REQUEST FOR PROPOSAL

Health Support Services

Health support services for Roseland School District and Roseland Charter School, grades TK-12

RFP# 2027-1-DIST/CH Health Support Services

SUBMISSION DEADLINE:

March 30, 2026
2:00 PM

Contact: Laurie Biggers, Assistant Superintendent of Curriculum and Instruction
Roseland School District and Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407
lbiggers@roselandsd.org

To submit questions, please enter them on this form:
https://forms.gle/8sedjLrMdCDVCTMK7

Notice Inviting Proposals

Notice is hereby given that the Roseland School District and Roseland Charter School of Sonoma County, State of California, will receive up to and not later than **2:00 pm, on March 30, 2026**, sealed proposals for Health Support Services Program Provider Bid. Such bids shall be received at the District Office, 1691 Burbank Avenue, Santa Rosa, CA 95407. Envelopes containing bids shall be sealed and clearly marked as including RFP# 2027-1-DIST/CH Health Services

The full bid package may be viewed at any time between now and the bid closing date on the District's website, at the following address:

https://www.roselandsd.org/departments/business-services/notice-to-bidders

The anticipated bid schedule is as follows:

Release RFP	March 6, 2026
Last day for provider questions - please submit questions using this form: https://forms.gle/8sedjLrMdCDVCTMK7	March 20, 2026
District response to questions, which will be emailed to all recipients of the RFP and posted on the District's website (Notice to Bidders)	March 24, 2026
Deadline for submission of proposals	March 30, 2026 (2pm)
Potential consultant interviews (District reserves the right to conduct or not conduct interviews)	April 2, 2026
Roseland District's Administrator's recommendation presented to the Roseland District School Board for potential Contract Award	April 15, 2026
Program Desired Start Date	July 1, 2026
Program Desired End Date	June 30, 2027

The District reserves the right to accept, reject, or modify any or all bids, alternate bids, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any bid received, and to be the sole judge of the suitability of the equipment, supplies, and/or services offered. All bids shall be valid for 120 days after the bid opening date.
This Request for Proposals includes the following sections:

1. District/Charter Background
2. Objective

3. District's/Charter's Responsibilities
4. Proposal Format
5. Budget and Contract
6. Selection Procedure and Schedule of Work
7. Selection Criteria
8. Discretion and Liability Waiver
9. Contacts
10. Directions for Delivery of Proposal
11. Appendices

1. DISTRICT/CHARTER BACKGROUND

Roseland School District serves approximately 1640 students across 3 elementary schools, and, as of the 2026-2027 school year, Roseland Charter School serves approximately 1025 students across three programs: a K-8 homestudy program, a 7-8 middle school program, and a 9-12 high school program. The two agencies work closely together to prepare all students to graduate from high school with options for college entrance and successful, productive careers.

2. OBJECTIVE

The District invites responses from qualified consulting firms for the purpose of ultimately entering into a fixed-price agreement to provide health-related support services to students enrolled in Roseland School District and Roseland Charter School. Proposals should include fixed-price variations to offer four bilingual (English-Spanish) health assistants at 7.5 hours per day and one bilingual (English-Spanish) health assistant at 6.5 hours per day to be assigned to school sites by district personnel.

Assigned health assistants shall:

- Support the District/Charter Registered School Nurse in coordinating services and assisting with case management for students with ongoing or complex medical needs.
- Provide first aid and assist ill or injured students as needed.
- Administer medications and perform designated medical interventions (such as, but not limited to: EpiPen administration, emergency seizure administration, etc.) under the direction of the District/Charter Registered School Nurse and in accordance with physician orders.
- Provide diabetes-related care in accordance with the student's Diabetes Medical Management Plan (DMMP), including glucose monitoring and insulin administration, as trained and directed by the District/Charter Registered School Nurse(s) and consistent with physician orders.
- Participate with District/Charter staff in school site emergency response procedures, including responding to medical emergencies and supporting implementation of established emergency and student safety protocols.

- Provide toileting and/or diapering assistance as required to support student health, safety, and access to the school environment.

- Maintain and update student health records using district/charter technology systems; document health office visits, services provided, medication administration, and assist with immunization record review and state reporting requirements.

- Communicate with parents/guardians and designated school staff regarding student health needs, including immunization requirements, medication needs, and referrals, and provide appropriate follow-up support under the direction of the District/Charter School Nurse(s).

- Provide puberty education classes as assigned.

- Support the District/Charter Registered School Nurse(s) in implementing communicable disease procedures, including maintaining awareness of District/Charter protocols, and assisting with monitoring, documentation, and follow-up related to communicable illnesses under the supervision of the District/Charter Registered School Nurse(s).

- Assist in maintaining a safe and organized health office environment, including inventorying and ordering supplies in coordination with the District/Charter School Nurse(s).

- Provide English–Spanish interpretation and translation services related to student health matters.

- Comply with all District/Charter-wide health, safety, and confidentiality protocols.

- Maintain current CPR and First Aid certification.

The selected agency shall:

- Provide direct supervision and oversight of contracted personnel, manage all employment-related matters (including hiring, evaluation, discipline, and payroll), and ensure that all assigned staff meet required qualifications and certifications (e.g., CPR/First Aid training, mandated reporter training, background clearance) in compliance with applicable laws and District requirements.

- Work collaboratively with the district/charter to ensure the successful implementation of student health support services, including meeting regularly and conducting on-site visits.

- Work collaboratively with the district/charter to ensure selected contracted personnel receive necessary training and support.

- Provide quarterly payroll reports - details all of the payments (payroll and benefits), position type, pay dates and budget codes that individuals were paid from. By the

end of the contract all 12 months should be received by the District for all employees.

Responding firms should have experience providing health support services to TK-12 public schools, serving diverse populations, including English learners and students with disabilities, preferably for organizations of similar size to District/Charter.

The detailed Scope of Service is provided in Appendix A.

3. DISTRICT/CHARTER'S RESPONSIBILITIES

The District/Charter will provide the selected provider with use of district/charter facilities, necessary student health supplies, and oversight of health-related services from the district's School Nurse(s).

4. PROPOSAL FORMAT

Proposal should include the information requested below in the following order:

A. Cover Letter

A cover letter summarizing the proposal, including a brief overview of the proposer's approach and qualifications.

B. Service Plan

A detailed description of the proposed service plan, including deliverables and activities as defined in Section 3 (Scope of Service). The proposer shall describe its implementation approach, coordination with District/Charter personnel (including the District/Charter School Nurse(s)), supervision model, communication protocols, and procedures for ensuring continuity of services. Proposals must include an itemized breakdown of the costs for health services.

C. Qualifications, Training, and Staffing Plan

The proposal shall identify the Project Manager and the individual(s) responsible for administrative supervision of personnel assigned to the District.

For the Project Manager and supervising personnel, the proposer shall describe:

- Educational background and relevant professional experience;
- Experience supervising staff providing health or student support services;
- Experience working within public school systems or other educational settings;
- Knowledge of school-based operations and regulatory requirements.

The Project Manager shall maintain regular communication with District/Charter personnel and ensure effective coordination, staff accountability, and continuity of services. Clinical oversight of health services shall remain under the direction of the District/Charter's Registered School Nurse(s), and contractor supervisory personnel shall work collaboratively with the District/Charter Nurse(s) to ensure compliance with established procedures.

The proposal shall also include the names, titles, qualifications, and experience of all personnel

providing direct student support health services, including educational background, relevant training, certifications, and years of experience in school-based or pediatric settings. Proposers shall indicate whether personnel are certified Medical Assistants or have completed other formal medical or health-related training.

All personnel providing direct student health support services must maintain current CPR and First Aid certification and complete mandated reporter training in accordance with California law. All personnel providing direct student health support services must demonstrate bilingual oral proficiency in English and Spanish. Replacement personnel must meet or exceed the minimum qualifications set forth in this RFP and shall be subject to District/Charter approval.

D. Organizational Structure

A description of the organizational structure of staff members assigned to this contract, including supervision and reporting relationships. If sub-consultants are proposed, subcontractor/consultant information must be included.

E. Demonstrated Experience and References

A description of the proposer's demonstrated experience providing health support services to public school systems, previous relationship with the District/Charter (if any), and other relevant projects of similar scope and complexity.

A list of three (3) references for similar projects, at least two of which are from school districts, including names of contact persons and telephone numbers.

F. Budget Proposal

Proposers must submit a clear and detailed budget outlining all costs associated with providing the services described in this RFP. The proposal must reflect staffing for:

- Three (3) 7.5-hour-per-day employees for 10 months
- One (1) 7.5-hour-per-day employee for 12 months
- One (1) 6.5 hour-per-day employee (10 months) primarily assigned to provide diabetic care support, with the flexibility to assist with other health office duties and student health needs as time and student care demands allow

The proposal must identify and separately itemize the following:

- Salary and benefits for personnel providing direct services to students
- Personnel costs for supervision and oversight
- Administrative costs
- Supplies and materials
- Travel expenses (if applicable)
- Training costs
- Any other direct or indirect costs associated with the provision of services

The budget must clearly show the total proposed cost for the full scope of services and identify any assumptions used in developing the proposal.

The District/Charter reserves the right to increase or decrease assigned schedules or hours based on student health needs, upon mutual agreement with the contracted agency. Any resulting adjustment to the contract amount shall be made on a proportional basis, consistent with the approved rates reflected in the Contractor's proposal, and shall not exceed ten percent (10%) of the total contract price.

G. Required Contract Documents

A. Cover letter summarizing the proposal.

B. Scope of Service (a description of the service plan including a description of deliverables and activities, as defined in #3. Scope of Service). Proposals should include an itemized breakdown of the costs for health services.

C. The proposal shall include the names, titles, and qualifications (resumes) of the proposed project manager and all personnel who will be providing direct services to students. For each direct service staff member, the proposer shall include educational background, relevant training, certifications, and years of experience in school-based or pediatric settings.

   Proposers shall clearly indicate whether assigned personnel are certified Medical Assistants or have completed other formal medical or health-related training programs, and describe the nature and scope of that training.

   All personnel assigned to provide direct student health services must maintain current CPR and First Aid certification throughout the term of the contract. Documentation of current certification shall be provided to the District upon request.

   In the event of staff changes during the term of the contract, the contractor shall provide the District with the qualifications, certifications, and experience of any proposed replacement personnel prior to assignment. Replacement personnel must meet or exceed the minimum qualifications and certification requirements set forth in this Request for Proposals.

   The project manager will be expected to be fully involved and conversant in the details of the project on an ongoing basis and maintain regular communication with district personnel.

D. Description of the organizational structure of staff members, if sub-consultants are proposed then subcontractor/consultant information must be included.

E. A list of three (3) references for similar projects, at least two of which are from school districts, including names of contract persons and telephone numbers.

F. A completed Roseland School District/Roseland Charter School Contract for Services (see Appendix B for template), including all proof of insurance and other required documentation specified in the contract.

5. BUDGET/CONTRACT

The District/Charter intends to enter into a fixed-price professional services contract with the selected provider based on the staffing configuration and cost proposal submitted in response to this RFP.

The selected provider will be required to enter into a professional services contract in the form attached as Appendix B, which shall incorporate the Scope of Services set forth in this RFP.

This project is financed 100% by the District/Charter for the purposes of implementing health support services.

The District/Charter reserves the right to renew the agreement annually, subject to funding availability and Governing Board approval. In no event shall the contract exceed a term of five (5) years pursuant to Education Code section 17596.

6. SELECTION PROCEDURE AND SCHEDULE OF WORK

The following is an outline of the selection procedure and time schedule:

Release RFP	March 6, 2026
Last day for provider questions - please submit questions to this form: https://forms.gle/8sedjLrMdCDVCTMK7	March 20, 2026
District response to questions which will be emailed to all recipients of the RFP and posted on the District's website (Notice to Bidders)	March 24, 2026
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Potential consultant interviews (District reserves the right to conduct or not conduct interviews)	April 2, 2026
Roseland District's Administrator's recommendation presented to the Roseland District School Board for potential Contract Award	April 15, 2026
Program Desired Start Date	July 1, 2026
Program Desired End Date	June 30, 2027

**The District anticipates continuing this program year over year with CONTRACTOR, subject to funding constraints. In no event shall this contract exceed a term of five (5) years, as per Education Code section 17596.

7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria and rating:

- 25% - Organizational History and Demonstrated Experience Providing Comparable Health Support Services to TK–12 Public School Systems, Including Past Performance and Reference Feedback
- 25% - Quality and Feasibility of Service Plan
- 20%- Qualifications, Training, and Staffing Plan
- 30% - Cost

The District reserves the right to conduct interviews for any proposer who has submitted a proposal. If interviews shall be held, they will occur on or around April 2, 2026. Proposers who are invited to interview shall be notified of the request to interview by 4:00 p.m. on March 31, 2026.

8. DISCRETION AND LIABILITY WAIVER

The District reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for School District staff to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

9. CONTACTS

Direct all questions regarding this RFP to:

Laurie Biggers, Assistant Superintendent of Curriculum & Instruction

Questions should be submitted using this form:

https://forms.gle/8sedjLrMdCDVCTMK7

10. DIRECTIONS FOR DELIVERY OF THE PROPOSAL

Submit one electronic copy via email of the complete RFP response (including scans of officials able to bind the proposer to the proposal) and one hard copy, in a SEALED envelope and labeled "RFP# 2027-1-DIST/CH Health Support Services", no later than **2:00 pm, March 30, 2026**. Bids will not be opened publicly.

Roseland School District and Roseland Charter School
Attn: Laurie Biggers, Assistant Superintendent of Curriculum and Instruction
1691 Burbank Avenue
Santa Rosa, CA 95407
lbiggers@roselandsd.org

Faxed submittals are not accepted.

11. APPENDIX

A. Scope of Services
B. Professional Services Contract

APPENDIX A

ROSELAND SCHOOL DISTRICT AND ROSELAND CHARTER SCHOOL: Health Support Services SCHOOL YEAR 2026-2027 SCOPE OF SERVICES

Scope of Services
APPENDIX A
Scope of Services
Contract Term: July 1, 2026 – June 30, 2027

The Contractor shall provide health-related support services to students enrolled in Roseland School District and Roseland Charter School during the term of this agreement.

1. Health Assistant Staffing
   - 1.1. The Contractor shall provide the following personnel:
     - 1.1.1. Three (3) Health Assistants at 7.5 hours per day (10-month schedule)
     - 1.1.2. One (1) Health Assistant at 7.5 horus per day (12 month schedule)
     - 1.1.3. One (1) Health Assistant at 6.5 hours per day (10-month schedule), primarily assigned to provide diabetes-related care support.
   - 1.2. Health Assistants shall be assigned to school sites by District/Charter personnel, in collaboration with the contracted agency, and shall be scheduled to provide services on all student attendance days during the regular school year unless otherwise agreed upon between the District and Agency.
   - 1.3. Health Assistant work schedules, including assigned daily hours and start and end times, shall be established and approved by the District. Any changes to scheduled hours or work assignments must receive prior District approval.
   - 1.4. The District reserves the right to increase or decrease assigned schedules or hours based on student health needs, upon mutual agreement with the contracted agency. Any resulting adjustment to the contract amount shall be made on a proportional basis, consistent with the approved rates reflected in the Contractor's proposal, and shall not exceed ten percent (10%) of the total contract price.

2. Student Health Support Services

Under the clinical direction of the District/Charter School Registered Nurse), Health Assistants shall:

- 2.1. Support the District/Charter Registered School Nurse(s) in coordinating services and assisting with case management for students with ongoing or complex medical needs.
- 2.2. Provide first aid and assist ill or injured students.
- 2.3. Administer medications and perform designated medical interventions, including but not limited to EpiPen administration and emergency seizure response medication, in accordance with physician orders and RN direction.
- 2.4. Provide diabetes-related care in accordance with each student's Diabetes Medical

Management Plan (DMMP), as trained and directed by the District Registered School Nurse and consistent with physician orders, including:
a. Blood glucose monitoring;
b. Insulin administration as trained and directed;
c. Documentation of services;
d. Communication with parents/guardians as directed.

2.5. Participate with District/Charter staff in school site emergency response procedures, including responding to medical emergencies and supporting implementation of established emergency and student safety protocols.

2.6. Provide toileting and/or diapering assistance as required to support student health, safety, and access to the educational environment.

2.7. Maintain and update student health records using district technology systems; document health office visits, services provided, medication administration, and assist with immunization record review and state reporting requirements.

2.8. Communicate with parents/guardians and designated school staff regarding student health needs, including immunization requirements, medication needs, and referrals, and provide appropriate follow-up support under the direction of the District RN.

2.9. Provide puberty education classes as assigned by the District.

2.10. Support the School Nurse(s) in implementing communicable disease procedures, including maintaining awareness of District/Charter protocols and assisting with monitoring, documentation, and follow-up related to communicable illnesses under the supervision of the District Registered Nurse.

2.11. Assist in maintaining a safe and organized health office environment, including inventory monitoring and coordination of supply ordering with the District/Charter School Nurse.

2.12. Provide English–Spanish interpretation and translation services related to student health matters as needed.

2.13. Comply with all District health, safety, confidentiality, and reporting protocols.

3. Agency Supervision and Employment Responsibilities

3.1. The Contractor shall serve as the employer of record for all assigned personnel.

3.2. The Contractor shall:
a. Provide direct administrative supervision and oversight;
b. Manage hiring, training, evaluation, discipline, payroll, and benefits;
c. Ensure all personnel meet required qualifications and certifications in compliance with applicable laws and District requirements.

3.3. Clinical oversight of medical services shall remain under the direction of the District/Charter Registered Nurse(s). Contractor supervisory personnel shall collaborate with the District/Charter School Nurse to ensure staff adherence to established procedures.

3.4. The Contractor shall work collaboratively with the District to ensure successful implementation of student health support services, including regular communication and on-site visits.

4. Reporting Requirements

The Contractor shall provide quarterly payroll reports detailing:

4.1. Payroll and benefits paid;
4.2. Position type;
4.3. Pay dates;
4.4. Budget codes charged.

By June 30, 2027, the Contractor shall provide a complete 12-month payroll accounting for all assigned personnel.

5. Experience Requirements

Responding firms must demonstrate experience providing health support services to TK–12 public schools, including service to diverse student populations, English learners, and students with disabilities, preferably in districts of similar size and scope.

Program Term: July 1, 2026 – June 30, 2027.

APPENDIX B

ROSELAND SCHOOL DISTRICT & ROSELAND CHARTER SCHOOL

SPECIALIST SERVICE AGREEMENT

1691 Burbank Avenue, Santa Rosa, CA 95407

This Agreement is made and entered into between the Roseland School District or Roseland Charter School, and_____, specialist/consultants in: _____ _____services, according to the following conditions:

1. The Specialist/Consultant(s) agrees to furnish services as described below for the period between/on the following dates:_____

2. Location: _____

3. For such services rendered, the Roseland School District or Roseland Charter School agrees to pay $_____

4. This agreement includes the terms and conditions attached as letters A through K.

5. All applicable laws and regulations of the Public Contract Code, Civil Code and Labor Code govern this Contract.

Please select one option from below:

☐ Specialist/Consultant WILL NOT be working or have contact with students

☐ Specialist/Consultant will be working and will have contact with students

Check One: ☐ In-person ☐ Virtual ☐ In-person & Virtual

SPECIALIST/CONSULTANT:

ACCEPTED BY: _____Date:_____Title:_____

Proper Name of Provider:_____

Address:_____

Phone: (_) _____ Fax: (_) _____

Email Address: _____

Social Security/Federal Tax I.D. #:_____

SITE/DEPARTMENT: ☐ Contract is Complete ☐ PO is attached ☐ W-9 Form is attached

ACCEPTED BY: _____ Date: _____

(Administrator Signature/Title)

DISTRICT:

ACCEPTED BY: _____ Date: _____

(Superintendent Signature)

BUSINESS SERVICES/HR:

☐ DOJ/FBI Clearance & Date: _____ ☐ TB Clearance & Date: _____

HR Signature: _____Business Signature: _____

☐ Original: Accountant ☐ Copy: Business/HR Contract Drive ☐ All Parties Emailed Final Doc

TERMS AND CONDITIONS

A. Bills/Invoices for services must be itemized in accordance with conditions (2) above before payment can be processed;

B. Services rendered or charges incurred beyond the intent of this agreement must be provided for either by a Specialist/Consultant(s) or by an amendment to this agreement countersigned by the authorized representative of both parties before any payment is made;

C. It is further understood that the Specialist/Consultant(s) shall perform the services indicated above as an independent contractor and not as an employee, officer or agent of the District;

D. Services to be provided under this agreement shall consist of the following (use an attachment to describe more extensive services):

E. **COVID Protocol** - In performing services under this Agreement, Specialist/Consultant agrees to strictly, and without exception, follow all local, state, and federal guidelines and protocols regarding COVID, including all Roseland School District/Roseland Charter School policies and procedures.

F. **Fingerprinting -** Per AB130 effective January 1, 2022, all contracts entered into by school districts and charter schools where the contracting agency or its employees will interact with students outside the immediate supervision and control of the student's parent or guardian or a school employee, must require a valid criminal record summary, as described in Education Code section 44237. This includes contracts for **off-campus services, including virtual/online services**.

G. Appropriate Fingerprint (DOJ and FBI) and TB clearances are required and must be obtained **prior** to commencement of services;

- **a.** If the Specialist/Consultant later performs the criminal background check for its employees, it must immediately provide to the Roseland School District/Roseland Charter School any subsequent arrest and conviction information it receives. The Specialist/Consultant and its employees are prohibited from having any interaction with students until the Department of Justice has ascertained that the employee has not been convicted of a felony.

H. **Entering into this contract certifies that the Specialist/Consultant and any of its employees that enter on campus are not registered sex offenders**.

I. **Indemnification -**

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

b. Consultant shall be liable to District for any loss or damage to District property arising from or in connection with Consultant's performance hereunder.

J. **Insurance and License(s) -** With respect to the performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, if any, to maintain insurance and/or license(s) as indicated below:

a. _X_ *Required/* __ *Not Required:* **Worker's compensation insurance** with statutory limits as required by the Labor Code of the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District."

b. _X_ *Required/* __ *Not Required:* **Commercial or Comprehensive General Liability insurance** covering bodily injury and property damage using an occurrence policy form, in an amount no less than $1,000,000 per occurrence, $2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent consultant's liability, and personal injury liability.

c. _X_ *Required/* __ *Not Required:* **Automobile liability insurance** covering bodily injury and property damage in an amount no less than $1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

d. _X_ *Required/* __ *Not Required:* **Sexual abuse/molestation insurance** in an amount no less than $1,000,000 combined single limit for each occurrence.

e. Each such insurance policy shall include the following:

i. District/Charter, its officers and employees, is named as certificate holder and as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

ii. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

iii. The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.

iv. This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

f. _X_ *Required/* __ *Not Required:* **Professional Liability (Errors and Omissions) Insurance** for all activities of the Consultant arising out of or in connection with this Agreement is an amount no less than $1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This

policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

g. _X_ *Required:* **Business and/or Other License(s)**. Consultant represents and warrants that Consultant will comply with all federal, state, and local laws requiring business licenses, other license(s), and certificates required to carry out the services to be performed under this Agreement.

h. **Documentation** - The following insurance and license documentation shall be submitted to the District:

i. Properly executed certificates of insurance naming the Roseland School District and Roseland Charter School as certificate holder and as additional insured; clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.

ii. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement. Certificates of insurance and additional insured endorsements should be sent to:

Roseland School District and Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407

iii. Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

iv. Copy of Consultant's business license, and any other license or certification required to carry out the service to be performed under this Agreement. All such license(s) shall be submitted prior to commencement of services under this Agreement.

i. **Policy Obligations** - Consultant's indemnity and other obligations shall not be limited by the foregoing insurance and license requirements.

j. **Material Breach -** If Consultant, for any reason, fails to maintain insurance coverage or have the license(s) which are required pursuant to this Agreement, the same shall be deemed a material breach of contract. District, at its sole option, may terminate this Agreement and obtain damages from the Consultant resulting from the breach. Alternatively, District may purchase such required insurance coverage or license(s) and, without further notice to Consultant, District may deduct from sums due to Consultant any premium or other costs advanced by District for such insurance or license(s). These remedies shall be in addition to any other remedies available to District.

K. Upon 10 business day's written notice, the Roseland School District/Roseland Charter School reserves the right to terminate this Agreement without cause.

Example Fingerprint and TB Test Clearance Letter

***Note**: This letter should be placed on your company letterhead.*
If you have subcontractors, your subcontractors should provide the same letter unless your company will be monitoring their Fingerprints and TB Clearances.

Date

Roseland School District and Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407
707-545-0102
Attn: Human Resources Department

Title: Fingerprint and TB Test Clearance Letter

This certification letter confirms that *(insert name of company)* has fingerprinted, and cleared, all of our current employees through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). They all have clean DOJ and FBI records. We will notify the Roseland School District Office Human Resources Department immediately if anything changes.

If your employees will have prolonged exposure to students add this section: In addition, all of our employees have a current, cleared TB Test (within the last 4 years) on record in our files.
This applies to the following employees:
(List employees first and last names)

If you have any further questions you can reach us at the below contact information.

Thank you,
Name and Position
Company
Phone and/or email contact

ROSELAND SCHOOL DISTRICT & ROSELAND CHARTER PURCHASE ORDER

PURCHASE ORDER # _____ REQUISITION # _____

Purchase order number must appear on all packing slips and invoices

BILL TO: Roseland School District - 1691 Burbank Avenue, Santa Rosa, CA 95407

SHIP TO: Roseland School District Office - 1691 Burbank Avenue, Santa Rosa, CA 95407

VENDOR: _____

_____

_____

Quantity	Unit $	Description	Price	Extension

☐ For Facilities Only
☐ SB854
☐ PWC100 completed on _____
☐ Contractors Lic. #/Dir #_____

Total: $_____
Shipping: $_____
Sales Tax: $_____
Grand Total: $_____

Important Instructions to Vendor:
1. Itemized INVOICES in Duplicate
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. Purchase order number must appear on packing slip.

Supervisor's Approval

Business Manager's Approval

Requested by: 1

Program: 2

Action: ☐ Mailed ☐ Faxed ☐ Returned to originator ☐ Email

Vendor #	If Split Coding - add 2nd coding here: Budget Classification							Amount $
	FD	RES	GOAL	FN	OBJ	SCHL	MGMT	$ %