s) shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the surety on the bond, if any, and the District.
7. **BID NEGOTIATIONS** – A bid response to any specific item of this bid with terms such as “negotiable” “will negotiate” or of similar intent, will be considered as non-responsive to the specific term.
8. **PRICES** – Prices should be typed and shown as instructed on the bid form for each item, in the amount of quantity specified in the bid form. Taxes shall not be included. Errors may be crossed off and corrections made prior to bid opening only, and must be initialed in ink by the person signing the bid or bidder’s authorized representative. If during the contract period there should be a decrease in prices of the items bid, a corresponding decrease in prices on the balance of the deliveries shall be made to the District for as long as the lower prices are in effect, but at no time shall the prices charged the District exceed the prices set forth in the bid. The District shall be given the benefit of any lower prices which may, for comparable quality and delivery be given by the contractor to any other school district or any other state, county, municipal or local governmental agency in Sonoma County for products listed herein.
9. **TAXES** – Taxes shall not be included in unit prices. The District will pay only the State Sales and Use Tax; however, California Use Tax will be paid to out-of-state vendors only when their permit number is shown on both their bid and invoices. The successful bidder(s) shall list separately any taxes payable by the District and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. Federal Excise Tax is not applicable, as school districts are exempt therefrom. The District, upon request, shall furnish the contractor such Federal Tax Exemption Certificates as may be required.
10. **PERFORMANCE GUARANTEE** – The successful bidder(s) may be required to provide a performance guarantee. Such requirement shall be at the discretion of the District’s Director of Child Nutrition. A continuous performance bond in the amount of 100% of the total amount of the award executed by an admitted surety in the State of California and satisfactory to the District and filed with the Director of Child Nutrition is the preferred form of performance guarantee. Said bond, if required, shall be furnished within ten (10) calendar days from the date of Notice of Award. Failure to promptly submit a performance guarantee when requested may result in the rejection of an otherwise acceptable low bid.
11. **BRAND NAME AND NUMBER** – The Bidder(s) shall state the brand name and number in the column provided. If none is indicated, it shall be understood that the bidder is quoting on the exact brand name and number specified in the bid form. Should any item for which bids are requested by patented, or otherwise protected or designated by the particular name of the maker and the bidder desires to bid on an item of equal character and quality, he may offer

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

such substitute item by clearly indicating that such substitution is intended and specify the brand. Such substitution shall be accepted only if deemed by the director of Child Nutrition Services to be equal in all respects to that specified. If samples are requested by the Director of Child Nutrition for this determination, they shall be submitted in accordance with Paragraph 12, except that they may be submitted after the bid opening.

12. **SAMPLES** – Samples shall be furnished free of cost to the District after the bid opening. If requested, they are to be sent within seven (7) days to Child Nutrition, 211 Ridgway Avenue, Santa Rosa, CA 95401 unless otherwise specified. The District reserves the right to reject the bid of any bidder failing to submit samples requested. Samples must be plainly marked with name of bidder, bid number and date of the bid opening. Samples of the successful bidder(s) may be retained for comparison with deliveries. Bidder(s) may pick up samples (if not destroyed by test) on notice from the Director of Child Nutrition. If not picked up within fifteen (15) calendar days after date of such notice, samples may be disposed of by the District. Bidder(s) (or their agent) hereby assume all risks of loss or damage to samples whatever the cause.
13. **QUANTITY AND QUALITY OF MATERIALS OR SERVICES** – The successful bidder(s) shall furnish and deliver the quantities designated in the bid or purchase order. All materials, supplies or services furnished under the contract shall be in accordance with the bid specifications and the District's sample or the sample furnished by the bidder(s) and accepted by the District. Materials or supplies which, in the opinion of the Director of Child Nutrition, are not in accordance and conformity with said specifications and samples shall be rejected and removed from the District premises at the bidder's expense. When a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the bid specifications, the cost of such test shall be paid by the bidder(s). In bidding, the bidder(s) certifies that all materials conform to all applicable requirements of CAL OSHA and all other requirements of the law. All items of equipment and individual components, where applicable standards have been established, shall be listed by the Underwriter Laboratories, Inc., and bear the UL label.
14. **DISTRICT REQUIREMENTS** - The quantity shown is the estimate of consumption for the contract period. The needs of the District may be substantially more or less than such referenced quantities. The articles, supplies or services listed in the bid and required during the contract period shall be ordered and purchased from the successful bidder(s) during such period. The District shall have the right to issue purchase orders up to and including the last day of the contract period even though the time provided for delivery may extend beyond such period. The District reserves the right to acquire from other sources during the life of the contract such items as may be required for testing, evaluation or experimental purposes, or for special programs of an emergency nature, and purchases made by individual schools.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

15. **ACCEPTANCE OR REJECTION OF BIDS** – The District may purchase an individual item or combination of items, whichever is in the best interest of the District, provided also that bidder(s) may specify that the District's acceptance of one item shall be contingent upon the District's acceptance of one or more additional items submitted in the same bid. Bids shall remain open and valid and subject to acceptance for ninety (90) calendar days after the bid opening.
16. **BID EXCEPTIONS** – All exceptions which are taken in response to this bid must be stated clearly. The taking of bid exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid. Allowance of exceptions will be determined by the governing board whose decisions shall be final. Any bid exceptions or additional conditions requested after bid closure, which are not detailed within the bid response, may result in disqualification of the bid. Nor oral or telegraphic modification of any bid submitted will be considered.
17. **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.
18. **EXECUTION OF CONTRACT** – Issuance of a Purchase Order shall be evidence the contractual agreement between the bidder(s) and the District and the bidder's acceptance of these Bid Instructions and Conditions.
19. **DELIVERY** – Time and manner of delivery are essential factors in proper performance under the contract. Unless otherwise specified, the successful bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight and packing for delivery to locations in the District as specified in the bid form. Each item shall be securely and properly packed and clearly marked as to contents. All shipments shall be accompanied by a packing slip.
20. **MATERIAL SAFETY DATA SHEETS** – For all products requiring a Material Safety Data Sheet, the District requires that a Material Safety Data Sheet accompany all orders at the time of delivery.
21. **DEFAULT BY CONTRACTOR** – The District shall hold the bidder(s) responsible for any damage which may be sustained because of failure or neglect to comply with any terms or conditions listed herein. It is specifically provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and place herein stated or otherwise fails or neglects to comply with the terms of the bid, the District may, upon written notice to the bidder, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is cancelled in whole or in part, purchase the materials, supplies, or services

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

elsewhere without further notice to the bidder. The prices paid by the District at the time such purchases are made shall be considered the prevailing market price. Any extra cost incurred by such default may be collected by the District from the bidder, or deducted from any funds due the bidder.

22. **INSURANCE** – The successful bidder(s) shall maintain insurance adequate to protect him from claims under Workers' Compensation Laws and from claims for damage for personal injury, including death and damage to property, which may arise from bidder's operations under the contract. **The bidder must complete the Workers' Compensation Certificate, attached hereto, with their bid.** Also, the bidder will be required to file proof of such insurance, naming Santa Rosa City School District as an additional insured and requiring the bidder's insurance to be primary by separate endorsements as follows: The Bidder is required to provide proof of insurance to the Governing Board of a comprehensive general liability insurance policy providing occurrence based coverage to be in effect during the term of the contract. Bodily injury shall be \$1,000,000, combined single limit or \$1,000,000 per person, \$1,000,000 per accident; \$2,000,000 aggregate. Property Damage shall be \$1,000,000 per loss. The bidder shall also maintain automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired and non-owned vehicles. Failure to furnish such evidence and insurance, if required, may be considered default by the bidder(s).
23. **INVOICES AND PAYMENTS** – Unless otherwise specified, the successful bidder(s) shall render invoices in duplicate for materials delivered or services performed under the contract, to the: Santa Rosa City School District, Accounting Services Department, 211 Ridgway Avenue, Santa Rosa, California 95401. Invoices shall be submitted under the same firm name as shown on the bid. The successful bidder(s) shall list separately any taxes PAYABLE BY THE District and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. The District shall make payment for materials, supplies, or services furnished under the contract within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District Representative.
24. **AMERICAN MADE PRODUCTS** – In compliance with Sections 4300 to 4305 of the California Government Code, only materials produced or manufactured in the United States will be procured by the District, except for those which fall within the purview of Sections 4301, 4302 and 4303.5. In compliance with Code Sections 4330 to 4334 inclusive California products shall receive preference over materials made elsewhere. If a bidder is proposing an article of foreign make, the fact must be stated in the bid.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

25. BID PROTEST – Any bid protest must be in writing and received by the District Office before 5:00 p.m. no later than three (3) working days following bid opening and shall comply with the following requirements:

- a. The bid protest must contain a complete statement of the basis for the protest and all supporting documentation.
- b. The party filing the protest must have actually submitted a bid for the Project. A Subcontractor of a bidder submitting a bid for the Project may not submit a bid protest. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
- c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.
- d. The protest must include the name, address and telephone number of the person representing the protesting bidder.
- e. The bidder filing the protest must concurrently transmit a copy of the bid protest and all supporting documentation to all other bidders with a direct financial interest which may be affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District before 5 p.m. no later than two (2) working days after the deadline for submission of the bid protest or receipt of the bid protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- g. The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code claim or legal proceedings.
- h. If the District determines that a protest is frivolous, the protesting bidder may be determined to be non-responsive and that bidder may be determined to be ineligible for future contract awards by the District.
- i. A "working day" for purposes of this section means a weekday during which the District's office is open and conducting business, regardless of whether or not school is in session.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

26. MISCELLANEOUS PROVISIONS:

- A. **Assignment of Contracts** – The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the survey on the performance bond (if one is required) and of the District.
- B. **Binding Effect** – This Agreement shall inure to the benefit of and shall be binding upon the Contractor and District and their respective successors and assigns.
- C. **Severability** – If any provisions of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.
- D. **Amendments** – The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.
- E. **Entire Agreement** – This Bid and all attachments thereto constitutes the entire agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. Bidder, by the execution of his/her signature on the Bid form acknowledges that he/she has and read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- F. **Force Majeure Clause** – The parties to the contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.
- G. **Hold Harmless Clause** – The successful bidder agrees to indemnify, defend and save harmless Santa Rosa City School District, its governing board, related divisions and entities, officers, agents, and employees from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature which the District, it's officers, agents, and employees may sustain or inure or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the bidder or bidder's agents, employees or subcontractor's performance under the terms of this contract, expecting only liability arising out of the sole negligence of the District.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

- H. **Prevailing Law** – In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law.
- I. **Governing Law and Venue** – In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed only in accordance with the laws of the State of California. Venue shall only be with the appropriate state or federal court located in Sonoma County.
- J. **Permits and Licenses** – The successful bidder(s) and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed. All operations and materials shall be in accordance with law.
- K. **Toll Charges** – If it is necessary that the District place toll or long distance telephone calls in connection with this contract (for complaints, adjustments, shortages, failure to deliver, etc.), the successful bidder shall accept charges for such calls on a reverse charge basis.
- L. **Contract Documents** – The complete contract includes the following documents: The advertisement for bids, the bid instructions and conditions, specifications and drawings, if any, the bid and its acceptance by the District, the purchase order, and all amendments thereto. All of these documents shall be interpreted to include all provisions of the other documents as though fully set out therein.
- M. **Independent Contractor** – While engaged in carrying out and complying with terms and conditions of the contract, the bidder agrees by his/her signature on the Bid Form that he/she is an independent contractor and not an officer, employee or agent of the District.
- N. **Anti-discrimination** – It is the policy of the Santa Rosa City School District Board of Education, that in connection with all work performed under Purchasing Contracts there shall be no discrimination against any prospective or active employee engaged in the work because of sexual orientation, physical and mental disability, medical conditions, marital status, age, pregnancy, veteran status, gender, race, color ancestry, national origin, sex or religious creed. Therefore, the bidder agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act. In addition, the successful bidder(s) agrees to require like compliance by all subcontractors employed on the work by him.
- O. **Termination Without Cause** – This Agreement may be terminated by the District upon giving thirty days advance written notice of an intention to terminate.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

- P. **Product Shortages** – If the successful bidder is unable to supply any product listed herein, the District may purchase such product at a fair market value from another source. The difference in cost and all delivery charges shall be the responsibility of the supplier listed on the original contract agreement.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

Service Level Agreement
Milk/Dairy Products

Agreement: Below are the details of the service expectations from the successful bidder upon receiving the award for this bid. Successful bidder must understand and agree to the following levels of service if they are to enter into an agreement with the Santa Rosa City School District. It is very important that the Bidder understands that the District's Milk/Dairy Product Bid not only includes the purchase of products, but includes service/delivery expectations that must be agreed to prior to entering into this agreement.

This is a five (5) month bid with the possibility of two (2), one (1) year extensions. This bid will be from February 1, 2016 thru June 30th 2016.

1. Failure to meet these specifications shall entitle the District to cancel the contract with 30 days' notice.
2. All milk and milk products specified will be purchased from the successful bidder selected. The District reserves the right to add or remove product as necessary due to school demand.
3. Seal of container shall not make it unduly difficult to open carton by small children nor produce noticeable leakage. Should a leakage occur, vendor will replace entire crate of milk upon being notified.
4. All milk products shall be Grade "A" pasteurized qualities standards, nutritional analysis must be provided immediately upon award of bid or upon request.
5. In the event deliveries are not made, which results in loss of reimbursement funds for the District's lunch program; upon satisfactory agreement between the awarded bidder and the District, the District will deduct the total lost reimbursement from the Supplier's current invoices.
6. Advanced approval by the Child Nutrition Department must be obtained prior to substitutions being made. Items substituted must be priced as the same as the item the District would normally receive.
7. All invoices and statements shall be sent to: Santa Rosa City Schools, 211 Ridgway Avenue, Santa Rosa, CA 95401, Attention: CNS Accounting.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

8. The District reserves the right to add or delete product, increase or decrease amounts and add or delete site locations.

Central Production Kitchen Delivery

1. Milk shall be delivered a minimum of 12 working days prior to the code date indicated on the carton. Bad tasting or sour smelling milk shall be replaced immediately upon notification.
2. Milk will be delivered in a clean plastic carrying case.
3. Milk shall be delivered unwrapped with no plastic.
4. Milk and all dairy products shall be delivered in a refrigerated truck in an approved sanitary manner. **Milk shall be delivered between 35-40 degrees.**
5. Successful bidder shall arrange a predetermined time for deliveries to the Central Kitchen by contacting the Central Kitchen Supervisor Denise Scott (707) 528-5623.
6. Empty milk crates are to be picked up at the time of the next delivery.
7. All out of date products are to be picked up and credit issued as needed.

Site Delivery

1. Milk shall be delivered a minimum of 12 working days prior to the code date indicated on the carton. Bad tasting or sour smelling milk shall be replaced immediately upon notification.
2. Milk shall be delivered unwrapped with no plastic.
3. Milk will be stored in the school's milk coolers by the delivery person.
4. Delivery shall not be made so close to service time as to create concern by the school site and necessitate emergency deliveries by Child Nutrition Services.
5. Deliveries will be accepted during operational hours only with staff on duty. (Schedule to be provided by Child Nutrition Services).
6. Most sites will require 2 day per week deliveries, while other schools will only need 1 day per week deliveries.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

7. A duplicate of the signed invoice ticket shall be left at each location at the time of the delivery. An itemized monthly statement showing each delivery location must be sent to District's Child Nutrition Services. Quantities, item descriptions, unit prices and extended amounts must be shown on each invoice; this shall apply to all credits. The person receiving shall sign invoices and credits.

By signing below, you agree to provide the above level service to Santa Rosa City Schools.

Clover Starnetta
Company Name (Print or Type)

Elise Jones-Landry
Authorized Company Representative Signature

12/30/15
Date

Elise Jones-Landry
Print Name

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

Special Instructions and Conditions

Bidder Name: Claver Stornetta

Santa Rosa City School (District) is requesting Bid for Milk and Dairy. The District is comprised of 22 schools and sites with an average daily attendance of 16,000 students. **This is a five (5) month bid with the possibility of two (2), one (1) year extensions.**

This will be an all or nothing award. Award will be based on items 1 and 2 on the price sheet. Bidder must bid on all items to be considered responsive.

1. Bid on both Central Production Kitchen and site-to-site deliveries together.
See price sheet.
2. Bid pricing is to be extended to no more than four (4) decimal points.
3. No delivery during school holidays and vacations and no delivery on Saturday or Sunday. (Upon award Child Nutrition Services to provide vendor with school vacation and holiday schedules).
4. All deliveries are to be to the designated storage area at each school location (list attached) during staff working hours. No dark drops. See school locations.
5. Separate billing for all special school orders (classroom parties, ice cream, punch).
6. Credits for sub-standard products. (Exception-no credit to department for damaged or out-of-code products due to fault of customer, i.e., customer's refrigeration failure).
7. Delivery schedule to be pre-scheduled to coincide with school needs and existing route flow for bidder's best reduction of expenses, mileage and time.
8. Milk and milk products must be produced and processed in California and must be Grade A conforming with the California Agriculture Code, rBST free, no Antibiotic residue, and meet USDA federal meal program nutrient standards.
9. Upon request you will supply USDA Certificates of quality and conditions.
10. The District reserves the right to add or remove other milk or dairy products as may be needed throughout the term of this contract. The District may add or remove sites as necessary.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

11. Escalator Clause – Prices are subject to adjustment for seller's cost increase or decrease not to exceed the percentage increase or decrease applicable to like product in like quantities per established current wholesale quotations for the Sonoma County marketing area. Justification of price changes will be submitted by the seller 30 days in advance of price changes.
12. Seller must meet all local, State and Federal standards for market milk.
13. Monthly Menu Advertising: Bidder should demonstrate past school promotions and activities and be able to verify them to the District through pictures and/or literature upon request.

Any additional discounts or information: _____

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

Milk Price Sheet

Submit with Bid

Bidder Name: Clover Stornetta

Item	Estimated Annual Usage	Unit	Description	Production Kitchen Delivery Unit Cost	Production Kitchen Delivery Extended Cost	Site-to-Site Delivery Unit Cost	Site-to-Site Delivery Extended Cost
1	800,000	EA	1% Homogenized Vitamin D Milk (8 oz.) carton	\$0.20	\$160,000	\$0.20	\$160,000
2	250,000	EA	Non-Fat Homogenized Vitamin D Milk (8 oz.) carton	\$0.20	\$50,000	\$0.20	\$50,000
				Totals (1-2)	\$210,000	Totals (1-2)	\$210,000

This will be an all or nothing award. Vendor must bid on all items to be considered responsive.

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

School Site Locations

Central Production Kitchen	211 Ridgway Avenue
Elementary Schools	
Abraham Lincoln	850 West 9 th Street
Albert F. Biella	2140 Jennings Avenue
Brook Hill	1850 Vallejo
Helen Lehman	2751 – 9th Avenue
Hidden Valley	3435 Bonita Vista
Hidden Valley Satellite	3555 Parker Hill Road
James Monroe	2567 Marlow Road
Luther Burbank	203 South A Street
Proctor Terrace	1711 Bryden Lane
Steele Lane	301 Steele Lane
Santa Rosa French American Charter	1350 Sonoma Avenue
Santa Rosa Charter School of the Arts	2230 Lomitas Avenue
Middle Schools	
Herbert Slater Middle School	3500 Sonoma Avenue
Hilliard Comstock Middle School	2750 West Steele Lane
Lawrence Cook Middle School	2480 Sebastopol Road
Rincon Valley Middle School	4650 Badger Road
Santa Rosa Middle School	500 E Street
High Schools	
Elsie Allen High School	599 Bellevue Avenue
Maria Carrillo High School	6975 Montecito Blvd.
Montgomery High School	1250 Hahman Drive
Piner High School	1700 Fulton Road
Santa Rosa High School	1235 Mendocino Avenue

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

NONCOLLUSION DECLARATION TO BE EXECUTED BY AND SUBMITTED WITH BID

I, Elise Jones-Landry 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 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 of 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.

12/30/15
Date

Clover Starnetta Farms
Name of Vendor

Elise Jones-Landry
Printed Name of Authorized Company Representative

Elise Jones-Landry
Signature of Authorized Company Representative

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"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 to the State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, 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 employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

Clover Stornetta Farms
Contractor

By: Elise Jones Hendry

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

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3788

Authorized Vendor Signature

Proposal Submitted by:

The undersigned declares under penalty of perjury under the laws of the State of California that the Presentations made in this bid are true and correct.

12/30/15 Elise Jones-Landy Sales Strategy Manager Elise Jones-Landy
Date Signature/Title Type or Print Name

Claver Stornetta Farms 11650 Corporate Cir, Ste 100, Petaluma, CA
Name of Company Address City and State 94954

707 769-3276 707-778-0509
Area Code Telephone Number Fax Number

94-2423221
Federal Tax Id Number

SIGNED COPY
TRINITY FRESH



BID #3787

**Child Nutrition Services
Fresh Produce**

Bryan Nyberg, Director, Child Nutrition Services
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401



Santa Rosa City Schools
Purchasing Services
211 Ridgway Avenue
Santa Rosa, CA 95401
T: 707-528-5359 F: 707-528-5104

Bidder Information Sheet

If you downloaded this bid from our website, fax back this sheet to be added to our bidders list.

Attention: Bryan Nyberg, Director Child Nutrition
Fax # 707-528-5104
Re: Bid #3787 – Child Nutrition Services-Fresh Produce

Santa Rosa City Schools Bids/Proposals are available on-line. If you download a Bid/Proposal, you are required to fax the following information to 707-528-5104 so that you may be added to the bidders list to receive Addenda to this bid.

Name: Lori Lambeth
Title: Sales account manager
Organization: Trinity Fresh
Street Address: 8200 Berry Ave Ste 140
City: Sacramento
State/Zip Code: CA, 95828
Work Phone: (916) 714-7368
Fax: (916) 594-0902
Email: lorilambeth@trinityfresh.com

NOTICE TO BIDDERS

Request for Bid #3787

Santa Rosa City Schools is requesting bids from providers of fresh produce to provide service for the District Child Nutrition programs.

Bids must be received prior to **2:01 P.M., on November 13, 2015**. Bids must be submitted in a sealed envelope, marked with the Bid number, title and returned to Santa Rosa City School District Purchasing Services, 211 Ridgway Avenue, Santa Rosa, CA 95401.

Bids received later than the designated time and specified date will be returned to the bidder unopened. **Facsimile (FAX) copies of the proposal will not be accepted.**

The District reserves the right to accept or reject any or all proposals or any combination thereof and to waive any informality in the bidding process.

Copies of the bid documents may be obtained from **Santa Rosa City School District's Child Nutrition Services, 211 Ridgway Avenue, Santa Rosa, CA 95401**. Refer any questions to: **Bryan Nyberg, E-mail: bnyberg@srcs.k12.ca.us or telephone: 707-528-5359.**

Published: October 24, 2015

Published: October 30, 2015

TABLE OF CONTENTS

	Page
Bidder Information Sheet	2
Notice to Bidders	3
Table of Contents	4
Bidder's Checklist	5
General Terms Instructions and Conditions	6
Scope of Work	13
Produce Specifications and Conditions	14
Price Sheet	18
School Site Locations	19
Non-Collusion Declaration	20
Workers' Compensation Certificate	21
Authorized Vendor Signature	22

Bidder's Checklist

Bidder Name Trinity Fresh

Submit this Bidder's Checklist with your bid document. Failure to submit this Checklist at bid opening may deem your bid as non-responsive.

Required items

Bidder Information Sheet	page 2
Bidder's Checklist (this form)	page 5
Scope of Work	page 13
Produce Specifications and Condition	page 14
Price Sheet	page 18
School Site Locations	page 19
Non-Collusion Declaration	page 20
Workers' Compensation Certificate	page 21
Authorized Signature	page 22

General Terms, Instructions and Conditions

General - This information to Bidders is in addition to any instructions or conditions stated elsewhere in the Contract Document.

Bids - To receive consideration, Bids shall be made in accordance with the following instructions:

Deadline for Receipt of BID's – Bid's will be received prior to 2:01 P.M. on November 13, 2015 after which time bids will be opened and publicly read aloud. Envelopes containing a Bid must be sealed, prominently marked with the Bid number, Bid title, Bid opening time/date and name of bidder, and submitted to:

Santa Rosa City Schools
Child Nutrition Services
211 Ridgway Avenue
Santa Rosa, California 95401
Attn: Bryan Nyberg

Bids/Proposals: To receive consideration, Bids/Proposals shall be made in accordance with the following terms:

1. **THE BID** – All items on the form should be stated in figures, and signatures of all individuals must be in long hand. The completed form should be without interlineations, alterations, or erasures. **Unsigned bids will not be accepted.**
2. **"FAXED" BIDS** – Facsimile copies of bids will **not be accepted for formal advertised bids.**
3. **DEFINITIONS** – Responsible; a bidding party possessing the skill, judgment, integrity and financial ability necessary to timely perform and complete the contract being bid. Responsive; a bid which meets all of the specifications set forth in the request for bids.
4. **NAME AND NATURE OF BIDDER'S LEGAL ENTITY** – The bidder(s) shall specify in the bid and in the bond, if furnished as a guarantee, the name and nature of its legal entity and any fictitious name under which it does any business covered by the bond. The bid shall be signed under the correct firm name by an authorized officer.
5. **WITHDRAWAL OF BID** – Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of ninety (90) days after the opening of bids. A successful bidder shall not be relieved of the bid submitted without the District's consent or bidder's recourse to Public Contract Code Sections 5100 et. seq.

6. **ASSIGNMENT OF CONTRACT OR PURCHASE ORDER** – The bidder(s) shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the bond, if any, and the District.
7. **BID NEGOTIATIONS** – A bid response to any specific item of this bid with terms such as “negotiable” “will negotiate” or of similar intent, will be considered as non-responsive to the specific item.
8. **PRICES** – Prices should be typed and shown as instructed on the bid form for each item, in the amount of quantity specified in the bid form. Taxes shall not be included. Errors may be crossed off and corrections made prior to bid opening only, and must be initialed in ink by the person signing the bid or bidder’s authorized representative. If during the contract period there should be a decrease in prices of the items bid, a corresponding decrease in prices on the balance of the deliveries shall be made to the District for as long as the lower prices are in effect, but at no time shall the prices charged the District exceed the prices set forth in the bid. The District shall be given the benefit of any lower prices which may, for comparable quality and delivery be given by the contractor to any other school district or any other state, county, municipal or local governmental agency in Sonoma County for products listed herein.
9. **TAXES** – Taxes shall not be included in unit prices. The District will pay only the State Sales and Use Tax; however, California Use Tax will be paid to out-of-state vendors only when their permit number is shown on both their bid and invoices. The successful bidder(s) shall list separately any taxes payable by the District and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. Federal Excise Tax is not applicable, as school districts are exempt therefrom. The District, upon request, shall furnish the contractor such Federal Tax Exemption Certificates as may be required.
10. **PERFORMANCE GUARANTEE** – The successful bidder(s) may be required to provide a performance guarantee. Such requirement shall be at the discretion of the District’s Director of Child Nutrition Services. A continuous performance bond in the amount of 100% of the total amount of the award executed by an admitted surety in the State of California and satisfactory to the District and filed with the Director of Child Nutrition is the preferred form of performance guarantee. Said bond, if required, shall be furnished within ten (10) calendar days from the date of Notice of Award. Failure to promptly submit a performance guarantee when requested may result in the rejection of an otherwise acceptable low bid.
11. **BRAND NAME AND NUMBER** – The bidder(s) shall state the brand name and number in the column provided. If none is indicated, it shall be understood that the bidder is quoting on the exact brand name and number specified in the bid form. Should any item for which bids are requested by patented, or otherwise protected or designated by the particular name of the maker and the bidder desires to bid on an item of equal character and quality, he may offer such substitute item by clearly indicating that such substitution is intended and specify the brand. Such substitution shall be accepted only if deemed by the Director of Child Nutrition

Services to be equal in all respects to that specified. If samples are requested by the Director of Child Nutrition for this determination, they shall be submitted in accordance with Paragraph 12, except that they may be submitted after the bid opening.

12. **SAMPLES** – Samples shall be furnished free of cost to the District after the bid opening. If requested, they are to be sent within seven (7) days to Child Nutrition Services, 211 Ridgway Avenue Santa Rosa, CA 95401 unless otherwise specified. The District reserves the right to reject the bid of any bidder failing to submit samples as requested. Samples must be plainly marked with name of bidder, bid number and date of the bid opening. Samples of the successful bidder(s) may be retained for comparison with deliveries. Bidder(s) may pick up samples (if not destroyed by test) on notice from the Director of Child Nutrition. If not picked up within fifteen (15) calendar days after date of such notice, samples may be disposed of by the District. Bidder(s) (or their agent) hereby assume all risks of loss or damage to samples whatever the cause.
13. **QUANTITY AND QUALITY OF MATERIALS OR SERVICES** – The successful bidder(s) shall furnish and deliver the quantities designated in the bid or purchase order. All materials, supplies or services furnished under the contract shall be in accordance with the bid specifications and the District's sample or the sample furnished by the bidder(s) and accepted by the District. Materials or supplies which, in the opinion of the Director of Child Nutrition, are not in accordance and conformity with said specifications and samples shall be rejected and removed from the District premises at the bidder's expense. When a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the bid specifications, the cost of such test shall be paid by the bidder(s). In bidding, the bidder(s) certifies that all materials conform to all applicable requirements of CAL OSHA and all other requirements of law. All items of equipment and individual components, where applicable standards have been established, shall be listed by the Underwriter Laboratories, Inc., and bear the UL label.
14. **DISTRICT REQUIREMENTS** – The quantity shown is the estimate of consumption for the contract period. The needs of the District may be substantially more or less than such referenced quantities. The articles, supplies or services listed in the bid and required during the contract period shall be ordered and purchased from the successful bidder(s) during such period. The District shall have the right to issue purchase orders up to and including the last day of the contract period even though the time provided for delivery may extend beyond such period. The District reserves the right to acquire from other sources during the life of the contract such items as may be required for testing, evaluation or experimental purposes, or for special programs of an emergency nature, and purchases made by individual schools.

15. **ACCEPTANCE OR REJECTION OF BIDS** – The District may purchase an individual item or combination of items, whichever is in the best interest of the District, provided also that bidder(s) may specify that the District's acceptance of one item shall be contingent upon the District's acceptance of one or more additional items submitted in the same bid. Bids shall remain open and valid and subject to acceptance for ninety (90) calendar days after the bid opening.
16. **BID EXCEPTIONS** – All exceptions which are taken in response to this bid must be stated clearly. The taking of bid exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid. Allowance of exceptions will be determined by the governing board whose decisions shall be final. Any bid exceptions or additional conditions requested after bid closure, which are not detailed within the bid response, may result in disqualification of the bid. No oral or telegraphic modification of any bid submitted will be considered.
17. **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.
18. **EXECUTION OF CONTRACT** – Issuance of a Purchase Order shall be evidence the contractual agreement between the bidder(s) and the District and the bidder's acceptance of these Bid Instructions and Conditions.
19. **DELIVERY** – Time and manner of delivery are essential factors in proper performance under the contract. Unless otherwise specified, the successful bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight and packing for delivery to locations in the District as may be specified in the bid form. Each item shall be securely and properly packed and clearly marked as to contents. All shipments shall be accompanied by a packing slip.
20. **MATERIAL SAFETY DATA SHEETS** – For all products requiring a Material Safety Data Sheet – The District requires that a Material Safety Data Sheet accompany all orders at the time of delivery.
21. **DEFAULT BY CONTRACTOR** – The District shall hold the bidder(s) responsible for any damage which may be sustained because of failure or neglect to comply with any terms or conditions listed herein. It is specifically provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and place herein stated or otherwise fails or neglects to comply with the terms of the bid, the District may, upon written notice to the bidder, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is cancelled in whole or in part, purchase the materials, supplies or services elsewhere without further notice to the bidder. The prices paid by the District at the time such purchases are made shall be considered the prevailing market price. Any extra cost incurred by

such default may be collected by the District from the bidder, or deducted from any funds due the bidder.

22. **INSURANCE** – The successful bidder(s) shall maintain insurance adequate to protect him from claims under Workers' Compensation Laws and from claims for damages for personal injury, including death and damage to property, which may arise from bidder's operations under the contract. **The bidder must complete the Workers' Compensation Certificate, attached hereto, with their bid.** Also, the bidder will be required to file proof of such insurance, naming Santa Rosa City School District as an additional insured and requiring the bidder's insurance to be primary by separate endorsements as follows: The bidder is required to provide proof of insurance to the Governing Board of a comprehensive general liability insurance policy providing occurrence based coverage to be in effect during the term of the contract. Bodily Injury shall be \$1,000,000, combined single limit or \$1,000,000 per person, \$1,000,000 per accident; \$2,000,000 aggregate. Property Damage shall be \$1,000,000 per loss. The bidder shall also maintain automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired and non-owned vehicles Failure to furnish such evidence and insurance, if required, may be considered default by the bidder(s).
23. **INVOICES AND PAYMENTS** – Unless otherwise specified, the successful bidder(s) shall render invoices in duplicate for materials delivered or services performed under the contract, to the: Santa Rosa City School District, Accounting Services Department, 211 Ridgway Avenue, Santa Rosa, California 95401. Invoices shall be submitted under the same firm name as shown on the bid. The successful bidder(s) shall list separately any taxes PAYABLE BY THE District and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. The District shall make payment for materials, supplies, or services furnished under the contract within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District Representative.
24. **AMERICAN MADE PRODUCTS** – In compliance with Sections 4300 to 4305 of the California Government Code, only materials produced or manufactured in the United States will be procured by the District, except for those which fall within the purview of Sections 4301, 4302 and 4303.5. In compliance with Code Sections 4330 to 4334 inclusive California products shall receive preference over materials made elsewhere. If a bidder is proposing an article of foreign make, the fact must be stated in his bid.
25. **BID PROTEST** - Any bid protest must be in writing and received by the District Office before 5:00 p.m. no later than three (3) working days following bid opening and shall comply with the following requirements:
 - a. The bid protest must contain a complete statement of the basis for the protest and all supporting documentation.
 - b. The party filing the protest must have actually submitted a bid for the Project. A Subcontractor of a bidder submitting a bid for the Project may not submit a bid

- protest. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
- c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.
 - d. The protest must include the name, address and telephone number of the person representing the protesting bidder.
 - e. The bidder filing the protest must concurrently transmit a copy of the bid protest and all supporting documentation to all other bidders with a direct financial interest which may be affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District before 5 p.m. no later than two (2) working days after the deadline for submission of the bid protest or receipt of the bid protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - g. The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code claim or legal proceedings.
 - h. If the District determines that a protest is frivolous, the protesting bidder may be determined to be non-responsible and that bidder may be determined to be ineligible for future contract awards by the District.
 - i. A "working day" for purposes of this section means a weekday during which the District's office is open and conducting business, regardless of whether or not school is in session.

26. MISCELLANEOUS PROVISIONS:

A. Assignment of Contracts – The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the performance bond (if one is required) and of the District.

B. Binding Effect – This Agreement shall inure to the benefit of and shall be binding upon the Contractor and District and their respective successors and assigns.

C. **Severability** – If any provisions of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

D. **Amendments** – The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.

E. **Entire Agreement** – This Bid and all attachments thereto constitutes the entire agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. Bidder, by the execution of his/her signature on the Bid Form acknowledges that he/she has and read this Agreement, understands it, and agrees to be bound by its terms and conditions.

F. **Force Majeure Clause** – The parties to the contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

G. **Hold Harmless Clause** – The successful bidder agrees to indemnify, defend and save harmless Santa Rosa City School District, its governing board, related divisions and entities, officers, agents, and employees from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature which the District, its officers, agents, and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the bidder or bidder's agents, employees or subcontractor's performance under the terms of this contract, expecting only liability arising out of the sole negligence of the District.

H. **Prevailing Law** – In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law.

I. **Governing Law and Venue** – In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed only in accordance with the laws of the State of California. Venue shall only be with the appropriate state or federal court located in Sonoma County.

J. **Permits and Licenses** – The successful bidder(s) and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection

with the furnishing of materials, articles or services herein listed. All operations and materials shall be in accordance with law.

K. Toll Charges – If it is necessary that the District place toll or long distance telephone calls in connection with this contract (for complaints, adjustments, shortages, failure to deliver, etc.), the successful bidder shall accept charges for such calls on a reverse charge basis.

L. Contract Documents – The complete contract includes the following documents: The advertisement for bids, the bid instructions and conditions, specifications and drawings, if any, the bid and its acceptance by the District, the purchase order, and all amendments thereto. All of these documents shall be interpreted to include all provisions of the other documents as though fully set out therein.

M. Independent Contractor – While engaged in carrying out and complying with terms and conditions of the contract, the bidder agrees by his/her signature on the Bid Form that he/she is an independent contractor and not an officer, employee or agent of the District.

N. Anti-discrimination – It is the policy of the Santa Rosa City School District Board of Education, that in connection with all work performed under Purchasing Contracts there shall be no discrimination against any prospective or active employee engaged in the work because of sexual orientation, physical and mental disability, medical conditions, marital status, age, pregnancy, veteran status, gender, race, color, ancestry, national origin, sex, or religious creed. Therefore, the bidder agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act. In addition, the successful bidder(s) agrees to require like compliance by all subcontractors employed on the work by him.

O. Termination Without Cause – This Agreement may be terminated by the District upon giving thirty days advance written notice of an intention to terminate.

P. Product Shortages – If the successful bidder is unable to supply any product listed herein, the District may purchase such product at a fair market value from another source. The difference in cost and all delivery charges shall be the responsibility of the supplier listed on the original contract agreement.

A handwritten signature in black ink, consisting of stylized, overlapping loops, is positioned in the lower right area of the page.

Scope of Work

Santa Rosa City School District (District) is requesting bids for fresh produce. This produce is served throughout the District and requires timely delivery to schools. The District requires bidders to have knowledge and experience in fresh produce for school program (s). The total amount of dollars spent by the District for the purchase of fresh produce for the SY 14/15 was approximately \$360,000.00

The term of this Bid is eight (7) month bid from December 1st, 2015 thru June 30th, 2016 with the possibility of two (2), one (1) year terms at the discretion of the District.

The District is seeking only one vendor. This is an all or none bid.

Partial bids or bids listing items as special order will not be accepted; such bids will be considered as non-responsive.

Bid's must be submitted to the Santa Rosa City Schools, Child Nutrition Department, 211 Ridgway Avenue, Santa Rosa 95401 prior to 2:01 P.M. November 13, 2015.

Submit one (1) unbound original signature and three (3) bound copies; failure to provide may deem your bid non-responsive.

All questions regarding this Bid must be submitted by November 6, 2015 at 5:00 P.M. Send all questions to bnnyberg@srcs.k12.ca.us reference bid number in subject. No questions will be answered after the above listed date and time; telephone and fax questions will not be answered.



Produce Specification and Conditions

All grades refer to USDA Standards unless otherwise specified. All suppliers shall comply with the U.S Pure Food and Drug Act, California Department of Agriculture requirements, county and city laws and ordinances for their production handling, processing, marking, and labeling. In accordance with "Buy America, "Buy California," every effort will be made to provide first locally grown (200 miles), then California grown, then American grown produce. Only produce inspected and approved by USDA is acceptable.

Preference will be given to vendors subscribing to the Produce Marketing Association Code of Ethics. Produce certified free from pesticide residues is preferred when available and competitively priced.

Packing

All prepared vegetables are to be vacuum-packed in heavy duty, pinhole free, and food grade plastic bags.

Partial cases of produce are to be packed in appropriate containers to arrive in a firm unblemished state.

Cases and packages shall be so constructed as to insure safe and sanitary transportation to point of delivery. Damaged cases may be rejected and returned for credit or immediate replacement to the original site at no cost to the District for produce or freight.

Pricing

Pre-cut value added produce and whole fresh fruits account for the majority of Child Nutrition Services produce purchases. Because of market fluctuations and budget uncertainties, vendor must give fixed year-round firm pricing of these products: Baby Carrots, and Chopped Romaine.

All vendors are to utilize a percentage of mark-up over the USDA San Francisco high market quote for the Bid. All whole case fruits and vegetables should be quoted off this pricing structure and a copy of the San Francisco quote used must accompany this quotation.

Ordering

Child Nutrition Services Department will place orders a minimum of twenty four (24) hours in advance for next day delivery to the Central Kitchen and 11 Secondary Schools.

Only vendors with no minimum order requirements will be considered for award.

Delivery

The District reserves the right to make addition to, or deletions from, the cafeterias to be served at any time during the period of the contract, and revise delivery times as required. A current District cafeteria list will be provided to the Contractor awarded this Bid. The winning bidder will be required to make up to approximately 12 direct daily deliveries Monday thru Friday. All deliveries shall occur during the hours of 7:00 A.M and 9:00 A.M. unless previously arranged. For emergency orders, the Contractor will be required to make direct deliveries as requested by the District Child Nutrition Department when possible.

Produce must be delivered to all sites in trucks that are cleaned on a regular basis, free of excessive dirt and debris and clearly labeled with the name of the vendor.

Deliveries are to be made no earlier than 7:00 A.M. unless otherwise specified. All deliveries must be accompanied by a delivery receipt in duplicate. Receipts are to include, for each item: item identification, unit price, price extension and total price of delivery. Sufficient time must be allowed at time of delivery for adequate inspection of product not only for quantity, but also quality of product. Delivery receipt will be signed only after inspections of product. The District reserves the right to reject products delivered in error not delivered according to specifications, of sub-standard quality or past peak ripeness.

Substitutions

Substitutions in quality or quantity shall receive prior approval from the District Child Nutrition Department in order to qualify for payment. If substitution is unavoidable due to market conditions Contractor shall offer equivalent item with District approval at no additional cost to the District for produce or freight.

Previous Performance

Bidders are advised that the District reserves the right to reject a bid from a bidder that cannot demonstrate the ability to provide the necessary products and services required under this Agreement. Bidders are required to submit an attachment listing their currently serviced school districts. The list shall include district name, Food Service Director's name and phone number.

Bidders may be required to verify that they have been in the business called for in this Bid for at least twelve (12) months. Service is a factor in the award of this Bid. A Vendor's recent delivery and performance under any previous or existing contract will be examined. Poor performance or references of current or past customers may be cause for disqualifying a bidder for any section or item in this quote.

Commitment to School Food Service

As food safety is a major concern in our schools, submit with this bid your Good Agricultural Practices (GAPs) documentation of food safety and sanitation program.

Bidders must have food service sales specialist that will be able to work directly with District personnel on a weekly basis to assist with product ordering, selection and availability. This person should have at least two (2) years experience in the wholesale produce business selling to K-12 schools. They must demonstrate a commitment to child nutrition and fully understand fruits and vegetables and their equivalent to serving size. Special consideration will be made if the vendor specialist is actively involved in CSNA and any legislative activities benefiting child nutrition.

Reports

Successful vendor will be required to provide to Child Nutrition Services a computer generated sales analysis report on a request basis. This report must include items purchased and aggregate quantities, year-to-date purchase quantities per item and average unit cost. Please include a sample report.

Distribution Qualifications

Bidder must have a documented Hazard Analysis Critical Control Program (HACCP) including product recall. Enclose a complete copy of the program.

Criteria For Award

Child Nutrition Services will evaluate each bid and select the lowest responsible bidder

Bid evaluation/recommendation will be based on, but not limited to the following criteria (Be sure these are addressed in the bid):

Cost	45%
Capability of Supplying <u>Daily</u> Product	25%
Experience and Past Performance	15%
Customer Service	15%
Total	<u>100%</u>

References

Brentwood Union School Dist.	255 Guthrie Ln Brentwood, CA 94513	(925)-513-6338	Phyllis
Company Name (Print or Type)	Address	City	Phone number
Thermalito Union School Dist.	400 Grand Ave Orville, CA 95965	(530) 538-2970	Karen
Company Name (Print or Type)	Address	City	Phone number
Monterey Peninsula USD	540 Canyon Del Rey #2 Monterey, CA 93940	(831) 392-3947	Jenn
Company Name (Print or Type)	Address	City	Phone number

11/12/2015 I received the produce bid
addendum - Bid # 3787 *Lori Lambeth*

<u>Produce Items- Price Sheet</u>					
	Product/Description	Bag/ Case Pack	Quantity Estimate	Price	Total Cost Delivered
1	Apple Various (Gala, Fuji, Red .D)	138 cs.	400	23.00	9200.00
2	Apple Granny Smith	138 cs.	400	28.25	11,300.00
3	Bananas Petite Green Tip	150 ct. /40-45lb.	400	26.00	10,400.00
4	Berries Strawberries 8 count	8 ct.	200	18.00	3,600.00
5	Broccoli Florets	3lb bag/cs.	TBD	15.25/6.00	TBD
6	Carroteenies Peeled	100-2.6 oz.	200	22.50	4,500.00
7	Carroteenies Peeled	5 lb. bag.	200	17.50/8.50	3,500.00
8	Carrots Shredded	5 lb. bag.	100	10.00	1,000.00
9	Celery Sticks	Precut 4" 5 lb. bag.	TBD	22.25	TBD
10	Cucumbers	30 / 40 lb. cs. <i>50#</i>	100	17.00	1,700.00
11	Grapes Red Lunch Bunch Seedless	16/18 lb. cs.	100	29.75	2,975.00
12	Jicama Sticks	4" 5 lb. bag.	60	12.50	750.00
13	Kiwi	20 lb. cs.	TBD	24.00	TBD
14	Lettuce Romaine Iceberg Blend	4/5 lb. bag/cs.	100	17.50/5.00	1,750.00
15	Lettuce Shredded	5 lb. bag/cs.	100	12.00/14.50	1,200.00
16	Lettuce Romaine Chopped	2 lb. bag/cs.	500	19.50/14.00	9,750.00
17	Melon Cantaloupe Cubes	5 lb. tub	20	15.75	315.00
18	Nectarines	20 lb. cs.	200	25.00	5,000.00
19	Onion-Diced	5 lb. bag.	100	8.75	875.00
20	Oranges	138 ct.	600	27.00	16,200.00
21	Pears	35 lb. cs.	200	28.25	5,650.00
22	Pepper Red Julienne	5 lb. bag.	20	20.00	400.00
23	Spinach Clipped	4 / 2.5 lb.	20	15.50	310.00
24	Squash Zucchini Stick 3"	5 lb. bag.	Minimal	17.75	TBD
25	Peas Sugar Snap	10 lb. cs.	50	42.95	2,147.50
26	Plums	20 lb. cs.		25.00	TBD
27	Tangerine	25 lb. cs.	200	25.40	5,080.00
28	Tomatoes Cherry or Grape	12 ct.	200	23.50	4,700.00
29	Tomatoes Roma/Slicing Varieties	25 lb. cs.	200	14.50	2,900.00

Please Print

Prepared By Lori Lambeth Date 11/12/2015
 Vendor Trinity Fresh Ste 140
 Address 8200 UBerry Ave City Sacramento State CA
 Phone Number 916-714-7368 Fax Number 916-594-0962

Santa Rosa City Schools
Child Nutrition Services, Milk/Dairy Products
BID #3787

Central Kitchen/School Site Locations

Production Kitchen	Address
Central Production Kitchen	211 Ridgway
Middle Schools	Address
Herbert Slater Middle School	3500 Sonoma Avenue
Hilliard Comstock Middle School	2750 West Steele Lane
Lawrence Cook Middle School	2480 Sebastopol Road
Rincon Valley Middle School	4650 Badger Road
Santa Rosa Middle School	500 E Street
High Schools	Address
Ridgway High	325 Ridgway Avenue
Elsie Allen High	599 Bellevue Avenue
Maria Carillo High	6975 Montecito Blvd.
Montgomery High	1250 Hahman Drive
Piner High	1700 Fulton Road
Santa Rosa High	1235 Mendocino Avenue

NONCOLLUSION DECLARATION TO BE EXECUTED BY AND SUBMITTED WITH BID

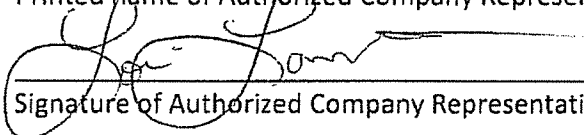
I, Lori Lambeth, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent 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.

11/12/2015
Date

Trinity Fresh
Name of Vendor

Lori Lambeth
Printed name of Authorized Company Representative


Signature of Authorized Company Representative

See Attached

WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"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, 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 employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

Contractor

By: _____

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



July 11, 2016

1121 L Street

•

Suite 1060

•

Sacramento

•

California 95814

•

TEL: 916 . 446 . 7517

•

FAX: 916 . 446 . 2011

•

www.sscal.com

*An Employee-Owned
Company*

Mr. Steven J. Eichman
Assistant Superintendent, Business Services
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rose, CA 95401

Dear Mr. Eichman:

School Services of California, Inc., (SSC) is pleased to respond to Santa Rosa City Schools District's (District) request for a proposal for a Child Nutrition Services Department Study/Analysis. We are qualified to provide an expert, impartial analysis of the operational issues affecting your District.

Issues to be covered by the Study/Analysis for the Child Nutrition Services Department will include:

- Review of workflow in the division, including the ability of current staffing levels to handle workload peaks
- Consideration of the adequacy of back-up training and support
- The adequacy of standardized procedures
- Areas of enhancement of the internal control structure to detect and correct errors in a timely manner
- Recommendations for reassigning work duties, where appropriate
- Identification and suggested elimination of duplicated or unnecessary work

The approach we propose to use includes input from staff and focuses on organization-wide goals. The breadth of the recommendations, spanning issues of supervision to duplication of work effort, requires coordination of all affected staff since changes in any one process will likely affect more than one individual. The functional review workplan is outlined in the following steps:

Step 1: Measuring Current Service Levels

This step will consist primarily of interviews with District employees, observation of work processes, and review of key documents.

The interviews will focus on obtaining an understanding of each key position's job content, placement within the current organizational structure, and efficiency issues of importance to the position's current incumbent. The interviews will be scheduled over one to two days and include Child Nutrition Services staff. Each interviewee should come prepared to discuss their placement within the organization, their key duties, and any other ideas they may have on what works or does not work under the current organizational structure as it relates to District Child Nutrition Services matters. At each meeting, staff should provide us with copies of written job descriptions and key forms used.

Throughout the visit, work processes will be observed and measurement data gathered in order to: (1) observe current performance, (2) verify the interview results, and (3) provide further insight into current child nutrition operations. Key documents will also be analyzed during this phase, including financial and budget reports, bargaining group agreements, existing job descriptions and organization charts, and any other documents necessary to obtain a complete understanding of Child Nutrition Services' workloads.

Step 2: Evaluation of Current Service Levels and Formulation of Procedural Changes

We will review the data collected in Step 1 and formulate suggestions for procedural changes. Questions and facts to be considered would include:

- How might the Child Nutrition Services organizational structure be improved to meet anticipated future workload demands?
- Are duties assigned to the position that is best able to carry out the tasks effectively?
- Are there inefficiencies—duplicative or ineffective procedures?
- How might duties be combined for effectiveness and efficiency?

- Is the workload fairly distributed among the existing staff?
- Are there services that should be provided, but are not because of organizational problems?
- How might reorganization of Child Nutrition Services' positions or changes in procedures enhance services to the school sites, parents, students, employees, and the community at large?
- Are services being provided in a timely manner?

We will discuss the preliminary study results with the Assistant Superintendent, Business Services, and other staff designated by the Assistant Superintendent, Business Services.

Step 3: Consultant's Report

Our report is expected to be organized in the following manner:

Executive Summary: Synopsis of the efficiency study results.

Study Objectives and Methodologies: Detailed discussion of the study objectives in relation to key organizational issues identified. This section will also include an overview of our methodology in conducting the study.

Analysis of Current Service Levels and Recommendations: Description of the existing organizational structure and any recommended changes. This section will include results of our interviews, review of key documents, and observations such as: (1) noted areas where the workload is impacted and why, (2) identification of inefficiencies and duplications of work, (3) unclear lines of communication, and (4) other noted findings.

Step 4: Final Presentation and Follow-Up

We believe the results of any consulting study must be a working tool for school districts we serve. To facilitate putting the recommendations into action, we recommend a meeting with SSC staff and the Assistant Superintendent, Business Services, to discuss the results and recommended courses of action.

Study Timeline

The study will commence at an agreed-upon time. The draft report is expected to be completed within six to eight weeks following the site visits and receipt of the required District documents necessary to complete the project.

About SSC's Consultants

Staff for this project will include two consultants from SSC from the list below. Each portion of the project will be lead by a member of SSC with special expertise in the assigned area.

Maureen Evans, Vice President, provides support to school districts, county offices, and community colleges in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo City and West Fresno school districts and in the Compton Community College District. She has held positions at every level from school site to top-level administration. Prior to joining SSC, Maureen was the Assistant Superintendent, Business Services, in Little Lake School District. She was responsible for all business and finance functions and served as a key member of the district's cabinet. Her prior positions, including Chief Business Official in the La Cañada Unified School District and Director of Budget for Long Beach Unified School District, make her a valuable resource for educators in California.

Debbie Fry, Director, Management Consulting Services, provides support to school districts, county offices, and community colleges in management, collective bargaining, fiscal health analysis, special education, human resources, charter school management and operations, and general consulting services. For more than 20 years, she has worked in school districts and county offices of education in the areas of human resources and business services. She has also served on Fiscal Crisis & Management Assistance Teams (FCMAT) for human resources, special education, and organizational reviews at districts, charter schools, and county offices of education. Prior to joining SSC, Debbie was the Chief Business Officer (CBO) in the Metropolitan Education District in San Jose, where she was responsible for all business and human resources functions. Debbie received her MBA from Ashford University with emphasis on Business Economics and her Bachelor of Business Administration from National University.

Brianna García, Director, Management Consulting Services, has more than 14 years of full time, professional experience with responsibility for planning, design, funding, management, and development of major public facilities, over eight of which have been in public K-12 education. She has extensive experience in all aspects related to planning and development of long-term charter school facilities. Throughout her career, Brianna has continued to excel and has been

promoted to positions with increasing levels of responsibility, most recently, as a Facilities Development Manager for the Los Angeles Unified School District. Prior to Brianna's work at the Los Angeles Unified School District, she spent six years with the Culver City Redevelopment Agency focusing on the management of all existing properties, including the management of contractors and city personnel, and the creation and administration of budgets, revenues, and expenditures for all property management functions.

John Gray, President, provides support to school districts, county offices, and community college districts in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. He has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo, Oakland, and West Contra Costa Unified School Districts. John is a well-known presenter at statewide workshops on school finance, collective bargaining, and categorical funding. In addition, he presents annually at the Association of California Administrators (ACSA) Negotiators' Symposium, California School Boards Association (CSBA) conference, and the California Association of School Business Official (CASBO) conference. For nine years prior to joining SSC, John was the Director of Fiscal Services for a large urban school district. There he facilitated the implementation of a new integrated financial system for all business functions and a new human resources/payroll system. He also established the internal audit function.

Dave Heckler, Director of Technology and Governmental Relations, brings to SSC a wealth of technology, political, and policy expertise. Dave has been with SSC since 2006. Prior to joining SSC, Dave served in the legislative and constituent affairs office for the Secretary of State and represented the Secretary before policy committees, as well as modernized the office's bill tracking system. He also spent four years working for former Assembly Member Lynn Daucher, quickly rising from Legislative Aide to Capitol Director, where he was ultimately responsible for managing the member's entire legislative package. During that time, Dave was involved in legislation in a variety of policy areas, but focused primarily on education-related bills. Chief among his accomplishments was successfully working out various changes to the 2005 federal special education conformity bill (Assembly Bill 1662 [Chapter 653/2005]). Dave has strong knowledge of the political process, as well as analytical, communication, and program management skills.

Robert Miyashiro, Vice President, has worked on numerous consulting projects, including budget reviews, efficiency studies, retirement system analyses, and Chief Business Official searches. In addition, he provides consulting services on state mandate issues. Prior to joining SSC, he had a distinguished career in California state government, focusing on school finance. He most recently served as the Deputy Director of the Department of Finance, where he was a member of the executive management team, providing analyses and advice on legislative, budget, and policy issues facing the state. Prior to that, he served as the Director of the Education Finance Division in the Department of Education; Principal Consultant for the Assembly Budget Committee;

Director of Expenditure Forecasting for the Commission on State Finance; and an analyst with the Legislative Analyst's Office.

Charlene Quilao, Assistant Director, Management Consulting Services, provides extensive technical and professional services to local school agencies and community colleges to help them implement and maintain effective and efficient operations. As an integral member of our Management Consulting Services team, Charlene prepares research and data analysis in order to conduct organizational reviews, efficiency studies, comparative analysis of school district resources and staffing, statewide workshops, informative publications, and other client services. She also serves as SSC's liaison to the State Board of Education, monitoring emerging education policy issues and providing this essential information to school districts. Charlene received her bachelor's degree from San Francisco State University, focusing on social sciences and research, and is an American Bar Association Certified Paralegal.

Suzanne Speck, Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, factfinding, contract risk analysis, special education, legislative issues, general consulting, and chief business officer search services. For more than 20 years, she has served school districts in California as a special education teacher, site administrator, and human resources professional. Suzanne has a strong background in collective bargaining, alternative dispute resolution, and organizational development. Suzanne is also an experienced workplace investigator and expert in the area of accommodation planning. She presents statewide on collective bargaining, human resources, and employee benefits and leave administration. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources in South Monterey Joint Union High School District and Compton Community College District. Suzanne is a skillful facilitator and has extensive experience leading large and small groups, on various topics, including strategic planning, budget advisory, and health benefit committees. Prior to joining SSC, Suzanne was the Assistant Superintendent, Human Resources, in the Travis Unified School District. Her prior positions, including Director of Personnel for the Vallejo City Unified School District and Special Education Principal for the Solano County Office of Education, make her a valuable resource for educators in California.

Kathleen Spencer, Director, Management Consulting Services, has been with SSC since 2006 and works with school districts to implement and maintain effective and efficient operations through innovative strategies. Kathleen works with school districts to strengthen program management conducting organizational reviews, shared services and efficiency studies, budget reviews, comparative analyses of school district resources and staffing, and facilities reviews. She also specializes in compensation studies and salary schedule analyses. Kathleen assists in the preparation of case materials for SSC's many successful school district factfindings. She serves as SSC's liaison to the State Board of Education (SBE) monitoring emerging education policy issues and has guided many school districts through the SBE waiver process resulting in successful

outcomes. Kathleen is committed to serving California's school districts during these challenging economic times.

Sheila G. Vickers, Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, legislative issues, information systems, chief business official search services, fiscal health analyses, and other management consulting services. She has served on Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources and finance, and as a county-appointed fiscal advisor for school districts in financial distress. Prior to joining SSC, Sheila developed a strong background in public sector business and finance: 11 years in K-12 and community college districts and seven years at a public utility. She served most recently as the Director of Fiscal Services for a large single-campus community college district, where she was responsible for budget planning, development, and maintenance, as well as for all accounting and payroll functions. Prior to that, she was the Director of Accounting for a large high school district and Accounting Manager for a community college campus.

Cost of Project

Our fee for this study is \$28,600, plus actual and reasonable expenses. Expenses are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials. If additional meetings are required that are not described in this proposal (for example, additional days of follow up), a charge of \$240 per hour, per consultant will be billed in addition to actual and reasonable expenses. We will submit monthly billings for services associated with the project.

After reviewing the proposal, if you decide the proposed scope should be expanded or contracted, we would be happy to make modifications and provide an estimated fee. If the proposal meets with your approval, please sign the enclosed Agreement for Special Services and return it to our office, whereupon a final executed Agreement will be returned for your records. Our proposal is valid for 60 days from the date of this letter.

We appreciate the confidence you have in our company and look forward to working with the Santa Rosa City Schools District on the upcoming project.

Very truly yours,



MAUREEN EVANS
Vice President

Enclosure

Client # 22750/S65W

P.O.# _____

AGREEMENT FOR SPECIAL SERVICES
Consultation Services

This is an Agreement between the **SANTA ROSA CITY SCHOOLS DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of July 11, 2016.

RECITALS

WHEREAS, the Client needs assistance regarding a Child Nutrition Services Department Study/Analysis; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with a Child Nutrition Services Department Study/Analysis.
2. The Client agrees to pay the Consultant not to exceed the amount of \$28,600, plus expenses, upon receipt of billing from Consultant.
 - a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.
 - b. If additional meetings or presentations are required that are not described in our proposal (for example, a Board presentation), a charge of \$240 per hour, per consultant will be billed in addition to actual and reasonable expenses.
3. This Agreement shall be for the period commencing July 11, 2016, and terminating March 31, 2017. It may be terminated at any time prior to completion by either party on thirty (30) days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

4. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____
STEVEN J. EICHMAN
Assistant Superintendent, Business Services
Santa Rosa City Schools

DATE: _____

BY: _____
MAUREEN EVANS
Vice President
School Services of California, Inc.

DATE: _____