

TO: MEMBERS, BOARD OF EDUCATION **AMENDED**
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 18, 2014
**SUBJECT: C.2.k. APPROVE AGREEMENT FOR CONSULTANT SERVICES:
PROJECT 14-17R, DISTRICT-WIDE SECURITY CAMERA SYSTEM**
ACTION

ISSUE: Shall the Board of Education approve an agreement for consultant services in connection with Project 14-17R, District-Wide Security Camera System?

BACKGROUND: At its meeting on January 21, 2014, the Board approved the Measure R Master Plan 2014 Update, which included the installation of security cameras at all District campuses as a priority project. District staff is requesting authorization to enter into a consultant agreement with surveillance system expert Chuck Boone to assist in the planning, design, installation, deployment, and ongoing support of a Video Management Software (VMS)/IP camera-based television surveillance system. The consultant will work with OPUSD staff to select software, hardware, and a system integrator based on value. The contractor will also assist in the drafting and review of the purchase contract and support agreements to ensure the district purchases only what is needed to accomplish the district’s goals at a reasonable price. The proposed agreement, in an amount not to exceed \$5,000, is attached for the Board’s review. It is recommended the Board approve the consultant services agreement, to be funded from Measure R Bond funds.

- ALTERNATIVES:**
1. Approve the consultant agreement with Chuck Boone for surveillance system planning and design, in an amount not-to-exceed \$5,000, for Project 14-17R, District-Wide Security Camera System, as recommended.
 2. Do not approve the consultant agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT
AGREEMENT FOR INDEPENDENT CONTRACTOR/CONSULTING SERVICES**

THIS AGREEMENT, made this 18th day of March, 2014, between Oak Park Unified School District, hereinafter referred to as "**District**" and Charles Boone, hereinafter referred to as "**Contractor**".

The District desires to engage the Contractor to render certain technical and/or specialized services and Contractor or Contractor's staff is specifically qualified to perform said services, the parties do therefore agree as follows:

1. **Scope of Services.** The Contractor shall perform all the necessary services provided under this contract in connection with and respecting District and shall do, perform, and carry out, in a satisfactory and proper manner, as determined by the District, **the following** (If additional space is required, attach additional pages as Exhibits.)

Contractor will provide consulting services to the Oak Park Unified School District (OPUSD) to assist in the planning, design, installation, deployment, and ongoing support for a Video Management Software (VMS) / IP camera based television surveillance system. Contractor will work with OPUSD staff to select software, hardware, and a system integrator based on value (the optimum combination of technology, scalability, reliability, and the integrator's ability to install and support the system in a timely and professional manner). The contractor will also assist in the drafting and review of the purchase contract and support agreements to ensure the District is purchasing only what is needed to accomplish the District's goals at a reasonable price.

2. **Time of Performance.** The term of this Agreement is for the period March 1, 2014 through June 30, 2014, and shall be undertaken and completed in such sequence as to assure their full completion in accordance with the purposes of this Agreement.

3. **Payment. UPON PROPER INVOICING**, District agrees to pay the Contractor at the rate of \$90 per (hour/day), not to exceed the total amount of \$5,000.00; ~~or, the lump sum of \$ _____~~, payable within 20 days of approval by the Program Manager designated below as District's contact. Said payment(s) to be made **as follows**:

The contractor shall submit invoices for services rendered to the Program Manager on the last day of each month that this contract is in effect.

4. **Expenses. (Program manager initial the applicable option.)**

A. The contractor will not be reimbursed for travel or other expenses.

B. In addition to the specified compensation, travel and/or expenses will be reimbursed as follows:

Travel: Mileage at the rate of \$ 0.56 per mile round-trip from the Contractor's place of business to the District; additional mileage may be charged only with the advanced approval and authorization of the Program Manager.

~~Actual airfare (original receipts are required - canceled checks are not accepted as a receipt)~~
~~_____ trips, up to a total maximum of \$ N/A.~~

Other: ~~List authorized expenses, limits and maximum amounts. (original receipts are required - canceled checks are not accepted as a receipt) N/A~~

5. **Termination.** This agreement may be terminated or amended in writing at any time by mutual consent of the parties hereto; or, **upon 15 (days/months) advance notice** by either party. In the event of cancellation prior to completion of the specified services, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this agreement shall, at the option of the District, become District's property and the Contractor shall be

entitled to receive just and equitable compensation for any satisfactory work completed on such items. If the contracted service is contingent on number of registrations, no payment shall be provided if the stated activity is cancelled within seven (7) calendar days of the scheduled date.

Notwithstanding the above, the Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of the contract by the Contractor, and the District may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the District from the Contractor is determined.

6. **Independent Contractor.** It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Both Contractor and the District's Manager shall initial the attached "IRS 20 Factor Checklist" indicating they have reviewed the "checklist" and, by signing this contract, certify that the duties, terms and conditions of this Agreement meet the definition of an independent contractor per IRS guidelines.

7. **Subcontracting.** None of the services covered by this contract shall be subcontracted without the prior written consent of the District. The Contractor shall be as fully responsible to the District for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.
8. **Insurance.** (If the contractor is a public school agency within Ventura County, participating in the VCSSFA liability program this insurance section does not apply.) **If requested**, Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

If requested, Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

- A. Name the District as additional insured.
 - B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
 - C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.
9. **Copyright.** Contractor hereby agrees that District shall be the sole owner of the copyright for any publications, writings, materials or product developed by or as a result of this Agreement. Contractor shall maintain the confidentiality of any such materials produced.

10. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.
11. **Obey All Laws.** Contractor hereby agrees he/she will obey all local, state and federal laws in the performance of this contract, including prohibitions against discrimination.
12. **Indemnification.** Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

IN WITNESS WHEREOF, the District and Contractor have executed this agreement as of the date first written above.

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR

Requested by: Program Manager

Signature

Date

Date

Maximum Contract and Expense Amount

Contractor's Mailing Address

Charge to Account

City, State, Zip Code

Approved by: Authorized Representative

Telephone/Fax Number

Title

E-Mail Address

Date

Tax I.D.# - (W-9 form must be on file)

Review and initial "checklist" on page 4 of 4.

IRS 20 FACTOR CHECKLIST

Below are the 20 factors used by the IRS to determine whether the control over a worker is sufficient to constitute an employer-employee relationship. If the relationship is an Independent Contractor, you should only be concerned with the results of the work, not the way in which it is performed. Though these rules are intended only as a guide (the IRS says the importance of each factor depends on the individual circumstances) they should be helpful in determining whether enough control is exercised to show an employer-employee relationship.

If you answer "YES" to all of the first four questions, you're probably dealing with an independent contractor; "YES" to any of questions 5 through 20 means your worker is probably an employee.

1. Profit or loss. Can the worker make a profit or suffer a loss as a result of the work aside from the money earned from the project? (This should involve real economic risk - not just the risk of not getting paid.)
2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.)
3. Works for more than one firm. Does the person work for more than one company at a time? (This tends to indicate independent contractor status, but employees can also work for more than one business.)
4. Services offered to the general public. Does the worker offer services to the general public?
5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.)
6. Training. Do you train the worker to do the job in a particular way? (Independent contractors are already trained.)
7. Integration. Are the worker's services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.)
8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.)
9. Hiring assistants. Do you hire, supervise, and pay the worker's assistants? (Independent contractors hire and pay their own staffs.)
10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.)
11. Work hours. Do you set the worker's hours? (Independent contractors are masters of their own time.)
12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.)
13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn't by itself mean independent contractor status.)
14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker.)
15. Reports. Must the worker give you reports accounting for his or her actions? (This may tend to show lack of independence.)
16. Pay schedules. Do you pay the worker by the hour, week, or month? (Independent contractors are generally paid by the job or on commission, although by industry practice, some are paid by the hour.)
17. Expenses. Do you pay the worker's business or travel costs? (This tends to show control.)
18. Tools and materials. Do you provide the worker with equipment, tools or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)
19. Right to fire. Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of a breach of contract lawsuit, so long as the results meet specifications.)
20. Worker's right to quit. Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)

By affixing my initials below, I certify I have reviewed the above "checklist."

Program Manager

Contractor