



Melissa Bassanelli
Superintendent of Schools

Business Support Services
Purchasing Department

San Juan Unified School District

RFP# 26-112 Community Partners

PROPOSAL DUE DATE

**RFPs must be submitted by
April 10, 2026**

Before 3:00 PM

SUBMIT RESPONSE TO:
SAN JUAN UNIFIED SCHOOL DISTRICT
ATTN: Purchasing Department
5133 Engle Road
Carmichael, CA 95608
Phone: (916) 971-7808

ADDRESS

5133 Engle Road
Carmichael, CA 95608

PHONE

(916) 971-5340

WEBSITE

www.sanjuan.edu

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Notice to Responders

NOTICE IS HEREBY GIVEN that San Juan Unified School District, acting by and through its Board of Education, hereinafter referred to as the District will receive up to, but no later than **Friday, April 10, 2026 at 3:00 p.m.** sealed RFPs from qualified Responder's for the award of contracts for the following:

RFP# 26-112 Community Partners

Questions

All questions regarding this RFP are due on or before March 25, 2026, at 3:00 p.m. via email to: RFP26-112@sanjuan.edu with the subject line of "RFP# 26-112 questions". Only questions submitted through this process will be accepted. All responses to questions regarding this RFP will be posted on our website March 30, 2026, on or before 3:00 p.m. The District may find it necessary to revise the RFP, or to provide clarification or additional information after it is released. Any addenda or responses to questions will be posted on the District website at www.sanjuan.edu/RFPs. It is the responsibility of the prospective Responder to check the website for updates or addenda.

Due Date

Proposals are due at the Purchasing office for time and date stamping on or before 3:00 p.m., April 10, 2026. Three bound original, and one digital copy (PDF format: flash drive preferred) of the proposal must be submitted in a sealed package, clearly marked RFP# 26-112 to San Juan Unified School District, Business Support Services, 5133 Engle Road Carmichael, CA 95608. Please allow at least 2 days for delivery of USPS Priority and Express Mail. All proposals must be received and time/date stamped in the Purchasing office by the above due date and time. Sole responsibility rests with the Responder to see that their proposal is received on time at the stated location. Proposals received after the deadline will be returned unopened to the Responder. No exceptions will be allowed. Faxed or emailed proposals will not be accepted.

Compliance with Laws

The successful vendor(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

Submittal Response

The following documentation is required in the RFP Submittal:

1. Address all items in the RFP Proposal Format
2. Completed and signed Submittal Forms and Addendums.

All responses shall be firm offers subject to acceptance by the District. Proposals become the property of the District. Once awarded all proposal responses may be considered a public record and will be disclosed with a public records act request; only financial documents included to demonstrate the vendor's fiscal stability will be protected from such a request.

Proposals may be withdrawn by the proposer prior to the submittal due date and time but may not be withdrawn for a period of 30 calendar days following that date. Responses may not be amended after the due date except by the consent of the District. The successful proposer shall not be relieved of the proposal submitted without the District's consent or proposer's recourse to Public Contract Code Sections 5100, et seq.

The District reserves the right to reject any and all proposals for any reason. The District may waive informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other proposals. The issuance of this RFP and receipt of responses does not commit the District to award a contract. The District expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses (in whole or portions) received to this RFP, to negotiate with more than one Responder concurrently, or to cancel all or part of this RFP. Decisions to award contract(s) as a result of this RFP are final and without appeal. San Juan Unified School District reserves the right, in its sole discretion, to determine the criteria and process whereby proposals are evaluated and awarded.

Introduction and background

San Juan Unified is seeking qualified community-based organizations, to form a pool of approved community partners, supporting site-based implementation of equity-centered initiatives aligned to the District's Local Control and Accountability Plan (LCAP) priorities and the District's Strategic Plan.

The District is committed to advancing inclusive practices, culturally responsive leadership, and meaningful engagement with students, families, and staff. We seek partners who can collaboratively design, facilitate and implement student mentorship programs, professional learning for adults, community engagement processes, and structured feedback systems that support continuous improvement.

Purpose

The purpose of this Request for Proposals (RFP) is to establish a qualified pool of community partners who can provide site-based support in the following areas:

- Student mentorship and/or direct student support based on site need

- Equity-centered professional learning experiences
- Social Emotional Learning for diverse student groups
- Leadership team coaching to build sustainability at school site
- Design and/or administer structured feedback tools
- Analyze qualitative and quantitative data to respond effectively to student/site needs
- Provide actionable recommendations for improvement
- Engage students, families, and staff in meaningful dialogue

Tentative Schedule of Events

Proposing vendors ("Proposer") who participate in this RFP shall meet the following schedule requirements. All times referred to in this RFP are Pacific Time (PDT).

EVENT	DATE and TIME
Release of RFP	March 13, 2026
Deadline for Questions	March 25, 2026, 3 p.m.
Responses to Questions Posted	March 30, 2026, 3 p.m.
Submittal Due Date	April 10, 2026, 3 p.m.
Recommendation of Award to Board of Education	April 29, 2026
Contract Start Date	July 01, 2026

Note: The dates and times above are subject to change at the option of the District. Modifications will be published on the District website.

Advertisement dates: March 16, 2026, and March 23, 2026

About the District

The San Juan Unified School District (SJUSD), located in the northeast portion of Sacramento County, California, was established in 1960. SJUSD is one of the largest in California and serves over 38,000 students in programs from preschool to adult education at nearly 70 sites. Additional detailed information may be found at www.sanjuan.edu.

Comprehensive Scope of Work

Selected partners may enter into Agreements with individual school sites following a site application and selection process, based on the criteria below:

- Site and student interest as well as readiness
- Alignment of partner expertise with site goals
- Availability of LCAP or other funding

Each engagement will be customized to the site's context but may include:

- Student mentorship
- Social emotional learning
- Culturally Responsive Teaching
- Creating a Sense of Belonging and Inclusion on campus
- Professional learning sessions
- Leadership team coaching
- Community listening sessions
- Development and analysis of feedback tools
- Implementation planning support

Required Qualifications

Proposers must demonstrate:

- Experience working with TK-12 public school districts
- Demonstrated expertise in equity-centered practices
- Proficiency in providing student mentorship and working with a diverse student population
- Experience facilitating adult learning
- Experience designing and analyzing feedback tools
- Ability to engage diverse communities authentically
- Capacity to meet reporting and compliance requirements

Proposal Format

Proposals must include:

1. Organizational background and qualifications
2. Description of proposed approach and methodology
3. Sample deliverables (redacted if necessary)
4. Experience with similar districts or initiatives
5. Proposed timeline
6. Fee structure and pricing model
7. Minimum of 3 Letters of Support from external partners who can attest to the organization's effectiveness and prior implementation of similar services. **Letters may not be submitted from San Juan Unified School District schools, departments, or employees**

Evaluation Criteria

The San Juan Unified School District reserves the right to select the organization(s) that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the

RFP. The District may or may not conduct interviews as part of the selection process. If interviews are held, the chairperson shall notify representatives of selected vendors as to date, time and location. The District reserves the right to reject any and all proposals. After rejecting the proposals, the District reserves that right to negotiate the terms and conditions of the contract for the procurement of said services. The selection process for the Responder(s) will include the following evaluation and point assignment/rating criteria:

EVALUATION CRITERIA	POSSIBLE POINTS
Understanding of District Needs – Demonstrates clear understanding of district context, equity priorities, and scope of work	20 Points Maximum
Quality of Proposed Approach - Clear, coherent methodology; alignment to equity-centered practices; feasibility of implementation	25 Points Maximum
Experience & Qualifications – Relevant TK-12 experience; strong facilitation background; evidence of measurable impact working with students	20 Points Maximum
Community Engagement Capacity – Demonstrated ability to engage diverse families and communities authentically	15 Points Maximum
Data & Feedback Expertise – Strong plan for designing, analyzing, and reporting feedback	10 Points Maximum
Cost Effectiveness – Clear, reasonable, and aligned pricing structure	10 Points Maximum
Possible Proposal Points	100 Points

Contract Term

The term of this Agreement shall begin on or about **July 01, 2026**, and end **June 30, 2027**. The agreement may be extended by four additional one-year terms through **June 30, 2031**. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the agreement, and each additional one-year term.

Award

The District reserves the right to apportion the requirements of this RFP among multiple Responders if this is determined to be in the District's best interests. Depending on the dollar amount of the award(s), the contract(s) resulting from this RFP may be required to be approved by the District's Governing Board. No minimum amount of work is guaranteed.

Negotiation

Following completion of the ranking process, the District Staff will commence fee negotiations with the top-ranked Responder. The goal of contract negotiation is to agree on a final contract

that delivers to the District the services and products required at a fair and reasonable cost. If the District fails to reach an agreement with the top-ranked Responder(s), a new negotiation will commence with the next highest ranked Responder. If the new negotiation fails, the process is repeated until a contract is negotiated successfully. The School Board reserves the right to award a negotiated contract, reject the proposal or suggest a modification to the negotiated agreement.

Format

It is mutually agreed by and between District and Responder that the District's acceptance of Responder's RFP, and upon approval by the Governing Board, shall create a contract between the parties thereto. District and Responder with whom District chooses to contract, if any, shall execute a Contract Signature Page based on this RFP, the response and any written amendments. The Contract will, by default, incorporate all requirements, terms and conditions contained in this RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of this RFP will take precedence, unless otherwise specifically stated in a written amendment. District will not enter into any separate Contract or Agreement with Responder except as specifically stated herein.

RFP Protest

A Responder may file a protest against the award of the Contract to any other Responder by following District bid protest procedures. The protest must be in writing, filed within five (5) business days after RFP award notification, and must set forth all grounds for the protest. These requirements are to be strictly construed. Untimely protests and/or grounds not set forth in the protest will not be considered. Further, the failure to comply with these protest requirements will constitute a waiver of the right to challenge and forever bar the Responder from challenging, whether before the District or any administrative or judicial tribunal, any particular RFP(s), the RFP process or any ground not set forth in the protest. The District will provide a written response within 30 working days to any timely RFP protest.

Terms and Conditions

Compliance with Laws

This contract shall be in accordance with the laws in the State of California. All RFPs and proposals shall comply with the current federal, state, local and other laws relative thereto.

Board of Trustees Approval

Award is subject to the acceptance by the San Juan Unified School District Board of Education.

Governing Law and Venue

In the event of litigation, the RFP and proposal documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Sacramento County.

Attorney Fees

In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

RFP Acceptance or Rejection

This RFP does not commit the San Juan Unified School District to award a contract, to pay any cost incurred in the preparation of this RFP or to procure a contract for services or supplies. The District reserves the right to accept or reject any or all proposals received in response to this request, to negotiate terms that will be in the best interest of the District, or cancel in whole or in part this RFP. All submitted proposals and information included therein shall become public records upon delivery to the San Juan Unified School District.

Multiple Proposals

No person, vendor, or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless special conditions indicate otherwise.

Insurance Requirements

Commercial General Liability

1. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than three million dollars (\$3,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor's general liability policies shall be primary and shall not seek contribution from the District's coverage and be endorsed with a form at least as broad as ISO form CG 20 10 or CG 20 26 to provide that District and its officers, officials, employees, trustees and volunteers shall be additional insureds under such policies.

2. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided to the District.
3. Coverage shall contain a waiver of subrogation in favor of the District.

Business Automobile Liability

1. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.

Workers' Compensation and Employers' Liability

1. Vendor shall maintain Workers' Compensation Insurance with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. Vendor shall submit to District, along with the certificate of insurance, a waiver of subrogation endorsement in favor of District.

Cyber Insurance

1. Cyber Liability Insurance is required with limits not less than two million dollars (\$2,000,000) per claim.
2. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security.

Professional Liability Insurance

1. Vendor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Vendor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Sexual Abuse and Molestation Insurance

1. Sexual Abuse and Molestation Insurance is required with limits not less than three million dollars (\$3,000,000) per occurrence. This insurance shall cover alleged and actual claims of sexual abuse or molestation. This coverage can either be included under a General Liability policy or obtained in a separate policy. District shall be named as an Additional Insured on all Sexual Abuse and Molestation liability policies. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Vendor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

All Coverages

1. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after

thirty (30) days' prior written notice has been given to the District, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

2. All self-insured retentions and deductibles above \$100,000 must be declared to and approved by the District.
3. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the District with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the District.
4. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.
5. Vendor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein. However, insurance requirements may be determined on a "per subcontractor" basis, considering the particular work to be done by the subcontractor.

Indemnification

Vendor shall indemnify, defend, and hold harmless the District, its officers, employees, trustees, agents and volunteers, from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation, arising out of the Vendor's performance of its obligations under this agreement or out of the operations conducted by Vendor, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the District is made a party to any action, lawsuit, or other adversarial proceeding arising from Vendor's performance of this agreement, the Vendor shall provide a defense to the District, or at the District's option, reimburse the District for its costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

Vendor shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning vendor or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with vendor's performance under this Agreement.

Term/Extension

Pursuant to Education Code Sections 17596 and 81644, it is the intent of the District to award a single-term contract for the specified services. If the contract is issued as a multi-term agreement, and contingent upon the appropriation of funds to support the continuation of

services in subsequent fiscal years, the original contract may be renewed annually for a total contract term not to exceed five (5) consecutive fiscal years.

Board Contact

No business entity, including any agent of such entity, shall directly or indirectly contact any Board member immediately before or during the RFP process of any project on which the business entity intends to or has submitted a proposal. Any Responder violating this policy shall be deemed disqualified from the RFP process. Should such contact come to light after the RFP is awarded and the entity was deemed the successful Responder, the Board reserves the right to cancel any contract awarded, in which case, the Responder shall be liable for any damage incurred by the District. The Board shall exercise its best judgment for the benefit of the District in making a decision whether to proceed or not, depending on all of the facts and circumstances.

Amendments

The terms and conditions contained in the Request for Proposals and Contract herein may be amended or modified only with the prior written approval of the District.

Termination of Contracts/Purchase Orders

The San Juan Unified School District reserves the right to terminate all purchase orders or contracts with due cause by giving a ten (10) calendar day written notice or may terminate without cause by giving a thirty (30) calendar day written notice. Due cause for termination of contract shall include, but not be limited to, failure to provide services required within a reasonable time period, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the San Juan Unified School District does not appropriate funds for the goods and/or services under the purchase order or contract.

Failure to Fulfill Contract

When any Responder shall fail to deliver any article or service or shall deliver any article or service which does not conform to the specifications, the District may, at its sole discretion, annul and set aside the contract entered into with said Responder, either in whole or in part, and make and enter into a new contract for the same items in such manner as seems to the Board of Education to be to the best advantage of the San Juan Unified School District. Any failure for furnishing such articles or services by reason of the failure of the Responder, as above stated, shall be a liability against such Responder and his sureties. The Board of Education reserves the right to cancel any articles or services which the successful Responder may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Responder provided satisfactory proof is furnished to the Board or Education, if requested.

Right to Acquire Services

The provisions of the contract shall in no way prohibit the District from making purchases from another supplier for the same services as herein listed.

Proprietary Information

Once awarded all proposal responses may be considered a public record and will be disclosed with a public records act request; only financial documents included to demonstrate the vendor's fiscal stability will be protected from such a request.

Conflict of Interest

The successful Responder shall affirm that, to the best of its knowledge, there exists no actual or potential conflict between family, business, or financial interest of the Responder and services under this Agreement. The successful Responder agrees to advise Owner of any actual or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement.

Contract

It is mutually agreed by and between District and Responder that the District's acceptance of Responder's proposal, and upon approval by the Governing Board, shall create a contract between the parties thereto. District and Responder with whom District chooses to contract, if any, shall execute a Contract Signature Page based on this RFP and the response. The Contract will, by default, incorporate all requirements, terms and conditions contained in this RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of this RFP will take precedence, unless otherwise specifically stated in a written amendment. District will not enter into any separate Contract or Agreement with Responder except as specifically stated herein.

Proposal Negotiations

A submittal containing terms such as "negotiable", "will negotiate", or similar, will be considered non-responsive. However, the District reserves the right to negotiate terms of the agreement with the selected vendor.

Taxes

For the purposes of this RFP, any applicable taxes, fees or government surcharges shall be itemized separately in your fee sections. Federal excise taxes are not applicable to school districts.

Invoicing

Vendor shall issue separate invoices as services are provided. Each invoice must reference applicable purchase order number. Invoices should specify any prompt payment discount and will be processed following review and approval.

Disputed Charges/Billing

In the event that the District reasonably determines that there is a material discrepancy between the proposer's invoiced charges and the District's calculation of charges owed, the District shall be permitted to withhold the disputed amount; provided, however, that the District agrees to provide notice to the vendor, with supporting documentation illustrating the basis for bona fide dispute within their payment terms. If such billing disputes remain unresolved within sixty (60) days of submission to the vendor, both parties agree to arbitration by an impartial third party.

Anti-Discrimination

It is the policy of the District that, in connection with all the work performed, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, sexual orientation, or marital status. The vendor agrees to comply with applicable federal and California laws, including, but not limited to, California Fair Employment Practice Act, beginning with Labor Code Section 1410, and Labor Code Section 1735. In addition, the Proposer agrees to require like compliance by any subcontractors employed on the work.

Assignment

The vendor shall not assign, convey, or transfer any rights, obligations, or interests hereunder without the prior written consent of the District.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part, 85, Sections 85, 105 and 85.110—

The applicant certifies that it and its principles:

Are not presently debarred, suspended, proposed for debarment, declared intelligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this.

Iran Contracting Act

Iran Contracting Act Compliance (PCC §§2200–2208)

For any contract with an estimated value of \$1,000,000 or more, the Vendor must comply with the Iran Contracting Act of 2010. Vendors are prohibited from entering into contracts with the District if they appear on the California Department of General Services (DGS) list of persons engaged in investment activities in Iran, as defined by Public Contract Code §§2202.5 and 2203.

Vendors submitting proposals for contracts meeting this threshold must certify that they are not on the DGS ineligible vendor list; vendors unable to certify must provide an explanation in accordance with PCC §2203(c)–(d)

Compliance with Economic Sanctions Against Russia

The Vendor shall comply with Executive Order N-6-22, which requires all agencies subject to the Governor's authority—and their contractors—to adhere to economic sanctions imposed in response to Russia's actions in Ukraine. Vendors must ensure they are not targets of federal or California-imposed sanctions and must refrain from entering into new investments or financial transactions with Russian entities identified under the sanctions programs referenced in EO N-6-22.

For agreements valued at \$5,000,000 or more, Vendors must also report to the District any actions taken to comply with these sanctions, including cessation of investments or financial dealings with Russian institutions.



RFP Form

San Juan Unified School District
5133 Engle Road
Carmichael, California 95608

To: Superintendent and Members of the Board of Education

The undersigned, doing business under the full and complete legal Responder name as set forth below, having examined the Notice to Responders, RFP Instructions, Scope of Work & Requirements, General Conditions, Agreement and all other documents forming a part of the RFP package for the above-referenced RFP, hereby proposes to perform the Agreement, including all of its component parts, and to furnish all materials called by them for the entire order for the prices set forth in the documents contained in said RFP package. The entire RFP Package is submitted, together with this RFP Form.

Name of Company: _____

Legal Status (i.e., sole proprietorship, partnership, corporation): _____

Tax I.D. Number (Sole Proprietorship Only): _____

Address: _____

Authorized Representative: _____

Signature

Name (Print or Type)

Title

Date

(_____) _____
Phone

E-mail address



Fee Proposal

Please describe your fees for the types of services described in the Scope of Work. Fees may be based on transactions, hours only, time and materials, etc. Actual fees may be negotiated prior to each transaction. Please specify any indexed costs if applicable.

Vendors may attach additional price sheets as needed, provided they clearly reference the RFP and follow a reasonable, organized format.

Type of Service	Cost	Per Unit
	\$XX,XXX.XX	Transaction
	\$XXX.XX	Hour

I/We, the undersigned, understand the information included in this proposal, regardless of whether requested or voluntarily submitted may become part of the any agreement subsequently made with San Juan Unified School District, and we attest to the best of our knowledge, to its accuracy.

Executed this _____ day of _____, 20____ at _____ ,
California.

Signature of Proposer: _____

Print Name and Title: _____



Statement of Non-Conflict of Interest

The Responder hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest which may be acquired during the life of an agreement with the District. The Responder also certifies that it and its members are not, officers, agents, or employees of the District, nor have they been since January 1, 2001.

Signature

Printed Name

Title

Responder

Date

Insurance Acknowledgement

Notice to Bidders regarding Indemnity and Insurance Requirements

Summary of indemnity and Insurance Requirements:

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to San Juan Unified School District (Buyer). By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by Buyer.
2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits afforded under Contractor's policies of Insurance shall be available to Buyer and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be: 1—all the Insurance coverage and limits carried by or available to the Contractor; or 2—the minimum Insurance requirements shown in this agreement, whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to Buyer.
3. Contractor shall provide Buyer with Certificates of Insurance including all required endorsements and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Buyer before work begins. Buyer reserves the right to require full-certified copies of all Insurance coverage and endorsements.

Insurance

Vendors are to provide a letter from their insurance company indicating ability to provide insurance. Insurance requirements include the following:

Commercial General Liability

1. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than three million dollars (\$3,000,000) per occurrence for bodily injury, personal injury, and property

damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor's general liability policies shall be primary and shall not seek contribution from the District's coverage and be endorsed with a form at least as broad as ISO form CG 20 10 or CG 20 26 to provide that District and its officers, officials, employees, trustees and volunteers shall be additional insureds under such policies.

2. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided to the District.
3. Coverage shall contain a waiver of subrogation in favor of the District.

Business Automobile Liability

1. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.

Workers' Compensation and Employers' Liability

1. Vendor shall maintain Workers' Compensation Insurance with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. Vendor shall submit to District, along with the certificate of insurance, a waiver of subrogation endorsement in favor of District.

Cyber Insurance

1. Cyber Liability Insurance is required with limits not less than two million dollars (\$2,000,000) per claim.
2. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security.

Professional Liability Insurance

Vendor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the services to be rendered in

Insurance Acknowledgement Continued:

1. connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Vendor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Sexual Abuse and Molestation Insurance

1. Sexual Abuse and Molestation Insurance is required with limits not less than three million dollars (\$3,000,000) per occurrence. This insurance shall cover alleged and actual claims of sexual abuse or molestation. This coverage can either be included under a General Liability policy or obtained in a separate policy. District shall be named as an Additional Insured on all Sexual Abuse and Molestation liability policies. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Vendor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

All Coverages

1. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to the District, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
2. All self-insured retentions and deductibles above \$100,000 must be declared to and approved by the District.
3. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the District with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the District.
4. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.
5. Vendor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein. However, insurance requirements may be determined on a "per subcontractor" basis, considering the particular work to be done by the subcontractor.

Indemnification:

Vendor shall indemnify, defend, and hold harmless the District, its officers, employees, trustees, agents and volunteers, from and against any and all causes of action, claims, liabilities,



obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation, arising out of the Vendor's performance of its obligations under this agreement or out of the operations conducted by Vendor, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the District is made a party to any action, lawsuit, or other adversarial proceeding arising from Vendor's performance of this agreement, the Vendor shall provide a defense to the District, or at the District's option, reimburse the District for its costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

Vendor shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning vendor or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with vendor's performance under this Agreement.

The insurance provided by vendor shall be primary to any coverage available to District. The insurance policies (other than Workers' Compensation) shall include provisions for waiver of subrogation.

I have read and understand the above indemnification and insurance requirements and agree to be bound by them for any work performed for the Buyer.

Signature

Printed Name

Title

Responder

Date

Non-Collusion Declaration

The undersigned declares:

I, _____ am the _____
of (Name) (Title/Position)

_____, the party submitting an RFP
Packet. (Name of Respondent)

The RFP Packet is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The RFP Packet is genuine and not collusive or sham. The Respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The Respondent has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham bid, or to refrain from submitting an RFP Packet. The Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the RFP Packet price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the RFP Packet price, or of that of any other respondent. All statements contained in the bid are true. The Respondent has not, directly or indirectly, submitted his or her RFP Packet price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a respondent that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Respondent.

Executed this _____ day of _____, 20____ at _____, (City)
(County) _____ (State) _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____

Name, Title: _____

Respondent: _____



Contractor Fingerprint Certification

I, _____, am an authorized representative of/doing business as (Name of Bidder) _____, and hereby certify that, pursuant to Education Code Section 45125.1, this business entity has conducted the required criminal background check(s) of all persons who will be providing services to the **San Juan Unified School District** on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5(c) and/or 1192.7(c).

Failure to comply with these terms, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by the Contractor shall constitute grounds for termination of this Agreement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this ____ day of _____, 20 ____ , in _____ County, California.

Name of Contractor/vendor (*printed*) _____

Name/Title of Authorized Representative (*printed*) _____

(*Signature*) _____



Responder Contact Information

Responder Company Name: _____

Responder Name: _____

Responder Title: _____

Responder Phone: _____

Responder Email: _____

Responder Address: _____

Iran Contracting Act

(Public Contract Code sections 2202-2208)

Prior to responding, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a responder must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your responder or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to RFP on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the responder/financial institution identified below, and the responder/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/responder, for 45 days or more, if that other person/responder will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>responder Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a responder/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to RFP on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>responder Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

Certification Regarding Russian Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" hereunder refers to sanctions imposed by the United States government in response to Russia's actions in Ukraine, as those sanctions may be updated from time to time, as well as any sanctions imposed under state law. By its signature below, the contractor represents that it is not a target of Economic Sanctions.

Should the District determine that the Responder is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal for lack of responsibility any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination for default by the District. Should the District determine that any of Responder's subcontractors listed in accordance with Public Contract Code section 4104 is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, then, at the District's discretion, that shall be grounds for rejection of the Contractor's bid/proposal (if prior to award) or for required substitution of the sanctioned subcontractor, subject to the requirements of Public Contract Code section 4107, with the Contractor to bear all costs of replacing the non-responsible subcontractor.

I, the official named below, declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this certification is executed on Date _____ at City _____, California.

Signature of Responder

Print Name



Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part, 85, Sections 85, 105 and 85.110—

The applicant certifies that it and its principles:

Are not presently debarred, suspended, proposed for debarment, declared intelligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this.

Signature

Printed Name

Title

Date