

MARIN COUNTY OFFICE OF EDUCATION

REQUEST FOR QUALIFICATIONS LANGUAGE TRANSLATION AND INTERPRETATION SERVICES

MCOE 2026-RFQ-005

DUE: NOVEMBER 6, 2026



MARIN COUNTY
OFFICE OF EDUCATION
Supporting Learning for ALL Students

NOTICE OF REQUEST FOR QUALIFICATIONS
MARIN COUNTY OFFICE OF EDUCATION
MCOE 2026-RFQ-005
LANGUAGE TRANSLATION AND INTERPRETATION SERVICES

Notice is hereby given that the MARIN COUNTY OFFICE OF EDUCATION (hereinafter referred to as "MCOE") is requesting Statements of Qualifications (hereinafter referred to as "SOQ") from qualified firms, persons, corporations, associations, or professional organizations (hereinafter referred to as "Respondents") to provide language translation and/or interpretation services on an as-needed basis.

The Request for Qualifications (RFQ) documents may be downloaded from the MCOE's website marinschools.org. Questions regarding the RFQ shall be submitted via email and the MCOE will provide answers to any questions or requests for clarifying information about the RFQ before the SOQs are due.

Respondents must submit one (1) copy in digital format (PDF file format), attached to an email addressed to MCOE's designated RFQ contact person.

The MCOE will accept all SOQs received on or before 12:00 p.m. on November 6, 2026. The MCOE will not accept SOQs that are received after the deadline.

The MCOE reserves the right to reject any or all SOQs, and to waive any errors or corrections in an SOQ or in the RFQ process. The MCOE will award the contract(s) based on a review and analysis of the SOQs that determines which SOQ best meets the needs of the MCOE. Respondents should not construe from this legal notice that the MCOE intends to enter into a contract with the Respondent unless, in the opinion of the MCOE, it is in the best interest of the MCOE to do so. The MCOE reserves the right to negotiate final contractual terms with the successful Respondent(s).

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I. Introduction/Purpose of Solicitation

The MCOE requires language access services on an as-needed basis. These services are driven primarily by the needs of the MCOE student programs; however, all departments across the MCOE may require language access services from time to time.

The MCOE currently operates the following student programs:

- Alternative Education, serving around 90 students at two locations in Marin County.
- Special Education, serving around 300 students at 30+ classrooms across Marin County.
- Walker Creek Ranch, serving around 4,500 students annually through our outdoor education programs
- School to Career, serving students through internships, job shadows, and field trips

Some families served by the MCOE may require language access services, including written translation, spoken-language interpretation, and American Sign Language (ASL) interpretation, in order to meaningfully participate in their child's educational programming.

Historically, MCOE language access needs have included Spanish, Arabic, Creole, Korean, and American Sign Language (ASL). This list is illustrative and is not intended to limit the languages that may be requested during the term of any resulting contract. Services may include live interpretation and written document translation.

Definitions

American Sign Language (ASL). A complete visual language that uses hand signs, facial expressions, and body movements to communicate meaning.

Cultural and Linguistic Competence. The ability to provide readily available, culturally appropriate oral and written language services through qualified bilingual/bicultural staff, translators, and interpreters in a respectful and effective manner.

Interpretation. The process of rendering a spoken or signed message from a source language into another spoken or signed language while preserving the meaning and register of the source-language content.

Language Access Services. Services that provide individuals with limited English proficiency, and individuals who are deaf or hard of hearing, reasonable access to the same information, programs, and services available to English-speaking individuals.

Sensitive Information. Information protected by applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), where applicable, or other laws or rules protecting educational, medical, or personally identifiable information.

Standard Hours. 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, excluding days identified as holidays by the MCOE.

Non-standard Hours. All hours other than Standard Hours.

Translation. The process of conveying written content from a source language into a target language while preserving its meaning.

II. Proposed Schedule of Events

Release of RFQ	Thursday, Oct. 1, 2026
Deadline for Submission of Respondent Questions	Thursday, Oct. 15, 2026 12:00 p.m.
Deadline for MCOE Responses to Questions	Friday, Oct. 23, 2026
Deadline for Submission of SOQs	Friday, Nov. 6, 2026, 12:00 p.m.
Anticipated Notice of Intent to Award	Friday, Nov. 20, 2026

The MCOE will make every effort to adhere to the schedule. However, the MCOE reserves the right to amend the schedule, as necessary, and will post a notice of said amendment on the MCOE's website marinschools.org (prior to receipt of RFQ's) and Respondents will be notified via e-mail (after receipt of RFQ's).

III. Designated RFQ Contact Person

The following person is the designated point of contact for this RFQ, to whom all submissions, questions, and notifications are to be directed to via email:

Natalie Dejbakhsh, Special Projects Manager
Marin County Office of Education
Email: ndejbakhsh@marinschools.org

IV. Scope of Work

As the services requested under this RFQ will be performed on an as-needed basis, this Scope of Work is to be used only as a general guide; it is not intended to be a complete list of all services to be provided. The selected Respondent(s) will provide the MCOE with language translation and interpretation services through a variety of means and platforms including but not limited to telephonic, video, web-based, documents, and in-person. The MCOE will assign service tasks as needed and will identify the location, duration, time, and platform for delivery of the service at the time the tasks are assigned.

The MCOE has identified the following requirements as necessary for the performance of the tasks associated with provision of the requested services. Respondents are therefore advised to include information regarding these requirements in a clear and discernable way in their SOQs. Failure to include this information will not automatically disqualify a Respondent but it may impact the total points awarded to that Respondent.

Aggregate 1 – Translation Services

Translators that will be assigned to work on tasks for the MCOE should:

1. Be proficient with terminologies associated with education, social services, medical care, and other disciplines in connection with the education system.
2. Be tested and qualified/certified by a nationally recognized language testing organization for language proficiency in both English and the language(s) of service.
3. Ensure all translated documents go through the translation, proofreading and editing (TPE) process before finalization.
4. Ensure timely completion of all Special Education documents in accordance with applicable legal and regulatory deadline requirements, including timely response to urgent requests.
5. Comply with all applicable federal and state legal requirements relating to language access, student privacy, and confidentiality.
6. Provide a detailed report of charges for each document, including but not limited to billable word count of each document (i.e., total word count minus template word count) and due date.

Aggregate 2 – Interpretation Services

Interpreters that will be assigned to work on tasks for the MCOE should:

1. Demonstrate a thorough understanding of professional interpretation ethical principles and standards, including confidentiality, accuracy, impartiality, and appropriate role boundaries.
2. Provide consecutive and simultaneous interpretation between families of MCOE students and MCOE employees at the central office and/or school site meetings and events, such as Individualized Education Program (IEP) meetings and parent-teacher conferences.
3. Facilitate conversations while providing accurate interpretation of presentations, formal speeches, and sensitive information that are highly confidential.
4. Respond to requests from MCOE and coordinate services in a timely manner.
5. Comply with all applicable federal and state legal requirements relating to language access, student privacy, and confidentiality.
6. Provide a detailed report of charges for each meeting, such as the name of the person providing the service, the date, the location, and each meeting's start time and end time.

V. General Instructions for Respondents

1. Statement of Qualifications Submissions: Respondents shall submit one (1) SOQ copy in PDF digital format, attached in an email directed to the designated RFQ contact person.
 - a. The digital copy must be complete and inclusive of all materials contained in the RFQ, including any required signatures. Any RFQ form attachments originally provided in Excel format should be converted to PDF, and appended as part of the digital copy.
 - b. The email must include “MCOE 2026-RFQ-005 – Language Access Services” in its subject field, followed by the Respondent’s company name.
 - c. The digital copy’s filename must follow the naming convention: MCOE 2026-RFQ-005_Language Access Services_[Name of Respondent’s Company]
2. Responsive Statement of Qualifications Requirements: All SOQs shall include the forms provided as attachments to this RFQ. Respondents may copy these forms. A SOQ is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFQ.
3. Questions Regarding the RFQ: Respondents may submit questions regarding the information presented in this RFQ to the designated RFQ contact person via email no later than October 15, 2026 at 12:00 p.m. MCOE will answer all questions received by the deadline in writing. This will be the sole process for asking and answering questions regarding this RFQ. Respondents may not contact MCOE employees directly regarding this solicitation.
4. Errors and Omissions in the RFQ: If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFQ, the Respondent shall immediately notify the designated RFQ contact person of the error via email and request clarification or a modification of the RFQ. If the Respondent fails to notify the MCOE of the error prior to the date for submission of SOQs, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.
5. Financial Responsibility: Respondents are responsible for the costs of developing SOQs.
6. Revision of Statement of Qualifications: Respondents may modify their SOQ after submission by withdrawing the original SOQ and resubmitting the modified SOQ prior to the submission deadline. The MCOE will not consider SOQ modifications offered in any other manner, either oral or written.
7. Withdrawal of Statement of Qualifications: Respondents may withdraw their SOQ by submitting a written withdrawal request to the MCOE, signed by the Respondent or their authorized agent, via email to the designated RFQ contact person. Respondents may not withdraw their SOQ without cause after the SOQ submission deadline.
8. Late Submissions: The MCOE shall not accept SOQs after the submission deadline specified in the RFQ. The MCOE will not consider late SOQs under any circumstances.
9. Term of SOQ: Submission of an SOQ signifies that the proposed services and fees/costs will remain valid for at least 120 calendar days from the SOQ submission deadline.

VI. Reservation of Rights

- 1.** The MCOE reserves the right to reject all SOQs for reasonable cause, whether the SOQ is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. The MCOE may reject any or all SOQs or waive any immaterial deviation in a SOQ. The MCOE's waiver of an immaterial deviation shall in no way modify the RFQ document or excuse the Respondent from full compliance with all other requirements if awarded the contract.
- 2.** This RFQ does not in any way limit the MCOE's right to solicit contracts for similar or identical services through a separate RFQ process, if, in the MCOE's sole and absolute discretion, it determines that none of the selected Respondents are fully capable of satisfying its need.
- 3.** The MCOE may modify the RFQ prior to the date given for submission of SOQs by posting an addendum on the MCOE's website.
- 4.** The MCOE will not consider more than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one SOQ for work contemplated herein will cause the MCOE to reject all SOQs submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the MCOE will not consider any of the participants of such collusion in this or future solicitations. The MCOE will not consider a joint SOQ submitted by two or more entities.
- 5.** The MCOE reserves the right to negotiate final terms of the contract, which may differ from those contained in the SOQ, provided the MCOE considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFQ that would have resulted in different SOQs from the Respondents.
- 6.** The MCOE does not consider disclosing the incumbent's prior history - including, but limited to, cost, rates, types of work, and frequency of work - as necessary for preparing and submitting SOQs, as these do not represent a guarantee or an indication of future levels of work. Respondents are hereby advised that services under any contracts awarded pursuant to this RFQ will be provided on an as-needed basis; as such the MCOE will not entertain any requests or demands for cancellation charges and will not pay any such demands.

VII. Statement of Qualification Requirements

To be eligible for evaluation, an SOQ must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the SOQ will be as follows:

<u>Section</u>	<u>Title</u>
1.	Cover Letter
2.	Table of Contents
3.	Respondent Profile
4.	Respondent Qualifications
5.	Minimum Qualifications Certification (Attachment A1 and/or A2)
6.	Approach
7.	Respondent Reference Information (Attachment B)
8.	Fee Proposal (Attachment C)
9.	Insurance Requirements (Attachment D)

1. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the SOQ package. If the cover letter is unsigned, the MCOE may reject the SOQ. The MCOE may reject the SOQ if the Respondent fails to include the following required information:

- 1) Name and address of responding company.
- 2) Organizational structure of the responding company (e.g., corporation, partnership, etc.).
- 3) Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable.
- 4) Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to the MCOE.
- 5) Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison.
- 6) A statement expressing the Respondent's willingness to perform the services described in this RFQ.
- 7) A statement identifying the aggregate(s) for which the Respondent wishes to be considered: Aggregate 1 – Translation Services, Aggregate 2 – Interpretation Services, or both.
- 8) A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFQ.

- 9) A statement identifying any information the Respondent believes is exempt from disclosure under the California Public Records Act or other applicable law. Respondents are advised that merely marking information as “proprietary” or “confidential” does not make it exempt from disclosure. Respondents should not include confidential or proprietary information unless it is necessary to the SOQ and should clearly identify the specific legal basis for any claimed exemption.
- 10) Confirm ability to comply with the insurance requirements listed in Attachment D within five (5) business days of receipt of a Notice of Intent to Award a Contract.
- 11) Confirmation that the Respondent has reviewed and acknowledges all addenda issued for this RFQ.
- 12) The following certification:

By signing this cover letter, I (we) certify that the information contained in this Statement of Qualifications is accurate and that all attachments required to be submitted as part of the Statement of Qualifications are certified to be true and binding upon our company.

2. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted SOQ sections, subsections, attachments, and materials.

3. Respondent Profile

List the background and experience of key personnel who will be assigned to MCOE, and their contact information, including a description of whether such personnel are employees or independent contractors.

State the number of years the Respondent has been providing the services outlined in this RFQ.

State the number and types of clients the Respondent currently provides language access services for.

4. Respondent Qualifications

List the languages the Respondent can provide services in. Describe the level of proficiency and all awarded certifications for each listed language.

Describe the Respondent's training (initial and ongoing) program for its personnel, including training for independent contractors, should there be any. Include information about any cultural and historical aspects of such training.

5. Minimum Qualifications Certification

The MCOE will only consider Respondents that submit the applicable Minimum Qualifications Certification for each aggregate for which they seek consideration. Respondents proposing Translation Services must submit Attachment A1; Respondents proposing Interpretation Services must submit Attachment A2; Respondents proposing both aggregates must submit both attachments.

6. Approach

Describe the services that the Respondent intends to provide to the MCOE. Include the following information.

- 1) How the Respondent's personnel will be organized to provide required services.
- 2) The title, position, and qualifications of the person(s) who will be Respondent's primary points of contact for the translation and interpretation services described in the Scope of Work.
- 3) The available platforms for delivery of service such as telephonic, video, web-based, documentary, and/or in-person.
- 4) Any established processes and access information for initiating tasks and ease of access to services.
- 5) Respondent's procedures for identifying, processing, and safeguarding sensitive information obtained while providing requested services.
- 6) Respondent's response times during Standard Hours and Non-standard Hours. Indicate the Respondent's ability and flexibility to provide service on short notice.
- 7) Schedule and ability to complete assigned tasks within the MCOE's required time frames, including any applicable legal and regulatory required deadlines for Special Education documents and urgent requests when applicable.
- 8) Protocol regarding returning telephone and/or email messages, and any other protocols related to quality customer service including but not limited to methods for identifying and resolving issues related to translator and interpreter quality and/or performance, no shows or tardiness, excessive wait times for remote interpreter service, and billing issues.

7. Respondent Reference Information

Respondents must provide three (3) references for comparable language access services performed within the past seven (7) years, by completing and submitting the Release of Liability form (Attachment B) for each reference.

The MCOE reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

8. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment C). The Fee Proposal must identify all rates and costs associated with the services proposed, including any minimum charges, rush or after-hours rates, cancellation charges, travel or mileage costs, and separate rates for in-person, video, telephonic, ASL, and written translation services, as applicable. Respondents need only complete sections that pertain to the language(s) and aggregate(s) for which they are proposing.

VIII. Evaluation of Statement of Qualifications

SOQs will be opened on or after the due date and time specified in the Schedule of Events, above. During the evaluation process, the MCOE may ask Respondents to clarify information in the SOQs, but Respondents may not change their SOQs.

The MCOE, in its sole determination, will determine if an SOQ is responsive or non-responsive.

A responsive SOQ is one that is in substantial conformance with the requirements of the RFQ. The determination of whether an SOQ is responsive is made at the time the SOQ is opened. MCOE shall evaluate each SOQ received to determine whether it contains all of the information and supporting documentation required by the RFQ. This evaluation shall consist of the following:

- Determining whether all required information is included in the SOQ.
- Determining whether documents are properly signed.
- Determining whether the proposed services generally comply with the requirements and specifications of this RFQ.
- Identifying all exceptions, qualifications, errors or omissions in the SOQ.

The following are examples of defects that may render a SOQ as **nonresponsive**:

- Respondent qualifies its prices in such a manner that its bid price cannot be determined.
- Qualification of SOQ to be contingent on another contract award.
- Respondent is currently listed among debarred vendors.
- There is reasonable basis to suspect either a conflict of interest or collusion among Respondents.
- Failure to include expressly required materials.
- Failure to sign the SOQ.
- The SOQ requires payment in advance.

An error in the SOQ may cause the MCOE to reject that SOQ; however, the MCOE may, at its sole discretion, retain the SOQ and make certain corrections. When determining if a correction will be made, the MCOE will consider the conformance of the SOQ to the format and content required by the RFQ and that the Respondent's intent is clearly established based on review of the whole SOQ. Based on that established intent, the MCOE may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the SOQ shall have priority over additional SOQ copies.

The MCOE will evaluate qualifying SOQs using the following criteria:

CRITERIA	MAXIMUM POINTS
Administrative Requirements/ Completeness: Respondent submitted a complete and responsive SOQ in accordance with the instructions and requirements, including all required information, forms, signatures, and attachments.	5 points
Qualifications & Relevant Experience: demonstrated experience providing language access services to California school districts, county offices of education, public agencies, or comparable organizations.	10 points
Qualifications of Personnel/ Translators & Interpreters: Evaluates the qualifications, certifications, language proficiency education-sector experience, and training of proposed translators, interpreters, and key personnel.	20 points
Approach and Responsiveness: Respondent understands MCOE's requirements and proposed approach to providing services as needed. Consideration will include staffing and coordination; response times; ability to meet deadlines and urgent requests; and issue-resolution protocols; and overall ability to perform the requested services satisfactorily.	15 points
Language Coverage and Service Platforms: Evaluates the breadth of languages and modes of service available to MCOE, including capacity to provide in-person, telephonic, video, web-based, and written translation services as applicable	15 points
Quality Assurance, Confidentiality, and Customer Service: Respondent demonstrated processes for ensuring accuracy, quality control, cultural and linguistic competence, confidentiality, and protection of sensitive information. Consider customer service protocols and procedures for addressing service concerns.	20 points
References and Performance Record: Respondent demonstrated record of successful performance based on the references provided and other information in the SOQ. This may include relevant performance history, client satisfaction, retention, communication, and demonstrated success on comparable engagements.	10 points
Costs identified in Fee Proposal.	5 points
TOTAL MAXIMUM POINTS	100 points

MCOE will score and rank qualifying SOQs by assigning a score between zero and the maximum score for each criterion. MCOE anticipates awarding contracts to up to three (3) Respondents. MCOE is not obligated to award the maximum number of contracts and may award fewer contracts if, in MCOE's judgment, fewer Respondents demonstrate the qualifications, capacity, and overall ability necessary to meet MCOE's needs.

In the event of equal SOQ scores, preference may be accorded to local firms in recognition of greater convenience, to the extent permitted by applicable law and MCOE policy. Notwithstanding the foregoing, MCOE reserves the right to award contracts as deemed necessary and in the best interest of MCOE.

**Attachment A1
Minimum Qualifications Certification
for Translation Services**

RESPONDENT WILL BE IMMEDIATELY DISQUALIFIED
IF THE ANSWER TO ANY OF QUESTIONS IS "NO."

Respondent Experience

1. Does the Respondent possess five (5) years of experience obtained within the most recent seven (7) years providing language translation services for a California public school district, Community College district, University of California system, or a California public agency?

☐ Yes ☐ No

Team Experience

1. Do the Respondent's translators possess at least 5 years of experience translating General and/or Special Education documents including but not limited to Individualized Education Programs ("IEP"), psychological reports, speech language reports, Board of Education policies, enrollment policies, student assignments, and/or immunization requirements.

☐ Yes ☐ No

Attachment A2
Minimum Qualifications Certification for Interpretation Services

RESPONDENT WILL BE IMMEDIATELY DISQUALIFIED
IF THE ANSWER TO ANY OF THE QUESTIONS IS "NO"

Respondent Experience

1. Does the Respondent possess five (5) years of experience obtained within the most recent seven (7) years providing language interpretation services for a California public school district, Community College district, University of California system, county office of education, or California public agency?

☐ Yes ☐ No

Team Experience

1. Do the Respondent's interpreters possess appropriate training in professional ethics, education and/or social-services terminology, confidentiality, and professional interpretation standards?

☐ Yes ☐ No

2. Do the Respondent's interpreters have demonstrated interpretation experience in an education, public-agency, or community-service setting?

☐ Yes ☐ No

3. Are interpreters qualified or certified through a recognized college, university, governmental entity, or nationally recognized interpreter certification or language-assessment program, as applicable to the language or service provided?

☐ Yes ☐ No

Attachment B
Respondent Reference Information
Release of Liability

Fill out and sign this form for each of the three (3) references for which the Respondent has provided comparable language access services within the past seven (7) years.

Reference Organization		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	
Contact Phone Number	Contact Email	
Brief Description of Services Provided		
Dates of Service		

The undersigned hereby fully and forever releases, exonerates, discharges and covenants not to sue the Marin County Office of Education ("MCOE"), its Board, officers, and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the MCOE may make regarding the qualifications or experience of Respondent, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for MCOE 2026-RFQ-005 from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

Respondent's Name

Title

Signature

Date

Attachment C
Fee Proposal

Attachment C (Fee Proposal) shall be uploaded alongside this RFQ on the marinschools.org website:

<https://www.marinschools.org/programs-services/services/business-services/county-office-business-services/requests-for-proposals>

Attachment D

Insurance Requirements

MCOE shall not provide insurance coverage of any kind for the **CONTRACTOR** or the **CONTRACTOR'S** employees or contract personnel. The **CONTRACTOR** will assume all liability for equipment and personnel used with the scope of this Agreement.

The **CONTRACTOR** 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 for the duration of this Agreement. The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should the **CONTRACTOR** maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements those broader coverages and higher limits shall be deemed to apply for the benefit of the **MCOE** and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this Agreement.

1. **Commercial General Liability (GL) and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that insure against all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from **CONTRACTOR'S** performance of any portion of the Services. (Form CG 0001 and CA 0001).
2. **Workers' Compensation and Employer's Liability Insurance.** Workers' Compensation Insurance and Employer's 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, the **CONTRACTOR** 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 (Errors and Omissions) Insurance as appropriate to the **CONTRACTOR'S** profession.

TYPE OF COVERAGE	MINIMUM REQUIREMENT INDIVIDUAL SETTING
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence - Combined Single Limit (CSL)	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000
Sexual Abuse/Molestation (SAM) <i>May be Included in GL Coverage)</i>	\$ 1,000,000 per Occurrence
Cyber Liability	\$ 1,000,000 per Occurrence

4. **Proof of Carriage of Insurance.** The **CONTRACTOR** shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered in duplicate to the **MCOE** and approved by the **MCOE**. Certificates and insurance policies shall include the following:
- A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the **MCOE**, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
 - Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
 - An endorsement stating that the **MCOE** and their representatives, employees, trustees, officers, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that **CONTRACTOR'S** insurance policies shall be primary to any insurance or self-insurance maintained by **MCOE**.
 - All policies shall be written on an occurrence form, except for Professional Liability which shall be on a claims-made form.
5. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the **MCOE**.