***Instructions / Face Sheet for***

***INDEPENDENT CONSULTANT AGREEMENT FOR SERVICES***

***(NOT FOR CONSTRUCTION-RELATED SERVICES)***

***Contract Number:***

***Funding Source:***

***Budget Number:***

***Site/Department:***

***Program Responsibility:***

***District employee that is providing the attached Independent Consultant Agreement for Professional Services should first do the following:***

1. ***Confirm that Consultant is not providing construction-related services. A different form of agreement is required for construction-related services.***
2. ***Determine which of the following statutory provisions District is relying on in entering into this contract:***

***- If Consultant is furnishing special services and advice in financial, economic, accounting, legal, or administrative matters******, particularly where those services are not available from public sources, then Government Code section 53060 authorizes District to procure a contract through direct negotiation.***

***- If Consultant is furnishing professional services requiring “specialized knowledge, training, or skill, usually of a mental or intellectual nature,” then Public Contract Code section 20111, subd. (d), authorizes District to procure a contract through direct negotiation.***

***- If Consultant is furnishing other non-construction services and the contract amount is no greater than the annually adjusted statutory limit, which is $109,300 in 2023, then Public Contract Code section 20111, subd. (a), authorizes District to procure a contract through direct negotiation.***

1. ***Review the insurance requirements for District and revise the insurance provisions of the agreement accordingly.***
2. ***Review the forms under section 4 and determine which of those documents should be attached to the agreement.***
3. ***Completely fill in all blanks and delete the unused options in the agreement.***
4. ***Ensure there is an accurate and complete description of Consultant’s Scope of Services.***
5. ***Require Consultant to complete the following before it begins working under the Agreement:***

***- All required certificates and documents, including insurance documents.***

***- All information regarding Consultant located after the signature block.***

# INDEPENDENT CONSULTANT AGREEMENT FOR SERVICES (NON-CONSTRUCTION)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Independent Consultant Agreement for Services (Non-Construction) (“Agreement”) is made and entered into as of the \_\_\_\_\_ day of , 20\_\_, by and between the Fremont Union High School District (“District”) and (“Consultant”), (together, “Parties”).

**RECITALS**

WHEREAS, Government Code section 53060 authorizes District to contract with and employ any person for the furnishing of special services and advice in financial, economic, accounting, legal, or administrative matters, particularly where those services are not available from public sources;

WHEREAS, Public Contract section 20111, subd. (d) authorizes District to contract with and employ any person for the furnishing of professional service requiring specialized knowledge, training, or skill, usually of a mental or intellectual nature;

WHEREAS, Consultant is specially trained and experienced and competent to perform the services required by District, and those services are needed on a limited basis;

WHEREAS, Public Contract Code section 20111, subd. (a) authorizes District to contract with and employ any person for the furnishing of non-construction services, if the contract amount is no greater than the annually adjusted statutory limit, which is $109,300in 2023; and

WHEREAS, Consultant is free from the control and direction of District in connection with the performance of the Services (as defined below), both under the Agreement and in fact; Consultant’s Services are outside the usual course of District’s business; and Consultant is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services.

NOW, THEREFORE, the Parties agree as follows:

**TERMS**

1. **Services**. Consultant shall provide \_\_\_\_\_\_\_\_\_\_\_\_\_ services as further described in **Exhibit A**, attached hereto and incorporated herein by this reference (“Services”).
2. **Term**. Consultant shall commence providing services under this Agreement on , 20\_\_, and will diligently perform as required and complete performance by , 20\_\_, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Validity of Agreement**. This Agreement shall not be a valid contract until it is executed by both Parties and approved or ratified by the District’s Board of Trustees. Should Consultant begin performing Services in advance of approval by the Board of Trustees, any Services so performed in advance of the approval date will be provided at the Consultant’s risk.
4. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and 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 Certification

X Fingerprinting/Criminal Background Investigation Certification

X Insurance Certificates and Endorsements

X W-9 Form

Other:

1. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed \_\_\_\_ Dollars ($ ). District shall pay Consultant according to the following terms and conditions:
   1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District’s written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services to be produced is as follows:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
      5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. 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.
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. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Consultant or Consultant’s agents, personnel, employee(s), and/or subcontractor(s), even if such Equipment is furnished, rented or loaned to Consultant by the District.
4. **Performance of Services**.
   1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
   2. **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.
   3. **Meetings**. Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant’s performance of Services.
   4. **District Approval**. The Services completed herein must meet the approval of District and shall be subject to District’s general right of inspection and supervision to secure the satisfactory completion thereof.
   5. **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.
   6. **New Project Approval**. Consultant and District recognize that Consultant’s Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.
5. **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 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.
6. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. 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.
7. **Curriculum**. All original curricular materials provided in conjunction with Consultant’s Services must be authorized for use by the District only and remain exclusively the intellectual property of the authors.
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 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 District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant’s normal business hours, unless Consultant otherwise consents.
9. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant represents and warrants that: (A) Consultant is free from the control and direction of District in connection with the performance of the Services, both under the Agreement and in fact; (B) Consultant’s Services are outside the usual course of District’s business; and (C) Consultant is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services.

Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of 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's employees. By checking the applicable box below, Consultant hereby represents and warrants to District the following:

**** Consultant is and shall be a resident of the State of California or is otherwise exempt from withholding. To the extent an exemption is sought, Consultant will provide District with appropriate evidence including, without limitation, FTB Form 590. Consultant shall still be responsible for payment of all state and federal taxes.

 Consultant is not a resident of the State of California or otherwise not exempt from withholding, and Consultant authorizes District to withhold from all payments made to Consultant under this Agreement all taxes required to be withheld by law. (See, e.g., California Revenue & Taxation Code section 18661 et seq.)

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 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, 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 Consultant’s right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.
2. **Termination**.
   1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.
   2. **With 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 District to liability to others for personal injury or property damage; or
      3. Consultant is adjudged as 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, District may secure the required services from another Consultant. If the expense, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expense, fees, and/or costs to District upon the receipt of District’s notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to 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. **Indemnification**.
   1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the “Indemnified Parties”) from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant (“Claim”). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant’s own expense, including attorneys’ fees and costs, from any and all Claim(s) and allegations relating thereto. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.
   2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 16.1 above. Consultant’s obligation pursuant to this Article includes reimbursing the District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 16.1 above. Consultant’s obligation to indemnify shall not be restricted to insurance proceeds.
   3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant from amounts owing to Consultant.

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1. **Insurance**.
   1. **Coverage**. 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 Payments  Each Occurrence  General Aggregate | $ \_,000,000  $ \_,000,000 |
| **Automobile Liability Insurance - Any Auto**  Each Occurrence  General Aggregate | $ \_,000,000  $ \_,000,000 |
| **Professional Liability** | $ \_,000,000 |
| **Workers’ Compensation** | Statutory Limits |
| **Employer’s Liability** | $ \_,000,000 |
| **Sexual Molestation and Abuse**  Each Occurrence  General Aggregate | $ \_,000,000  $ \_,000,000 |

* + 1. **Commercial General Liability and Automobile Liability Insurance**. CommercialGeneral Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, 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 District.)
    2. **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.
    3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant’s profession, coverage to continue through completion of construction plus two (2) years thereafter.
    4. **Abuse and Molestation Insurance.** Sexual Molestation and Abuse Insurance shall protect the Consultant and the District from all claims of bodily injury (including emotional distress), personal injury, or advertising injury because of sexual abuse, molestation, or exploitation arising out of negligent hiring, training, and supervising practices by Consultant.
  1. **Proof of Carriage 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 District and approved by District. Certificates and insurance policies shall include the following:
     1. 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.
     2. An endorsement stating that District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers’ Compensation Insurance, Professional Liability, and Employer’s 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.
     3. All policies except the Professional Liability, Workers’ Compensation, and Employers’ Liability Insurance Policies shall be written on an occurrence form.
     4. 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 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.”
     5. Consultant’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.
  2. **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 District.

1. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing 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 is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
2. **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.
3. **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.
4. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status 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 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).
5. **Fingerprinting**.The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant’s performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant’s employees on a school site:
   1. All site visits shall be arranged through the District;
   2. Consultant and Consultant’s employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;
   3. Consultant and/or Consultant’s employees shall check in with the school office each day immediately upon arriving at the school site;
   4. Once at such location, Consultant and Consultant’s employees shall not change locations without contacting the District;
   5. Consultant and Consultant’s employees shall not use student restroom facilities; and
   6. If Consultant and Consultant’s employees find themselves alone with a student, Consultant and Consultant’s employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.
6. **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.
7. **District’s Evaluation of Consultant, Consultant’s Employees, and/or Subconsultants**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District’s evaluation may include, without limitation:
   1. Requesting that District employee(s) evaluate Consultant and Consultant’s employees and subconsultants and each of their performance.
   2. Announced and unannounced observance of Consultant, Consultant’s employee(s), and/or subconsultant(s).
8. **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.
9. **Confidentiality**. Consultant and all Consultant’s agents, personnel, employee(s), and/or subconsultant(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.
10. **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, or facsimile transmission or electronic mail, addressed as follows:

|  |  |
| --- | --- |
| **District:**  Fremont Union High School District  589 West Fremont Avenue  Sunnyvale, CA 94087  Fax: 408-522-2263  Email: christine\_mallery@fuhsd.org  ATTN: Christine Mallery | **Consultant:**  [NAME]    , CA 9\_\_\_\_  Fax:  Email:  ATTN: |

Any notice personally given or sent by facsimile transmission or electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next 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. **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.
2. **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 District’s administrative offices are located.
3. **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.
4. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
5. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant.
6. **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.
7. **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.
8. **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.
9. **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.
10. **Calculation of Time**. For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified.
11. **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.
12. **Counterparts**. This Agreement and all amendments and supplements to it may be executed in counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.
13. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[REMAINDER OF PAGE INTENTIONALLY BLANK; SIGNATURE PAGE FOLLOWS]

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

|  |  |
| --- | --- |
| Dated: , 20\_\_\_  **Fremont Union High School District**  By:  Print Name: Christine Mallery  Print Title: CBO/Associate Superintendent | Dated: , 20\_\_\_    By:  Print Name:  Print Title: |

**Information regarding Consultant:**

|  |  |
| --- | --- |
| License No.:  Registration No.:  Address:    Telephone:  Facsimile:  E-Mail:  Type of Business Entity:  \_\_\_\_ 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, District requires Consultant to furnish the information requested in this section.** |

**EXHIBIT A**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

Consultant’s entire Proposal is **not** made part of this Agreement.

[INSERT SCOPE OF WORK FOR CONSULTANT]

**EXHIBIT B**

**hourly billing rates and/or unit prices**

Consultant’s entire proposal is **not** incorporated.

[INSERT HOURLY RATES AND FEE SCHEDULE FROM CONSULTANT]

**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 District prior to performing any Services under this Agreement.)

END OF CERTIFICATION

**Fingerprint and Criminal BAckground Check Certification**

**(Non-construction CONTRACTS)**

***In accordance with the Department of Justice fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.***

With respect to the Independent Consultant Agreement (Non-Construction) (“Agreement”) between the Fremont Union High School District (“District”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contracting Party”):

*One of the boxes below must be checked with regard to Contracting Party and Contracting Party’s personnel (officers, principals, paid or unpaid employees, volunteers, agents, subtenants and subcontractors of Contracting Party who will provide services under the Agreement) (“Contracting Party’s Personnel”) and the arrangements verified by an authorized representative of District prior to commencement of the Agreement*.

🞎 Fingerprinting/Background Check requirements do not apply because Contracting Party/Contracting Party’s Personnel will not have any interaction with District pupils based on the type of service being provided, the location at which services will be provided, or for other reason (Specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Contracting Party/Contracting Party’s Personnel qualify for a waiver of fingerprint/criminal background check requirements on the following basis:

\_\_\_ The services provided by Contracting Party/Contracting Party’s Personnel are for an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable. [Ed. Code, §45125.1(b)]

\_\_\_ Contracting Party/Contracting Party’s Personnel will have no interaction with District pupils that is not under the immediate supervision and control of the pupil’s parent/guardian. Enter details of parental supervision:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_ Contracting Party/Contracting Party’s Personnel will have no interaction with pupils that is not under the immediate supervision and control of a District employee who has been properly fingerprinted and undergone background checks. Enter details of District employee supervision arrangements:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Contracting Party is a sole proprietor who may interact with District pupils not under the immediate supervision of a pupil’s parent, guardian or District employee, and in accordance with the fingerprinting requirements of Education Code section 45125.1(h), hereby agrees to the District’s preparation and submission of fingerprints so that the California Department of Justice may determine (A) that Contracting Party has not been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work or action under the Agreement shall commence until the Department of Justice ascertains that Contracting Party has not been convicted of a felony as defined in Government Code Section 45122.1.

🞎 Contracting Party is not a sole proprietor and has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contracting Party’s Personnel who may interact with District pupils not under the immediate supervision of a pupil’s parent, guardian or District employee during the term of the Agreement, and the California Department of Justice has determined (A) that none of Contracting Party’s Personnel has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When the Contracting Party performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. A complete and accurate list of Contracting Party’s Personnel who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as Attachment “A.” No work or action under the Agreement shall commence until the Department of Justice ascertains that none of Contracting Party’s Personnel has been convicted of a felony as defined in Government Code Section 45122.1.

**CONTRACTING PARTY CERTIFICATION**

I am a representative of the Contracting Party 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 the Contracting Party.By signing below, I certify that the information contained on this certification form is accurate. I understand that it is Contracting Party’s sole responsibility to maintain, update, and provide the District with current “Fingerprint and Criminal Background Check Certification” information for all Contracting Party’s Personnel throughout the duration of the Agreement. **A list of Contracting Party’s Personnel is attached hereto as Attachment A.**

Date:

Contracting Party:

Signature:

Print Name:

Title:

[REMAINDER OF PAGE INTENTIONALLY BLANK]

**ATTACHMENT “A”**

**Contracting Party’s Personnel**

**Name/Company:**

**Name/Company:**

**Name/Company:**

**Name/Company:**

**Name/Company:**

**Name/Company:**

**Name/Company:**

**Name/Company:**

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**Name/Company:**

If further space is required for the list of personnel, attach additional copies of this page.