

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001095551**

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

Date	Revision	Page
11/06/2017		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010321 QUINTELLM SHEWMAKERN	04ADMN ADMIN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000036539  
 NATIONAL EQUITY PROJECT  
 1720 BROADWAY 4TH FL  
 OAKLAND CA 94612

**Phone:** (510) 208-0160  
**Fax:** (510) 208-1979

**email:** info@nationalequityproject.org

**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? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS FOR 20-30 PARTICIPANTS AT FOLSOM LAKE COLLEGE (FLC) ON OCT 31 AND NOV 1, 2017; AND COACHING SUPPORT FOR FLC LEADERS FROM OCT 31 TO DEC 31, 2017.	1.00 EA	18,000.00	18,000.00	12/31/2017
2- 1	ESTIMATED CONTINGENCY FOR DIRECT BILLED EXPENSES, NOT TO EXCEED \$2,000	1.00 EA	2,000.00	2,000.00	12/31/2017

SERVICE AGREEMENT# 45376 AND NATIONAL EQUITY PROJECT CONTRACT OCTOBER 1 - DECEMBER 31, 2017

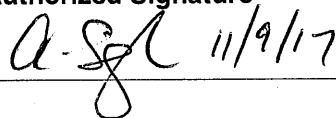
<b>Sub Total Amount</b>	20,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	20,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	FL.VS.EQTY	63000	00000	598H	2,000.00	2018
GENFD	5100	12	FL.VS.EQTY	63000	00000	598R	18,000.00	2018

0001010321KIRKLINK31-OCT-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.

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

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.
8. **FOB 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 may 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 may 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.

# Requisition

Revised 10/31/17 Line Descriptions and Comments

**Supplier:** NATIONAL EQUITY PROJECT      0000036539  
 1720 BROADWAY 4TH FL  
 OAKLAND CA 94612  
 United States

**Phone:** (510) 208-0160      **Fax:** (510) 208-1979  
**email:** info@nationalequityproject.org

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

<b>Business Unit:</b> <b>GENFD</b> <b>OPEN</b>	
Req ID: 0001010321	Date: 10/30/2017
Page: 1	
Requisition Name: NATIONAL EQUITY PROJECT	
Requester: Melonie Quintell	Bldg#: ADMIN
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 30-OCT-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS FOR 20-30 PARTICIPANTS AT FOLSOM LAKE COLLEGE (FLC) ON OCT 31 AND NOV 1, 2017; AND COACHING SUPPORT FOR FLC LEADERS FROM OCT 31 TO DEC 31, 2017.	1	EA	18,000.00	18,000.00	10/30/2017
2-1	ESTIMATED CONTINGENCY FOR DIRECT BILLED EXPENSES, NOT TO EXCEED \$2,000	1	EA	2,000.00	2,000.00	10/30/2017

Total Requisition Amount:      20,000.00

SERVICE AGREEMENT# 45376 AND NATIONAL EQUITY PROJECT CONTRACT OCTOBER 1 - DECEMBER 31, 2017

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5100	12	FL.VS.EQTY	63000	00000	598H	2,000.00
GENFD	5100	12	FL.VS.EQTY	63000	00000	598R	18,000.00

See Dept. copy for all required signatures - this revision for edits to line descriptions and comments for final PO.

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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# Requisition

*See Revision 10/31/17*

**Supplier:** NATIONAL EQUITY PROJECT  
1720 BROADWAY 4TH FL  
OAKLAND CA 94612  
United States

0000036539

<b>Business Unit:</b> GENFD		<b>OPEN</b>
<b>Req ID:</b> 0001010321	<b>Date:</b> 10/30/2017	<b>Page:</b> 1
<b>Requisition Name:</b> NEP TRAINING F17		
<b>Requester:</b> Melonie Quintell	<b>Bldg#:</b> VAPA	
<b>Requester Signature:</b>		
<b>Buyer:</b> Nicholas Shewmaker		
<b>Approved:</b>		
<b>Entered By:</b> QUINTELM 30-OCT-2017		

**Phone:** (510) 208-0160      **Fax:** (510) 208-1979  
**email:** info@nationalequityproject.org

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	: PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS - DESCRIPTION CONT'D IN COMMENTS	1	EA	18,000.00	18,000.00	10/30/2017

COMPLETE DESCRIPTION FOR LINE 1: DESCRIPTION: PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS FOR 20-30 PARTICIPANTS AT FOLSOM LAKE COLLEGE (FLC) ON OCT 31 AND NOVE 1, 2017; AND PROVIDE COACHING SUPPORT FOR FLC LEADERS FROM OCT 31 & DEC 31, 2017.M

2-1	DESCRIPTION: 20% ESTIMATED CONTINGENCY FOR DIRECT BILLED EXPENSES & NOT TO EXCEED 20% OF CONTRACTED PROJECT AMOUNT (OR \$3,600).	1	EA	2,000.00	2,000.00	10/30/2017
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**Total Requisition Amount:** 20,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5100	12	FL.VS.EQTY	63000	00000	598H	2,000.00
GENFD	5100	12	FL.VS.EQTY	63000	00000	598R	18,000.00

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of SEP

For grants/special projects \_\_\_\_\_

Name: Molly Senecal

Approval Signature

Approval Signature

Approval Signature

# Requisition

**Supplier:** NATIONAL EQUITY PROJECT      0000036539  
 1720 BROADWAY 4TH FL  
 OAKLAND CA 94612  
 United States

**Phone:** (510) 208-0160      **Fax:** (510) 208-1979  
**email:** info@nationalequityproject.org

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD <b>OPEN</b>	
Req ID: 0001010321	Date: 10/30/2017
Requisition Name: NEP TRAINING F17	
Requester: Melonie Quintell	Bldg#: VAPA
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 30-OCT-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	: PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS - DESCRIPTION CONT'D IN COMMENTS	1	EA	18,000.00	18,000.00	10/30/2017

COMPLETE DESCRIPTION FOR LINE 1: DESCRIPTION: PROVIDE CONTRACTED SERVICES FOR PLANNING AND FACILITATION OF CUSTOMIZED PROFESSIONAL DEVELOPMENT SESSIONS FOR 20-30 PARTICIPANTS AT FOLSOM LAKE COLLEGE (FLC) ON OCT 31 AND NOVE 1, 2017; AND PROVIDE COACHING SUPPORT FOR FLC LEADERS FROM OCT 31 & DEC 31, 2017.M

2-1	DESCRIPTION: <del>20%</del> ESTIMATED CONTINGENCY FOR DIRECT BILLED EXPENSES & NOT TO EXCEED <del>20%</del> OF CONTRACTED PROJECT AMOUNT (OR \$3,600). <u>\$2,000.00</u>	1	EA	2,000.00	2,000.00	10/30/2017
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Total Requisition Amount:      20,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5100	12	FL.VS.EQTY	63000	00000	598H	2,000.00
GENFD	5100	12	FL.VS.EQTY	63000	00000	598R	18,000.00

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of SEP

For grants/special projects \_\_\_\_\_

Name: Molly Senecal

Approval Signature 	Approval Signature 	Approval Signature 
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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. 45376

Attachment to Purchase Order No. \_\_\_\_\_

This Agreement entered this 24 day of October, 2017 by and between the Los Rios Community College District (District) and (CONTRACTOR), National Equity Project (NEP) CONTRACTOR No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Business Name (if different) \_\_\_\_\_

FIN No. 943222960

Check One: Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation  (501C) Check One: U.S. Citizen \_\_\_\_\_ Resident Alien \_\_\_\_\_ Non-resident Alien \_\_\_\_\_

Telephone No. 510-208-0160 (SSN or FIN No. must be provided for payment)

Address 1720 Broadway, 4th Floor City and State Zip Oakland, CA 94601

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 \_\_\_\_\_ No  . If yes, who \_\_\_\_\_

GENERAL CONDITIONS:

**1. Scope of Work.** CONTRACTOR shall perform specific services as set forth below (attach separate schedule if necessary, and reference the attachment). The term of this Agreement is from (date) Oct 31, 2017 to (date) Dec 31, 2017. CONTRACTOR shall perform its services hereunder in accordance with the professional standard of care, skill and diligence customarily followed by consultants performing similar professional services on projects of comparable scope and quality. To provide services for Planning and Facilitation of a customized Professional Development Session for 20-30 participants at Folsom Lake College on Oct 31 and Nov 1, 2017; and to provide Coaching Support for Folsom Lake College Leaders from Oct 31 - Dec 31, 2017.

**2. Compensation.** For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$ 21,600.00, during the term of this Agreement. Payment of this amount shall be made in accordance with established District payment schedules, and is contingent upon the CONTRACTOR submitting an invoice to the District Accounts Payable Office, and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate College/District Administrator. Payment terms are: Net 30 upon receipt of Invoice Payment will be mailed to address on purchase order. CONTRACTOR agrees that none of the terms and conditions associated with its acceptance of this Agreement shall apply to, modify, or be incorporated into this Agreement, and the DISTRICT's acceptance of CONTRACTOR's goods, materials, equipment, services and/or labor or other items covered by or delivered under this Agreement shall not constitute acceptance of any additional or different terms and conditions on behalf of CONTRACTOR.

**3. Termination.** The DISTRICT shall have the right to terminate this Agreement with or without cause. The District may terminate the Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to CONTRACTOR. In the event of termination for convenience, CONTRACTOR shall immediately cease rendering services and promptly deliver to the DISTRICT copies of all prepared work product, and CONTRACTOR shall only be entitled to payment for hours actually worked and direct costs incurred, plus a 10% mark-up on direct costs incurred, or the pro-rata share of the contract price, whichever is less. The DISTRICT may terminate the Agreement for cause which shall be effective immediately upon written notice. In the event of a termination for cause, CONTRACTOR shall not be entitled to any further payment, if any becomes due, until the Project is completed. The DISTRICT may proceed with the work in any manner deemed proper by DISTRICT, and all the DISTRICT's costs incurred by the District shall be deducted from any sum otherwise due CONTRACTOR under this Agreement and the balance, if any, shall be paid to CONTRACTOR upon completion of the work. The DISTRICT reserves all rights, including all rights to recover damages, inclusive of attorneys' fees, from CONTRACTOR, in the event of a termination for cause.

**4. Integration, Amendments.** This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representations, whether oral or written are part of this Agreement except that the following document(s) are part of this Agreement: National Equity Project Contract Oct 31 - Dec 31, 2017 All amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

**5. Independent CONTRACTOR not Agent.**

- CONTRACTOR, and its agents and employees, in the performance of this Agreement, shall be independent contractor(s) and no relationship of employer-employee exists between these parties and the DISTRICT.
- CONTRACTOR shall be responsible for determining the means, methods, or sequence used to complete the work required under this Agreement. CONTRACTOR shall be responsible for and accountable to the DISTRICT for the final product or service to be provided.
- If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR. It is further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONTRACTOR's employees, assigned personnel and subcontractors.
- Except as otherwise provided in this Agreement, CONTRACTOR is qualified to accomplish the work required in this Agreement and the DISTRICT will provide no training to CONTRACTOR.
- Except as otherwise provided in this Agreement, CONTRACTOR's ability to market or provide services to any other client shall not be limited by the DISTRICT.
- Except as otherwise provided in this Agreement, CONTRACTOR is to provide all necessary tools and materials.
- Prior to DISTRICT's acceptance of this Agreement, CONTRACTOR shall (a) identify their status as a sole proprietorship, partnership, or corporation, and (b) provide the DISTRICT with a copy of IRS Form W-9, Request for Certification of Federal Taxpayer Identification Number.
- CONTRACTOR agrees that, upon request, CONTRACTOR shall provide any documentation requested by the DISTRICT as evidence that appropriate taxes have been paid. If CONTRACTOR fails to pay appropriate taxes or to provide requested documentation, CONTRACTOR hereby agrees to indemnify the DISTRICT against any penalties and taxes levied against the DISTRICT by a taxing agency, and to reimburse the DISTRICT for such penalties and taxes.

Signature below by CONTRACTOR indicates that all parts of this Agreement have been read, understood and accepted.

Name of CONTRACTOR (Printed) National Equity Project (NEP)

Signature of CONTRACTOR [Signature] Date 10/25/2017 Requisition # \_\_\_\_\_

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



## PROFESSIONAL SERVICES CONTRACT

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### Contract Summary

**Client:** Folsom Lake College

**Client Contact:** Molly Senecal, Dean of Planning & Research

**NEP Project Lead:** Colm Davis

**Project Duration:** October 31, 2017 – December 31, 2017

**Contract Amount:** \$18,000.00 + Expenses to be billed. (Not to exceed \$2,000.00).

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### Contract Agreement

This Agreement is made this **October 18, 2017**, between the National Equity Project (“NEP”) and **Folsom Lake College** (“CLIENT”), regarding services to be provided by The National Equity Project.

1. The National Equity Project agrees to provide CLIENT with services, as detailed in Attachment A, “Scope of Work,” in exchange for total payment of **\$18,000.00** for the time period **October 1, 2017 – December 2017**. This may be amended in writing or supplemented with subsequent estimates for services to be rendered by The National Equity Project and agreed to by the CLIENT.
2. During the term of this Agreement, **services will be billed 100% of the contract value to CLIENT upon signing**. CLIENT will pay NEP within 30 days of invoice date. If payment is not received within 30 days of the invoice date, the account will be deemed delinquent.
3. CLIENT will reimburse NEP for all reasonable out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder. CLIENT agrees to reimburse NEP for expenses incurred on behalf of the CLIENT, including non-commuting travel reimbursements as follows: IRS standard mileage rate, meals while travelling, airfare and hotel accommodations, parking/transportation to/from airport. Expenses will be invoiced to the CLIENT based on actual costs.
4. When Scope of Work includes registration for The National Equity Project open-registration events, upon contract signature The National Equity Project will provide CLIENT with a unique registration code or other registration process. It is the responsibility of the CLIENT to register their staff; any unused registrations will be forfeited. Pre-paid registrations are transferable but non-refundable.

5. Should CLIENT seek services beyond the Scope of Work from The National Equity Project, the parties may negotiate an additional and/or amended Scope of Work. Any such amendment/ extension of this Agreement shall require the written agreement of both CLIENT and The Project.

**Client Agreements:**

6. CLIENT will allocate appropriate time and human resources to permit NEP to complete the work outlined in the Scope of Work. CLIENT staff will actively participate in The NEP events, hosting and/or attending site visits and peer reviews, and sharing information with audiences as appropriate.
7. CLIENT will participate in The National Equity Project research and evaluation efforts including, but not limited to, data collection, surveys, and/or focus groups, and, if requested, will provide National Equity Project with current data on school demographics, enrollment, staffing, and student achievement.
8. CLIENT agrees to indemnify, defend, and hold harmless The National Equity Project, its employees, Board of Trustees, agents and affiliates from all liabilities, losses, claims and damages of any kind, including, without limitation, all consequential damages and expenses (including attorney fees), arising from or in any way connected to any services and operations provided under this Agreement, except for those losses/claims arising from the sole negligence or willful misconduct of The National Equity Project and its employees. It is understood and agreed that such indemnity shall survive the termination of this Agreement.
9. CLIENT agrees to provide attribution to The National Equity Project should they choose to reproduce or distribute any materials developed, created, or provided by the National Equity Project.

**National Equity Project Agreements:**

10. The National Equity Project will allocate appropriate time and human resources to complete the work outlined in the Scope of Work.
11. The National Equity Project may terminate this Agreement with thirty days written notice. If the Agreement is terminated by The National Equity Project, The National Equity Project will present CLIENT with a report outlining work completed through the date of termination.

**Mutual Contract Agreements:**

12. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail. Notices shall be directed to the following addresses:

**Client:** **Folsom Lake College**  
**Attn: Molly Senecal, Dean of Planning & Research**  
**10 College Parkway**  
**Folsom, CA 95630**  
**SenecaM@flc.losrios.edu**  
**(916) 608-6688**

**The Project:** National Equity Project  
Attn: Finance Dept.  
1720 Broadway, 4<sup>th</sup> Floor  
Oakland, CA 94612

13. Governing Law: This Agreement shall be construed and enforced in accordance with the laws of the State of California.



- 14. Complete Agreement: It is mutually understood and agreed that this Agreement constitutes the entire agreement between the parties (other than the Scope of Work) on the subjects encompassed herein; that all prior agreements, oral or written, are expressly superseded; and that no changes or modifications to the terms of this Agreement shall be valid unless made in writing and signed by both parties.
- 15. Authority: Each person signing below represents and warrants that he/she is authorized to enter into this Agreement and to commit his/her organization to its terms.
- 16. Contract summary and headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

**Please direct billing and invoice related questions to:**

**Client Billing Contact:**

\_\_\_\_\_

Contact Name                      Title

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

**NEP Billing Contact:**

NEP Finance Department

1720 Broadway, 4<sup>th</sup> Floor

Oakland, CA 94612

510-208-0160 EXT 343

billing@nationalequityproject.org

**Please direct event registration information and questions to:**

**Client Event Registration Contact:**

\_\_\_\_\_

Contact Name                      Title

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

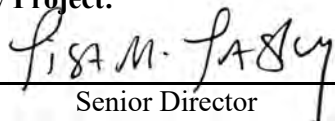
**NEP Event Registration Contact:**

Dana Fitchett, Events Manager

events@nationalequityproject.org

**SIGNATURES**

**National Equity Project:**



\_\_\_\_\_

Senior Director

10/18/2017

\_\_\_\_\_

Date

**Client:**

The CLIENT represents that it has full power and authority to enter into this Agreement and that is binding upon the Client and enforceable in accordance with its terms.

\_\_\_\_\_

Molly Senecal, Dean of Planning & Research

\_\_\_\_\_

Date



**Scope of Work:**

Project Unit	Deliverables	Cost
<p><b>Leading &amp; Collaborating for Equity 2-Day Institute</b></p> <p><b>(October 31 – November 1<sup>st</sup>, 2017)</b></p>	<p>(2 NEP staff, 2-day session)</p> <p>Planning and facilitation of a customized Professional Development Session for 20-30 participants hosted by Folsom Lake College. Includes materials &amp; Resource Books for participants.</p>	<p><b>\$16,000.00</b></p>
<p><b>Executive Coaching / Consultation</b></p> <p><b>(October 2017 – December 2017)</b></p>	<p>(16 hours, 1 NEP Staff)</p> <p>Coaching support for Folsom Lake College leaders for:</p> <ul style="list-style-type: none"> <li>• Pre- and post-PD consultations to integrate institute content and practices into other work happening on campus</li> <li>• Development of equity strategy for Spring 2018</li> </ul>	<p><b>\$4,000.00</b></p>
<p><b>October 23, 2017</b></p>	<ul style="list-style-type: none"> <li>• Renegotiated Credit</li> </ul>	<p><b>(\$2,000.00)</b></p>
	<p>TOTAL</p> <p><b><i>Does not include the cost of travel (mileage) and hotel should we need to stay overnight</i></b></p>	<p><b>\$18,000.00</b></p>

- Project fees include planning time, materials development, coaching and facilitation.
- Project cost does not include direct expenses. Direct expenses include reasonable and customary out-of-pocket expenses such as travel, meals, accommodations, resource production and other expense as specifically related to this engagement. These are estimated at 20% of total project cost and will be billed based on actuals.
- Additional services may be negotiated as needed.

**Client will be invoiced full amount of \$18,000 Upon Signing of the Contract, October 2017**



**LOS RIOS COMMUNITY COLLEGE DISTRICT**

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071 FAX (916) 568-3145

Purchasing Department

[lrcdpurchase@losrios.edu](mailto:lrcdpurchase@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.

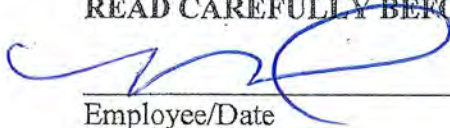
*(Pursuant to District Regulation R-8323 and District Policy P-8611*

*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 SIGNING:**

  
\_\_\_\_\_  
Employee/Date

10/23/17

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Requisition Number

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
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.

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
|  | <u>Y</u>                 | <u>N</u>                            |
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so, please explain _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Will the District exercise any control, direction or supervision of the contractor? If so, please explain _____.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to any of the above questions is "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why, and continue to question #4. If the answer to all of the above questions is "No", continue to question #4.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 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 _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.) _____.                | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Can the contractor quit for any reason other than the District's breach of contract?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract?   | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to three or more of these questions 4 through 7 are "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why and continue to question #8.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 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:<br>Less than 25%- _____ Between 25% & 50% _____ Over 50% _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain _____.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)?   | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", this individual can be classified as an independent contractor.

The above information has been compiled and reviewed per District Guidelines:

Originator: \_\_\_\_\_ Date: 10/23/17

LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form

Requisition No \_\_\_\_\_  
Description of Services National Equity Project

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

**Section I**

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:


- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment.                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed.                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose.                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Section II**

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings.  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work.  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house.     | <input type="checkbox"/> | <input type="checkbox"/> |

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)

Date: 10/23/17

LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form

Requisition No \_\_\_\_\_  
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| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
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| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work.  | <input type="checkbox"/> | <input type="checkbox"/> |
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| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input type="checkbox"/> | <input type="checkbox"/> |
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| 6. The contract must be publicly bid.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house.     | <input type="checkbox"/> | <input type="checkbox"/> |

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)

Date: 10/23/17

**From:** [Angove, Philip](#)  
**To:** [FLC-Everyone on Exchange](#)  
**Subject:** National Equity Project Training: Leading and Collaborating for Equity  
**Date:** Tuesday, October 17, 2017 10:13:45 AM

---

Good Morning Falcons,

Many of you participated in the webinar last week hosted by Colm Davis from the National Equity Project:

<http://nationalequityproject.org/> It is with great excitement that we announce a two day Leading and Collaborating For Equity Training on the FLC Main Campus October 31-November 1 with The National Equity Project:

### [Two Day Leading and Collaborating for Equity Training](#)

Last year, we held two such trainings and the response from participants was very powerful. Afterwards, participants had the following to offer:

*“In two decades in public education, this was far and away the most transformative experience I’ve ever had.” (FLC Faculty Attendee)*

*“While the facilitators were excellent and the messages profound, I found that the #1 takeaway from me was the gratitude I have working at FLC and with you fine people! And I am grateful for these two days –connecting with all of you in a way we normally could never have the opportunity to do. There were poems and quotes throughout the experience, so I wanted to share a quote that I really like.*

*“Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.” — William Arthur Ward*

*The last two days were definitely not routine – and I might say days of thanksgiving and blessings! Thank you all!” (FLC Management Attendee)*

*“It was a great learning experience developing many skills - connecting, collaborating, respecting, trusting, listening and being graceful. I am still*

*reflecting and cherishing the moments!” (FLC Faculty Attendee)*

If you are interested in attending this training, please obtain permission from your supervisor and submit the following form at your earliest convenience! Faculty attendees can also secure authorization for substitute coverage for their classes through their Dean!

[Apply for Leading and Collaborating For Equity Training Oct. 31-Nov. 1](#)

*Philip Angove, MM  
Professor of Music  
Multicultural and Diversity Faculty Tri-Chair  
Music Department Chair  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6725*



**From:** [Haney, Brenda](#)  
**To:** "efranklin@nationalequityproject.org"  
**Cc:** [Snowden, Robert "BJ" \(Dr.\); Campbell, Lindsey](#)  
**Subject:** FW: E-INVOICE FLC-1217\_NATIONAL EQUITY PROJECT\_PO\_0001095946  
**Date:** Tuesday, January 9, 2018 2:59:09 PM  
**Attachments:** [Folsom Lake College 1217.pdf](#)  
[0001095551\\_NEP.PDF](#)  
**Importance:** High

---

Hello Eric,

Thank you for your Invoice FLC-1217 dated 12/20/17, received today.

We have forwarded your invoice to LRCCD Accounting Operations (see email below).

- o **Note: receipt copies may be required for actual cost of direct billed expenses. Please check in with Accounting Operations Contact listed below to confirm.**

Our next scheduled vendor check run is January 18<sup>th</sup>, and checks from this run will mail out on Tuesday January 23, 2018.

**FOR PAYMENT INQUIRY:**

**Contact: LRCCD Accounts Operations – Raelean Gorrell**

Phone: 916.568.3181

Fax: 916.568.3145

Email: [gorrelr@losrios.edu](mailto:gorrelr@losrios.edu)

-  
**Invoicing Instructions - for future Billing -**

**If Emailing - send E-Invoice in PDF format to [acctg-ops@losrios.edu](mailto:acctg-ops@losrios.edu) with Cc:**

[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu) (If you can only email to one address, send to: [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)) .

**If Mailing (USPS) – send original invoice to Bill To address listed below.**

**BILL TO:**

Los Rios Community College District (LRCCD)

1919 Spanos Court

Sacramento CA 95825-3981

Best Regards,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Haney, Brenda

**Sent:** Tuesday, January 9, 2018 2:43 PM

**To:** DO-[acctg\\_ops <acctg\\_ops@losrios.edu>](mailto:acctg_ops@losrios.edu); [Gorrell, Raelean <GorrellR@losrios.edu>](mailto:Gorrell,Raelean@losrios.edu)

**Cc:** Wong, Barbara <WONGB@losrios.edu>

**Subject:** E-INVOICE FLC-1217\_NATIONAL EQUITY PROJECT\_PO\_0001095946

E-INVOICE FLC-1217\_NATIONAL EQUITY PROJECT\_PO\_0001095946

- o LINE# 1 RCVR 1081824 \$18,000.00
- o LINE# 2 RCVR 1081825 \$ 624.97 - invoice did not include receipts for direct billed expenses.
- o Copy of PO and NEP Contract attached.

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Snowden, Robert "BJ" (Dr.)

**Sent:** Tuesday, January 9, 2018 12:00 PM

**To:** Campbell, Lindsey <[CampbeL@flc.losrios.edu](mailto:CampbeL@flc.losrios.edu)>

**Subject:** FW: Folsom Lake Invoice

It seems as if this has not been paid yet. Can you please follow up on it status.

Thanks,

BJ

---

**From:** Eric Franklin [<mailto:efranklin@nationalequityproject.org>]

**Sent:** Tuesday, January 9, 2018 11:46 AM

**To:** Snowden, Robert "BJ" (Dr.) <[SnowdeR@flc.losrios.edu](mailto:SnowdeR@flc.losrios.edu)>

**Subject:** FW: Folsom Lake Invoice

Hello Dr. Snowden,

I sent the attached invoice in December, but not sure if you received.

Would you please forward to your accounting department?

Thank you.

---

**From:** Eric Franklin

**Sent:** Thursday, December 21, 2017 11:35 AM

**To:** 'Snowden, Robert "BJ" (Dr.)'

**Subject:** Folsom Lake Invoice

Hello Robert,

I have attempted to contact your "Accounting Operations" department by phone, but have been unsuccessful.

Can you please forward the attached invoice and forward to me the accounting department email address?

Thank you in advance for your assistance and choosing National Equity Project.

Enjoy your holidays.

**Eric Franklin**  
*AR/Contracts Specialist*  
**National Equity Project**  
**1720 Broadway, 4<sup>th</sup> Floor**  
**Oakland, CA 94612**  
**510-318-3630**