LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001095011 CHANGE ORDER

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Revision Page Date 10/02/2017 - 10/25/2017 Freight Terms Ship Via **Payment Terms** Best Metho NET 30 Shipping Point Location / Dept Reference: 1010198 KINGSLEYJ SHEWMAKERN 04ADMN ADMIN

Supplier: 0000037922 JOE DARIN COACHING 1665 HEADSLANE RD **WEST SACRAMENTO CA 95691**

Phone:

(530) 220-0915

email:

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 **United States**

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

United States

Tax Exempt? Number Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	STRENGTH FINDER PROFESSIONAL DEVELOPMENT COACHING	1.00JOB	680.00	680.00	09/30/2017
SERVICE	AGREEMENT NUMBER 45377				
2- 1	STRENGTH FINDER PROFESSIONAL DEVELOPMENT COACHING	1.00JOB	500.00	500.00	10/25/2017
SERVICE	AGREEMENT 45377 ADDENDUM (#2) - FLC WORKSH	OP PART 2 ON 10/27/20	17		
3- 1	STRENGTH FINDER PROFESSIONAL DEVELOPMENT COACHING	1.00 ЈОВ	3,350.00	3,350.00	10/25/2017

SERVICE AGREEMENT 45377 ADDENDUM (#3) - FLC COLLEGE-WIDE RETREAT PART 3 ON 12/01/2017

SERVICE AGREEMENT # 45377

PER JOE DARIN COACHING PROPOSAL FOR STRENGTHFINDERS COACHING

10/25/2017 PER J HARMAN - ADD LINE 2 "STRENGTH FINDER PROFESSIONAL DEVELOPMENT COACHING" FOR \$500.00 - ADD LINE 3 "STRENGTH FINDER PROFESSIONAL DEVELOPMENT COACHING" FOR \$3,350.00 - NEW PO TOTAL OF \$4,530.00 - NTS

> **Sub Total Amount Sales Tax Amount Total PO Amount**

4,530.00 0.00 4,530.00

BU

Acct Fd Org

Prog

<u>Proj</u>

<u>Amount</u>

BYear

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment. **Authorized Signature**

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001095011 CHANGE ORDER

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

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Tax Exempt? N Item/Description

Quantity UOM

PO Price **Extended Amt** **Due Date**

Line-Sch GENFD

5100 12

FL.CP.PRDO 67500 00000

4,530.00

2018

0001010198KIRKLINK29-SEP-2017

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

http://www.losrios.edu/purchasing/povalidation

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Authorized Signature on Total PO **Amount Page**

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Change Order Request

PO # 0001095011

Request Date: 10/20/17

College/Dept.: FLC/OIR

Vendor Name

JOE DARIN COACHING

☑ ADD LINE# 2 QTY: 1

UOM: JOB

AMOUNT: \$500.00

DESCRIPTION: STRENGTHS FINDER PROFESSIONAL DEVELOPMENT

Line Comments: Service Agreement# 45377 Addendum (#2) – FLC Workshop Part 2 on

October 27, 2017

X ADD LINE#3 QTY: 1

UOM: JOB

AMOUNT: \$3350.00

DESCRIPTION: STRENGTHS FINDER PROFESSIONAL DEVELOPMENT

Line Comments: Service Agreement# 45377 Addendum (#3) - FLC College-wide Retreat on

Part 3 on December 01, 2017

New PO Total = \$4,530.00

FUND 12 Requirement - Complete if adding new department org, or project/grant#:

Program Name:
Leadership Development (IEPI)

Project/Grant Number:

464A

Program Director/Coordinator Signature: X

PO COMMENTS: PO Change Order and Addendum to Service Agreement 45377 for Leadership Development Services - Fall 2017.

LOS RIOS COMMUNITY COLLEGE DISTRICT

SERVICE AGREEMENT (Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

The state of the s	The parenage of the and the basis of this form are part of this Agreement I today read the imperiant internation,	
No. 45311	Attachment to Purchase Order No.000109501	11
This Agreement entered this	841 day of 801 t by and between the Los Rios Community College District (District) and	
(CONTRACTOR), JOE	ATRIV. CONTRACTOR No. Social Security No.	
Business Name (if different)	JOE MRIN COACHING FINNO. 81-2629642	
Check One: Sole Proprietorsh		llien
Telephone No. 5.30	20 -09/5 (SSN or FIN No. must be provided for payment)	01
Address / COCO 7	Feadsland Rd. City and State Zip West Sucramento, CA 956	"7/
The state of the s	an employee of the District? Yes No No Date Location	
Are you related to an employee	of the District? Yes NoX, If yes, who	
of this Agreement is from (date standard of care, skill and dilige SCOPE OF WORK: (1) Strengt	nce customarily followed by consultants performing similar professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on projects of comparable scope and quality from the professional spylices on the professional spylices of the professional spylices on the professional spylices of the professional spylices on the professional spylices of the pr	professional ty.
Addendum 10/20/17 (#2) Part	2 10/27/17 \$500.00 (Initials) 9 : Addendum 10/20/17: (#3) FLC College-wide Retreat 12/01/17 \$3,350 (Initials)	- Jo
Payment of this amount shall to the District Accounts Payabl Payment terms are: Net terms and conditions associate	rices hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$ \$\omega(\omega) \cdot \	g an invoice dministrator, none of the eceptance of
time and for any reason by givin immediately cease rendering so for hours actually worked and of DISTRICT may terminate the Agnot be entitled to any further pa DISTRICT, and all the DISTRIC any, shall be paid to CONTRAC from CONTRACTOR, in the eve 4. Integration, Amendments. oral or written are part of this Ag	This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representation reement except that the following document(s) are part of this Agreement: Proposal for Trongful for int must be in writing and signed by authorized representatives of both parties.	CTOR shall to payment is less. The CTOR shall d proper by e balance, if rneys' fees, ns, whether
5. Independent CONTRACTO		Mittals) J
employee exists betw b. CONTRACTOR shall CONTRACTOR shall c. If, in the performance direction, supervision including hours, wage	ts agents and employees, in the performance of this Agreement, shall be independent contractor(s) and no relationship of enterent these parties and the DISTRICT. be responsible for determining the means, methods, or sequence used to complete the work required under this Agreement, be responsible for and accountable to the DISTRICT for the final product or service to be provided. of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employments, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be discipline in further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purpose.	the nt, etermined
	mployees, assigned personnel and subcontractors.	363, 101 311
	rovided in this Agreement, CONTRACTOR is qualified to accomplish the work required in this Agreement and the DISTRICT	will
e. Except as otherwise p	rovided in this Agreement, CONTRACTOR's ability to market or provide services to any other client shall not be limited by the t	DISTRICT.
	rovided in this Agreement, CONTRACTOR is to provide all necessary tools and materials.	
	cceptance of this Agreement, CONTRACTOR shall (a) identify their status as a sole proprietorship, partnership, or corporation with a copy of IRS Form W-9, Request for Certification of Federal Taxpayer Identification Number.	n, and (b)
	s that, upon request, CONTRACTOR shall provide any documentation requested by the DISTRICT as evidence that appropr	iate taxes
have been paid. If Co	NTRACTOR fails to pay appropriate taxes or to provide requested documentation, CONTRACTOR hereby agrees to indemn penalties and taxes levied against the DISTRICT by a taxing agency, and to reimburse the DISTRICT for such penalties and	nify the
	OR indicates that all parts of this Agreement have been read, understood and accepted.	- 10/1907
Name of CONTRACTOR (Printe	d) Loe Darin	
Signalure of CONTRACTOR	Joe Darin Dale 9/22/2017 Requisition # 600 (0) C	1198
DISTRIBUTION White CONT	RACTOR Green Purchasing Canary: Accounting Pink: Business Office Goldenrod: Originator	1-10
	STATES SEE MINNEY CONTINUES AND ASSESSMENT OF THE PROPERTY OF	





Joe Darin, M.A., Ed.D. Certified StrengthsFinder Coach joe@joedarincoaching.com 530-220-0915

Proposal for follow up StrengthsFinder Workshop Folsom Lake College

StrengthsFinder workshop

Location: Folsom Lake College

Services: 1 two hour StrengthsFinder workshop

Goals:

- Strengths check-in
- Exploring theme dynamics
- Building strengths-based strategic partnerships
- Cost: \$680. Joe Darin to purchase StrengthsFinder 2.0 assessment codes for participants (included in cost)



Why StrengthsFinder?

- People perform better in their jobs/lives when they understand and are able to better use their strengths. Companies see more engagement when strengths are being used, and people get more out of what they do if they are able to use their strengths to accomplish it.
- People who learn to use their strengths every day have 7.8% greater productivity.
- Teams who focus on strengths every day have 12.5% greater productivity.
- When leaders focus on individuals' strengths, their employees are 8x more likely to be engaged.
- Focusing on strengths helps shift people's efforts from problems to possibilities.
- When students' strengths are valued, their engagement dramatically increases

Bio - Joe Darin, Ed.D.

Joe has previously worked at the California Community Colleges Chancellor's Office in the Academic Affairs and Economic and Workforce Development divisions, as well as the California Department of Education. He also worked with community colleges at his last position as the Vice President of the Community College division of the Collaborative Brain Trust, a higher education consulting firm.

He received his Doctorate in Education in Educational Leadership from the Capital Area North Doctorate in Educational Leadership (CANDEL), a joint program of University of California at Davis and California State University at Sonoma. His dissertation focused on one of the recommendations of the Student Success Task Force report and its implications on governance. Joe has taught at a private university, where he was also an academic advisor. He is a certified StrengthsFinder coach with a passion for and a certificate in Strengths-based Education as well as a certificate in Strength-based Mentoring and Advising in Higher Education.



Joe Darin, M.A., Ed.D.
Certified StrengthsFinder Coach
joe@joedarincoaching.com
530-220-0915

Proposal for follow up StrengthsFinder Workshop Folsom Lake College Part 2

StrengthsFinder workshop

Location: Folsom Lake College

- Services: 1 two hour StrengthsFinder workshop

Goals:

- Strengths check-in
- Applying strengths at work
- Working on strengths-based strategic partnerships
- Cost: \$500.



Why StrengthsFinder?

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Joe Darin, M.A., Ed.D. Certified StrengthsFinder Coach joe@joedarincoaching.com 530-220-0915

Proposal for follow up StrengthsFinder Workshop Folsom Lake College college-wide retreat

StrengthsFinder workshop

Location: Folsom Lake College

Services: 1 four-hour StrengthsFinder workshop

Agenda:

- o Introduction and explanation of strengths and strengths-based work
- Examination of strengths' powers and limitations
- o Discussion of strengths-based education
- o Explore the team's strengths distribution and discuss insights

Goals:

- Increase awareness of individual and the team's strengths
- Begin to develop those strengths
- Learn how to integrate those strengths at work at Folsom Lake College
- Identify strength-based strategic partnerships to work together better on current workload
- Cost: \$3,350. Joe Darin to purchase StrengthsFinder 2.0 assessment codes for 100 participants (included in cost)



Why StrengthsFinder?

- People perform better in their jobs/lives when they understand and are able to better use their strengths. Companies see more engagement when strengths are being used, and people get more out of what they do if they are able to use their strengths to accomplish it.
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 Date
 Revision
 Page

 10/02/2017
 1

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 Ship Via

 NET 30
 Shipping Point
 Best Metho

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 Location / Dept

 1010198 KINGSLEYJ SHEWMAKERN
 04ADMN ADMIN

Supplier: 0000037922
JOE DARIN COACHING
1665 HEADSLANE RD
WEST SACRAMENTO CA 966

WEST SACRAMENTO CA 95691

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SERVICE AGREEMENT NUMBER 45377

SERVICE AGREEMENT # 45377

PER JOE DARIN COACHING PROPOSAL FOR STRENGTHFINDERS COACHING

Sub Total Amount Sales Tax Amount Total PO Amount

680.00
 0.00
680.00

 BU
 Acct
 Fd
 Org
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 Sub
 Proj
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 BYear

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LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

- 1. APPLICABLE LAW: The contract resulting from this order shall be governed by the laws of the State of California
- 2. COMPLETION OF ORDERS: LRCCD reserves the right to withhold payment until order is completed.
- 3. DISCOUNTS: Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
- 4. INVOICES: Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
- 5. CHANGES: No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
- 6. BILL OF LADING: If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
- 7. TRANSPORTATION CHARGES: Invoices for prepaid transportation charges must be supported by original receipted expense bills.
- ROB POINT AND FREIGHT CHARGES: Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
- 9. PATENT INDEMNITY: The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 10. TAXES: Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
- 11. EQUAL OPPORTUNITY EMPLOYER: The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
- 12. GENERAL SAFETY ORDERS: All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
- 13. INDEMNIFICATION: CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
- 14. TERMINATION: LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
- 15. ASSIGNMENT: Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
- 16. PUBLIC WORKS PROJECTS: CONTRACTOR must comply with Public Contract Code.
- 17. CA LABOR CODE: Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
- 18. NOTICE: Your employees <u>may</u> be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees <u>may</u> be exposed to contact the LRCCD General Services Department at (916) 568-3048.
- 19. INSURANCE: CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
- 20. DISQUALIFIED EMPLOYEES: CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
- 21. WORK AUTHORIZATION: Prior to LRCCD's acceptance of this Agreement, CONTRACTORs who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
- 22. WARRANTY: CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001095011

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open Date Revision Page 10/02/2017 Ship Via **Payment Terms** Freight Terms NET 30 Shipping Point Best Metho Location / Dept Reference: 1010198 KINGSLEYJ SHEWMAKERN 04ADMN ADMIN

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Quantity UOM PO Price **Extended Amt Due Date** Line-Sch Item/Description STRENGTH FINDER PROFESSIONAL 1.00JOB 680.00 680.00 09/30/2017 1- 1 DEVELOPMENT COACHING

SERVICE AGREEMENT NUMBER 45377

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PER JOE DARIN COACHING PROPOSAL FOR STRENGTHFINDERS COACHING

Sub Total Amount Sales Tax Amount **Total PO Amount**

680.00 .0.00 680.00

BU GENFD 12

FL.CP.PRDO

Sub 67500 00000 Proi 464A **BYear** 2018

0001010198KIRKLINK29-SEP-2017

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<u>Amount</u>

680.00

http://www.losrios.edu/purchasing/povalidation

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment. Authorized Signature

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Requisition Supplier: JOE DARIN COACHING 1665 HEADSLANE RD 0000037922 Business Unit: **GENFD OPEN** Req ID: Date Page WEST SACRAMENTO CA 95691 0001010198 09/25/2017 **United States** Requisition Name: JOE DARIN COACHING Phone: (530) 220-0915 Requester Bldg# email: Julie Kingsley ADMIN Requester Signature Ship To: RECEIVING 10 COLLEGE PARKWAY Buyer: Nicholas Shewmaker FOLSOM CA 95630-6798 Approved: Entered By: KINGSLEJ 25-SEP-2017 Line-Schd Description Quantity UOM Price Extended Amt Due Date 1-1 STRENGTH FINDER PROFESSIONAL 1 JOB 680.0009/30/2017 680.00 **DEVELOPMENT COACHING** SERVICE AGREEMENT NUMBER 45377 Total Requisition Amount: 680.00 SERVICE AGREEMENT # 45377 PER JOE DARIN COACHING PROPOSAL FOR STRENGTHFINDERS COACHING Prog Sub Proj <u>Amount</u> GENFD FL.CP.PRDO 67500 00000 464A 680.00

Purchases Charged to Catagorical Programs, Grants or Special Pro	oject.
This purchase is in compliance with the requirement of	all shep
For grants/special projects 404A	Development
mall. C.	
Name: Jene Cont	

Approval Signature

Approval Signature

Approval Signature

9/28/17 Original to De Perchasing

SA 45377 918/11



Joe Darin, M.A., Ed.D.
Certified StrengthsFinder Coach
joe@joedarincoaching.com
530-220-0915

Proposal for follow up StrengthsFinder Workshop Folsom Lake College

StrengthsFinder workshop

Location: Folsom Lake College

Services: 1 two hour StrengthsFinder workshop

Goals:

- Strengths check-in
- Exploring theme dynamics
- Building strengths-based strategic partnerships
- Cost: \$680. Joe Darin to purchase StrengthsFinder 2.0 assessment codes for participants (included in cost)



Why StrengthsFinder?

- People perform better in their jobs/lives when they understand and are able to better use their strengths. Companies see more engagement when strengths are being used, and people get more out of what they do if they are able to use their strengths to accomplish it.
- People who learn to use their strengths every day have 7.8% greater productivity.
- Teams who focus on strengths every day have 12.5% greater productivity.
- When leaders focus on individuals' strengths, their employees are 8x more likely to be engaged.
- Focusing on strengths helps shift people's efforts from problems to possibilities.
- · When students' strengths are valued, their engagement dramatically increases

Bio - Joe Darin, Ed.D.

Joe has previously worked at the California Community Colleges Chancellor's Office in the Academic Affairs and Economic and Workforce Development divisions, as well as the California Department of Education. He also worked with community colleges at his last position as the Vice President of the Community College division of the Collaborative Brain Trust, a higher education consulting firm.

He received his Doctorate in Education in Educational Leadership from the Capital Area North Doctorate in Educational Leadership (CANDEL), a joint program of University of California at Davis and California State University at Sonoma. His dissertation focused on one of the recommendations of the Student Success Task Force report and its implications on governance. Joe has taught at a private university, where he was also an academic advisor. He is a certified StrengthsFinder coach with a passion for and a certificate in Strengths-based Education as well as a certificate in Strength-based Mentoring and Advising in Higher Education.

LOS RIOS COMMUNITY COLLEGE DISTRICT SERVICE AGREEMENT

(Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

No. 45377	ondo order and mo sask of this form and	A MARKET A MARKET A THE COMMENT OF T	ment to Purchase Order	No
ALLA	San 1017			
This Agreement entered this 89%	day of Pot and between	the Los Rios Community Col	lege District (District) an	nd
(CONTRACTOR), JOE DA	CONTRACTOR No.		Social Security	10
Business Name (if different) JOE	(1) 10 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FIN No ξ	21-2629	642
Check One: Sole Proprietorship	Partnership Corporation	Check One: U.S. Cilizen _	Resident Alien _	Non-resident Alien
	0915 (SSN or FIN No. must be pro	vided for payment)	Sales man to	MA 90.01
	하는 경험 경험 이렇게 되었다면 하는 경험에 있는 것이 없는 것이 없었다면 하면 가장 살아 없다면 하는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없었다면 없다.		a cramento	CIT 15671
Are you now or have you been an emplo		. If yes, Date	Location	
Are you related to an employee of the D	istrict? Yes No_X, . If yes, who		ter der de reger um despié des rederents esperient, especiales, especiales, especiales, especiales, que especiales, de despiés de la despiés d	ectra na minima emissione contra compositi de la troc para e un prima men la prim con propriata menor y un much a prima pr Prima en prima contra de music
	GENERAL C			
of this Agreement is from (date) 1/1//	Il perform specific services as set forth belo to (date) 9/39/17. CON comarily followed by consultants performing	TRACTOR shall perform its:	services hereunder in ac	ccordance with the professional
			1 00	
Payment of this amount shall be made to the District Accounts Payable Office, Payment terms are: Net 30 up terms and conditions associated with its CONTRACTOR's goods, materials, equipadditional or different terms and conditions. Termination. The DISTRICT shall ha	reunder, CONTRACTOR shall be paid a sin accordance with established District pay and upon receipt of verification of services the control of	ment schedules, and is cont satisfactorily rendered (reco I be mailed to address on pu , modify, or be incorporated i covered by or delivered under or without cause. The Distri	tingent upon the CONTR eiver) by the appropriate urchase order. CONTRA into this Agreement, and er this Agreement shall n ict may terminate the Agr	e College/District Administrator. ACTOR agrees that none of the the DISTRICT's acceptance of ot constitute acceptance of any reement for convenience at any
for hours actually worked and direct cost DISTRICT may terminate the Agreement not be entitled to any further payment, if DISTRICT, and all the DISTRICT's costs any, shall be paid to CONTRACTOR upo from CONTRACTOR, in the event of a terminate of this Agreement or written are part of this Agreement	nd promptly deliver to the DISTRICT copies sts incurred, plus a 10% mark-up on direct of cause which shall be effective immediate any becomes due, until the Project is composite incurred by the District shall be deducted from completion of the work. The DISTRICT representation for cause. The property of the work is a content of the purchase order that the following document(s) are positive in writing and signed by authorized represents.	costs incurred, or the pro-rely upon written notice. In the leted. The DISTRICT may pom any sum otherwise due Coserves all rights, including all er constitute the entire Agreement.	ata share of the contract e event of a termination for coeed with the work in ONTRACTOR under this rights to recover damage ment by the parties. No	of price, whichever is less. The or cause, CONTRACTOR shall any manner deemed proper by a Agreement and the balance, if les, inclusive of attorneys' fees, other representations, whether
5. Independent CONTRACTOR not Ag		sentalives of both parties,	Monte of the second	Cocoung
	ts and employees, in the performance of this	Agreement, shall be indepe	ndent contractor(s) and	no relationship of employer-
	onsible for determining the means, methods			der this Agreement.
	onsible for and accountable to the DISTRIC greement, any third persons are employed l			id evalueivaly under the
	ntrol of CONTRACTOR. Except as may be s			
including hours, wages, workir	ng conditions, discipline, hiring, and discharg	ing, or any other terms of en	nployment or requiremer	nts of law, shall be determined
	er understood and agreed that CONTRACTO	OR shall issue W-2 or 1099 F	orms for income and em	ployment tax purposes, for all
	es, assigned personnel and subcontractors. in this Agreement, CONTRACTOR is qualifi	ed to accomplish the work re	equired in this Agreemen	t and the DISTRICT will
provide no training to CONTRA		am edecidos, y as brasilios	authoria des les comments	
	in this Agreement, CONTRACTOR's ability to			not be limited by the DISTRICT.
	in this Agreement, CONTRACTOR is to proceed this Agreement, CONTRACTOR shall			
	ce of this Agreement, CONTRACTOR shall be copy of IRS Form W-9, Request for Certification			ersnip, or corporation, and (o)
h. CONTRACTOR agrees that, u	upon request, CONTRACTOR shall provide	any documentation requested	d by the DISTRICT as ev	
	CTOR fails to pay appropriate taxes or to pro			
	es and taxes levied against the DISTRICT b	THE RESIDENCE OF THE PARTY OF T	NAMES AND ADDRESS OF THE PARTY	or such penalties and taxes.
	icates that all parts of this Agreement have b	een read, understood and a	cepted.	
Name of CONTRACTOR (Printed)	pe Darin	- the special section of the section		0000000
Signature of CONTRACTOR	loe Darin	Date 9/22/2017	Requisition #_(5001010198
//	R Green: Purchasing Canary: Accounting	Pink: Business Office Gol		

LOS RIOS COMMUNITY COLLEGE DISTRICT SERVICE AGREEMENT

(Information on the purchase order and the back of this form are part of this Agreement, Please read this important information.)

Als.	to Sack of tills fortil are			
NO.	0017		chment to Purchase Order	
This Agreement entered this day of	by and between t	he Los Rios Community	College District (District) ar	od A
(CONTRACTOR),	CONTRACTOR No.		Social Security I	Vo
Business Name (if different)				
Check One: Sole Proprietorship Partnership			Resident Alien	Non-resident Alien
Telephone No(SSN Address	or FIN No. must be prov	nd State 7in	Sauranosta	14 94.91
Are you now or have you been an employee of the District?	Yes No	If yes Date	Location	
Are you related to an employee of the District? Yes N				
	GENERAL C			
Scope of Work. CONTRACTOR shall perform specific sof this Agreement is from (date) to (date standard of care, skill and diligence customarily followed by	ervices as set forth belo	w (attach separate sched	its services hereunder in a	ccordance with the professional
2. Compensation. For its services hereunder, CONTRAGE Payment of this amount shall be made in accordance with to the District Accounts Payable Office, and upon receipt Payment terms are: terms and conditions associated with its acceptance of this GONTRACTOR's goods, materials, equipment, services an additional or different terms and conditions on behalf of CO	established District paylof verification of services Payment will Agreement shall apply to d/or labor or other items of	ment schedules, and is c satisfactorily rendered (i I be mailed to address or , modify, or be incorporat	contingent upon the CONT receiver) by the appropriat in purchase order. CONTRA and into this Agreement, and	RACTOR submitting an invoice e College/District Administrator. ACTOR agrees that none of the I the DISTRICT's acceptance of
3. Termination. The DISTRICT shall have the right to term time and for any reason by giving thirty (30) days written no immediately cease rendering services and promptly deliver for hours actually worked and direct costs incurred, plus a DISTRICT may terminate the Agreement for cause which should be entitled to any further payment, if any becomes due, DISTRICT, and all the DISTRICT's costs incurred by the Disany, shall be paid to CONTRACTOR upon completion of the from CONTRACTOR, in the event of a termination for caus 4. Integration, Amendments. This Agreement (front & bar	tice of such termination to to the DISTRICT copies a 10% mark-up on direct nall be effective immediate until the Project is competrict shall be deducted from work. The DISTRICT research	of all prepared work process incurred, or the prely upon written notice. In leted. The DISTRICT may many sum otherwise duserves all rights, including	event of termination for con luct, and CONTRACTOR so- o-rata share of the contra- the event of a termination by proceed with the work in e CONTRACTOR under thit all rights to recover damage	venience, CONTRACTOR shall hall only be entitled to payment of price, whichever is less. The for cause, CONTRACTOR shall any manner deemed proper by a Agreement and the balance, if ges, inclusive of attorneys' fees,
oral or written are part of this Agreement except that the fol All amendments to this Agreement must be in writing and s	lowing document(s) are p	art of this Agreement:	Miller at the	
5. Independent CONTRACTOR not Agent.	9, and a part of			r converge
 a. CONTRACTOR, and its agents and employees, employee exists between these parties and the I 	DISTRICT.			
 b. CONTRACTOR shall be responsible for determine CONTRACTOR shall be responsible for and acc 				nder this Agreement.
 If, in the performance of this Agreement, any thir direction, supervision, and control of CONTRAC 				
including hours, wages, working conditions, disci				
by CONTRACTOR. It is further understood and a		R shall issue W-2 or 109	9 Forms for income and en	nployment tax purposes, for all
of CONTRACTOR's employees, assigned person d. Except as otherwise provided in this Agreement,		ed to accomplish the wor	k required in this Agreemer	at and the DISTRICT will
provide no training to CONTRACTOR.	OONTO TO TO TO GUAIN	ed to decomplish the wor	K required in this Agreemen	it and the Diotition will
e. Except as otherwise provided in this Agreement,				not be limited by the DISTRICT.
f. Except as otherwise provided in this Agreement, g. Prior to DISTRICT's acceptance of this Agreeme				nership, or corporation, and (b)
provide the DISTRICT with a copy of IRS Form V	V-9, Request for Certifica	tion of Federal Taxpayer	dentification Number.	
 h. CONTRACTOR agrees that, upon request, CON have been paid. If CONTRACTOR fails to pay a 				
DISTRICT against any penalties and taxes levied				
Signature below by CONTRACTOR indicates that all parts				
Name of CONTRACTOR (Printed)				
Signature of CONTRACTOR		Date	Requisition #_	
DISTRIBUTION: White: CONTRACTOR Green: Purchas	ing Canary: Accounting	Pink: Business Office		

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825 Phone (916) 568-3071 FAX (916) 568-3145 Purchasing Department Irccdpurchase@losrios.edu



Sacramento City College

American River College

Cosumnes River College

Folsom Lake College

CONFLICT OF INTEREST STATEMENT

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

(Pursuant to District Regulation R-8323 and District Policy P-8611
This form must be signed and submitted with the Purchase Requisition (GS Form 127) for those transactions listed below.)

- Sole Source
- * Professional Service Agreements
- ❖ Service Agreements (GS Form 78: Rev. 2/2012)
- Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIG	JUING:	Selection Committee Member/Date	
200/0/0/98 Requisition Number	i mining i man	Selection Committee Member/Date	
Selection Committee Member/Date		Selection Committee Member/Date	· · · · · · · · · · · · · · · · · · ·
Selection Committee Member/Date		Selection Committee Member/Date	,
	OFFICIA	L USE ONLY:	
PURCHASE ORDER#	4.		
BUYER/DATE:			

LOS RIOS COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST

This questionnaire is to be used to determine if an individual is an independent contractor or employee. The individual should be consulted where necessary to answer all questions. If you believe that the individual qualifies as an independent contractor, submit a requisition, service agreement, checklist, and any explanatory attachments. The contract will not be valid until a Purchase Order is issued, and no agreements should be made nor should work commence before that time. Due consideration should be given to all questions, since the penalty to the originating department for misclassification is approximately 50% of the contract amount. For more information see the District Purchasing Guide. If you have any questions or require assistance, please contact the Director, Accounting Services at the District Office.

1. Has this person ever been employed by the District? If so, please explain when and in what capacity.

1.	Has this person ever been employed by the District? If so, please explain when and in what capacity	U	ra.
2.	Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so,		
	please explain		Ø
3.	Will the District exercise any control, direction or supervision of the contractor? If so, please explain	٥	9
that	te answer to any of the above questions is "Yes" this person should be classified as an emplo independent contractor status can still be justified, please attach a statement explaining wh stion #4. If the answer to all of the above questions is "No", continue to question #4.	yee. If y y, and c	ou believe ontinue to
4.	Must this individual perform the services (as opposed to the individual subcontracting or assigning the work to others)? Please explain to what extent the individual may or may not hire/subcontract others to do the work		
5.	Has this individual worked for the District as an independent contractor in the past? If so, please explain the nature of past services (for what period, continuous vs.		
	intermittent, how many hours, etc.)		
6.	Can the contractor quit for any reason other than the District's breach of contract?		
7.	Can the District terminate the contract for any reason other than the contractor's breach of contract?		
emj	he answer to three or more of these questions 4 through 7 are "Yes" this person should be bloyee. If you believe that independent contractor status can still be justified, please a laining why and continue to question #8.	oe classi attach a	ified as an statement
8.	Does the individual operate an independent trade or business, offering these same services to the general public? If so, please ask the individual what proportion of their annual revenues are obtained from the District: Less than 25%Between 25% & 50%Over 50 %		
9.	Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.?		
10.	Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain		
11.	Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)?		
be Th	he answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", classified as an independent contractor. e above information has been compiled and reviewed per District Guidelines: but Date:	this ind	ividual can
OI.	iginator: Date:		14-40-00-00-00-00-00-00-00-00-00-00-00-00

LOS RIOS COMMUNITY COLLEGE DISTRICT Service Agreement Certification Form

1.01		
As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to combeted indications a requisition can be processed, the following certificate must be completed indications service meets the Ed Code criteria.	ontract for se	ervices. equired
Section I The requisition will not go forward for processing unless you answer yes to at least \underline{one} of th	e questions l	pelow:
		NO
 Is this a continuing Service Agreement that was in place before January 1, 2003? The Legislature has specifically mandated or authorized the service to be contracted out. 		Ø
The processary pervices are either inavailable within the District workfolds, dames		
Le acticle atorily performed by employees, or are very nightly specialized.		,
4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment.		.0
5. Contracting out is necessary to avoid a conflict of interest of outer legal problem,		0
or where an outside perspective is needed. The contract shall be no longer than sixty days.		D
7 The contractor will provide equipment, materials, facilities of support set the state of support set the support set the support set the state of support set the state o		a a
could not feasibly be provided by District stati.		
8. The services are so urgent, temporary of occasional that the dotay in the billion hiring process would frustrate the purpose.		ILT.
Section II If the services do not fall within one of the above exceptions, the requisition will not go answer yes to <u>all</u> of the following questions:		
There clearly will be actual overall cost savings. a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials.		- 0
b. The District shall not include the District's indirect overhead costs, unless area		
costs would be exclusively caused by the work. C. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.		
2. The corvices are not being contracted out solely to save money.		ā
 The services are not course the displacement of District employees. The contract does not cause the displacement of District employees. The savings must be large enough that market fluctuations will not tip the balance. 		
5. The amount of savings must clearly justify the size and diffation of the confidence		Ō
6. The contract must be publicly bid.7. The contract includes specific qualifications of the staff that will perform the work		
and includes nondiscrimination provisions.		
8. There is minimal risk of contractor rate increases. 9. The contract is with a firm.		
10. The potential economic advantage of contracting out is not outweighted by the pound interest in having the work done in-house.		
If the services do not qualify under Section I or II, then the services must be completed by	District staff	and the
requisition cannot be processed.		
Certified by: (Dean or other Authorized Signature) (Dean or other Authorized Signature)		fu
(Dean or other Authorized Signature)		i i

GS Foun #154

LOS RIOS COMMUNITY COLLEGE DISTRICT SERVICE AGREEMENT

(Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

No. 4	5317						Attachi	ment to	Purchase Orde	er No.000	1095011
		042	· Son	1 201	7						
	reement entered this	- 17/1.0	ay of			e Los Rios Com	munity Co	llege D			
	RACTOR),		IN.		RACTOR No		-	31	Social Security	No.	7
	ss Name (if different)		DARIN	Coac	ning	FIN N		01-	-262	640	
	One: Sole Proprietor	ship X P	artnership	Corporat		heck One: U.S.		X	Resident Alien _	Non-	resident Alien
Telepho	one No. 5.50	220-1	2715 (85	N or FIN No.		ded for payment)			100000	MA	anal
Address	1665	Heads	iland k	a.	City and	d State Zip W	850	ac	rament	CH	75671
Are you	now or have you be	en an employe	e of the District	t? Yes	No X	f yes, Date	-	Locati	ion		
Are you	related to an emplo	yee of the Distri	ict? Yes N	No_X. If ye	s, who						
				G	ENERAL CO	NDITIONS:					
standars COPE CAddendu 2. Com Payment to the D Payment terms are CONTR additions 3. Term time and immedia for hours DISTRIC not be e DISTRIC	d of care, skill and did of WORK: (1) Strein 10/20/17 (#2) Pensation. For its int of this amount shat of this amount shat of the counts Pay at terms are: ACTOR's goods, mail or different terms alor different terms in ation. The DISTE of for any reason by gately cease renderings actually worked are contilled to any further ct, and all the DISTE.	art 2 10/27/17 services hereur all be made in a able Office, and able Office, and atterials, equipment and conditions of RICT shall have iving thirty (30) g services and pand direct costs a Agreement for payment, if any RICT's costs incomplete the costs in a cost of the c	narily followed borkshops - (#1) \$500.00 (Initi Inder, CONTRA accordance wit d upon receipt Lecelpt ceptance of their sent, services ar on behalf of CO the right to tern days written no promptly delive incurred, plus r cause which s y becomes due curred by the Di	ACTOR shall the established of Trubicials of verification of Trubicials of Action and or labor or ONTRACTOR minate this Agotice of such the to the DIST a 10% mark shall be effect e, until the Projectic shall be effect shall shall be effect shall shall be effect shall	s performing sit 1 09/30/17 \$68 Addendum 10 be paid a sund District payment of services ser	milar professiona 30.00 (Initials) _ 0/20/17: (#3) F m of money not ent schedules, a satisfactorily reno be mailed to add modify, or be inco overed by or delivease to SA# 4533 or without cause. CONTRACTOR. If all prepared wo costs incurred, or y upon written not ted. The DISTR n any sum othery	to exceed and is condered (recordered under the District In the every proportice. In the lict may privise due C	on proge-wided \$	Retreat 12/01/80, du upon the CON by the appropriae e order. CONTES Agreement, are agreement shall 184,530.00 for 1 terminate the Agricultus of a termination of a termination of with the work if ACTOR under the second	ring the ter TRACTOR ate College RACTOR and the DIST not constit Parts 1, 2 are greement f nvenience, shall only bact price, w n for cause, n any mannis Agreements	
	NTRACTOR, in the										
										S 4 2 4 /	resentations, whether
	ritten are part of this number to this Agree							you	at lov	DIVENIE	In finder
				signed by aut	nonzed represe			ndum	10/20/17 Prop	osals (#2)	and (#3) (Initials)
o. maer	CONTRACTOR :			in the nerfor	manca of this L				ALL FRANKS		onship of employer-
u.	employee exists b				nance of this /	igroomoni, snan	ве шаоре	nacin	contractor(s) an	u no relatio	manip or employer-
b.	CONTRACTOR sl	hall be responsi	ible for determi	ining the mea						under this A	Agreement.
C.	CONTRACTOR sl If, in the performal									and aveluei	valy under the
U.	direction, supervis										
											, shall be determined
											t tax purposes, for all
	of CONTRACTOR										
d.	Except as otherwis			, CONTRACT	OR is qualified	to accomplish t	the work re	equired	in this Agreeme	ent and the	DISTRICT will
	provide no training			COLUEDACE	OD: 130			· Carallana			
е.										I not be lim	ited by the DISTRICT.
f,	Except as otherwis									toorobin a	r corporation, and (b)
g.	provide the DISTR	CONTRACTOR OF THE PARTY OF THE		Committee of the commit	the state of the s	And the second second second second				un e rstilp, or	corporation, and (0)
h.										evidence th	hat appropriate taxes
	have been paid. I	CONTRACTO	R fails to pay a	appropriate ta	ixes or to provid	de requested do	cumentation	on, CO	NTRACTOR he	reby agrees	s to indemnify the
	DISTRICT against		THE SECTION OF THE SECTION							for such pe	enalties and taxes.
Signatur	re below by CONTR	ACTOR indicate	es that all parts	of this Agree	ement have been	en read, underst	ood and a	ccepte	d.		
Name of	CONTRACTOR (P	rinted) Joe	Darin								
	re of CONTRACTOR	()00	2 Darin			Date 9/2	22/2017		Doquisition #	500	1010198
Ululalul	E UI CON I KACTUR	1				Date //e	-10011		COUNTIED #		

DISTRIBUTION: White: CONTRACTOR Green: Purchasing Canary: Accounting Pink: Business Office Goldenrod: Originator