

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

CONTRACT

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3 THIS CONTRACT ("Contract") is entered into, in duplicate, effective as of
4 August 8, 2017, for reference purposes only, pursuant to a minute order adopted by the
5 City Council of the City of Long Beach at its meeting held on July 18, 2017, by and between
6 EDU CONSULTING LLC, a California limited liability company ("Contractor"), with offices
7 located at 18916 Silverbit Lane, Huntington Beach, California 92648, and the CITY OF
8 LONG BEACH, a municipal corporation ("City") and administering entity for Pacific
9 Gateway Workforce Investment Network.

10 WHEREAS, City submitted an application ("Application") to the Employment
11 Development Department of the State of California (the "State"), for funds to provide
12 meaningful training and employment opportunities for economically disadvantaged,
13 unemployed and underemployed persons consistent with the Workforce Investment Act of
14 1998 ("WIA") codified as Section 504 of the Rehabilitation Act, 29 U.S.C. 794(d) and all
15 regulations, directives, policies, procedures and amendments issued thereto and/or
16 legislation, regulations, policies, directives, and/or procedures which may replace the
17 Workforce Investment Act; and

18 WHEREAS, Congress reauthorized the Workforce Investment Act of 1998
19 on July 22, 2014 as the "Workforce Innovation and Opportunity Act (WIOA)" to provide
20 workforce investment activities, through statewide and local workforce investment systems
21 such as Pacific Gateway Workforce Investment Network (PGWIN), administered by the
22 City of Long Beach; and

23 WHEREAS, the Application was approved by the State and a Workforce
24 Investment Act/Workforce Innovation and Opportunity Act subgrant has been executed by
25 and between the State and the City authorizing such programs and providing the funding
26 therefore under Workforce Investment Act/Workforce Innovation and Opportunity Act
27 Master Subgrant Agreement which has been designated as K7102038 CFDA No. 17.259
28 the ("Prime Contract"); and

1 WHEREAS, Contractor desires to participate in said program and is qualified
2 by procurement for the reason of experience, preparation, organization, staffing and
3 facilities to provide services; and

4 WHEREAS, City is willing to utilize Contractor to provide various workforce
5 development services to Pacific Gateway and its Board;

6 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
7 conditions in this Agreement, the parties agree as follows:

8 1. DOCUMENT INCORPORATION.

9 A. The following documents are attached hereto as exhibits and
10 incorporated herein and made a part hereof by this reference as if fully set forth:

11 i. The Prime Contract, Exhibit "A", and any extension or
12 continuation thereof or any grant agreement which is the successor thereto
13 which authorizes a training and employment program for the economically
14 disadvantaged, unemployed and underemployed persons, and the
15 documents incorporated therein and attachments thereto, including the
16 assurances and certifications made by the State to the City.

17 ii. Contractor's program description, statement of work
18 performed, Contractor's operation plan for participants, program conditions
19 and standards for Contractor's performance under this Contract (collectively,
20 the "Statement of Work") attached hereto as Exhibit "B".

21 B. Contractor and City agree to be bound by all the terms,
22 conditions and provisions contained in the Prime Contract, the Application, and the
23 Statement of Work (collectively, the "Contract Documents").

24 C. Contractor hereby agrees to assume full responsibility for the
25 performance of the operation, coordination and administration of such program
26 pursuant to all the terms and conditions of the exhibits to the extent that said
27 documents are applicable to the delivery of services by Contractor hereunder; and
28 the parties hereto agree to perform all duties, obligations and tasks to be performed

1 by each party under the Contract Documents.

2 D. In the event there is any conflict between the provisions of this
3 Contract and the provisions of the Prime Contract, including the attachments thereto
4 and the documents incorporated therein, as presently worded or amended in the
5 future, the parties agree that the provisions of the Prime Contract shall control.

6 Contractor shall conduct training and employment activities in accordance
7 with the provisions of the Contract Documents.

8 2. TERM.

9 A. The term of this Contract ("Term") shall be deemed to have
10 commenced as of July 1, 2017, and unless sooner terminated pursuant to the
11 provisions hereof, shall terminate on June 30, 2019. Either of the parties hereto
12 shall have the right to terminate this Contract in its entirety at any time during the
13 Term for any or no reason whatsoever by giving fifteen (15) days prior written notice
14 of termination to the other party. City shall have the additional right to cancel any
15 part of this Contract at any time during the Term for any reason whatsoever by giving
16 fifteen (15) days' notice of such cancellation to the Contractor.

17 B. Notwithstanding the foregoing, the City shall have the right to
18 terminate and cancel this Contract without notice, in its sole discretion, if the actions
19 or non-action of Contractor subjects the City to liability, legal obligations or program
20 operation obligations beyond the liability and obligations under the Contract
21 Documents. If this Contract is terminated prior to the expiration of the Term,
22 Contractor shall be reimbursed for all eligible program allowable costs which have
23 been accrued but not paid through the effective date of termination. Contractor
24 agrees to accept such amount, plus all amounts previously paid, as full payment
25 and satisfaction of all obligations of City to Contractor.

26 3. AWARD UNDER SPECIAL CONDITIONS. The City may award a
27 contract under special conditions if it determines the Contractor as "high risk" under the
28 following categories:

1 A. (1) A history of unsatisfactory performance, or (2) Is not
2 financially stable, or (3) Has a management system which does not meet the
3 management standards, or (4) Has not conformed to terms and conditions of
4 previous awards, or (5) Is otherwise not responsible; and if the City determines that
5 an award will be made, special conditions and/or restrictions shall correspond to the
6 high risk condition and shall be included in the award.

7 B. Special conditions or restrictions may include: (1) Payment on
8 a reimbursement basis; (2) Withholding authority to proceed to the next phase until
9 receipt of evidence of acceptable performance within a given funding period; (3)
10 Requiring additional, more detailed financial reports; (4) Additional project
11 monitoring; (5) Requiring the Contractor to obtain technical or management
12 assistance; or (6) Establishing additional prior approvals.

13 C. If the City decides to impose such conditions, the City will either
14 include such corrective action in the Statement of Work or notify the Contractor as
15 early as possible, in writing, of: (1) The nature of the special conditions/restrictions;
16 (2) The reason(s) for imposing them; (3) The corrective actions which must be taken
17 before they will be removed and the time allowed for completing the corrective
18 actions and (4) The method of requesting reconsideration of the conditions or
19 restrictions imposed.

20 4. PERFORMANCE REVIEW.

21 A. After each quarter during the Term, the City will conduct a
22 review of Contractor's performance by comparing the Contractor's planned
23 performance and/or contract earning levels with the actual performance and
24 contract earning levels achieved by Contractor. If the Contractor is ten percent
25 (10%) or more below their planned total at the end of the first quarter or any quarter
26 thereafter, the City has the right to unilaterally cancel the contract or de-obligate
27 funds up to the amount of the under expenditure or underperformance.
28 Alternatively, upon review and approval of the City, Contractor may be allowed to

1 submit a corrective action plan demonstrating that program performance is
2 attainable and expenditure levels can be met. At the discretion of the City,
3 Contractor may be allowed to continue program services.

4 B. Underperformance at the end of the second quarter or any
5 quarter thereafter, shall permit the City to unilaterally cancel this Contract or, in the
6 alternative and at the sole discretion of the City, deobligate funds from this Contract
7 up to the amount of the underexpenditures.

8 5. CONTRACT AMOUNT AND PAYMENT.

9 A. The total amount which shall be payable by City to Contractor
10 for Contractor's allowable services during the Term shall not exceed One Hundred
11 Twenty Thousand Dollars (\$120,000).

12 B. The City shall, in due course, reimburse the Contractor for the
13 actual, allowable, reasonable and necessary costs and expenses incurred by
14 Contractor in the performance of this Contract which are authorized and approved
15 by Exhibit "B" and are in accordance with and pursuant to the Prime Contract, to the
16 extent that such Prime Contract is applicable to the Contractor's performance
17 hereunder.

18 C. Payment to the Contractor shall be limited to the amounts
19 specified in Exhibit "B" for the categories, criteria and rates established in said
20 Exhibit. The allocation of the total contract amount among the items in the Budget
21 may vary by as much as ten percent (10%) without the approval by Workforce
22 Investment Board's Executive Director ("Executive Director"). Additionally,
23 Contractor may, with the prior written approval of the Executive Director or his
24 designee, make adjustments within and among the categories of expenditures in
25 the Budget in excess of ten percent (10%), and modify the performance to be
26 rendered hereunder as provided in Exhibit "B"; provided, however, that any such
27 adjustment in expenditures shall not result in an increase in the amount of the total
28 contract. The agent or representative of Contractor who signs as the maker of

1 checks or drafts or in any manner authorizes the disbursement of said funds or
2 expenditure of same shall be covered by a blanket fidelity or comprehensive crime
3 bond regarding the handling of said funds in an amount set out in Section 13,
4 paragraph E of this Contract.

5 D. Contractor shall not charge nor receive compensation under
6 this Contract for any services or expenses unless said services or expenses are
7 directly and exclusively related to the purposes of this Contract, and provided that
8 payment is not also received by Contractor from some other source for said services
9 or expenses.

10 E. Disbursement of funds received from the State shall be under
11 the direction of the City Manager or his designee and shall be in accordance with
12 the provisions of this Contract and made pursuant to the Prime Contract and any
13 additional procedures, regulations and reporting requirements which are
14 established by the City that do not conflict with applicable procedures, regulations
15 and reporting requirements of the State.

16 F. All payments to Contractor by the City will be based upon
17 invoices and the necessary supporting documents which the State and the City may
18 require Contractor to submit. The expenditure of all funds shall be accounted for
19 promptly and submitted with the funded "Period of Availability" for the program year.
20 Reimbursement will not be made for claims generated beyond contract end date or
21 ninety (90) days after the contract end date for properly accrued expenditures.
22 Contractor shall keep separate detailed accounts for each expenditure for each
23 component part of this project.

24 G. Public or private non-profit contractor revenues in excess of
25 costs are considered program income or profits in accordance with Code of Federal
26 Regulations definition of "Income" pursuant to 29 CFR 97.32(2). When authorized,
27 program income may be added to the funds committed to the grant agreement. The
28 program income shall be used for the purposes and under the conditions of the grant

1 agreement or as amended unless the Governor of the State of California requires
2 that such income be turned over to the State.

3 6. RECORDS.

4 A. Records relating to the performance of this Contract shall be
5 kept and maintained by Contractor in accordance with the manner and method
6 prescribed by applicable State regulations and guidelines and City requirements,
7 and will be current, complete and available for purposes of inspection and audit
8 during business hours as deemed necessary upon request by representatives of
9 federal, state and local agencies.

10 B. Contractor shall provide access to all documents and materials
11 related to this Contract and shall provide any information that the City, or its
12 designee requires in order to monitor and evaluate Contractor's performance
13 hereunder. All such records shall be maintained and accessible for a period of
14 seven (7) years from the expiration or earlier termination of this Contract.

15 7. FINANCIAL REPORTS.

16 A. Contractor shall promptly distribute to the City Manager or his
17 designee copies of all correspondence including, but not limited to, financial,
18 operational and performance reports which Contractor submits to or receives from
19 the State. Contractor shall provide such other reports, documents or information as
20 may be requested or required by the City or the State within three (3) days of written
21 request. Upon expiration or earlier termination of this Contract, and within the time
22 and in the manner prescribed by the City, the Contractor shall perform all necessary
23 close-out procedures required by the State and the City, including preparation of
24 close-out reports and transmittal to the City of all documents in the possession of
25 Contractor which relate to the Conduct of the Program, within the time and in the
26 manner prescribed by the City. Final payment to the Contractor under this Contract
27 will be paid only after the City has determined that Contractor has satisfactorily
28 completed said close-out procedures.

1 B. If the Contractor is subject to the Single Audit Act (SAA), the
2 Contractor shall include this Contract within the scope of the SAA audit. A copy of
3 the SAA final audit report shall be delivered by Contractor to the City of Long Beach
4 within thirty (30) calendar days after its request and, in any event, no later than six
5 (6) months after the end of the then-current fiscal year of Contractor. In the event
6 the Contractor fails to comply with this requirement, the Contractor shall be liable
7 for any costs incurred by City for a substitute audit or review.

8 8. ACCOUNTING PROCEDURES.

9 A. On a monthly basis, commencing on the last day of the month
10 next succeeding the Effective Date of this Contract, the Contractor will submit an
11 invoice with supporting documentation for payment based upon the cost categories
12 in Exhibit "B". These invoices will be due by the tenth (10th) working day after the
13 end of each month. Contractor shall complete the monthly payment requests in the
14 format required by the City.

15 B. The Contractor will establish separate account numbers within
16 its accounting system to account for the expenditures and revenues of this Contract.
17 The Contractor's accounting system will be in compliance with all applicable
18 procedures and Federal and State authorities having jurisdiction over this Contract,
19 and shall be consistent with the fiscal and accounting procedures, including accruals
20 set forth herein. Without limiting the generality of the foregoing, the Contractor shall
21 adhere to the following fiscal and accounting procedures:

22 i. Maintain a bank account and perform monthly bank
23 reconciliations.

24 (a) Deposit all receipts in the bank account promptly
25 and intact.

26 (b) Do not pay any expense directly out of cash
27 receipts.

28 (c) Maintain bank validated copies for every deposit

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slip in chronological order. Each deposit slip should include sufficient detail to explain the source of the funds being deposited. (This may be done by recording the details on the deposit slip or by attached supporting documentation which may have been received with the receipts).

(d) Disburse all funds by check, preferably signed or approved electronically by two (2) employees, neither of whom is the bookkeeper or the accounting clerk.

ii. Designate specific employees to perform each of the following functions:

(a) Receipt for goods and services provided to Contractor.

(b) Approve the purchase of goods and services for Contractor.

(c) Approve employee time sheets.

(d) Each above function shall be designated to a different employee.

iii. Maintain documented support for every check written which should include:

(a) Original invoice from each vendor.

(b) Indication by signature and date of an authorized employee that the goods or services were received by the Contractor. This may be done on a separate receiving report, a copy of a packing slip or on the invoice itself.

(c) Indication that the goods or services were approved for purchase by an authorized individual. This should be by signature and date and should appear on the invoice or on the purchase order or purchase requisition, if such is used by the

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Contractor.

iv. Maintain a copy of each invoice submitted to the Operations Division with copies of all supporting documents.

v. Maintain the following records in an orderly fashion by grant period or Contractor's fiscal year:

- (a) Bank statements and bank reconciliations.
- (b) Deposit slips and supports.
- (c) Checks and supports.
- (d) Time sheets or documentation to verify

Contractor's labor costs.

- (e) Cash receipts and cash disbursement journals.
- (f) Requests for reimbursement and supports.
- (g) Financial statements.
- (h) Maintain and file all required tax and personnel reports with appropriate agencies.

vi. Contractor must adhere to all audit requirements as outlined in Contractor's respective OMB Circular, 29 CFR 95, and 29 CFR Part 96, and A 133, 29 CFR 97.26 and 29 CFR 95.26 as applicable.

C. All invoices and billings will be considered final and must be submitted within forty-five (45) calendar days from the end of the Term. Resolution of disputed matters must be resubmitted within fifteen (15) calendar days from date mailed to Contractor. City, in its sole discretion, may elect not to pay any invoices or billings submitted after the cut-off date, or if funding is no longer available.

9. INDEPENDENT CONTRACTOR STATUS. It is distinctly understood that in the performance of this Contract, the Contractor shall at all times be considered a wholly independent contractor and that Contractor's obligations to and authority from the City are solely as are preserved by this Contract. Contractor expressly warrants that it will not, at any time, hold itself out or in any manner represent that Contractor or any of its

1 agents, volunteers, subscribers, members, officers or employees are in any manner the
2 officers, employees or agents of the City or the Pacific Gateway Workforce Investment
3 Network (Network), an unincorporated non-profit association. Contractor shall not have
4 any authority to bind the City or Network at any time or for any purpose. Contractor nor
5 any of Contractor's officers, employees or agents shall have any power or authority as
6 agents or employees of the City or Network and shall not be entitled to any of the rights,
7 privileges or benefits of a City or Network employee.

8 10. ASSIGNMENT AND SUBCONTRACTING. This Agreement
9 contemplates the personal services of Contractor and Contractor's employees, and the
10 parties acknowledge that a substantial inducement to City for entering this Agreement was
11 and is the professional reputation and competence of Contractor and Contractor's
12 employees. Contractor shall not assign its rights or delegate its duties under this
13 Agreement, or any interest in this Agreement, or any portion of it, without the prior approval
14 of City, except that Contractor may with the prior approval of the City Manager of City,
15 assign any moneys due or to become due the Contractor under this Agreement. Any
16 attempted assignment or delegation shall be void, and any assignee or delegate shall
17 acquire no right or interest by reason of an attempted assignment or delegation.
18 Furthermore, Contractor shall not subcontract any portion of its performance without the
19 prior approval of the City Manager or designee, or substitute an approved subconsultant
20 or contractor without approval prior to the substitution. Nothing stated in this Section shall
21 prevent Contractor from employing as many employees as Contractor deems necessary
22 for performance of this Agreement.

23 11. INDEMNITY.

24 A. Contractor shall indemnify, protect and hold harmless City, its
25 Boards, Commissions, and their officials, employees and agents ("Indemnified
26 Parties"), from and against any and all liability, claims, demands, damage, loss,
27 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
28 costs and expenses, including attorneys' fees, court costs, expert and witness fees,

1 and other costs and fees of litigation, arising or alleged to have arisen, in whole or
2 in part, out of or in connection with (1) Contractor's breach or failure to comply with
3 any of its obligations contained in this Agreement, including any obligations arising
4 from the Project's compliance with or failure to comply with applicable laws, including all
5 applicable federal and state labor requirements including, without limitation, the
6 requirements of California Labor Code section 1770 *et seq.* or (2) negligent or willful acts,
7 errors, omissions or misrepresentations committed by Contractor, its officers,
8 employees, agents, subcontractors, or anyone under Contractor's control, in the
9 performance of work or services under this Agreement (collectively "Claims" or
10 individually "Claim").

11 B. In addition to Contractor's duty to indemnify, Contractor shall
12 have a separate and wholly independent duty to defend Indemnified Parties at
13 Contractor's expense by legal counsel approved by City, from and against all
14 Claims, and shall continue this defense until the Claims are resolved, whether by
15 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
16 breach, or the like on the part of Contractor shall be required for the duty to defend
17 to arise. City shall notify Contractor of any Claim, shall tender the defense of the
18 Claim to Contractor, and shall assist Contractor, as may be reasonably requested,
19 in the defense.

20 C. If a court of competent jurisdiction determines that a Claim was
21 caused by the sole negligence or willful misconduct of Indemnified Parties,
22 Contractor's costs of defense and indemnity shall be (1) reimbursed in full if the
23 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
24 percentage of willful misconduct attributed by the court to the Indemnified Parties.

25 D. The provisions of this Section shall survive the expiration or
26 termination of this Agreement.

27 12. EMPLOYMENT TRAINING ACT CLAUSES. Contractor shall
28 administer contract within the policies and procedures mandated by the Workforce

1 Investment Act of 1998, subsequently reauthorized as Workforce Innovation and
2 Opportunity Act, and the Network and agrees to comply with the following contract clauses,
3 as applicable, during the duration of the contract period:

- 4 A. Compliance with requirements and/or regulations related to
- 5 patent rights, copyrights, and rights in data;
- 6 B. Maintenance of records for 7 years;
- 7 C. The Equal Employment Opportunity Act provisions;
- 8 D. The Americans with Disabilities Act of 1990;
- 9 E. The Contract Work Hours and Safety Standards Act;
- 10 F. The Clean Air Act and Environmental Protection Agency
- 11 regulations;
- 12 G. The Energy Policy Conservation Act;
- 13 H. The Byrd Anti-Lobbying Amendment;
- 14 I. Veteran's Priority Provisions;
- 15 J. Whistle Blower Protection;
- 16 K. Buy American Requirements.



13.

17 INSURANCE. Concurrent with the execution of this Contract by
18 Contractor, as a condition precedent to the effectiveness of this Contract, and in partial
19 performance of the obligations of indemnity assumed by Contractor under Section 11
20 above, Contractor shall procure and maintain during the Term at Contractor's expense:

21 A. Comprehensive General Liability in an amount not less than Two
22 Million Dollars (\$2,000,000.00) combined single limit for each occurrence or Four Million
23 Dollars (\$4,000,000.00) General Aggregate for bodily injury, personal injury and property
24 damage. The Indemnified Parties shall be covered as insureds in respect to liability arising
25 out of activities performed by or on behalf of the Contractor and coverage shall be in a form
26 acceptable to the Risk Manager of the City ("Risk Manager").

27 B. Automobile Liability in an amount not less than Five Hundred
28 Thousand Dollars (\$500,000.00) combined single limit per accident for bodily injury and

* See attached addenda: (1) Email from Melinda H...
13 (08/28/17); (2) Request for Approval of Insurance (08/01/17)
(3) Copy of Certificate of Liability Insurance stamped
"Approved as to sufficiency" (08/03/17); and (4) Email
Waiver Request to Mildred H... (08/01/17)

1 property damage covering owned, non-owned and hired vehicles.

2 C. Workers' Compensation as required by the Labor Code of the State of
3 California and Employers' Liability Insurance with limits of one Million Dollars
4 (\$1,000,000.00) per occurrence.

5 D. Accidental Medical, Death and Dismemberment Insurance for all
6 participants not entitled to workers' compensation benefits under the provisions of Section
7 3700 of the Labor Code of the State of California, unless this requirement has been waived
8 in writing by the Risk Manager. Said insurance shall have limits of not less than One
9 Hundred Thousand Dollars (\$100,000.00) Accident Medical and Twenty-Five Thousand
10 Dollars (\$25,000.00) Accidental Death and Dismemberment.

11 E. Blanket Honesty or Comprehensive Crime Bond in an amount of fifty
12 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand Dollars
13 (\$25,000.00), whichever is higher, to safeguard the proper handling of funds by those
14 employee's agents or representatives of the Contractor who sign as the maker of checks
15 or drafts or in any manner authorize the disbursement or expenditure of said funds.

16 Each insurance policy shall be endorsed to provide that coverage shall not
17 be cancelled by either party, reduced in amount or in limits, except after thirty (30) days
18 prior written notice has been given to the City. All such insurance shall be primary and not
19 contributing to any other insurance or self-insurance maintained by the Indemnified Parties.

20 The insurance required hereunder shall be placed with carriers admitted to
21 write insurance in California, or carriers with a rating of or equivalent to A:VIII by A.M. Best
22 Company and may be subject to such self-insurance or deductible as may be approved by
23 the Risk Manager. Any Contractors which Contractor may use in the performance of
24 services under this Contract shall be required to maintain insurance in accordance with the
25 requirements here in Section 13.

26 Contractor shall furnish the City with certificates of insurance and with original
27 endorsements affecting coverage as required above. The certificates and endorsements
28 for each insurance policy shall be signed by a person authorized by that insurer to bind

1 coverage on its behalf. Policies written on a "claims made" basis shall provide for an
2 extended reporting period of not less than One Hundred Eighty (180) days. No claims
3 made policies shall be acceptable to City unless the City Manager determines that no
4 occurrence policy is available in the market for the particular risk being insured. Any
5 modification or waiver of the insurance requirements contained in this Contract shall only
6 be made with the written approval of the Risk Manager in accordance with established city
7 policy.

8 14. DRUG-FREE WORKPLACE. Contractor shall comply with
9 Government Code Sections 8350 et seq. and 29 CFR Part 98, in matters relating to
10 providing a drug-free workplace including, but not limited to, the following:

11 A. Publishing a statement notifying employees that unlawful
12 manufacture, distribution, dispensation, possession, or use of a controlled
13 substance is prohibited and specifying actions to be taken against employees for
14 violations, as required by Government Code Section 8355(a).

15 B. Establishing a Drug-Free Awareness Program as required by
16 Government Code Section 8355(b), to inform employees about all of the following:

- 17 i. The dangers of drug abuse in the workplace,
18 ii. The person's or organization's policy of maintaining a
19 drug-free workplace;
20 iii. Any available counseling, rehabilitation and employee
21 assistance programs, and
22 iv. Penalties that may be imposed upon employees for drug
23 abuse violations.

24 C. Ensuring that every employee who provides services under this
25 Contract:

- 26 i. Will receive a copy of Contractor's drug-free policy
27 statement, and
28 ii. Will agree to abide by the terms of Contractor's

1 statement as a condition of employment on this Contract:

2 D. Payments due Contractor may be subject to suspension or
3 termination for failure to carry out the requirements of Government Code Sections
4 8350 et seq. and 29 CFR Part 98, Debarment and Suspension; Drug Free
5 Workplace. As provided in Government Code Section 8357, the City shall not be
6 required to ensure that Contractor provides a drug-free workplace.

7 15. NONDISCRIMINATION.

8 A. In connection with performance of this Agreement and subject
9 to applicable rules and regulations, Contractor shall not discriminate against any
10 employee or applicant for employment because of race, religion, national origin,
11 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap, or
12 disability. Contractor shall ensure that applicants are employed, and that employees
13 are treated during their employment, without regard to these bases. These actions
14 shall include, but not be limited to, the following: employment, upgrading, demotion
15 or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay
16 or other forms of compensation, and selection for training, including apprenticeship.

17 B. It is the policy of City to encourage the participation of
18 Disadvantaged, Minority and Women-owned Business Enterprises in City's
19 procurement process, and Contractor agrees to use its best efforts to carry out this
20 policy in its use of subconsultants and contractors to the fullest extent consistent
21 with the efficient performance of this Agreement. Contractor may rely on written
22 representations by subconsultants and contractors regarding their status.
23 Contractor shall report to City in May and in December or, in the case of short-term
24 agreements, prior to invoicing for final payment, the names of all subconsultants
25 and contractors hired by Contractor for this Project and information on whether or
26 not they are a Disadvantaged, Minority or Women-Owned Business Enterprise, as
27 defined in Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

28 16. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in

1 accordance with the provisions of the Ordinance, this Agreement is subject to the
2 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
3 Long Beach Municipal Code, as amended from time to time.

4 A. During the performance of this Agreement, the Contractor
5 certifies and represents that the Contractor will comply with the EBO. The
6 Contractor agrees to post the following statement in conspicuous places at its place
7 of business available to employees and applicants for employment:

8 "During the performance of a contract with the City of Long Beach, the
9 Contractor will provide equal benefits to employees with spouses and its employees
10 with domestic partners. Additional information about the City of Long Beach's Equal
11 Benefits Ordinance may be obtained from the City of Long Beach Business Services
12 Division at 562-570-6200."

13 B. The failure of the Contractor to comply with the EBO will be
14 deemed to be a material breach of the Agreement by the City.

15 C. If the Contractor fails to comply with the EBO, the City may
16 cancel, terminate or suspend the Agreement, in whole or in part, and monies due or
17 to become due under the Agreement may be retained by the City. The City may
18 also pursue any and all other remedies at law or in equity for any breach.

19 D. Failure to comply with the EBO may be used as evidence
20 against the Contractor in actions taken pursuant to the provisions of Long Beach
21 Municipal Code 2.93 et seq., Contractor Responsibility.

22 E. If the City determines that the Contractor has set up or used its
23 contracting entity for the purpose of evading the intent of the EBO, the City may
24 terminate the Agreement on behalf of the City. Violation of this provision may be
25 used as evidence against the Contractor in actions taken pursuant to the provisions
26 of Long Beach Municipal Code section 2.93 et seq., Contractor Responsibility.

27 17. CONFIDENTIALITY.

28 A. Contractor shall keep confidential all financial, operations, and

1 performance records relating to its performance of this Contract ("Data") and shall
2 not disclosed the Data or use the Data directly or indirectly other than in the course
3 of services provided hereunder. The obligation of confidentiality shall continue
4 following expiration or earlier termination of this Contract. In addition, Contractor
5 shall keep confidential all information, whether written or oral, or visual, obtained by
6 any means whatsoever in the course of Contractor's performance hereunder for the
7 same period of time. Contactor shall not disclose Data to any third party, nor use it
8 for Contractor's own benefit or the benefit of others without first obtaining the prior
9 written authorization and consent of the City.

10 B. All Data and other information, in whatever form or medium,
11 compiled or prepared by Contractor in performing its services or furnished to
12 Contractor by City shall be the property of City and City shall have the unrestricted
13 right to use or disseminate same without payment of further compensation to
14 Contractor. Copies of Contractor's work product may be retained by Contractor for
15 its own records.

16 18. BREACH OF CONFIDENTIALITY. Contractor shall not be liable for a
17 breach of confidentiality with respect to Data that:

18 A. Contractor demonstrates Contractor knew prior to the time City
19 disclosed it; or

20 B. Is or becomes publicly available without breach of this Contract
21 by Contractor; or

22 C. A third party who has a right to disclose such information does
23 so to Contractor without restrictions on further disclosure; or

24 D. Must be disclosed pursuant to subpoena, court order, state or
25 federal WIA rules and regulations, federal Department of Labor rules and
26 regulations, or the rules and regulations of any other governmental agency having
27 jurisdiction over WIA administration.

28 19. NOTICES. Any notice or approval required by this Agreement shall

1 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
2 postage prepaid, addressed to Consultant at the address first stated above, and to the City
3 at 333 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager with a
4 copy to the Pacific Gateway's Executive Director at 3447 Atlantic Avenue, Long Beach, CA
5 90806. Notice of change of address shall be given in the same manner as stated for other
6 notices. Notice shall be deemed given on the date deposited in the mail or on the date
7 personal delivery is made, whichever occurs first.

8 20. CONTRACT ADMINISTRATION. The City Manager, or designee, is
9 authorized and directed, for and on behalf of the City, to administer this Contract and all
10 related matters, and any decision of the City Manager, or his designee, in connection
11 herewith shall be final.

12 21. CORPORATE STATUS. If the Contractor is a corporation, Contractor
13 shall, as a condition precedent to the effectiveness of this Contract, submit to City proof of
14 good standing of the corporate status.

15 22. ENTIRE AGREEMENT. This document fully expresses all
16 understandings of the parties concerning all matters covered and shall constitute the total
17 Agreement. Except for the adjustments of Exhibit "B" as provided in Section 5 hereof, no
18 addition to or alteration of the terms of this Contract whether by written or oral
19 understanding of the parties, their officers, agents or employees shall be valid unless made
20 in writing and formally adopted in the same manner as this Contract.

21 23. CAPTIONS AND ORGANIZATION. The various headings and
22 numbers herein and the grouping of the provisions of this Contract into separate Sections,
23 paragraphs and clauses are for the purpose of convenience only and shall not be
24 considered a part hereof, and shall have no effect on the construction or interpretation of
25 any part of this contract.

26 24. TAX REPORTING. As required by federal and state law, City is
27 obligated to and will report the payment of compensation to Contractor on Form 1099-Misc.
28 Contractor shall be solely responsible for payment of all federal and state taxes resulting

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

1 from payments under this Agreement. Contractor shall submit Contractor's Employer
2 Identification Number (EIN), or Contractor's Social Security Number if Contractor does not
3 have an EIN, in writing to City's Accounts Payable, Department of Financial Management.
4 Contractor acknowledges and agrees that City has no obligation to pay Contractor until
5 Contractor provides one of these numbers.

6 25. AUTHORIZATION TO EXECUTE. Contractor warrants and affirms to
7 City that any and all persons signing this Contract are authorized and empowered to so
8 sign and that the execution of this Contract by such person or persons does bind Contractor
9 to all terms, covenants and conditions of this Contract.

10 IN WITNESS WHEREOF, the parties hereto have caused these presents to
11 be duly executed with all the formalities required by law on the respective dates set forth
12 opposite their signatures.

13 EDU CONSULTING LLC, a California
14 limited liability company
15 8/30, 2017 By Dean C. Gilbert
16 Name Dean C. Gilbert
17 Title Consultant

18 8/30, 2017 By Dean C. Gilbert
19 Name Dean C. Gilbert
20 Title Consultant

"Contractor"

21 CITY OF LONG BEACH, a municipal
22 corporation

23 Sept. 9, 2017 By Tom Modica
24 ~~City Manager~~
25 Assistant City Manager
26 "City"

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

27 This Contract is approved as to form on Sept. 5, 2017.

28 CHARLES PARKIN, City Attorney
By Charles Parkin
Deputy

EXHIBIT A

WIOA SUBGRANT AGREEMENT

City of Long Beach dba Pacific Gateway

SUBGRANT NO: K7102038
MODIFICATION NO: 1
SUBRECIPIENT CODE: LBC
UNIQUE ENTITY NO: 557398141

PASS-THROUGH ENTITY:

State of California
Employment Development Dept.
Central Office Workforce
Services Division
P.O.Box 826880, MIC 69
Sacramento, CA 94280-0001

SUBRECIPIENT: City of Long Beach dba Pacific Gateway
3447 ATLANTIC AVENUE
LONG BEACH, CA 90807

GOVERNMENTAL
ENTITY: Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the City of Long Beach dba Pacific Gateway, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response Layoff Aversion
- Rapid Response by Formula
- Dislocated Worker Rd 1
- Adult Formula RD 1

ALLOCATION(s)

The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'

PRIOR AMOUNT	\$2,018,168.00
INCREASE/DECREASE:	\$539,119.00
TOTAL:	\$2,557,287.00

TERM OF AGREEMENT


From:4/1/2016 To: 6/30/2018

Terms of Exhibits are as designated on each exhibit

PURPOSE: To add first round formula funds in grant codes 201, 501, 540 and 292.

APPROVED FOR PASS-THROUGH ENTITY(EDD)
(By Signature)

APPROVED FOR SUBRECIPIENT (By Signature)
Unilateral modification. Subrecipient Signature not required


Name and Title
JOSÉ LUIS MÁRQUEZ
CHIEF
CENTRAL OFFICE WORKFORCE SERVICES
DIVISION

Name and Title

I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein

This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance


Signature of EDD Accounting Officer


Signature of EDD Contract Officer

Budget Item: 7100	Fund: 0689	Budgetary Attachment: No
Chapter:	Statute:	FY: ***

SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

SUBGRANT NO:K7102038
MODIFICATION NO:1

City of Long Beach dba Pacific Gateway

I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
WIA/WIOA 25% - Dislocated Worker Rapid Response				
96217 292 Rapid Response Layoff Aversicn 07/01/2016 to 06/30/2017 Prog/Element 61/70 Ref 001 Fed Catg 17.278	\$0.00	\$22,317.00	\$0.00	\$22,317.00
96217 540 Rapid Response by Formula 07/01/2016 to 06/30/2017 Prog/Element 61/70 Ref 001 Fed Catg 17.278	\$0.00	\$78,791.00	\$0.00	\$78,791.00
Total WIA/WIOA 25% - Dislocated Worker Rapid Response	\$0.00	\$101,108.00	\$0.00	\$101,108.00
WIA/WIOA Formula				
96157 201 Adult Formula RD 1 07/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catg 17.258	\$0.00	\$235,112.00	\$0.00	\$235,112.00
96107 301 Youth Formula Rd 1 04/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catg 17.259	\$2,018,168.00	\$0.00	\$0.00	\$2,018,168.00
96207 501 Dislocated Worker Rd 1 07/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catg 17.278	\$0.00	\$202,899.00	\$0.00	\$202,899.00
Total WIA/WIOA Formula	\$2,018,168.00	\$438,011.00	\$0.00	\$2,456,179.00
Grand Total:	\$2,018,168.00	\$539,119.00	\$0.00	\$2,557,287.00

NARRATIVE

SUBGRANT NO:K7102038
MODIFICATION NO: 1

SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Adult Formula RD 1 - 201

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2018

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Adult Formula funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Adult Program. The funds in grant code 201 consist of 1st round funding and are available for expenditure from July 1, 2016 through June 30, 2018.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

**SUBGRANT NO:K7102038
MODIFICATION NO: 1**

**SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Dislocated Worker Rd 1 - 501**

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2018

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Formula funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 501 consist of 1st round funding and are available for expenditures from July 1, 2016 through June 30, 2018.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO:K7102038
MODIFICATION NO: 1

SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Rapid Response by Formula - 540

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2017

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

These Workforce Innovation and Opportunity Act (WIOA) 25 percent Rapid Response (RR) funds are being incorporated into your Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 540 consist of 1st round funding and are available for expenditures from July 1, 2016 to June 30, 2017. These "formula based" Rapid Response funds (see WSIN15-51) must be used for the cost of required and allowable Rapid Response activities in response to layoffs, business closures, and natural disasters.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

**SUBGRANT NO:K7102038
MODIFICATION NO: 1**

**SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Rapid Response Layoff Aversion - 292**

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2017

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Layoff Aversion funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the Layoff Aversion Program. These funds will support local areas through a high performing Rapid Response strategy, which will emphasize coordinated efforts to avert layoffs in the effort to save jobs. The term of these funds are from July 1, 2016 to June 30, 2017.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

EXHIBIT B



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor

City of Long Beach

Request For Proposals Number EP17-051 For WORKFORCE DEVELOPMENT SERVICES / SUBJECT MATTER EXPERTS

Release Date:	02/14/2017
Questions Due to the City:	02/22/2017
Posting of the Q & A:	03/06/2017
Due Date:	03/14/2017

City Contact: *Sokunthea Kol* Buyer 562-570-6123

See Section 4 for instructions on submitting proposals.

Company Name- EDU Consulting LLC

Contact Person Dean C. Gilbert

Address- 18916 Silverbit Lane City- Huntington Beach

State- CA

Zip- 92648

Telephone (562) 233-2061 Fax ()

Federal Tax ID No.-

E-mail: dean@educonsultingllc.com

Prices contained in this proposal are subject to acceptance within 180 calendar days.

I have read, understand, and agree to all terms and conditions herein.

Date- 3/11/17

Signed

Handwritten signature of Dean C. Gilbert in black ink.

Print Name & Title- Dean C. Gilbert, Owner

Rev 2016 0919



City of Long Beach

Department of Financial Management
Purchasing Division
333 W Ocean Blvd, 11th floor, Long Beach, California 90802
p 562.570.6200

March 2, 2017

NOTICE TO PROPOSERS
ADDENDUM NO. 1: Q & A

RFP No. EP 17-051

Workforce Development Services/Subject Matter Experts

This addendum changes and supersedes the language in the original RFP. Please acknowledge receipt of this addendum by signing and submitting with your proposals. Any proposer who fails to submit this addendum may be disqualified.

The questions and answers are as follows:

1. Q: Is there a page limit for the technical proposal?

A: No.

2. Q: Is there a pre-established scoring criteria associated with the criteria listed in Section 5.1 (page 10)?

A: No, proposals will be reviewed in accordance with the criteria as stipulated in Section 5.1.

3. Q: Section 4.3, Method of Submission – please provide any file size and file type restrictions. Please confirm that a PDF file for the narrative/technical and the cost proposals is appropriate.

A: Each file must not exceed 50MB and there's no file type restriction; however, the City prefers PDF files.

4. Q: Section 4.10 (page 9) states that proposals shall be submitted in two (2) parts – the narrative/technical proposal and the cost proposal. Please clarify whether the documents included in the submission checklist (Attachments A, C-I as well as the other attachments listed), are to be included in the narrative/technical proposal volume.

A: Attachments A-I can be uploaded separately on the general attachments tab.

Addendum #1 – RFP No. EP 17-051

5. Q: Section 9.1, Financial Stability (page 12) – in lieu of submitting financial statements, may the contractor provide a link to their financials in order to keep control of the file size?

A: The financial statements should be submitted with the proposal. The system will allow 50MB for each file.

6. Q: Section 12.22 (page 18) – the RFP states that payment will be on a cost reimbursement basis. Please confirm that the contractor should prepare their proposal on a time and materials basis.

A: Please refer to Appendix B on how contractor should prepare the cost proposal. Regarding materials costs, please refer to answer to Question #8 and Question #13.

7. Q: On Appendix B, Cost proposal, there is only one column for rates. However, in Section 3.4, Service Levels (page 5), period of performance may be renewed on an annual basis for 2 additional years.

a. Will there be an amended Appendix B with 2 additional columns for those option periods

b. Should Contractor add those 2 additional columns?

c. Should Contractor just note rate escalation should renewal occur in those additional 2 years?

A: Proposed cost must be valid for the duration of the contract, including the two possible additional renewals, for a total of 48 months.

8. Q: In the cost proposal, if we have a catalog off the shelf product, do we include the product(s) under the job title column and the cost per license under the rate per hour column (Referencing the form named Attachment B)?

A: Yes. For costs that are not related to staffing or cost per hour, you may put a note under the rate to clarify the quantity or unit (per module, per year, etc.)

9. Q: We offer bulk discounts on our products, how would you like us to show bulk discounts?

A: Please see answer to Question #8.

10. Q: Are you expecting separate proposals for each service category, meaning each with its own scope of the project, company background and references, and cost?

a. If separate, should each proposal be submitted separately or as one packaged file?

Addendum #1 – RFP No. EP 17-051

A: Only one proposal is required for this RFP. If you are applying for more than one category, you should list those categories when answering Question #1 of Appendix A (Narrative/Technical Proposal).

11. Q: Is there a page limit for the proposal(s)?

A: No.

12. Q: As projects are identified, will there be an RFP process specific to each identified project in which approved vendors will be able to refine scope of work and cost proposals.

A: Yes.

13. Q: Appendix B / Cost Proposal: Since the Cost Proposal is only requesting Job Title/Functions and Rates Per Hour for SMEs, will the pricing for materials, such as making copies or meeting costs, be requested as individual projects?

A: All additional expenses related to the services may be discussed and negotiated separately, after conclusion of the RFP process and prior to awarding the contract.

14. Q: What is the anticipated funding allocation for each Service Category in Section 3.5?

A: There is no anticipated funding allocation for each Service Category, as this RFP would primarily establish a list of qualified vendors for future projects. Actual funding will be on as-needed basis, subject to funding availability.

15. Q: Which of the service categories includes OJT and/or IWT?

A: Workforce Intermediary. Additionally, miscategorization of subject category area will NOT result in disqualification.

16. Q: Does this include Maintenance and Reliability Training in this RFP or would it be separate?

A: Please include in Workforce Intermediary.

17. Q: We have not had any government contracts. How should we address the reference requirement? We are affiliated with a reputable, well recognized non profit that may also not have had government contracts, if that helps.

A: If you have performed similar projects (service categories you are applying for), for those references, you may list those as reference and the Review Team will determine if sufficient or comparable.

18. Q: Do proposers need to apply for a business license prior to submitting a proposal?

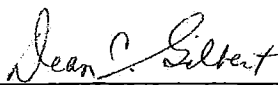
A: Proposer can apply for a business license after notice of award.

Addendum #1 – RFP No. EP 17-051

19. Q: Does the proposer need to include the business license in the proposal?

A: No.

CONFIDENTIAL

	<u>Dean C. Gilbert</u>	<u>Owner</u>
	<u></u>	<u>Title</u>
	Signature	<u>3/13/17</u>
PREPARED BY:	Sokunthea Kol, Buyer I	Date
ACKNOWLEDGED BY:	<u>EDU Consulting LLC</u>	
	Company Name	
	Print Name	

Appendix A NARRATIVE / TECHNICAL PROPOSAL

- 1. Demonstrated Competence - List all areas of subject matter expertise for which the agency is applying.** Briefly describe agency's demonstrated competence in **the areas for which the agency is applying.** Include project management/tracking abilities, record-keeping capacity, existing internal process improvement, and capacity for handling corrective actions/findings, if needed.

The mission of EDU Consulting LLC is to provide innovative strategic planning and professional learning to public school districts, charter, private and parochial schools to improve teaching and student learning. To achieve our mission we work collaboratively with community-based, non-profit, business/industry, and parent organizations in the following Pacific Gateway Prioritized Training Investments focus areas: (1) Healthcare Services; (2) Manufacturing and Engineering; (3) Construction; (4) Retail/Hospitality; (5) Information Technology and the other recognized state industry sectors.

EDU Consulting LLC staff have a well-established and successful history of demonstrated competence. Each consultant is an expert in their respective field, possesses education and extensive years of experience in each technical subject and has contributed to the community's success in workforce development currently and in the past. Collectively, consultants have over 300 years of combined experience in educating, mentoring, industry job placement, and connecting students to the community for both post-secondary and employment options.

As the contractor, EDU Consulting LLC will track all services provided to the client by consultants including payroll and ongoing evaluation of the effectiveness of services provided. Management will coordinate the improvement of service "deliverables" by all consultants on a continuous cycle.

This contractual relationship between the awarded contractor (EDU Consulting LLC) and each subcontractor (Consultants) has been outlined in the above paragraphs per RFP13.16. All subcontractors will carry their own liability insurance independent of EDU Consulting LLC. All involved subcontractors/consultants have read and will agree to abide by the awarded contractor's obligations and to providing their own liability insurance. This proposal is made in good faith without collusion per RFP13.12 and has no existing or potential conflict of interest per RFP13.19. EDU Consulting LLC will be the sole point of contract responsibility per RFP13.17. EDU Consulting LLC contractor has labeled all parts of this proposal as confidential and thereby agrees to indemnify and defend the city for honoring such designation per RFP13.15.

As a collaborative team with extensive experience, EDU Consulting LLC offers the following to Pacific Gateway:

3.5 Service Categories

- 3.5.1 Skills Development/Pre-Vocational Services
- 3.5.2 Economic and Workforce Analysis Tied to WIB-Prioritized Industry Clusters
- 3.5.3 Media and Graphic Design Consultants
- 3.5.4 Quality Assurance Consultants (Continuous Improvement Practices)
- 3.5.5 Grant Writing/Project Development Consultant
- 3.5.6 Workforce Intermediary
- 3.5.7 Quality Assurance Consultants (Oversight Monitoring)
- 3.5.8 Asset Mapping
- 3.5.9 Asset Mapping Board/System Development, Innovation, and Measurement
- 3.5.10 Project Management
- 3.5.11 One-Stop Operator
- 3.5.12 Curriculum Development

- 2. Experience in performance of comparable engagements** - Briefly describe service delivery system. Describe information demonstrating the applicant is qualified to provide workforce development services for staffing and discuss prior experience. Describe any specific experience the applicant has delivering services in Pacific Gateway's service area or in similar strategies.

EDU Consulting LLC provides qualified, talented professionals that:

- create and provide customized work-based learning opportunities for Pacific Gateway in supporting the mission and vision of their organization with the expertise from consultants specified below under "Expertise and Availability of Key Personnel."
- utilize over 20 years of local, state and national expertise in the areas of curriculum, instruction, assessment, and grass-roots program development to provide strategic support to clients in developing short term, intermediate and long range action plans for implementation of STEM-related career and college-based programs aligned with 21st Century Skills and Workforce Initiative.
- work collaboratively with community-based business organizations and industry associations to foster vocational success.

- 3. Expertise and availability of key personnel** - Describe staffing plan for the proposed category (ies), including a list of positions and qualifications of staff. Include resumes of key staff as part of your submission (refer to Section 9.1).

Appendix B COST PROPOSAL

Please provide rate per hour for each position. Cost information will be reviewed to determine that costs are reasonable and feasible for services proposed.

COST PROPOSAL FOR: EDU Consulting LLC/Dean Gilbert

<i>Job Title/Function</i>	<i>Rate Per Hour*</i>
1. Animal Science & Care Consultant	\$250/hr.
2. Careers in Retail Sales & Food Services Consultant	\$250/hr.
3. Construction & Facilities Maintenance Consultant	\$250/hr.
4. Criminal Justice/Forensic Science/Military Consultant	\$250/hr.
5. Healthcare Services Consultant	\$250/hr.
6. Information & Business Technology Consultant	\$250/hr.
7. Landscape & Plant Technician Consultant	\$250/hr.
8. Manufacturing & Engineering Consultant	\$250/hr.
9. Physical Fitness & Sports Consultant	\$250/hr.
10. College & Career Success Planning	\$250/hr.
11. STEM Consultant	\$250/hr.
12. TV/Media Production Consultant	\$250/hr.

***Hourly rate includes onsite consulting and phone/video conferencing; rate does not include advance preparation time, travel (e.g. meals, lodging, and mileage) or any resources/publications needed by client.**

Dean Craig Gilbert

Email: [REDACTED]

Summary of Experience

Dean Gilbert is a Science/STEM Consultant for EDU Consulting LLC. In this position, he administers school, district, county, state and national professional learning, leadership and strategic planning programs to improve science instruction and student achievement for all students including English Learners, Special Education and Alternative Education. Dean creates and provides innovative professional development and curriculum support to public school districts, charter, private and parochial schools, develops technology systems to improve teaching and learning, and works collaboratively with community-based, non-profit and parent organizations to improve student achievement.

He has extensive experience in science education from the classroom to the statewide level, as a secondary science teacher, district science coordinator, county science coordinator, consultant/program director on statewide projects, and as a past president and board member for the California Science Teachers Association. These experiences have enabled Dean to set policy and help shape California science reform efforts for over 43 years in the areas of standards development, instructional materials adoption, assessment, and curriculum reform.

Dean's grass-roots experience in developing district science standards, abilities to bring together key constituents, and fiscal/budgetary management skills, led to the development of nationally recognized science standards for Long Beach Unified School District, a Broad Prize-winning school district. He was actively involved in the development of the California Science Content Standards and Science Framework. At the national level, he was a contributing author for the Scope, Sequence and Coordination Core Curriculum and is currently a reviewer for the Next Generation of Science Standards.

Dean is experienced at building collaborations among community and corporate business leaders, forming partnerships, developing STEM-related resources and gaining financial support for schools, districts and statewide efforts. For example, under Dean's direction, the Los Angeles County Science Fair evolved from a small venue with a budget of \$6,000 to an elaborate, multi-faceted event (with a budget of \$130,000) for some 4,000 students, parents, teachers, community/business leaders.

Dean has served on a variety of advisory boards, and has authored/co-authored several education articles. He is an adjunct science education professor at California State University, Long Beach, a featured speaker at state and national conferences, a recipient of the Administrator of the Year Award from the California Science Education Advisory Committee, and recipient of the Margaret Nicholson Award, the highest honor CSTA bestows to a science educator.

Dean C. Gilbert
Page 2

Selected Presentations

National Science Teachers Association Conference: "Local, State and National Science Reform", "Scope, Sequence and Coordination Project: A Successful High School Model for All Students"; "Science Research Projects".

National Conference for Middle School Reform: "Middle School Science Standards".

California Science Teachers Association Conferences: "Long Beach Unified School District's Scope, Sequence and Coordination Project", "Effective Fieldtrips to Enhance Your Marine Science Program", "Safety in the Science Classroom", "Planning Smart: Improving Student Achievement".

Southern California Association of Science Supervisors: "California Science Standards: Unpacking Standards".

Los Angeles County Office of Education: "Standards-based Curriculum Development", "Improving Reading Comprehension with Non-Fiction Text", "Authentic Assessment Aligned to Classroom Instruction", "Selecting Standards-based Instructional Materials".

Selected Publications

- National Science Teachers Association Conference: "Local, State and National Science Reform", "Scope, Sequence and Coordination Project: A Successful High School Model for All Students"; "Science Research Projects".
- National Conference for Middle School Reform: "Middle School Science Standards".
- California Science Teachers Association Conferences: "Long Beach Unified School District's Scope, Sequence and Coordination Project", "Effective Fieldtrips to Enhance Your Marine Science Program", "Safety in the Science Classroom", "Planning Smart: Improving Student Achievement".

Please Note:

We attempted to upload all key staff resumes and reference lists, however we encountered website upload compatibility issues, preventing us from uploading each one to this document without great distortion. Please provide us with an email address to send the resumes and reference lists separately from these uploads if your copies reflect the same distortion so we can be successful with our proposal submission format. We are standing by for that information and appreciate your assistance in this important matter.

Sincerely, EDU Consulting LLC /Dean C. Gilbert
562-233-2061

CONFIDENTIAL

JOYCE E. GEIB



OBJECTIVE

Seeking the opportunity to utilize my strong health science, animal care, management, accounting, business and graphic design skills to provide support to a growing school district where there is opportunity for advancement.

TEACHING EXPERIENCE

Long Beach Unified School District, Long Beach, California

Teacher- Animal Care/Science Specialist, Diversified Special Education, Graphic Design, Computerized Accounting, Virtual Enterprise, Medical Billing, Health Science, Medical Terminology, Health and Careers

June 2001 to Present

Teacher assigned to Cabrillo High School and Jordan High School for Animal Care/Science

Teacher assigned to Willow Site for Diversified Special Education, Graphic Design, Computerized Accounting Substitute Teacher Assigned to Willow Site for all computer classes and Polly High School for Graphic Design.

Animal Care/Science, this course provides students with classroom instruction and Community Classroom

Internship training for entry level and advanced skills in the animal care field. Course includes: life science credits, opportunities in the animal care field, animal restraint, first aid, terminology, sanitation, nutrition, domestic breeds and general care. Internship training facilities include pet shops, Veterinary hospitals; horse stables, kennels, grooming shops, zoos, nature centers, animal control, SPCA, emergency centers and Aquarium of the Pacific. **Graphic Design** basic course to introduce high school and adult students to requirements necessary to obtain entry-level employment required in the graphic design field. The Graphic Design program consists of instruction in the vocabulary regarding the design program, gradient description, watercolor, colored pencil, shading and much more! Students will be required to free draw and draw using the computer program. Students will be required to design, draw and present projects to the class, which will include a presentation.

Virtual Enterprise

Computerized Accounting prepares students with entry and advanced level employment skills using the computer in order to be able to plan, record, analyze and interpret financial information. Students will

be able to organize summaries of a business's financial activities. Working with both High School and Adult students from diverse socio-economic and ethnic backgrounds.

Virtual Enterprise prepares students to set up a simulated business. This class is set up and run by students to prepare them for working in a real business environment and/or pursuing a college business degree. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business. Emphasis is placed on using current business software packages and the Internet for business transactions. The study of economics is also integrated within this class. This class is unique in that it allows students to learn and apply valuable business leadership skills while they oversee their own enterprise. This course reinforces the basic skills of English and language arts, mathematics, and computer literacy.

Diversified Special Education prepare high school student with special needs to work in the animal, medical, and retail field. These students were required to attend classes in theory for each of the previous classes then were sent out on the job for training in pet stores, animal control, the Aquarium of the Pacific, retail stores such as Sears, Office Max, Toys R Us, and Veterans Hospital escorting the patients. Students were also required to start and maintain a working virtual business in the classroom which included electing a Pres/VP/HR/and Graphic department in which they design and make a product that is sold on campus.

Geib 2

Medical Terminology prepares students for the credit by exam at Long Beach City College where they will receive 3 units for the medical terminology class prior to their graduation. This course helps students acquire medical terminology vocabulary related to body systems necessary to communicate information in the Health Science and Medical Technology industry sector. Students will learn and practice the principles of medical word formations, including the basic rules of building medical words, identifying suffixes, prefixes, root words, and combining forms related to the structures and functions of the associated systems of the body. While learning about the human body structure and function and its related terminology, students will research certain diseases within each body system. They will research the origin or discovery, signs and symptoms, treatments and precautions. Other topics covered will include infection control, universal precautions, safety, interpersonal relationships, nutrition, legal and ethical issues and employment skills.

Health Career Exploration prepares students to obtain to be able to accurate information, develop lifelong positive attitudes and behaviors, and making wise decisions related to their personal health. Students will include research on personal and community health; mental, emotional, and social health; injury prevention and safety; nutrition and physical activity; alcohol, tobacco, and other drugs; growth, development, and sexual health. Central themes are the acceptance of personal responsibility for lifelong health, respect for and promotion of the health of others, an understanding of the process of growth and development, and informed use of health-related information, products, and services. This class is a pre-requisite for the medical terminology class.

Garden Grove Unified School District, Garden Grove, California

Teacher- Animal Care, General Office and Computer Operations I and II, Internet June 1996 to August, 2005

Teacher assigned to Rancho Alamitos High School for Animal Care and General Office

Teacher assigned to Chapman Education Center for Computer Operations I and II, Internet Substitute Teacher Assigned to Chapman Education Center for ESL and Diploma Class.

Animal Care, this course provides students with classroom instruction and Community Classroom Internship training for entry level and advanced skills in the animal care field. Course includes: opportunities in the animal care field, animal restraint, first aid terminology, sanitation, nutrition, domestic breeds and general care. Internship training facilities include pet shops, Veterinary hospitals; horse stables kennels, grooming shops, zoos, nature centers, animal control and emergency centers.

General Office basic course to introduce high school students to requirements necessary to obtain entry-level employment required in the business field. This course includes job search, applications, resumes, interviews, 10 key adding machine, filing, spelling, business letter writing, MICROSOFT WORKS, and Lotus.

Computer Operations I and II prepares students with entry and advanced level employment skills using the computer in both WINDOWS AND MICROSOFT OFFICE. Students will gain knowledge and understanding of networking and telecommunications principles and procedures. Working with both High School and Adult students from diverse socio-economic and ethnic backgrounds.

Internet provide students with a broad working knowledge and basic computer skills that will allow them to access and utilize effectively the Web as an information source and a communication and research tool for a multiplicity of applications.

Substitute Teacher for ESL, Diploma and Reading Class, Medical Back Office, Medical Front Office/Insurance Billing, Pharmacy, and Criminal Justice

June of 1996 to Present

E.S.L. Tutor and assist students in learning to communicate effectively in the English language for non-English speaking people

Diploma Class Tutor and assist students, monitor progress and grade assignments, in English, Science, Math and Social Sciences.

GOLDENWEST COLLEGE

Tutor for Biology 100

January 1999 to present, tutoring Biology 100 students, including the hearing impaired.

Geib 3

BUSINESS EXPERIENCE

Garden Grove Unified School District, Garden Grove, California

Clerical Specialist at Chapman Education Center - Fall 1995 to June 1996

Assigned to the Computer and Career Assessment Center four evenings per week. Work with students from diverse socio-economic and ethnic backgrounds. Help students get started on the computers using ESL, Math, Resume Writing, Typing Tutor, Microsoft Word and Excel, Coin, etc. Register students, maintain accurate attendance records, proctor tests, substitute in main office when necessary, type and print completion certificates, type purchase orders and assist the administrator whenever necessary. I find this very rewarding working with students that truly want to learn and make a better life for themselves and their families.

Studio City Animal Hospital, Studio City, California

Corporate Vice President/Secretary/Veterinary Assistant - May 1969 to April 1995

Full Charge Bookkeeper responsible for: Accounts Receivable including; the preparation and disbursement all monthly statements, review all payments, establish credit directly with clients, maintain records on all cash, check and credit card payments. Prepare and maintain accurate ledgers from daily, monthly and yearly reports. Accounts Payable including; reviewing all monthly statements for accuracy and pay in a timely manner, maintain contact with all sales persons, research all insurance coverage, maintain proper ledgers for all end of month and year end reporting. Payroll which included; maintaining all personnel records, time cards, I.N.S. forms and insurance information. Responsible for processing payroll semimonthly, complete all tax deposits, quarterly's, W2's and annual reports. Insure completion of all workman's compensation, disability and unemployment reports, including appearing at hearings and responding to all telephone or written inquires. Insurance: Administered and sustained all insurance including; medical, dental, liability, workman's compensation and disability. Prepared and maintained all information necessary for year end audits. Pension Plan: Maintain all records of investments, payments, interest and disbursements for year end reporting. Personnel Management: Interviewed, hired, trained, supervised personnel, conducting staff meetings and, if necessary, terminated employees. Veterinary Assistant: Worked in surgery prep and surgery, minor procedures, prepared surgery packs, treatments, dentals, injections, vaccines, medication preparation and administration, lab work, blood draws, emergency care, X-ray and pharmacy.

EDUCATION

University of Hawaii, Glendale College, Goldenwest College, Graduated with Honors Cypress College, Orange Coast College, UCLA, California State University Long Beach, Graduated with Honors Bachelor of Science Degree May 2001, Designated Subjects Vocational and Adult Education Teaching Credential,

Permanent Passing Status for California Basic Educational Skills Test (CBEST), Member of Pi Lambda Theta and CSULB Golden National Honor Society, National University Master of Education, Major in Cross- Culture Teaching, Clear CLAD credential April 20, 2008

BUSINESS SKILLS AND ACCOMPLISHMENTS

PSI Computer, IBM Personal Computer, Computer Associate BPI-Accounts Receivable/Payable, Payroll and General Ledger. PFS Writer, Microsoft Word, Lotus, Excel, Power Point, Access, Page Maker, Abra HR for Windows, ADP Payroll, Fed-X by modem, Internet, Turbo Tax and Amortizer Plus, Illustrator, Photoshop, Quick Books Pro. Type 60 WPM, 10 Key calculator, Xerox 5100 copier, facsimile machines and other office equipment.

Attended IBM school while working for Pacific Bell and received certificates in keypunch and computer programming. Completed H&R Block course on "Tax Preparation" earning a letter grade of "A" and my State of California license.

Completed seminars for credit: "Using Microsoft Windows", Fred Pryor's - "How to Deal with Difficult Employees", "How to Deal with Difficult Clients", "Problems Dealing with CEO's", and "How to Collect on Bad Debts". State of California's "How to Maintain Proper Records for OSHA" and Workman's Compensation - "How to Watch for False Claims". Pacific Bell's - "How to Answer Phones Properly and Deal with Problem Situations".

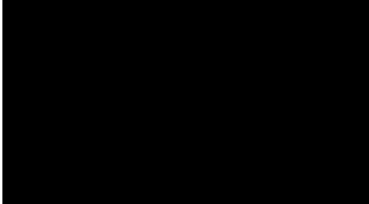
REFERENCES: Reference letters and salary history available upon request.

References for Joyce Geib:

Mr. Matt Saldana

Beach High School, ROP & Adult Education

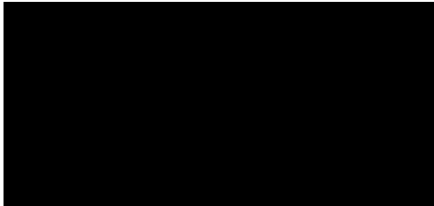
Retired LBUSD Administrator/Principal



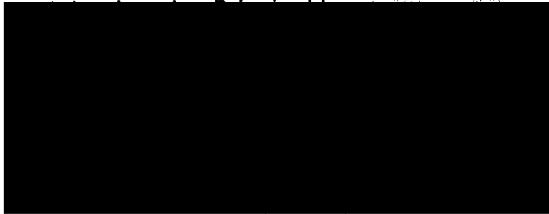
Mr. Christopher Clifton

Career Education Support Services Manager

LBUSD CTE Department



Dr. Felicia Anderson



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BRUCE BURGESS

PROFESSIONAL SUMMARY

Dauntless Instructor successful at managing even the most difficult of students. Str. Seasoned in work based instruction with 35 years as an accomplished educator who cares deeply about student success. Creative lesson planner who excels at motivating and inspiring students. Accomplished Vocational education Teacher specializing in individualized instruction based on students' needs and interests. Desires a long term teaching position at the high school level.

SKILLS

Designated subject Ryan Credential in Food Services.

- IEPs knowledge
- Strong written and verbal communicator
- Core competencies
- Purposeful lesson planning expert
- Familiar with behavioral disorders

WORK HISTORY

Instructor, 09/1997 to Current

Long Beach Unified School District – Long Beach California

Provided classroom instruction to high school students at various high schools, within the Long Beach Unified School District.

Monitored student work progress, at various work sites within the business community.

Students were given classroom assignments, that focused on the Food industry, and the work of world.

- Employed a broad range of instructional techniques to retain student interest and maximize learning.
- Created engaging and dynamic lessons with an emphasis on improving students' written and verbal communication skills.
- Graded student work and kept careful records of grades.
- Acted as a positive role model for students and colleagues.
- Created lesson plans in line with state curriculum and school curriculum standards.
- Maintained accurate and complete student records as required by laws, district policies and administrative regulations.

Instructor, 09/1981 to 06/1997

Southeast ROP – Norwalk California

Provided classroom instruction to high school students, at various high schools, within the both the ABC Unified School District and the Norwalk La Mirada Unified School District.

Classroom instruction was work based that focused on the Food Service Industry.

Course included both classroom instruction, and on the job training.

The on the job training component included students working in a paid status, at various restaurants within the business community within the school Districts.

Produce order selector, 07/1979 to 07/1981

Alpha Beta Markets – La Habra California

Filled produce orders for various Alpha Beta grocery stores, as designated by food orders.

Loaded Alpha Beta trucks with produce orders correctly, so they could safely be transported to various store locations.

Crew person to Store manager, 07/1970 to 06/1978

Mcdonalds Corporation – Southfield Michigan

Performed required

- Prepared food items
- Spoke with patrons to ensure satisfaction with food and service
- Inspected and cleaned food preparation areas to ensure safe and sanitary food-handling practices
- Shopped for and ordered food and kitchen supplies and equipment
- Ensured food was stored and cooked at correct temperature
- Took food orders and relayed orders to kitchens or serving counters
- Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards.
- Trained kitchen staff on proper use of equipment, food handling, and portion sizing.
- Stored food in designated containers and storage areas to prevent spoilage
- Drove food costs down by 33% by effectively improving inventory procedures and reducing spoilage levels.
- Ensured freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock
- Provided excellent customer service

EDUCATION

High School Diploma: June 1972

East Detroit High School - East Detroit Michigan

Completed all required and elective class, to obtain a diploma.

High School Diploma: June 1972

East Detroit High School - East Detroit Michigan

References

Maria,

I am enclosing references as you requested.

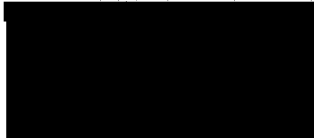
Christina Townsend
CTE Department Lead Teacher



Erin Davis Foster
ROP/Work Based Learning/CTE Instructor



Elizabeth Mena
Retired ROP/Work Based Learning/CTE Instructor



ROLAND PEPITO

11714 E. ARTESIA BLVD. ARTESIA, CA. 90701 (562) 677-5191 rolandpp2@yahoo.com

OBJECTIVE	To attain, perform, and advance in plant and facilities engineering/management.
EXPERIENCE	<p><u>2015 – Present - Self- Employed</u></p> <ul style="list-style-type: none">• Respond and execute customer calls for service, maintenance and installations.• Repair building equipment such as HVAC/R, domestic commercial water heaters, steam boilers, generators, air compressors, cooling towers, chillers, exhaust system, swamp coolers, etc.• Including but not limited in all aspects of building electrical, plumbing, mechanical, and water treatment work. <p><u>2010 – 2015 - Hacor Inc. Facilities Manager/ Chief Engineer</u></p> <ul style="list-style-type: none">• Job duties and responsibilities are same as above, in addition to overseeing on building exterior and interior structure and cosmetics maintenance improvements• Oversees the maintenance, repairs, and installations of all kitchen and other operations equipment including fleet of trucks.• Handled overall management of grounds, maintenance and engineering.• Administered functions in budgeting, purchasing, planning, projects development, staff sourcing, record keeping, preparing governmental documents, reports and proposals.• Enforcing and overseeing all governmental regulations for city, state, and federal levels. <p><u>2002 – 2005 - Home Builders Institute Construction and Facilities Maintenance Instructor</u></p> <ul style="list-style-type: none">• Taught carpentry (both rough & finish), electrical, plumbing, HVAC, drywall, tiles, framing, painting, stucco, and concrete work.• Teaches preventative maintenance skills, personal & social development includes self discipline, work ethics, punctuality, communication skills, and respect.

EDUCATION	<p>High School Diploma</p> <p>Electrical Engineering</p>
CERTIFICATES	<p>Facilities Management</p> <p>Building Technology</p> <p>Steam Boiler Operation</p> <p>Nalco Water Treatment and Testing</p> <p>Johnson Controls</p> <p>Osha's Scaffolding, Pool/ Spa Operator</p> <p>Osha 10 and 30</p> <p>Sexual Harassment</p> <p>Microsoft Office Word, Excel, Access, and Power Point</p>
REFERENCES	<p>Available upon request.</p>

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References for Roland Pepito:

Ms. Maria Marasigan



Ms. Rebecca Luna Business Client St. Ann St.



Ms. Teresita Riva

Business Client



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Criminal Justice, Military and Education Professional
Experienced Police Investigator, Supervisor, Instructor, Leader & Consultant

Dedicated professional with over 20 years of law enforcement service.
Proactive, dependable, and experienced in project management, public relations, supervision, personnel development, inter-personal communication, training and instruction.
Uncompromising focus on progressive performance and the use of ethical, logical and critical thinking skills. Values strong personal work-ethics, responsibility, training, education, teamwork, and good communication to foster a positive, successful work environment.
Seeking a supervisory position of responsibility.

QUALIFICATION HIGHLIGHTS

- CA Basic POST Certificate – May 1995 & Current OC Sheriff Requalification, September 2013
- CA State Vocational Credential - Criminal Justice; Protective and Security Services
- Certificated Community College Instructor
- Certificated POST Academy Instructor (AICC)
- Military Police Investigator (NEC 2008) March 2012
- Small Arms Weapons Instructor –SAMI– (NEC 0812) October 2009
- Certified Navy Instructor (NEC 9502) – August 2008
- Military Police Officer – Master at-Arms (NEC 9545) May 2003
- Bilingual in Spanish
- Certified CA Drug Recognition Expert (DRE)
- Experienced Grant Writer & Curriculum Developer
- DUI and Collision Investigation Expert
- Certified Fingerprint Technician & Classifier I (Includes CAL-ID Training)
- Evidence and Crime Scene Photography/Latent Print Technician
- Certified Traffic Radar Operator
- DOJ Certified for Official Interception of Wire Communications (Wire Tap)
- Expert Pistol Shooter; Local & National Experience
- Certified K-9 Agitator and Handler
- Center for Security Forces Certificate of Completion, Antiterrorism Officer Level II Course, Mar 2016
- USAF Desert Defender Ground Combat Readiness Training Certificate of Completion, BSO Class 16-06, Jan 2016
- Certificated CBRNE 1st Responder, Force Protection/Non-Lethal Weapon/EVOC Courses, USN
- Certificate of Completion, Leading Petty Officer Leadership Course for E4, E5, E6
- Computer Skilled - IBM & MacIntosh - Proficient in MS Office

EDUCATION & PROFESSIONAL DEVELOPMENT

- CA State Vocational Educational Credential - Full Time - Doc # 050065537
(Law Enforcement Occupations; Protective and Security Services Designated Subjects)
- CA State Clear Certificate of Completion of Staff Development – Doc # 070271155
- B.A. Degree, Psychology (September 2013) - Biola University, La Mirada, CA
- A.A. Degrees-- Admin. of Justice & Liberal Arts (1992-93) Long Beach City College, CA
- Certificate To Teach Community College (2003) - Cal State Univ, Dominguez Hills, CA



WORK EXPERIENCE & TRAINING

United States Navy Reserve – Commissioned, Limited Duty Security Officer, 6495 **May 2003 - Present**

Duty: Force Protection, Anti-Terrorism, Security Officer/ Investigator NEC 2002, SAMI NEC 0812, Trainer, Leader, Advisor

- **NR NSF San Clemente Island – Coronado, CA** (Oct 2013 – March 2017) Unit SEL, LPO, MPI, and SAMI
- **Commander, Naval Forces Korea (CNFK) HQ – Port Hueneme, CA** (May 2011- Sep 2013)
 - Unit Investigator, Unit Lead Petty Officer (LPO), Administration LPO, Weapons Division LPO - Small Arms Markmanship Instructor, Lead Unit Command Career Counselor; Provide supervision in a 250 HQ member unit.
 - Prior assignment: Training Division LPO
- **Navy Security Force, Naval Weapons Station, Seal Beach** (Jan 2008 – Apr 2011)
 - Supervised 50 personnel and planned/coordinated & managed unit training.
 - Developed all aspects of the unit to include the following prior duties:
 - Training Officer, Administration Officer, Operations Officer, Unit LPO (JAN 08-, Work Center Supervisor,
 - Acting Officer-in-Charge over 30 personnel (Oct 05 – Jan 08)
- **NRC Port Hueneme, CA** (May 03 - Oct 05)
 - Unit Class Leader and Supervisor; Assistant Training Coordinator and Instructor of 70 personnel.
- **Awards:** Navy Achievement Medal (2nd), Korean Defense Medal, Overseas Service Ribbon, Letter of Commendation, Outstanding Volunteer Service Medal, Meritorious Service Medal – 14 years, Reserve Good Conduct Medal, Global War on Terrorism Medal, National Defense Medal, Expert Pistol and Expert Rifle Medal.
- **Exercises:** SOCEUR 2010; Ulchi-Freedom Guard 2011-2013; Cobra Gold 2014. **Deployments:** Bahrain Jan 2016

Los Angeles County Office of Education

March 2011 – September 2012

Certificated Contract Consultant, Tobacco-Use Prevention Education (TUPE), Curriculum and Instructional Services, School Health & Physical Education

- Certify Districts for TUPE per CA Dept of Education & Conduct Site Inspections

Long Beach Police Department, Long Beach, CA

October 1994 - November 2003

Police Officer / Detective – POST Certificated

Assignments:

- Report Review Unit Detective – Reviewed all PD arrest reports/RMS Trainer (Sept. 01 – Nov. 30, 2003)
- Patrol – North Division (Jan. 00 – Sept. 01)
- Traffic – DUI / AID Special Collision Team (Jun. 97 – Dec. 99)
- Patrol – North/South/East Divisions (Oct. 95 – Jun. 97)
- National Police Pistol Team - Expert (1996-2003)
- Collateral Duties: Grant Coordinator & Writer / Operation Baja Coordinator / Phase III Trainer
- Academy, Phase II and Patrol Recruit (Oct. 94 – Oct. 95)

World Trade Center, Long Beach, CA

1992 - 1994

Security Officer / Dispatcher – Patrol, investigation, escorts, inspections

Signal Hill Police Department, Signal Hill, CA

1988 - 1992

Police Cadet / Parking Control Officer Student Intern – Paid (various duties)

TEACHING EXPERIENCE & CURRICULUM DEVELOPMENT

Over 17 years teaching experience. Developed and implemented dynamic lessons designed to teach the criminal justice system and current industry standards for future employment in law enforcement fields, appeal to various intellects, and to enrich student learning. Established dynamic learning environments that highlight student involvement and stimulate creative analytical expression. Introduced individual and group projects along with practical application assignments to simulate real-life field work and investigations, and to foster personal confidence.

- Developed and authored course curriculum/course outline to align with state standards and student achievement expectation levels.
- Independently designed and authored course curriculum for the 'Computer Use In Law Enforcement' course to align with college standards at LBCC.

- Held annual curriculum advisory committees to align courses industry standards.

Coastline Regional Occupational Program - Costa Mesa

Aug 2006 - Present

Crime Scene Investigation & Criminal Justice Instructor - Adult/Secondary; Westminster & Tustin High School

Long Beach Regional Occupational Program (LBUSD) - Long Beach, CA

Aug 2004 - Aug 30, 2010

Law Enforcement Curriculum Instructor - Adult / Secondary; David Starr Jordan High School
Computer Applications I Instructor - Secondary (Sept 05 - Jun 06); Robert A. Millikan High School

Gina M. Bowen-Gilbert

Page 3



WORK EXPERIENCE & TRAINING - Continued

Southeast Regional Occupational Program – Cerritos

Sept 2006 - Feb 2007

Student & the Law / Crime Scene Investigator Instructor - Adult / Secondary

Long Beach Community College – LAC Campus, Long Beach

Aug 1998 - May 2002

Computer Use In Criminal Justice Course & AJ Work Study Program Instructor

ACHIEVEMENTS & AWARDS

- 1995 Long Beach Police Department Class C Award - Heroism in the Line of Duty
- 2000 NRA National Police Shooting Championships LBPD Pistol Team Municipal Sharpshooter 3rd Place Award Match 4
- 1999 NRA National Police Shooting Championships LBPD Pistol Team Municipal Sharpshooter 1st Place Award, Match 2 and 3rd Place Award, Match 3
- 1998 CPPA Spring Police Shooting Competitions LBPD Pistol Team Riverside Sheriff's Match & Reserve Match, 2-Man Team 1st Place Awards
- 1996 NRA National Police Shooting Championships LBPD Pistol Team Municipal Sharpshooter Award, Match 3 & Match 5
- 2002 California Police/Fire Olympics-Long Beach Police Jet Ski, Two-Man Team Rescue Competition, Bronze Metal
- 1996 California Police/Fire Olympics-Long Beach Police Jet Ski, Closed Course Competition, Bronze Metal
- 1992 Long Beach City College Scholarship: American Political Society of Women

PROFESSIONAL AFFILIATIONS

- California Association of Career Regional Occupational Programs (2005 - Present)
- American Criminal Justice Association - Lambda Alpha Epsilon (1992 - Present)
- National Association of Women Law Enforcement Executives (1998 - 2010)
- California Narcotics Officer Association (2002 - 2010)
- California Police Officers Association (2002 - Present)
- California Police Pistol Association (1996 - Life Member)
- National Rifle Association (1995 - Present)
- National Notary Association (2005 - Present)

VOLUNTEER & PERSONAL ACTIVITIES

Mount of Olives Lutheran Church Member (1996 - Present)

- Assistant Lead Usher & Training Coordinator (2004 - 2010)
- Usher Newsletter creator, designer, editor, publisher and writer (2006 - 2008)
- Small Group Leader & Substitute Sunday School Teacher, Grades 3 & 4 (1996 - 2001)
- Church Photographer, New Member Care Representative (1999 - 2001)

Personal Activities & Interests include: Cycling, hiking, fishing, kayaking, backpacking, golf, scuba diving, running, racquetball, shooting competitions, photography, travel, reading, and music.

REFERENCES – AVAILABLE UPON REQUEST

Resume References for Gina Bowen-Gilbert:

Captain Christopher Olaes, USN [REDACTED]
[REDACTED]

CDR Roy Anderson, USN [REDACTED]
[REDACTED]

Grant Boyer, Dept Head/AOJ Instructor,
LBCC and Ret. LBPD [REDACTED]
[REDACTED]

LT Doug Transue, LBP Ret. [REDACTED]
[REDACTED]

Graceann Johnson, Career Specialist and Prior CSI Instructor
[REDACTED]

Jeanne Bennet, Director of Information Technology
[REDACTED]

Matt Saldana, ROP and Adult Education Principle, LBUUSD, Ret.
[REDACTED]

Pastor John Steward,
Mount of Olives Lutheran Church
[REDACTED]

Mark Cahn, Friend
[REDACTED]

Elia Czapiewalski, Friend
[REDACTED]

Alice Walton

Professional Summary

Organized teaching professional with 19 years of instructing expertise. Great enthusiasm for teaching medical skills and terminology to students. Have worked with local hospitals and clinics in providing on the job work experience for students.

Skills

- Managing classroom for diverse populations
- Diverse classroom settings facilities
- Technological instruction Experience with
- Community liaison with local health care
- Instructional design
- Teaching/tutoring

Work History

Medical Occupations Instructor , 09/1991 to 07/2011

Long Beach Unified School District / Regional Occupation Program – Long Beach, CA

- Curriculum development
- Evaluated student performance in academic and clinical settings
- Counseled students
- Successfully improved student participation in the classroom through integration of creative role-playing exercises.
- Served on School Affiliation Board and revised the institute's policies and rules.

Consistently received positive teacher evaluations from students. Conducted yearly Advisory Meetings

Medical Assistant Administrated and Clinical, 09/1991 to 07/2011

Long Beach Unified School District/Regional Occupation Program – Long Beach, CA This course gave students a basic understanding of:

- Health Care Providers and Positions
- Role of Medical Assistant
- Medical Ethics Liability & HIPPA
- The Office Environment
- Health Care Insurance Plans & Collection Procedures
- Communication Skills and Professionalism
- Records Management

Medical Office Management

Exam Room and Nurses Station Patient

- History & Preparations
- Pharmacology & Injections
- Assisting the Physician
- Emergency Procedures
- Standard Universal Precautions
- Safety

CPR/First Aid

Hospital Health Services, 09/1991 to 07/1996

Long Beach Unified school District / Regional Occupation Program – Long Beach, CA

This course provided students with the knowledge, attitudes, discipline and skills needed to for employment in hospital departments. Upon Completion of the course, the student was able to carry out duties required for entry level positions in hospitals. Integrated throughout the course were career preparation standards which included:

- Communication
- Interpersonal skills
- Problem solving
- Safety

Technology and other vital employment skills.

After eight weeks the students were placed in various hospital departments for application of skills and training.

Education

RN CA active license: Nursing,

Fitzgerald Mercy Hospital School of Nursing - Upper Darby, PA

- Continuing education in Nursing

Certificate of Completion: Principles of Vocational Instruction, 3-93 /5-93

University of San Diego -

Certificate of Completion: Instructional Practices of Vocational Education , 9-93 / 12-93

University of San Diego -

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References for Alice Walton:

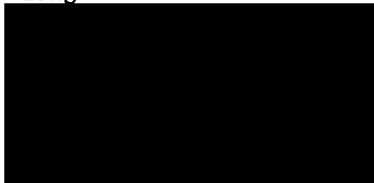
Ms. Kathleen Mais

Simulator Coordinator



Ms. Patrice Stanek

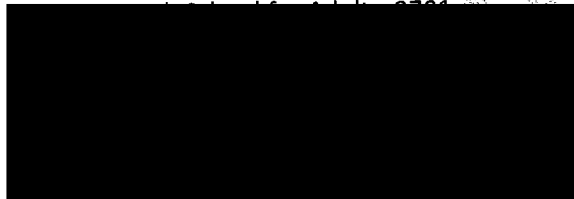
Certified Nursing Instructor
Long Beach School for Adults



Ms. Maria Marasigan

CTE Instructor

Long Beach Unified School District



Maria Celedonia Marasigan



Objective Offering professional services in school business management; grant and curriculum writing; and development of funding resources and activities with excellent Career Technical Education (CTE) instructional skills

Work History

- 2015-2017 Long Beach Unified School District - Beach High School CTE Lead Instructor
Community-Classroom Instructions in Business and Finance
Carl Perkins Federal Grant Awardee- Beach High School CTE Program
Job Coordinator for Work Experience/Internship Program
- 2006-2015 Long Beach Unified School District- CTE Teacher on Special Assignment/
Career Pathway Coach/Classroom Instructor
Classroom and community instructions (internship) to high school and adults
CTE Curriculum writing, linked learning, work-based and business advisory experiences
Managed the Carl Perkins Program for Beach, ROP & Adult School
Provided accountability and compliance reports to funding agencies
Collaborated with consortium members for institutional grant and resource opportunities
Coordinated the Boeing Internship Program for selected high school scholars districtwide
Torrance Adult School – Evening QuickBooks Instructor/QuickBooks Certified
- 1998-2006 Long Beach Unified School District- Business & Finance Department
Regional Occupational Program Financial Manager
Authorized Representative for district to administer ROP funds
Collaborated with local ROP Consortium members for resource opportunities
Coordinated with administrator and staff regarding ROP Program fiscal plans and needs
- 1992-1998 Long Beach Unified School District -Accounting Department
Processed payroll; liaison to Human Resource Services in salary administration

1985-1991 Certified Public Accountant, Republic of the Philippines
Accounting Professor, San Pablo Colleges, San Pablo City

Education

1999-Present Continuous training in compliance with required professional development training and opportunities for personal, career and credential renewal purposes

2000-2002 Professional Clear Designated Subject Teaching Credential University of San Diego/ LACOE

1999-2000 Certificate in School Business Management, California State University, Fullerton

1981-1983 Bachelor of Science in Business Administration, Major in Accounting College
Scholar, Laguna College, San Pablo, Philippines

1979-1981 General/Lower Division Classes, State Scholar, De La Salle University, Manila, Philippines

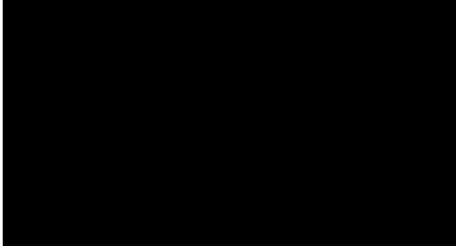
1975-1979 High School Salutatorian & Student of the Year, Laguna College, San Pablo, Philippines

References for Maria Marasigan:

Mr. Matt Saldana

Beach High School, ROP & Adult Education

Retired LBUSD Administrator/Principal



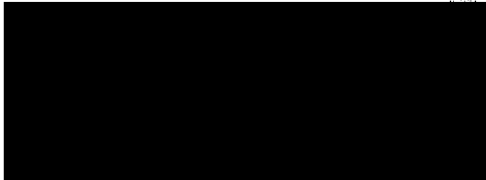
Mr. Christopher Clifton

Career Education Support Services Manager

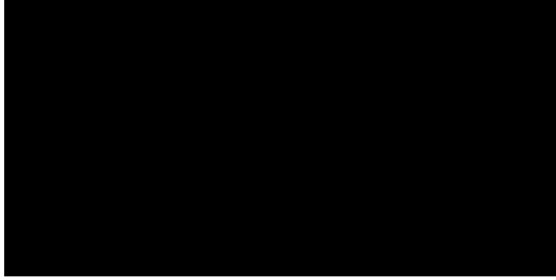
LBUSD CTE Department



Ms. Gina Willis



DAN WHEELER



Professional Experience

Cities of Claremont, Covina, and Paramount park systems – Worked in various levels of supervision maintaining parks and street trees. 1971 - 1976

Horticulture Instructor Long Beach Unified School District Regional Occupation Program and Long Beach City College - Instructed students in all aspects of plant production, landscape installation and maintenance, and sports turf facility maintenance. 1976 – 2010

Principals Partnership Union Pacific Railroad / Long Beach Unified School District – Coordinated new class introducing students to rail, port and logistics jobs. Class was integrated with Long Beach City College Logistics Program Grant. 2008- 2009

Volunteer Experience

Orange Empire Railroad Museum, Perris CA– Volunteer Horticulture Supervisor - Coordinate landscape maintenance with contractors and museum volunteers. Perform set ups for fund raising events. Consult and install new museum landscape projects. 2010 - Present

Hurst Ranch Museum, West Covina CA - Volunteer and Board Member- Grow and maintain demonstration farm of food crops. Construct and maintain historic farm and school displays.

Advise Garden Gourmet school nutrition gardening program. Board member for the Hurst Ranch Foundation. 2010 – Present

Guide Dogs for the Blind – Puppy Raiser - Raising puppies for a year in preparation for their eventual return to the school for formal guide training. The trained dogs then go to blind students to help their mobility. 1992 – Present

Education

California State Polytechnic University Pomona – 1975

Bachelor of Science – Park Administration

California State Polytechnic University Pomona - 1977

Life Time Teaching Credential – Horticulture

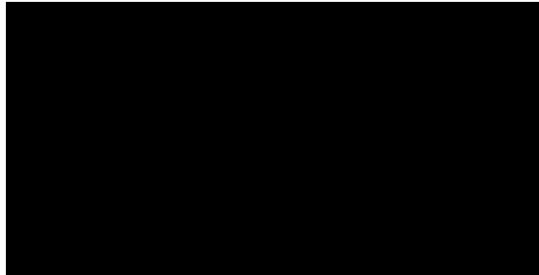
California State Community College Teaching Credential -1978 Horticulture

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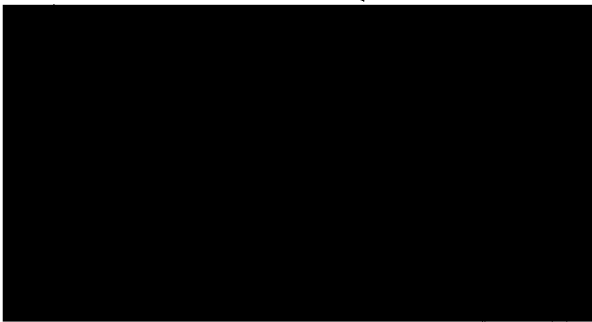
References for Dan Wheeler:

Mr. Matt Saldana

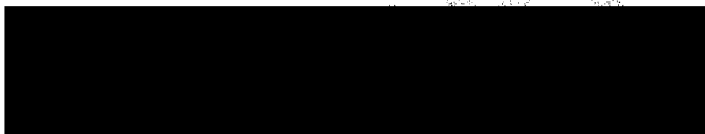
Beach High School, ROP & Adult Education



Mr. Christopher Clifton



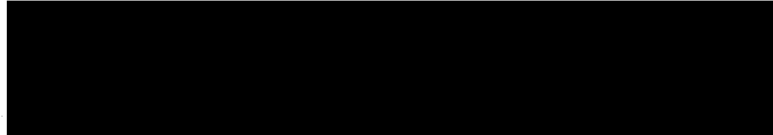
Mr. Keith Hansen



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Gerald A. Blackburn

CEO - Founder
Tinkers Corner LLC



ACADEMIC PREPARATION:

Certified Manager Credential, James Madison University, VA, 1988

M. B.A., Gradazio School of Business, Pepperdine University, 1983

Concentrations: Management, Organizational Development, and Systems

B.S. in Management, Pepperdine University, 1980

Concentrations: Management, Communications

A.A. in Liberal Studies, Rio Hondo College, Whittier, CA. 1973

Don Bosco Technical Institute, San Gabriel 1958 -1962

PROFESSIONAL & RESEARCH SKILLS:

Advanced Manufacturing

Materials and Processes Engineering

Environmental/Contamination Control Technology

Quality-Continuous Process Improvement

Aerospace Engineering

Advanced Internet and Computer skills

- Survey and evaluation research techniques
- Interview and networking skills
- Program/Project Management
- Strategic Planning
- Proposal/Grant writing
- STEM/PBL Development

PROFESSIONAL EXPERIENCE:

2009 – 2017 CEO/Founder, Tinkers Corner LLC Garden Grove, California

2005–2015 President, Aerospace Legacy Foundation. Downey, CA.

2011 – 2017 Board Member, Columbia Memorial Space Center Foundation, Downey Ca.

2003–2005 Retired, Boeing, Space & Comm. Huntington Beach, CA.
Contract Consultant for Columbia Post Accident Analysis.

1994–2003 Boeing, Space & Comm. Huntington Beach, CA.
Quality Administration/ Project Manager

- Co-Chairman, Management Council steering committee.
- Developed and managed 15 Single Process Initiatives.
- Improved customer satisfaction and reduced indirect costs.
- Directed company interface with DoD for acquisition reform.
- Implemented 8 new common practice SPI's.

1990–1994 Rockwell Space Systems Division Downey, CA.

Project Manager

- Chairman of site steering committee for acquisition reform.
- Engineering representative to "Factory of the Future" project.
- Developed MRP-II implementation plan for engineering.
- Developed raw material identification system.

1982–1990 Rockwell Space Systems Division Downey, CA.

Materials & Processes Engineering / Supervisor

- Supervised 29 technical staff members, M&P Specifications & Control.
- Managed and coordinated M&P certifications to NASA for Space Shuttle.
- Managed and developed MATCO computer system
- Designed and developed orbital debris computer model

1964–1982 North American Rockwell SSD Downey, CA.

Engineering / Member of Technical Staff

- Developed TPS analysis systems for NASA Space Shuttle.
- Directed field site staff at KSC, Fl. on special assignment.
- Acting Supervisor for Product Support Lab.
- Established "Product Support Laboratory" for Space Shuttle production.
- Performed Environmental Control/Monitoring and Analysis
- Developed contamination control technology capabilities for Apollo and Saturn. ■
- Developed chemical processing procedures, methods and techniques.

1962–1964 North American Aviation El Segundo, CA.

Member of Technical Staff

- Developed NDT Inspection Methods.
- Inspected/ developed Non-Destructive testing procedures for X-15, XB-70 aircraft
- Engineering Assistant, Production Development Laboratory

TEACHING EXPERIENCE:

Whittier City School District, Whittier Area Community Day School – STEM Service Contract

Director of “Tinkers Corner” Program for at-risk students

University of Southern California

Faculty Consultant for Advanced Engineering Summer Session 2014
Development and Critique of NASA Case Studies

California State University Fullerton, “Professor for the Day” Electrical Engineering Dept. 2012, 2014

Faculty Consultant, Summer Session, 2002-2004,
Annenberg, Grant, Engineering Robotics Session

Cerritos Community College, Cerritos California:

Adjunct part-time faculty, Boeing Contract Education
Business College 2001-2003
Course: Supervisory Management Certification Classes

California State University at Los Angeles:

Adjunct part-time faculty, Summer Session, 2001, Spring 1996
Industrial technology, California State University at Los Angeles
Course: Metrics for Industry

Winter 2000, fall 1999, spring 1998, summer 1996
Industrial technology, California State University at Los Angeles
Course: Materials & Processes and Manufacturing Systems

National Management Association; Professional Development Instructor

FaciliSkills, Contract Course facilitator, 2003

SMS/LDS, Course facilitator, 1993-1995

Supervisory Management Series, National Management Association
Courses: Leadership, Communication, Business, Gender Differences

RESEARCH/PROJECTS DEVELOPED AND IN PREPARATION:

“Downey’s Aerospace History”, Arcadia Publishing Book Project. (2009)

Explore Engineering, Program Design & Development for Educator Enrichment Day (Teacher Professional Development) and Summer Science Camp (Elementary Students Gr: 4-12)

Summer Engineering Program, USC Robotics program for high school students.

Tech Trek, Design & Development of project based curriculum for students grades 7-12. Science and Technology, Rockwell International

Workforce Development, Design and Development of corporate and education strategies for technical workforce skills. Rockwell/Boeing Company

Waste of A Nation, Book project

Hidden Assets , Book project

Los Angele Mini Maker Faire 2012, 2013 Pasadena Ca.

PUBLISHING, BOOKS, PAPERS PRESENTED AT CONFERENCES:

Business /Education Partnerships, STEP/STEM Conference, Riverside, Ca. 2002

NMA National Conference 1999, Savannah Ga., Management Professional Development

AIAA Space & Technology Conference 1995, Acquisition Reform

CITEA, 1993, Business and Education Partnerships

Creative Learning Systems, Western States Facilitators Training, Business Partners (1993)

“Downey’s Aerospace History 1947-1999”, Arcadia Publishers, 2008

CURRENT RESEARCH INTERESTS:

Business and Education Partnerships

Workforce Development
Aerospace Industry History
Hands-On Project Based Learning Methods

GRANTS/PROPOSALS SUBMITTED OR IN WORK:

Earth Resources Grant NASA Goddard, submitted 1993
Cerritos College Foundation, California Space Authority, submitted 2000
Aerospace Legacy Foundation, Aerospace Oral History Project, 2003
Aerospace Legacy Foundation, Interactive Mobile Space Station, 2003
Cerritos College Foundation, 2001, California Space Authority, Boeing Education Trust
Downey City, Space Shuttle Mockup Exhibit Center 2012-13
CSULB/ALF "Cold War in Southern California- Historians Workshop" NEH Grant (2013)
Columbia Memorial Space Center, Facility/Program Proposal 2015

PROFESSIONAL ADVISORY/MEMBERSHIPS:

California Department of education; Career Technology Education
National Management Association
American Institute of Aeronautics and Astronautics
California Science Teachers Association
National School Board Members, (Past)
International Technology Educators Association
California Industrial Technology Educators Association
Los Angeles County Science and Engineering Fair Advisory Committee
International Science and Engineering Fair Committee
Columbia Memorial Space Center Advisory Foundation, Board of Directors

PROFESSIONAL/COMMUNITY SERVICE:

- President, Aerospace Legacy Foundation 2005-Current
- Los Angeles County Science and Engineering Fair Committee (1992-2015)
- President, National Management Association, Southern Area Council; 1999 to 2003
- Past President, Boeing Space Chapter, National Management Association; 1994 -1996
- Los Angeles Regional Chairman, National Engineers Week: Future Cities Competition; 1991-1994
- Business Chairman, Long Beach Business and Education Alliance (JTPA) 1988-1990
- Chairman, Los Angeles County, South Whittier Coordinating Council 1975
- Chairman Advisory Committee for Long Beach Unified School District, Applied Technology Magnet Program; 1989-1995

- Member Advisory Committee to the International Technology Educators Association 1993-1996
- South Whittier School District, Member Board of Trustees; 1979-1981
- Chairman, South Whittier Bicentennial Parade; 1976

HONORS AND AWARDS:

National Management Association, Outstanding Service Award, 2000
National Management Association, Member of the Year, 2000
National Management Association, Leadership Award, 1999
National Management Association, Innovation Award, 1998
Engineering Educator of the Year, Orange County, CA, 1995

MEDIA PRESENTATIONS/SUPPORT:

NHK, International Broadcast
Discovery Channel, Canada, USA
Washington Post Editorial
LA Times
FOX News TV Technical Commentator "Endeavour LA"
NASA Oral Histories Program
David Livingston, "Space Show"
NBC News
KCAL News
NPR, Radio Interview

CLIENTS:

The Boeing Company
Rockwell Corporation
Lockheed Martin Corporation Space
Islands Group Inc.
Space Place Inc.
University of California San Diego
California State University Long Beach
California State University Fullerton
California State University Los Angeles University
of Southern California
DeKalb County School District, Atlanta Ga.
Creative Learning Systems, Ca.
California State Department of Education Knott's
Berry Farm, Adventures in Education
National Management Association
Whittier City School District

REFERENCES:

The following persons can be contacted:

Mr. Ben Dickow, Executive Director, Columbia Memorial Space Center, Downey Ca.

Mr. Steve Trejo, Executive Director, Boeing Company

Dr. Lorraine Davis, Education Consultant, San Francisco

Mr. Rick Stephens, Vice President, Homeland Defense, Boeing Company (Retired)

Dr. Stuart Gothold, Professor Emeritus, University of Southern California

Dean Gilbert, Orange County Office of Education (Retired)

Dr. Michael DeMiranda, Professor, Colorado State University

Dr. Gerald Hanley, Dean, Chancellors Office, California State University

Mr. Steve Richardson, Director, Cerritos College Foundation

Mr. Richard Dahl, Consultant, California Dept. of Education

CONTACT INFORMATION

Email: blackbga@yahoo.com

Cell Phone: 562.447.5552

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References for Gerald Blackburn

Mr. Ben Dickow, Executive Director, Columbia Memorial Space Center, Downey Ca.

Mr. Steve Trejo, Executive Director, Boeing Company

Dr. Lorraine Davis, Education Consultant, San Francisco

Mr. Rick Stephens, Vice President, Homeland Defense, Boeing Company (Retired)

Dr. Stuart Gothold, Professor Emeritus, University of Southern California

Dean Gilbert, Orange County Office of Education (Retired)

Dr. Michael DeMiranda, Professor, Colorado State University

Dr. Gerald Hanley, Dean, Chancellors Office, California State University

Mr. Steve Richardson, Director, Cerritos College Foundation

Mr. Richard Dahl, Consultant, California Dept. of Education

Brenda M. Gutierrez

EXPERIENCE:

- **2006- Present Long Beach Unified School District Long Beach, CA**

Teacher:

Prepare and implement lesson plans

Align physical education standards to the common core standards and emphasize them in my curriculum

Analyze data to drive my instruction

Facilitate and supervise Saturday intervention program

Build the capacity of new teachers by implementing technology in the classroom

- **2003-2005 Moreno Valley Unified School District Moreno Valley, CA**

Teacher:

Collaborated with the Special Education Teacher in differentiating instruction for students with disabilities and autism

Attended IEP's and gave feedback to parents regarding strengths and weaknesses of their children

Assisted in the implementation of new grading software to my peers

Developed and maintained a specific data base for locker accountability within the Physical Education Department

EDUCATION:

2013-2015 California State University, Long Beach- Master's Program- Educational Technology

2001-2002 California State University, Long Beach- Credential

1991-1999 California State University, Long Beach- Bachelor of Arts- Kinesiology

SKILLS:

Bilingual Translator in English and Spanish

Proficient in Microsoft Word 2013 and PowerPoint

Expert in classroom management and integration of technology in all curriculums

Design professional websites and E-portfolios

Create, implement and teach 2.0 web tools

Access google docs, YouTube, social networks and the Internet

Incorporate student centered activities using technology

Design and develop online courses

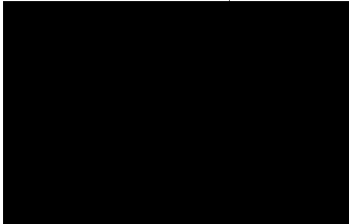
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References for Brenda Gutierrez

Mr. Matt Saldana

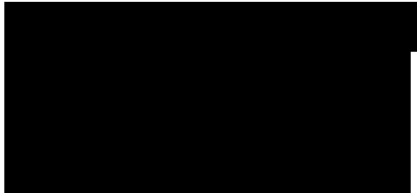
Beach High School, ROP & Adult Education

Retired LBUSD Administrator/Principal

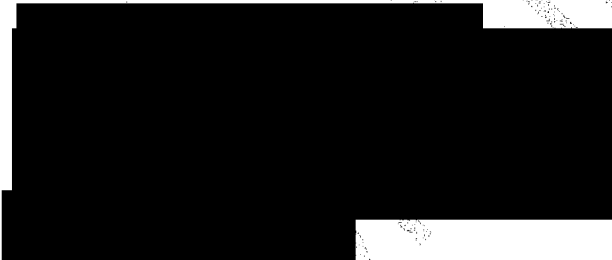


Ms, Crystal Zirak

Beach High School



Mr. Joseph Manai



Richard W. Hilgenberg

BACKGROUND SUMMARY

Energetic, kinetic and creative professional with a goal of producing the highest quality work possible within the provided technical environment.

A wide range of Skills and Experience in a variety of areas including Project Management, TV/Video/Film Production, Still Photography, Theater Arts, Musical Production, and Personnel Supervision in Corporate, Educational and Freelance settings. Exhibits the ability clearly assess customers needs and provide dedicated follow through in a timely manner. Proven record of responsible leadership abilities when coordinating crews and overseeing projects.

PROFESSIONAL EXPERIENCE

2014-Present Bigger Hammer Productions

3700 Industry Ave, Suite 101 Lakewood, CA 90712 (562) 997-4177

Stagehand/Local Crew Member on Major LA Production – Owner/CEO-
Jahn Hardison

Provided local production support for Major Musical Acts, Corporate Conventions, and a variety of A/V Setups throughout the LA/Orange County

Areas. Worked as Stagehand. Video hand, Audio hand, Lighting and Backline. Also as Camera Operator, Follow Spot, I-Mag Director, and Control Room Positions. Worked on local crews for Acts including Paul McCartney, Fleetwood Mac, Van Halen, Coldplay, Miley Cyrus, Katy Perry, Bette Midler, Morrissey, EXOPlanet, Barry Mannilow, and Pat Benatar.

1998-2013 Long Beach Unified School District, Human Resources

1515 Hughes Way, Long Beach, CA 90810 (562) 997-8257

Staff Producer, Office of Multimedia Services – (1998-2012) Supervisor-
Ray Sharp (562) 997-8000 ext. 7160 -

Professional Video/TV department for the District. responsible for shooting Talk Shows, Forums, Board Meetings, Training Videos, PSAs and Sports Games. Capable of Producing, Directing, Camera Operation, Audio, and Editing (Final Cut Pro, Adobe Premeire).

Teacher/(Producer), Regional Occupational Program/Beach H.S. (ROP now dissolved) - Principal - Matt Saldana (562) 274-2145 (cell) Primary focus of the class was the production of "ed.news", the official news program of the LBUUSD. A primarily student produced half hour program that airs on

Cable/Internet, featuring segments about various district and community events. Supervised production of 160 shows over a fourteen year period, along with the teaching and training of students from the ROP TV/Media Production 1-2 Class. Utilized a 3 camera studio set up (Anchors, Talk Show, Game Shows), Movie Making and nonlinear editing systems. Led crews and covered on more than 1000 Field News Segments ranging from Science Fairs to Graduations to Grand Prix Celebrity Press Day to Red Carpet Movie Premieres. Oversaw all phases of ed.news activity from Pre-Production to Production to Post Production, with follow through to graphics, titles and credits.

Teacher/(Producer), Renaissance High School for the Arts –(2004-2013)
Current Principal (562) 591-7477

In 2004, we added a class at Renaissance High School for the Arts that centered on Multi-cam taping of ALL shows

(approx. 25 per year) performed at the school site, and off site locations(L.B. Center & Terrace Theaters, Carpenter Center and Scottish Rite). Trained and led crews that included load in, set up, shooting and strike with 4 different multi-cam systems. Also responsible maintaining and repairing equipment and cabling for systems and independent cameras, editing computers and peripheral equipment. Oversaw DVD production of all taped shows for either in house review, or distribution. Also expanded Movie Making in 2005 thru 2013 with students creating nearly 10 Short Movies per year.

1979–1997 FHP Healthcare / Talbert Medical Group * (Personnel Records prior to 1999 unavailable)**

3540 Howard Way, Costa Mesa CA 92626 (Now a division of HealthCare Partners)

Progressed through a number of positions in the Distribution Services Division, including Coordinator, Supervisor and Manager, and Project Manager. Was responsible for supervising/managing a staff that ranged from 12 -30 employees performing related Distribution Service duties. Acquired Personnel Supervisory, Project Management and Budgetary skills during this time. These responsibilities varied, depending on my job title during this period with the company. During the period from 1986 through 1997 I was also responsible for *Numerous Special Projects* for the company. They included Event Coordination, Video Production, Photography, and Special Corporate Executive Services.

ADDITIONAL FREELANCE VIDEO and PHOTOGRAPHY WORK EXPERIENCE

Worked concurrent with the time periods above. Numerous projects were performed for FHP/Hippodrome Art Gallery and Museum of Latin

American Art (MoLAA) and for other companies and private individuals. All work was performed, under the name of "Richard W. Hilgenberg Photography and Video Production". FHP purchased more than 450 of my photographs for lobby and office decoration.

EDUCATION

KAUKAUNA HIGH SCHOOL, KAUKAUNA, WISCONSIN 54130 (Diploma Received)

ELDON BRUSCH REPERTORY THEATER, APPLETON, WISCONSIN

TV/MEDIA PRODUCTION CLASS (2 Sem.), REGIONAL OCCUPATIONAL PROGRAM (Long Beach Unified School District) CSU LONG BEACH TEACHER CREDENTIAL PROGRAM, LONG BEACH, CALIFORNIA (1999-2002, Credential Received)

SEMINARS and WORKSHOPS @ FHP HEALTHCARE & LBUSD

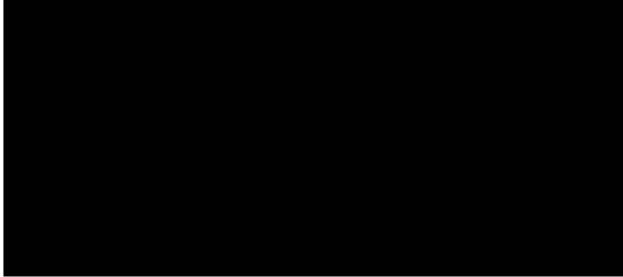
Supervisory Development	Problem Solving	Quality Improvement	EEEI
Training	Management Development	Workplace Safety	Time
Management	Classroom Conflict Resolution		

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References for Richard Hilgenberg:

Mr. Matt Saldana

Beach High School, ROP & Adult Education



Mr. Christopher Clifton

Career Education Support Services Manager



Mr. Ray Sharp

Program Facilitator



CONFIDENTIAL



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

Attachment C

Statement of Non-collusion

The proposal is submitted as a firm and fixed request valid and open for 180 days from the submission deadline.

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer.

In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract.

A handwritten signature in cursive script that reads "Dean C. Gilbert".

Authorized signature and date

Dean C. Gilbert, Owner

Print Name & Title

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City of Long Beach
 Purchasing Division
 333 West Ocean Boulevard, 7th Floor
 Long Beach, CA 90802

Attachment D

Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification

Please read Acceptance of Certification and Instructions for Certification before completing

As a current or potential vendor for the City of Long Beach (City) your firm, through its business relationship with the City, may be the recipient of federal grant funds. As such, the City is required to document that neither your business entity or organization, nor any of your principals are debarred, suspended, ineligible, or have voluntarily been excluded from receiving federal grant funds. Consistent with Executive Order No. 12549 Title 2 CFR Part 180 Subpart C, all potential recipients of federal grant funds are required to comply with the requirements specified below. By submission of proposal/bid/agreement, the undersigned, under penalty of perjury, certifies that the participant, nor any of its principals in the capacity of owner, director, partner, officer, manager, or other person with substantial influence in the development or outcome of a covered transaction, whether or not employed by the participant:

- Are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal department or agency;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been suspended, debarred, voluntarily excluded or declared ineligible by a federal agency;
- Do not presently have a proposed debarment proceeding pending;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been indicted or convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

If reorganization, management turnover, or a shift or change of principals' status occurs, written notice must be submitted within 21 days. Subsequent disclosure of unfavorable information will be subject to thorough review and remedial action. Updated versions of this certification may be requested on a routine basis.

Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.

EDU Consulting LLC
 Business/Contractor/Agency

Dean C. Gilbert Owner
 Name of Authorized Representative Title of Authorized Representative

Dean C. Gilbert

 Signature of Authorized Representative 3/11/17
 Date

r20141001

Acceptance of Certification

1. This bid/agreement/proposal or like document has the potential to be a recipient of Federal funds. In order to be in compliance with Code of Federal Regulations, the City requires this completed form. By signing and submitting this document, the prospective bidder/proposer is providing the certification and acknowledgement as follows:
2. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The potential recipient of Federal assistance funds agrees by submitting this bid/agreement/proposal or like document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

Instructions for completing the form, Attachment –Debarment Certification

1. The City of Long Beach sometimes receives Federal funding on certain purchases/projects. To ensure that the City is in compliance with Federal regulations we require this form to be completed.
2. The City of Long Beach checks the System for Award Management at www.sam.gov to make sure that Contractors who are awarded City contracts and/or purchase orders are not debarred or suspended. Prospective contractors should perform a search on this website for your company and or persons associated with your business.
3. If your business is in compliance with the conditions in the form, please have the appropriate person complete and sign this form and return with your bid/proposal/agreement.
4. If at any time, your business or persons associated with your business become debarred or suspended, we require that you inform us of this change in status.
5. If there are any exceptions to the certification, please include an attachment. Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception, indicate to whom it applies, initiating agency and dates of action.
6. Note: Providing false information may result in criminal prosecution or administrative sanctions.

***If you have any questions on how to complete this form, please contact the
Purchasing Division in the City of Long Beach Business Services Bureau at 562-570-
6200.*** Rev 12.11.1

Attachment E

**W-9 Request for Taxpayer
Identification Number and Certification**

2017

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Dean Craig Gilbert

2 Business name/disregarded entity name, if different from above
EDU Consulting LLC

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) *
 Other (see instructions) *
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
18916 Silverbit Lane

6 City, state, and ZIP code
Huntington Beach, CA 92648

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type
See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here *Dean C. Gilbert*

Signature of U.S. person

Date 3/11/17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Attachment G

Equal Benefits Ordinance Form (EBO) EQUAL BENEFITS ORDINANCE DISCLOSURE FORM

As a condition of being awarded a contract with the City of Long Beach ("City"), the selected Contractor/Vendor ("Contractor") may be required during the performance of the Contract, to comply with the City's nondiscrimination provisions of the Equal Benefits Ordinance ("EBO") set forth in the Long Beach Municipal Code section 2.73 et seq. The EBO requires that during the performance of the contract, the Contractor shall provide equal benefits to its employees with spouses and employees with domestic partners. Benefits include but are not limited to, health benefits, bereavement leave, family medical leave, membership and membership discounts, moving expenses, retirement benefits and travel benefits. A cash equivalent payment is permitted if an employer has made all reasonable efforts to provide domestic partners with access to benefits but is unable to do so. A situation in which a cash equivalent payment might be used if where the employer has difficulty finding an insurance provider that is willing to provide domestic partner benefits.

The EBO is applicable to the following employers:

- For-profit employers that have a contract with the City for the purchase of goods, services, public works or improvements and other construction projects in the amount of \$100,000 or more
- For-profit entities that generate \$350,000 or more in annual gross receipts leasing City property pursuant to a written agreement for a term exceeding 29 days in any calendar year

Contractors who are subject to the EBO must certify to the City before execution of the contract that they are in compliance with the EBO by completing the EBO Certification Form, attached, or that they have been issued a waiver by the City. Contractors must also allow authorized City representatives access to records so the City can verify compliance with the EBO.

The EBO includes provisions that address difficulties associated with implementing procedures to comply with the EBO. Contractors can delay implementation of procedures to comply with the EBO in the following circumstances

- 1) By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or
- 2) At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or
- 3) Upon expiration of the contractor's current collective bargaining agreement(s).

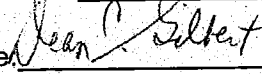
Compliance with the EBO

If a contractor has not received a waiver from complying with the EBO and the timeframe within which it can delay implementation has expired but it has failed to comply with the EBO, the

Contractor may be deemed to be in material breach of the Contract. In the event of a material breach, the City may cancel, terminate or suspend the City agreement, in whole or in part. The City also may deem the Contractor an irresponsible bidder and disqualify the Contractor from contracting with the City for a period of three years. In addition, the City may assess liquidated damages against the Contractor which may be deducted from money otherwise due the Contractor. The City may also pursue any other remedies available at law or in equity.

By my signature below, I acknowledge that the Contractor understands that to the extent it is subject to the provisions of the Long Beach Municipal Code section 2.73, the Contractor shall comply with this provision.

Printed Name: Dean C. Gilbert Title: Owner

Signature:  Date: 3/11/17

Business Entity Name: EDU Consulting LLC

**CERTIFICATION OF COMPLIANCE WITH THE
EQUAL BENEFITS ORDINANCE**

Section 1. CONTRACTOR/VENDOR INFORMATION

Name: EDU Consulting LLC Federal Tax ID No. [REDACTED]
City: Huntington Beach State: CA ZIP: 92648
Contact Person: Dean C. Gilbert, Owner Telephone: (562) 233-2061
Email: dean@educonsultingllc.com Fax: ----

Section 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this Contract because the Contractor/Vendor has no employees. Yes X No
- B. Does your company provide (or make available at the employees' expense) any employee benefits? Yes X No
(If "yes," proceed to Question C. If "no," proceed to section 5, as the EBO does not apply to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee?
 Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee?
 Yes No (If you answered "no" to both questions C and D, proceed to section 5, as the EBO is not applicable to this contract. If you answered "yes" to both Questions C and D, please continue to Question E. If you answered "yes" to Question C and "no" to Question D, please continue to section 3.)
- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of an employee? Yes No
(If "yes," proceed to section 4, as you are in compliance with the EBO. If "no," continue to section 3.)

Section 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
- By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or
- At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or

_____ Upon expiration of the contractor's current collective bargaining agreement(s).

8. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? (The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.)
- Yes No

Section 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statement, etc.) to verify that you do not discriminate in the provision of benefits.

Section 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Long Beach Municipal Code and in the terms of the contract of purchase order with the City.

Executed this 11th day of March, 2017, at Huntington Beach, CA

Name Dean C. Gilbert

Signature 

Title Owner

Federal Tax ID No 

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City of Long Beach
Purchasing Division
333 w. Ocean Blvd 7th Floor
Long Beach, CA 90802

Attachment I Insurance Requirements

INSURANCE REQUIREMENTS

Contractor = Subject Matter Experts

INDEMNIFICATION: Contractor shall defend, indemnify, and hold harmless the City, its Commissions and Boards, and their officials, employees, and agents from and against any and all demands, claims, causes of action, liability, loss, liens, damage, costs, and expenses (including attorney's fees) arising from or in any way connected or alleged to be connected with Contractor's performance of the work under this Agreement and from any act or omission, willful misconduct, or negligence (active or passive) by or alleged to be by Contractor, its employees, agents, or subcontractors either as a sole or contributory cause, sustained by any person or entity (including employees or representatives of City or Contractor). The foregoing shall not apply to claims or causes of action caused by the sole negligence or willful misconduct of the City, its Commissions and Boards, or their officials, employees, or agents.

INSURANCE. As a condition precedent to the effectiveness of this Agreement, Contractor shall procure and maintain at Contractor's expense for the duration of this Agreement from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A:VIII by A.M. Best and Company the following insurance:

- (a) Commercial general liability insurance or self-insurance equivalent in coverage scope to ISO CG 00 01 10 93 naming the **City of Long Beach, and their officials, employees, and agents** as additional insureds on a form equivalent in coverage scope to ISO CG 20 26 11 85 from and against claims, demands, causes of action, expenses, costs, or liability for injury to or death of persons, or damage to or loss of property arising out activities performed by or on behalf of the Contractor in an amount not less than One Million Dollars (US \$1,000,000) per occurrence and Two Million Dollars (US \$2,000,000) in general aggregate. If the subject matter expert may be working with minors or other vulnerable groups at any time during this Agreement, this insurance shall include coverage for insureds accused of participating in a physical abuse, sexual misconduct or sexual molestation.
- (b) Workers' compensation coverage as required by the Labor Code of the State of California and Employer's liability insurance with minimum limits of One Million Dollars (US \$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of sub rogation against the **City of Long Beach, and their officials, employees, and agents**.
- (c) Automobile liability insurance equivalent in coverage scope to ISO CA 00 0)1 06 92 in an amount not less than Five Hundred Thousand Dollars (US \$500,000) combined single limit (CSL) per accident for bodily injury and property damage covering owned, non-owned, and hired automobiles



City of Long Beach
Purchasing Division
333 w. Ocean Blvd 7th Floor
Long Beach, CA 90802

- (d) As applicable to the discipline of the subject matter expert, professional liability or errors and omissions liability insurance in an amount not less than One Million Dollars (\$1,000,000) per claim and in aggregate covering the services provided pursuant to this Agreement.

Any self-insurance program or self-insurance retention must be approved separately in writing by City and shall protect the **City of Long Beach, and their officials, employees, and agents** in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after thirty (30) days prior written notice to City, and shall be primary and not contributing to any other insurance or self-insurance maintained by City.

Any subcontractors which Contractor may use in the performance of this Agreement shall be required to indemnify the City to the same extent as the Contractor and to maintain insurance in compliance with the provisions of this section.

Contractor shall deliver to City certificates of insurance and original endorsements for approval as to sufficiency and form prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless City Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less than one hundred eighty (180) days. Such insurance as required herein shall not be deemed to limit Contractor's liability relating to performance under this Agreement. City reserves the right to require complete certified copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of City Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of this Agreement.

By submitting a signature below, Bidder agrees that insurance requirements can be provided as requested.

Printed Name: Dean C. Gilbert

Title: Owner

Signature: *Dean C. Gilbert*

Date: 3/11/17

Animal Science/Care Consultant-over 40 years combined Registered Veterinary Technician, ROP & CTE classroom and community instructional experience, and business operations in animal science and care occupations.

Careers in Retail Sales in Food Services Consultant-over 35 years ROP & CTE experience in work based Food Service industry for youth with part-time employments for high school credits and occupational advancements.

Construction and Maintenance Consultant-30 years hands-on and management experiences in commercial and residential construction, and facilities maintenance to include Home Builders Institute classroom and on-the-job training instructions with related industry certifications.

Criminal Justice/Forensic Science/Military Consultant - over 20 years of experience in all aspects of policing, detectives, expert court testimony, forensic science evidence analysis, collection and processing, and military securities. All three areas includes experience in the following: consulting, leadership, ethical decision making, supervision, critical thinking and emergency management, interrogation, weapons handling/inventory, personnel and program and unit management, acquisitions, project management and strategic planning and brainstorming, advisory board chair and coordinator, research, training and instruction, personnel development, mentorship and coaching, personal, educational and career counseling, career development, resume creation and workforce hiring/staffing/work study programs/OTJ training, administrative software, record keeping and management, event coordinator, fund raising, marketing, sales and merchandising, budgeting, curriculum development, authoring and implementation, workshops, revitalization of programs, policy and grant writing, equipment analysis and use, scheduling, data collection, organization, editorial duties, article and report writing, safety regulating, quality control, physical training, and proficiency in computer use/troubleshooting and Microsoft Office programs, etc. for both MAC and PC platforms.

Healthcare Services Consultant- over 20 years ROP teaching experience; liaison between hospitals and community clinics for student on-the-job training; develop patient care and nursing plans; assess community health care needs; provide nursing care with patients having chemical dependency; strong leader for nursing personnel assigned to the unit/shift.

Information & Business Technology Consultant- over 25 years LBUSD experience in school business management; grant and curriculum writing, development of funding resources and activities, with excellent ROP & CTE classroom and community instructional skills in Computer Applications, Business Technology, Accounting Occupations/QuickBooks, and Office Occupations with a wide range of network in workforce development including Pacific Gateway.

Landscape and Plant Technician Consultant- over 35 years ROP experience in classroom and community instructions in Plant Production and Landscape; parks, streets, sports turfs plant supervision and maintenance, consultant to various gardening programs and projects.

Manufacturing and Engineering Consultant- over 40 years of aerospace advanced manufacturing and quality engineering with technology development and project management experience, educational outreach project design and development for Performance Based Learning (PBL) curriculum, university and continuing education teaching experience in advanced manufacturing and management practices.

Physical Fitness & Sports Consultant-over 20 years school district experience in Kinesiology with technology integration to include design of online courses and introduction to sports related occupations.

Post-secondary and College Planning -Combined personal and professional experiences of consultants in post-secondary education from research, application to technical & vocational schools, city colleges & universities, assist regarding eligibility requirements to all type of aids, scholarships, internships, memberships in organizations and mentoring, employment opportunities and aspirations.

STEM Consultant- Over 40 years of experience in pre-K through post-secondary education; administer school, district, county, state and national professional learning, leadership and strategic planning programs to improve Science, Technology, Engineering and Mathematics (STEM) instruction and student achievement for all students including English Learners, Special Education and Alternative Education; create and provide innovative professional development and curriculum support to public school districts, charter, private and parochial schools; develop technology systems to improve teaching and learning; work collaboratively with community-based, informal science, non-profit, parent organizations, and business/industry workforce initiatives to improve student achievement, college and career development.

TV/Media Production/Media Consultant-over 25 years combined ROP teaching and freelance production experience; perform a wide range of areas including project management, television/video/ film production, still photography, theatre arts, musical production, in corporate, educational and free-lance settings.

Note: Please refer to Appendix B for a list of qualifications and staff, and attached resume.

- 4. Fiscal Stability** - Please describe effective financial systems currently in place to facilitate effective service delivery within Pacific Gateway's Career System. Effective systems include clearly defined mechanism for expenditure and cost allocation, reporting, and ability to submit invoices in a timely manner.

Please note: Fiscal Stability is to be provided in addition to and not to be confused with Financial Stability (reference Section 5.1 and 9.1).

EDU Consulting LLC will utilize a financial system that will best serve the implementation of the project when awarded. Various software applications will be considered to include: QuickBooks for record keeping and IRS compliance by a QuickBooks Certified Consultant. The Certified Consultant has professional knowledge and experience of fiscal management with years of governmental experience (LBCC/LBUSD) in fund-accounting, to include timely manner billing.

CONFIDENTIAL

COMPANY BACKGROUND AND REFERENCES

9.1 Primary Contractor Information

- Company ownership- EDU Consulting LLC is owned and operated by Mr. Dean Gilbert which was established in 2015
- Location of the company office- 18916 Silverbit Lane, Huntington Beach, CA 92648
- Location of the office servicing any California account(s)- same as above
- Number of employees both locally and nationally- 1 full-time owner/manager; 10 part-time consultants/subcontractors, 4 of which reside in Long Beach, CA
- Location(s) from which employees will be assigned- EDU Consulting LLC
- Name, address and telephone number of the Contractor's point of contact for a contract resulting from this RFP- Dean C. Gilbert, (562) 233-2061, dean@educonsultingllc.com
- Company background/history and why Contractor is qualified to provide the services described in this RFP- **Dean Gilbert, owner of EDU Consulting LLC**, administers school, district, county, state and national professional learning, leadership and strategic planning programs to improve science, STEM and career-based instruction and student achievement for all students including English Learners, Special Education and Alternative Education. Dean creates and provides innovative professional development and curriculum support to public school districts, charter, private and parochial schools, develops technology systems to improve teaching and learning, and works collaboratively with community-based, informal science, non-profit, parent organizations and business/industry to improve achievement for college and career-bound students.

Dean Gilbert has extensive experience in PreK-12 and post-secondary education, from the classroom to the statewide level, as a secondary science teacher, district science coordinator, county science coordinator, consultant/program director on statewide projects, and as a **Past President** and **Board Member** for the **California Science Teachers Association**. These experiences have enabled Dean to set policy and help shape California science reform efforts for over 43 years in the areas of standards development, instructional materials adoption, assessment, and curriculum reform.

Dean's grass-roots experience in developing district science standards, abilities to bring together key constituents, and fiscal/budgetary management skills, led to the development of nationally recognized science standards for **Long Beach Unified School District**, a Broad Prize-winning school district. He was actively involved in the development of the California Science Content Standards and **Science Framework**. At the national level, he was a contributing author for the **Scope, Sequence and Coordination Core Curriculum** and is currently a reviewer for the **Next Generation of Science Standards**.

Dean is experienced at building collaborations among community and corporate business leaders, forming partnerships, developing STEM-related resources and gaining financial support for schools, districts, businesses and statewide efforts.

- Length of time Contractor has been providing services described in this RFP to the public and/or private sector- Over 24 years of consulting experience.
- Resumes for key staff to be responsible for performance of any contract resulting from this RFP- See Attached Key Staff Resumes
- Financial stability: Proposers must provide financial statements giving the City enough information to determine financial stability- See Other Attachment

9.2 Subcontractor Information

9.2.1 Does this proposal include the use of subcontractors?

Yes No Initials DG

If "Yes", Contractor must:

9.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services. – See Appendix A

9.2.1.2 Provide the same information for any subcontractors as is indicated in Section 9.1 for the Contractor as primary contractor. – See Appendix A

9.2.1.3 References as specified in Section 9.3 below must also be provided for any proposed subcontractors. – For subcontractor references, see Other Attachment

9.2.1.4 The City requires that the awarded Contractor provide proof of payment of any subcontractors used for this project. Proposals shall include a plan by which the City will be notified of such payments. – EDU Consulting LLC will provide payroll statements for subcontractors/consultant services provided. This will occur after the bid proposal has been awarded. The City will be notified in a monthly payroll report.

9.2.1.5 Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained –EDU Consulting agrees to this.

9.3 References

Contractors should provide a minimum of three (3) references from similar projects performed for state and/or large local government clients within the last three years. Information provided shall include:

Reference 1:

MindFuel, Calgary, Canada

- Provide professional development training for MindFuel staff to help align their web-based teacher resources to Next Generation Science Standards and Common Core English Language Arts and Mathematics
- December 11-15, 2016; February 2017-present
- Dean Gilbert, Science/STEM consultant provides services
- Margaret Glover-Campbell, Project Director; (403) 220-0077, x233

Reference 2:

Palmdale School District, Palmdale, CA

- Using a backwards mapping protocol, provide professional development training for Palmdale middle school science teachers to facilitate development of NGSS-aligned instructional units; Meet with district leadership to discuss district restructuring to support curriculum/instructional reform
- February 2017-present
- Dean Gilbert, Science/STEM consultant provides services
- Barbara Gaines, Director of Curriculum and Instruction; (661) 789-6751

Reference 3:

Columbia Memorial Space Center, Downey, CA

- Provide consulting for a long-range action plan to develop and deliver STEM and engineering workforce related professional development opportunities in Southern California
- 2014-present
- Dean Gilbert, Science/STEM consultant provides services
- Benjamin Dickow, Executive Director, Columbia Memorial Space Center; (562) 231-1206

9.4 Business License

The Long Beach Municipal Code (LBMC) requires all businesses operating in the City of Long Beach to pay a business license tax. In some cases, the City may require a regulatory permit and/or evidence of a State or Federal license. Prior to issuing a business license, certain business types will require the business license application and/or business location to be reviewed by the Development Services, Fire, Health, and/or Police Departments.

EDU Consulting LLC is licensed by the State of California; License Number 201526610163

**EDU Consulting LLC
Income Statement
December 31, 2016**

Revenue		\$19,035.58
Less: Expenses		
Advertising	\$315.00	
Dues and Subscriptions	79.00	
Insurance	434.00	
Conference Registration	65.00	
Licenses and Fees	255.00	
Office Expense	1,296.00	
Repairs and Maintenance	129.00	
Telephone	970.00	
Travel	670.00	
Utilities	286.00	
Vehicle Expenses	<u>749.00</u>	
Total Expenses		<u>5,248.00</u>
Net Income Before Taxes		<u>\$13,787.58</u>

KEY STAFF RESUMES AND LIST OF REFERENCES – COVER SHEET

EDU Consulting LLC / Dean Gilbert and Staff Consultants

1. Animal Science & Care Consultant
2. Careers in Retail Sales & Food Services Consultant
3. Construction & Facilities Maintenance Consultant
4. Criminal Justice/Forensic Science/Military Consultant
5. Healthcare Services Consultant
6. Information & Business Technology Consultant
7. Landscape & Plant Technician Consultant
8. Manufacturing & Engineering Consultant
9. Physical Fitness & Sports Consultant
10. College & Career Success Planning
11. STEM Consultant
12. TV/Media Production Consultant