

Pasco, Jean

From: Dinh, Kim [DA]
Sent: Thursday, August 20, 2015 4:42 PM
To: Marshall, Rhonda
Cc: Bohan-Johnston, Lisa
Subject: Tutor Agreements
Attachments: Tutor Agreement MA 14011697.pdf; Tutor - Insurance Waiver.pdf; Tutor Agreement - Sample.doc

Hi Rhonda,

This is a follow up to your brief phone conversation with Lisa regarding the tutor contract. Our Gang Reduction Intervention Program (GRIP) Unit started a pilot program for school teachers to serve as after school tutors during the last school year. The program was extremely successful and will be expanded in the 15-16 school year. The 14-15 Insurance Waiver notes that most of the sessions would be group sessions, however, the experience with the program is that one-on-one tutoring was most effective. We are beginning the process of creating agreements with the tutors.

As a result of the number of tutors, we will be requesting Board approval of a Tutoring Agreement that can be used for multiple teachers to tutor students at their school. The agreement would require your office's approval for non-standard insurance coverage.

For your review, I've attached the sample Tutor Agreement for 15-16. I've also attached copies of the 14-15 Tutor Agreement and Insurance Waiver for your reference.

Please let me know if you need any other information to complete your review.

Thank you,

Kim

RISK ASSESSMENT OR MODIFICATION OF INSURANCE TERMS

Use this form to request a Risk Assessment and determine Proper Insurance Requirements when developing an RFP-RFB, RFI or Contract/Agreement

DATE SUBMITTED: 4/1/2014

TO: CEO/Risk Management/600 W. Santa Ana Blvd., Suite 105 Fax: 714-285-5599
or e-mail this form to RiskMgmtInsurance@ocgov.com with Scope of Work and Contract/Agreement Insurance Provisions. If this is a renewal, attach prior Risk Management Approval(s).

FROM: Anna Nevarez District Attorney
County Employee (Contact For Questions) County Department
Anna.Nevarez@da.ocgov.com 714-347-8427

County E-Mail Address Phone # (inc. area code) Fax # (inc. area code)

Note: The above action is advisory to departments as to risk assessment and protection. Any change in a current contract/agreement requires formal modification unless contract/agreement specifically delegates to County Risk Manager authority to modify insurance requirements.

CONTRACT TYPE: Commodities Public Works Service Human Services
 Consultant Svcs. Fixed Asset A & E Other _____

Vendor Name: Tutor (Various-Teachers) Contract ID/RFP I.D. Number: TBD

Bid: YES NO Contract Amount: Not to Exceed \$2,000

Insurance Type To Be Reviewed for Waiver or Modification of Terms

Commercial General Liability Workers' Compensation Property Insurance
 Commercial Auto Liability Employer's Liability Sexual Misconduct
 Contractual Liability Other _____ Indemnification
 Professional Liability (Errors & Omissions) Limitation of Liability

Request and Justification: No driving is required to perform services.

(add another page if necessary)

The GRIP Tutors that will serve as Independent Contractors under this Agreement are teachers

credentialed by the State of California. They will work a limited number of hours over a

semester tutoring GRIP Program participants.

To Be Completed By CEO/Risk Management

Approved Denied Approved as Modified

Comments: Per Tracy Rinawa - tutoring performed at school with experienced teachers selected by school district, background checks performed and mostly group sessions.

Rhonda Marshall
Manager/CEO/Risk Management

4/1/14
Date