***Instructions / Face Sheet for***

***INDEPENDENT CONSULTANT AGREEMENT ([CONSULTANT NAME])***

CONSULTANT FULL NAME

TAX I.D. NUMBER\*

SITE/DEPARTMENT

SUBMITTED BY

SIGNATURE

*SIGNATURE BY BUDGET*

*CONTROL ADMINISTRATOR:*

BOARD DATE

REQ (P.O.) NUMBER

BUDGET NUMBER

FUNDING SOURCE

AGREEMENT TOTAL AMOUNT

The District employee that is providing the attached Independent Consultant Agreement to the person or entity that will be providing the services should first do the following:

1. Provide only the District’s approved agreement. Do **not** use any vendor’s contract for services. If any changes are requested, they need prior authorization by the Chief Business Official.

2. Determine which of the following statutory provisions the District is relying on in entering into this contract:

- For **non-construction** **services**, Public Contract Code § 20111(a) authorizes direct negotiation, as long as the contract amount is no greater than **$109,300** in 2023.

- For **special services** and advice in financial, economic, accounting, engineering, legal or administrative matters, Government Code § 53060 authorizes direct negotiation with those persons who are specially trained and experienced and competent to perform the special services required and this service is not otherwise available to the school districts from public sources.

- For **special education and related services**, the District shall comply with Education Code sections 56365 to 56366, and California Code of Regulations, Title 5, Section 3051, when contracting for such services.

3. Review the insurance requirements for the District and revise the insurance provisions of the agreement accordingly.

1. Review the forms under section 3 and determine which of those documents should be attached to the agreement.

*• Regarding Fingerprinting Certification •*

 *Consultant for this project will have contact with students as indicated below:*

 * CONSULTANT will have NO contact with students.*

 * CONSULTANT will have contact with students only in the immediate presence of a District staff member.*

 * CONSULTANT will have unsupervised contact with students. A consultant certification is attached.*

 *District Representative’s Signature Date*

5. Ensure there is an accurate and complete description of the Consultant’s Scope of Work.

6. This Agreement needs to be submitted to the Chief Business Official’s office four (4) business days prior to the Board Secretary’s deadline date.

7. Require the Consultant to complete the following before it begins working under the Agreement:

- Complete and return all required certificates, including insurance, if required.

- Fill in all information regarding the Consultant located after the signature block.

- Inform the Consultant that due to the District’s legal obligations regarding any retirees of CalSTRS or CalPERS performing work for the District, even through a third-party such as Consultant, the Consultant must do the following: notify the District of the identities of any personnel that are CalSTRS or CalPERS retirees prior to their performance of any work under this Agreement; and provide the District with documentation concerning the retiree’s hours worked and earnings for the work performed under this Agreement.

# SAUSALITO MARIN CITY SCHOOL DISTRICT

# INDEPENDENT CONSULTANT AGREEMENT

# ([*CONSULTANT NAME*])

This Independent Consultant Agreement for Services (“Agreement”) is made as of \_\_\_\_\_\_\_\_\_ [**insert date**], between the Sausalito Marin City School District (“District”) and CONSULTANT NAME (“Consultant”) (together, “Parties”).

1. **Services**. Consultant shall furnish to the District the services as described in **Exhibit “A”** attached hereto and incorporated herein by this reference (“Services”). Consultant shall provide all necessary personnel that is qualified to perform the Services. The District shall have the right to accept or reject the assignment of any Consultant personnel. The personnel assigned to perform the Services shall be identified in **Exhibit “A.”** If any of the assigned personnel is a retiree of a California public pension system, e.g., California State Teachers’ Retirement System (“CalSTRS”) or California Public Employees’ Retirement System (“CalPERS”), Consultant shall expressly inform the District of the identities of such personnel and their respective retirement system prior to such personnel performing any Services. Throughout the term of this Agreement, Consultant has an ongoing obligation to notify the District of the identities of any assigned personnel that performs Services who is a retiree of CalSTRS or CalPERS. Moreover, such assigned personnel shall not perform any Services until the Consultant has notified the District that such personnel is a retiree of CalSTRS or CalPERS. Any failure by Consultant to comply with such notice requirements may result in the District rejecting assignment of such personnel to perform Services under this Agreement, as well as Consultant indemnifying the District for any liability incurred, as set forth in Section 14, “Indemnification,” below.
2. **Term**. Consultant shall commence providing Services under this Agreement upon execution of the Agreement by both Parties, and will diligently perform such Services as required. The term for Services and schedule to provide Services shall be in accordance with the schedule included in **Exhibit “A.”**
3. **Submittal of Documents**. The Consultant shall not commence the Services under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

 X Signed Agreement

 X Workers’ Compensation Certificate

 X Criminal Background Investigation Certification

 X Insurance Certificates and Endorsements

 X W-9 Form

1. **Compensation**. District compensation to Consultant shall be as set forth in **Exhibit “A”** as the proposed fee for Services, but in no event shall total fees, costs, and expenses exceed AMOUNT WRITTEN OUT **($ AMOUNT)**, without the express written approval of the District’s Board of Trustees (“Board”). District shall pay Consultant according to the following terms and conditions:
	1. Payment shall be made within thirty (30) days after Consultant submits an invoice to the District for Services actually completed and after the District’s written approval of the Services, or the portion of the Services for which payment is to be made.
	2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit “A.”** If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.
	3. If Consultant works at more than one site, Consultant shall invoice for each site separately.
	4. If Services are performed by Consultant personnel who are retirees of CalSTRS or CalPERS (“retiree personnel”), Consultant shall also include with its invoice to the District, documentation of the retiree personnel’s hours worked and earnings for the Services performed. Consultant’s failure to provide such documentation of the retiree personnel’s hours worked and earnings with the invoice will delay the District’s obligation to pay the invoice until such documentation is provided to the District.
2. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District, except as follows:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor with the exclusive right to control the manner and means of the performance of the Services. Consultant understands and agrees that he/she and all of his/her employees shall not be considered officers, employees, agents, partner, or joint venture 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 or Workers’ Compensation. Consultant 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 Consultant and its employees.
4. **Materials**. Consultant 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 Agreement, except as follows:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. **Standard of Care**. Consultant represents that Consultant has the qualifications, experience, and ability to fully perform the Services in a professional manner, without the advice, control, or supervision of the District. Consultant’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 for services to California school districts.
6. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such Services.
7. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of the District and cannot be used without the District’s express written permission. The District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant’s name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
8. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant’s normal business hours, unless Consultant otherwise consents.

# Termination.

# For Convenience by District. District may, at any time, with or without reason, terminate this Agreement with thirty (30) days written notice, and compensate Consultant only for Services satisfactorily rendered up to the date of termination (i.e., District will compensate Consultant for Services completed to date of termination as a pro-rata amount of the full fees, costs, and expenses). Written notice by the District shall be sufficient to stop further performance of Services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

* 1. **For Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
		1. Material violation of this Agreement by Consultant; or
		2. Any act by Consultant exposing the District to liability, including but not limited to liability to others for personal injury or property damage.
		3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant’s insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required Services from another consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the Services pursuant to this Agreement, Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District’s notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District.

* 1. Upon termination, Consultant shall provide the District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.
1. **Disputes**. In the event of a dispute between the Parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which the District’s administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Consultant’s right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.
2. **Indemnification**. To the furthest extent permitted by California law, Consultant shall, at its sole expense, defend, indemnify, and hold harmless the District and its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the “Indemnified Parties”) from any and all demands, losses, liabilities, penalties, interest, claims, suits, and actions (the “Claims”) of any kind, nature, and description, including but not limited to, personal injury, death, property damage, unfair employment practices, common law or joint employer issues, misclassification issues, and Consultant’s fees and/or attorney’s fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted or suffered by the Consultant under or in conjunction with this Agreement, or relating to any Claims imposed by CalSTRS or CalPERS due to Consultant’s non-compliance with its obligations set forth in Sections 1 and 4 above, unless the Claims are caused wholly by the sole negligence or willful misconduct of the Indemnified Parties. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

# Insurance.

# Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

|  |  |
| --- | --- |
| **Type of Coverage** | **Minimum****Requirement** |
| **Commercial General Liability Insurance**, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical PaymentsEach OccurrenceGeneral Aggregate | $ 1,000,000$ 2,000,000 |
| **Automobile Liability Insurance - Any Auto**Each OccurrenceGeneral Aggregate | $ 1,000,000$ 2,000,000 |
| **Professional Liability** | $ 2,000,000 |
| **Workers’ Compensation** | Statutory Limits |
| **Employers’ Liability** | $ 2,000,000 |

# Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

# Workers’ Compensation and Employers’ Liability Insurance. Workers’ Compensation Insurance and Employers’ Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure Workers’ Compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers’ Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

# Professional Liability (Errors and Omissions). Professional Liability Insurance as appropriate to Consultant’s profession, coverage to continue through completion of Agreement plus two (2) years thereafter.

# Proof of Insurance. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

# A clause stating: “This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice.”

# The District may, in its discretion, allow Consultant to agree in writing that Consultant, or Consultant’s insurance broker or producer, in lieu of Consultant’s insurance carrier, shall provide the thirty (30) days’ notice required above.

# Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

# An endorsement stating that the District and its Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers’ Compensation Insurance, Professional Liability, and Employers’ Liability Insurance. An endorsement shall also state that Consultant’s insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

# All policies except the Professional Liability, Workers’ Compensation Insurance, and Employers’ Liability Insurance Policies shall be written on an occurrence form.

# Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the District.

1. **Assignment**. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.
2. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the Board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant’s receipt of a written termination notice from the District. If Consultant performs any Services that are in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
3. **Certificates/Permits/Licenses/Registration**. Consultant and all Consultant’s employees or agents shall secure and maintain in force such certificates, permits, licenses, and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.
4. **Safety and Security**.Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
5. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Services are actually being performed pursuant to this Agreement.
6. **Retiree of CalSTRS or CalPERS**. If any Consultant personnel assigned to perform Services is a retiree of CalSTRS or CalPERS, Consultant agrees to provide the District with proper notice prior to such personnel’s performance of any Services, as set forth in Section 1, “Services,” and agrees to provide the proper documentation to the District for any Services performed by such personnel, as set forth in Section 4, “Compensation.”
7. **Antidiscrimination**. It is the policy of the District that in connection with all work performed under its contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900, Labor Code Section 1735, and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).
8. **Fingerprinting of Employees**. It is not contemplated at the time of execution of this Agreement that Consultant or its employees will have contact with students during the provision of Services under this Agreement. If, at a future time, Consultant will have contact with any pupils, Consultant shall comply with the provisions of Education Code section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. The Consultant shall not permit any employee to have any contact with District pupils until such time as the Consultant has verified in writing to the Board of the District that the employee has not been convicted of a felony, as defined in Education Code section 45122.1. The Consultant’s responsibility shall extend to all employees, subcontractors, agents, and employees or agents of subcontractors regardless of whether those individuals are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant. Verification of compliance with this section and the Fingerprinting/Criminal Background Investigation Certification that may be required with this Agreement, shall be provided in writing to the District prior to each individual’s commencement of employment or performing any portion of the Services and prior to permitting contact with any student.
9. **District’s Evaluation of Consultant and Consultant’s Employees and/or Subcontractors**. The District may evaluate the Consultant in any manner which is permissible under the law. The District’s evaluation may include, without limitation:
	1. Requesting that District employee(s) evaluate the Consultant and the Consultant’s employees and subcontractors and each of their performance.
	2. Announced and unannounced observance of Consultant, Consultant’s employee(s), and/or subcontractor(s).
10. **Limitation of District Liability**. Other than as provided in this Agreement, District’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.
11. **Confidentiality**. The Consultant and all Consultant’s agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
12. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, facsimile transmission, or electronic mail, addressed as follows:

|  |  |
| --- | --- |
| **District:**Sausalito Marin City School DistrictAttn: Superintendent or CBO200 Phillips DriveMarin City, CA 94965(415) 332-1024 | **Consultant:**[CONSULTANT NAME]  , CA 9\_\_\_\_\_\_ATTN: Phone: e-mail:  |

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) calendar days after deposit in the United States mail.

1. **Attorney’s Fees/Costs**.Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.
2. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
3. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. This Agreement is not valid until approved/ratified by the District’s Governing Board. Services shall not be rendered until Agreement is approved or ratified.

1. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District’s administrative offices are located.
2. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
3. **Severability**. If any term, condition or provision of this Agreement is held by a court or arbitrator of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
4. **Provisions Required By Law Deemed Inserted**. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
5. **Authority to Bind Parties**. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
6. **Captions and Interpretations**. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
7. **Calculation of Time**. For the purposes of this Agreement, “days” refer to calendar days unless otherwise specified.
8. **Signature Authority**. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
9. **Counterparts**. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
10. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

|  |  |
| --- | --- |
| Dated: , 20\_\_**Sausalito Marin City School District**By: Print Name: Print Title:  | Dated: , 20\_\_**[CONSULTANT NAME]** By: Print Name: Print Title:  |

**Information regarding Consultant (if applicable):**

|  |  |
| --- | --- |
| License No.: Registration No.: Address:  Telephone: Facsimile: E-Mail: **Type of Business Entity (check one):**\_\_\_\_ Individual\_\_\_\_ Sole Proprietorship\_\_\_\_ Partnership\_\_\_\_ Limited Partnership\_\_\_\_ Corporation, State: \_\_\_\_ Limited Liability Company \_\_\_\_ Other:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Employer Identification and/or Social Security Number**NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (****26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires Consultant to furnish the information requested in this section.** |

**EXHIBIT “A”**

### Scope of Services

**Schedule**

**Compensation/Expenses**

1. **Services to be Rendered:** SEE ATTACHED PROPOSAL
2. **Amount of Fee:** **Rate:** $\_\_\_\_\_\_\_\_\_ **No. of Hours/Day:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Terms of Payment:** Total Amount for Fiscal Year Not to Exceed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Consultant’s Dates of Service:** \_\_\_\_\_\_\_\_\_\_\_\_, 202X, through \_\_\_\_\_\_\_, 202X
5. **Consultant Personnel Performing Services:**
	1. Names and Services to be Rendered:
	2. Identify any personnel that are CalSTRS retirees:
	3. Identify any personnel that are CalPERS retirees:

**WORKERS’ COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

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

* By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
* By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Date:

Name of Consultant:

Signature:

Print Name and Title:

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

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement (“Agreement”):

🞎 Consultant’s employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Consultant’s employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

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

District Representative’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant’s services under this Agreement and Consultant certifies its compliance with these provisions as follows: “*Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant’s employees, subcontractors, agents, and subcontractors’ employees or agents (“Employees”) regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto*.”

🞎 Pursuant to Education Code section 45125.2, District shall ensure the safety of the pupils by at least one of the following as marked:

🞎 The installation of a physical barrier at the worksite to limit contact with pupils.

🞎 Continual supervision and monitoring of all Consultant’s on-site employees of Consultant by an employee of Consultant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

🞎 Surveillance of Employees by District personnel.

Date:

District Representative’s Name and Title:

District Representative’s Signature:

I am a representative of the Consultant entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Date:

Name of Consultant:

Signature:

Print Name and Title: