

- q. Ratify/Approve Agreement with Professional Tutors of America, Inc., to provide compensatory educational services, per the attached rate sheet, effective July 1, 2024 through June 30, 2025, to be funded by General Education and Special Education Administration Funds. Authorize Jason Hill, Assistant Superintendent, Business Services, to sign related documents on behalf of the Board (Appendix Item).**

Redlands Unified School District

Phone (909) 307-5300

Fax (909) 307-5325

**THIS AGREEMENT** is made effective on **07/01/2024**, and it is made by and between Professional Tutors of America, Inc., hereafter called "Consultant OR Contractor," and the Redlands Unified School District, hereafter called "District."

#### RECITALS

A. The District desires to obtain special services and advice regarding accounting, administrative, economic, engineering, financial, legal and like matters, as provided in this Agreement.

B. The Consultant is specially trained, experienced, qualified, competent and authorized under State and Federal law as applicable, to provide the special services and advice required by the District.

Accordingly, the parties agree with the above and as follows:

#### AGREEMENTS

1. PERIOD OF AGREEMENT: Shall be from **07/01/2024** through **06/30/2025**.
2. In consultation and cooperation with the District, the Consultant shall provide professional and diligent services consistent with generally acceptable industry practices or better as follows:

**Consultant shall provide compensatory education as directed by the District per Professional Tutors of America, Inc. 2024-2025 rate sheet.**

Please check if applicable:

- ☐ A statement of work is attached.
- ☐ A specification is attached.
- ☒ Other attachment described as: Services to be billed per attached rate sheet.

Any attachment is hereby incorporated into this Agreement and made a part of it. In the event of any conflict between the language in this Agreement and any attachment incorporated herein, the language in this Agreement will govern and take precedence over any attachment.

3. The Consultant will commence providing services under this Agreement on **07/01/2024**, and will diligently, properly and in full compliance perform as required and complete the performance of services by **06/30/2025**. Time shall be of the essence in the performance of this Agreement. If the Consultant at any time during the term of this Agreement becomes noncompliant with any of the terms and conditions hereof or noncompliant with any applicable regulatory requirement including any suspension, revocation or termination of any permit, certification or license which is required in order for the Consultant to properly perform under this Agreement, then the Consultant shall immediately notify the originating department, copying the notification to Purchasing in writing at 20 W. Lugonia, Redlands, CA 92374.
  4. **INDEPENDENT CONTRACTOR:** The Consultant is an independent Contractor and will perform said services as an independent calling and not as an employee of the District. Accordingly, nothing in this Agreement shall be construed as establishing a relationship of employer and employee, or principal and agent, between the District and the Consultant or between the District and any of Consultant's agents or employees. Consultant is solely responsible for its own acts and the acts of any of its agents or employees as they relate to any services provided. Consultant and its agents and employees shall not be entitled to any rights and or privileges of the District's employees and shall not be considered in any way to be the employees of the District. Each party acknowledges that the Consultant is not an employee for state or federal tax purposes, State Unemployment Compensation or Worker's Compensation, or any other purpose.
  5. The District will prepare and furnish to the Consultant upon request such existing information as is reasonably necessary for the performance of the Consultant. The Consultant shall provide its own equipment, vehicle, materials, supplies, food, incidentals and tools, etc. which may be required for the proper performance of this Agreement. Each party shall cooperate with the other party.
  6. **PAYMENT:** The total amount to be paid to the Consultant for any and all services satisfactorily rendered inclusive of all expenses, supplies and materials pursuant to this Agreement shall not exceed \$\_\_\_\_\_.
- ☒ If this is an Agreement to pay the Consultant by the hour, then this box shall be checked and the hourly rate indicated as follows: **refer to attached rate sheet**. It is the sole obligation of the Consultant to ensure that the sum of the hours worked multiplied by the hourly rate does not exceed the total not to exceed amount authorized under this Agreement.

The total not-to-exceed amount and any hourly rate of the Consultant shall be inclusive of any and all expenses such as overhead and profit, fees, subcontract costs, automobile insurance to the amount required under California State law or more, materials, supplies, taxes, worker's compensation, mileage, travel, incidentals, food and the like.

Payment shall be made to the Consultant within thirty (30) days after receipt of a fully supported and detailed invoice which clearly indicates as applicable, any progress completed, milestones achieved, any reports (draft, preliminary or final) issued, dates worked, increments of hourly work (rounded to the nearest quarter hour increment), subcontract cost, etc. The District will not be obligated to make more than one (1) payment to the Consultant each month.

7. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, work products and other materials produced by Consultant under this Agreement shall be the sole and exclusive property of District. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by Consultant in the United States or in any country without the prior written consent of the District. The District shall have unrestricted authority to publish, disclose, distribute, transfer and use copyright or patent any such materials produced by Consultant under this Agreement.
8. **TERMINATION:** The District may at any time and for any reason suspend performance by the Consultant or terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of such suspension or termination. Written notice by the District shall be sufficient to suspend or terminate any further performance of services by the Consultant. The notice shall be deemed given when received, upon electronic confirmation of a facsimile transmission, or no later than three days after the day of mailing, whichever is soonest. Upon receipt of any notification of termination by the District, the Consultant shall promptly provide and deliver to the District any and all work product in progress or completed to date including any reports, drafts, electronic information or the like to the District. Unless otherwise identified, notice will be provided to the address shown at the signature block area on the last page of this Agreement. Facsimile notices shall be accepted.
9. **INDEMNIFICATION:** The Consultant agrees to and shall hold harmless and indemnify the District, its officers, agents, and employees from every claim or demand made and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
  - a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by the Consultant or any person, firm or corporation employed by the Consultant upon or in connection with the services called for in this Agreement except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.
  - b. Any injury to or death of persons or damage to property, sustained by any persons, firm or corporation, including the District, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.
  - c. Any and all claims under worker's compensation acts and other employee benefit acts with respect to Consultant's employees or sub Consultant(s) arising out of Consultant's work under this Agreement.
  - d. Any and all loss, liabilities, actions, judgements, interest awards, reasonable attorneys' fees, costs, fines, penalties, damages or expenses from any third party claim against the District arising out of or resulting from Consultant's failure to comply with any of the obligations under Section 8 of this Agreement.

The Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit or other proceedings as a result thereof.


10. **MINIMUM INSURANCE REQUIREMENTS:** Consultant shall obtain and maintain the policies of insurance or equivalent program of self insurance and limits as show below for the duration of this Contract.
  - a. Commercial General Liability Insurance with limits not less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate, unless otherwise agreed in writing by the District.
  - b. Automobile Liability insurance with limits not less than \$1,000,000 per accident for all owned, hired and non-owned vehicles.
  - c. Workers Compensation as required under California State law.
  - d. Professional Liability insurance in an amount not less than \$5,000,000 per occurrence. Such insurance coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement.
  - e. If Consultant may be providing services to District on District facilities during the time that District students could be present or if Consultant is providing services to District for the benefit of District students, Consultant shall provide specific coverage for Abuse or Molestation with limits not less than \$2,000,000 per occurrence and \$5,000,000 aggregate either by separate policy or by an endorsement to User's Commercial General Liability coverage.

- f. Consultant shall provide a Certificate(s) of Liability insurance using ACORD Form 25, indicating the required insurance coverages within ten (10) days of the effective date of this Agreement NAMING THE DISTRICT AS ADDITIONAL INSURED on the Commercial General Liability policy using endorsements CG 20 10 and CG 20 37.
  - g. The policies indicated in paragraphs 10.a., 10.b., 10.c., 10.d., and 10.e shall include a waiver of subrogation endorsement in favor of District.
  - h. The policies indicated in paragraphs 10.a. and 10.b. shall include a primary, non-contributory endorsement in favor of District or District's insurance or self-insurance program.
11. **CLEARANCES:** District and Consultant are required by California law to conduct the clearances described in this section for any of Consultant's employees who work individually with District students. Consultant shall obtain proof of Tuberculosis clearance and Department of Justice fingerprint clearance before commencing any services under this Agreement and shall maintain such clearances throughout the term of this Agreement. District shall search [Meganslaw.ca.gov](http://Meganslaw.ca.gov) for any of Consultant's employees who provide services while on a District school site. District may conduct additional screenings of Consultant's employees as required by any public health order(s) in effect during the term of this Agreement.
  12. The Consultant shall maintain and preserve any and all written and electronic records relating to this Agreement, including without limitation, invoice support (e.g., hours and days worked and other detail) for a period of not less than three (3) years after final payment under this Agreement. The District, its employees and agents and the Office of the State Auditor shall have the right to audit, examine, inspect and copy any and all of Consultant's records relating to this Agreement at any time during normal business hours. Additionally, pursuant to Government Code Section 8546.7, the Consultant is hereby advised that every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000.00) shall be subject to examination and audit of the State Auditor as specified in the code.
  13. **ASSIGNMENT:** This Agreement is not assignable or delegable by either party, except upon the prior written consent of the other party.
  14. **COMPLIANCE AND CERTIFICATION:** The Consultant shall comply with all applicable District, federal, state, and local laws, rules, regulations, policies and ordinances and workers' compensation laws. The Consultant represents and warrants it does not have any potential, apparent or actual conflict of interest relating in any way to this Agreement. The consultant and any of its employees and/or sub Consultant(s) are NOT presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any agency.
  15. The Consultant, if an employee of another public agency, certifies that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually performed pursuant to this Agreement.
  16. Any modification of this Agreement shall be effective only if it is in writing and signed by the parties, except that the District may unilaterally amend this Agreement in writing to accomplish the following changes:
    - a. Increase dollar amounts
    - b. Effect administrative changes
    - c. Effect other changes as required by law.
  17. **CONFLICT OF INTEREST:** Consultant represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance or services required under this Agreement and that no person having any such interest shall be subcontracted in connection with this Agreement, or employed by the Consultant. Consultant will take all necessary steps to avoid the appearance of a conflict of interest and shall have duty to disclose to the District prior to entering this Agreement any and all circumstances existing at such time which would pose a potential conflict of interest.
  18. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior or contemporaneous oral or written Agreements.
  19. **GOVERNING LAW:** This Agreement shall be governed and construed by the law of the State of California regardless of any conflicts of laws or rules that would require the application of the laws of another jurisdiction. Venue shall be in San Bernardino County, California.
  20. **CONFIDENTIALITY:** All communications and information obtained by the Consultant from the District relating to this Agreement and all information developed by Consultant under this Agreement are confidential. Should there be a need for the Consultant to maintain on its server(s) and/or other data storage media, personnel and/or student information protected by the Family Educational Rights and Privacy Act Regulations 34 CFR Part 99 (FERPA) or the Health Insurance Portability and Accountability Act (HIPAA), Consultant must take appropriate measures to ensure the security of said information and maintain its confidentiality according to applicable regulations.

Authorized representatives of the parties have executed this Agreement as indicated below.

**Consultant:**

Professional Tutors of America, Inc.  
3350 E. Birch Street, Ste. 201  
Brea, CA 92821-6264

  
(Signature, Authorized Representative)

714-84-3454  
(Telephone)

rgordon@professional-tutors.com  
(email address)

7/25/24  
(Date)

**District:**

Redlands Unified School District  
20 West Lugonia Ave.  
Redlands, CA 92374

Assistant Superintendent, Business Services  
Chief Business Official

  
Supervisor/ Principal/ District Administrator

Funding Administrator (if Applicable)

(Date)

District Board of Education Approval Date: \_\_\_\_\_ District Requisition Number: 000000 P.O. Number: \_\_\_\_\_



**Non Public Agency / Special Education and Related Services**

**Rate Sheet 2024-25**

*\*Rates/per hour*

(1) Academic Instruction - Sped. Credential/General Ed Cred.	\$95.
(2) Behavior Intervention	
Behavior Intervention Design Planning	\$140.
Behavior Intervention Implementation	\$140.
(3) Counseling & Guidance	
Educational Counseling	\$140.
Parent Counseling & Training	\$140.
Educationally Related Mental Health Services	\$140.
Educationally Related Intensive Counseling Services	\$140.
(4) Language Speech Development & Remediation	\$140.
Assessment/Evaluation, including IEP attendance	\$140.
(5) Occupational Therapy	\$140.
Assessment/Evaluation, including IEP attendance	\$140.
(6) Vocational Education & Career Development, Transition	\$105.



## **Redlands Compensatory Tutoring and Counseling Quote 2024-2025**

**Company:** Professional Tutors of America, Inc.  
**Contact:** Robert Gordon, CEO  
**Address:** 3350 E. Birch Street, Suite 201, Brea, CA 92821  
**Phone:** (800) 832-2487  
**Fax:** (714) 671-1887  
**Email:** [Rgordon@professionaltutors.com](mailto:Rgordon@professionaltutors.com)

### **Description of Services:**

We will provide individualized academic tutoring instruction and counseling (always One-to-One) for students on the eligible roster who contact our office to initiate the services. We serve students in all grade levels (from K-12<sup>th</sup> grade) plus adult/college level. Tutoring/Counseling services are done at the student's home, local library, or virtually via Zoom, whichever the student/parent/guardian prefers.

We have been providing one-to-one educational services for 41 years, since 1983. We are a California Department of Education (CDE) Approved Non-Public Agency (NPA). We have a strong, proven record with over 300 school districts throughout California, improving academic skills, motivating students, and building self-confidence. We have also contracted with Redlands USD since 2010.

The cost of this project is below

### **Tutoring or Counseling**

Terms of Payment: \$95 per hour (Credentialed Teacher) or \$140 per hour (PPS Credentialed Counselor)

Total Hours per Student: 15

Total Cost per student: \$1,425 for tutoring or \$2,100 for counseling

Total Students: 96

**Total Cost: \$136,800 (if all selected tutoring) or max of \$203,700 (if all selected counseling)**

**Rates will be in effect: July 1, 2024 – June 30, 2025.**