



**BUSINESS DEPARTMENT - Facilities Development & Planning**  
**2425 Webster Ave., Long Beach, CA 90810**  
**(562) 997-7550 FAX (562) 595-8644**

**REQUEST FOR PROPOSALS #2122-67**  
**FOR**  
**PREPARATION OF THE SCHOOL FEE JUSTIFICATION STUDY (FJS),**  
**SCHOOL FACILITIES NEEDS ANALYSIS (SFNA), AND**  
**ANNUAL & FIVE YEAR REPORT**  
**FOR**  
**LONG BEACH UNIFIED SCHOOL DISTRICT**

Monday, April 18, 2022

**1. REQUEST FOR PROPOSALS**

**1.1. Purpose**

The Long Beach Unified School District (“District”) is requesting submission of proposals (“Proposal”) from qualified Consulting Firms (“Consultant”) to provide PREPARATION OF THE SCHOOL FEE JUSTIFICATION STUDY (FJS), SCHOOL FACILITIES NEEDS ANALYSIS (SFNA), AND THE ANNUAL & FIVE YEAR REPORT (“SERVICES”) for and on behalf of the District on various facilities improvement projects.

**1.2. Request for Proposals**

Proposals in response to this Request for Proposals (“RFP”) shall set forth a detailed scope of services, a completion schedule, a schedule of professionals that will be used to supervise and staff the project, and a not-to- exceed dollar amount for the services to be performed. Consultant to provide costs to perform services as outlined in the Scope of Services below.

**1.3. Submission and Questions**

If your firm is interested in performing Consulting Services on behalf of the District, please submit a detailed Proposal in accordance with the submittal requirements described below and in **Exhibit A**.

Thank you for your interest in working with the Long Beach Unified School District.

## 2. SCOPE OF SERVICES

### 2.1. Description

Selected Consulting Firm shall produce FJS and SFNA reports for Long Beach Unified School District. Please refer to the Scope of Services described in **Exhibit B** for a more detailed list of responsibilities.

A Fee Justification Study ("FJS") applies to Level I Fees justifying the need to increase the Level I fee. Statutory school fee adjustments are set by the State Allocation Board in January of even-numbered years according to the adjustment for inflation. Government Code requires the board to adopt a resolution before the District can increase fees. The increase becomes effective, and can be levied, 60 days after the resolution has been adopted. An urgency resolution may only be adopted if a finding is requiring that in order to protect the public health, welfare and safety of the district, fees must be collected immediately.

The School Facilities Needs Analysis ("Analysis") is prepared annually in accordance with applicable law to provide the factual basis for the Long Beach Unified School District ("School District") to consider and, if desired, adopt alternative school facility fees ("Alternative Fees") that may be collected from residential development in the School District consistent with Section 17620 of the Education Code and Sections 65995 et al of the Government Code (future code section references are to the Government Code unless otherwise specified). **Please note, currently the School District does not qualify for Level II Developer Fees. The School District may elect to not pursue the Analysis report.**

### 2.2. Deadlines

Each Consultant must be prepared and equipped to provide Services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

The District expects to have a final report completed by:

- March 1st every even year starting 2022 for an FJS (July 1<sup>st</sup> for 2022)
- July 1, 2022 and every 11 months hereafter for a SFNA. District may opt not to perform this work; confirm with District prior to executing service.
- November 2022 and every 11 months hereafter for the Annual & Five Year Report

### 2.3. Compliance with Applicable Laws

Consultant's Proposal must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code Title 24 of the California Code of Regulations, California Department of Education (CDE), Division of State Architect (DSA) and local ordinances and/or other applicable guidelines applicable to the Services to be undertaken, as well as Consultant's ability and methodology to comply with the same. Consultant's Proposal must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

### 2.4. Working Conditions

Each Consultant shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant's activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

### **3. PROPOSALS**

#### **3.1. Response Format**

A Consultant's response shall not exceed **10 pages**, excluding cover letter, table of contents, resumes, brochures, organization charts, and exhibits. Proposal must be single-sided and organized in the order listed in this Section 3, and shall include all of the following sections and information as stated in this RFP. Please refer to the following sections and to **Exhibit A** for more information about submittal requirements.

#### **3.2. Firm Information**

Please provide a cover letter and introduction, including the company's name, address, telephone number, and email address of the person(s) authorized to represent the institution regarding all matters related to the Proposal. Clearly indicate the contact person with their name and contact information in the cover letter. If applicable, please indicate the location of Consultant's headquarters, and the address and contact information for the local contact office.

As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. Describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. Also, please include your firm's philosophy with regard to approach and experience related to Services outlined in the RFP.

A person authorized to bind the firm to all commitments made in the Proposal shall sign this letter. In addition, **Exhibit C** - Firm Information Questionnaire.

#### **3.3. Firm Experience**

Provide a summary of your firm's relevant expertise and experience in the PREPARATION OF THE SCHOOL FEE JUSTIFICATION STUDY (FJS) AND SCHOOL FACILITIES NEEDS ANALYSIS (SFNA), especially as it relates to school sites and facilities. What differentiates your services from other providers? Provide a proposed work plan for assisting the District. This may include providing a proposal based upon the scope of services outlined within this Proposal and any alternative scope of work that the Consultant may recommend as appropriate based upon its experience and expertise.

Consultant shall provide a narrative description of their dispute resolution process and the nature of any anticipated disagreements that might occur during the course of the Work with the District, architect/engineers, consultants, contractors and subcontractors, and a discussion of how such disagreements might be resolved by the Consultant.

#### **3.4. K-12 School Project Experience**

Describe in detail a minimum of five (5) projects involving K-12 schools that your firm has completed within the last five (5) years, which demonstrate experience with Services similar to those listed in this RFP. These projects should demonstrate as much as possible your firm's experience in a range of K-12 school projects of varying size, type, difficulty, new construction, additions, renovations and reconstruction etc. Clients listed may be contacted for references.

### **3.5. Firm Projects and Contract**

List all K-12 school district projects (including Long Beach Unified School District) your firm has completed within the last five (5) years. Include, for each project, the project name and location, the contract amount, services offered and the contact person at the school district for each project. Please include any “on-call” contracts that may not be project- specific. Use as many sheets as necessary to list all completed projects. Clients listed may be contacted for references.

### **3.6. Project Team**

Please identify your firm’s proposed team, key personnel and staff members and their specific expertise and experience in the PREPARATION OF THE SCHOOL FEE JUSTIFICATION STUDY (FJS) AND SCHOOL FACILITIES NEEDS ANALYSIS (SFNA), especially as it relates to K-12 school projects. Include an organizational chart for the proposed staff and indicate who will be the District’s contact person for your firm.

Provide the names and detailed experience of key personnel who will be available, knowledgeable, and regularly working with the District. In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of California. **Do not list any inactive registration and/or license designations.**

### **3.7. Sub-Consultants**

Provide a schedule of Sub-Consultant, or Sub-Consultant categories, if any, that are likely to be used by your firm in carrying out Services for the District. For each Sub-Consultant, please list names, California license or registration numbers, contact person(s), business addresses, phone numbers, fax numbers, e-mail addresses, date established, and time associated with firm.

### **3.8. Scope of Services**

Consultant shall provide a detailed list of the scope of services Consultant will offer to complete the Project as defined in this RFP.

### **3.9. Project Timeline**

Consultant shall provide a project schedule matching the completion date as defined in this RFP.

### **3.10. Billing Rates**

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. If applicable, Consultant’s proposal should provide estimates for certain standardized components of the Services. Provide Consultant’s typical fee schedule as applicable, as well as any sub-consultant fees or services that may be needed. Please use **Exhibit D – Billing Rates Form**.

### **3.11. Fee**

Consultant will **propose an all-inclusive fixed fee cost for each requested report per year or other frequency as required**, for all of the services described in this RFP. Please note the Annual & Five Year Report will be completed annually. Consultant’s proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the Consultant will incur in providing the Services. Include the amount for proposed reimbursable expenses.

The District defines reimbursable expenses required for printing and reproduction, travel expenses, and Governmental/Agency/ Public Agency fees that are not otherwise covered under basic and extra

services. All reimbursable expenses shall be directly related to the services required by the Consultant for the Project and must be supported by proper documentation and prior District authorization. Reimbursable expenses shall not exceed the annual rate, but in no cases shall exceed cost plus 5%.

### **3.12. Certification**

Consultants shall certify that they have received the RFP, read the instructions and submitted a Proposal with the proper authorizations. Consultant shall complete **Exhibit E** - Certification and submit it with the Proposal.

### **3.13. Non-Conflict of Interest**

Consultants shall certify that they shall perform Services as an independent contractor and not as an officer, agent or employee of the District. Consultant shall complete **Exhibit F** - Statement of Non- Conflict of Interest, and submit it with the Proposal.

## **4. CONTRACT REQUIREMENTS**

### **4.1. Standard Agreement**

Consultant should be prepared to comply with the District's contract requirements.

### **4.2. Fingerprinting Requirements**

Unless exempted, Consultants shall comply with the requirements of Education Code 45125.1 with respect to fingerprinting of employees who may have contact with students on a school site within the District. The Consultant selected to perform Services may be required to complete the certification form, herein attached as **Exhibit G**, provided by the District. The form should be reviewed but is not to be submitted with the Proposal.

Additional information about this requirement is available on the Department of Justice's website at [ag.ca.gov/fingerprints](http://ag.ca.gov/fingerprints)

## 5. SELECTION CRITERIA AND EVALUATION PROCESS

All Proposals will be evaluated as per the selection criteria and evaluation process described below. All Consultants shall be advised and understand the policies applicable to agreement if selected.

### 5.1. Selection Criteria

The District intends to use, but are not limited to the following evaluation criteria in reviewing received Proposals:

Timeliness and Completeness of Proposal: To receive maximum consideration, Consultant's Proposal must be received by the response deadline indicated. In addition, Consultant's Proposal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP, such as providing the minimum qualifications, firm information and experience.

Technical Qualification and Competence: Consultant's Proposal will be evaluated on the firm's experience, expertise, and familiarity with the Services, and applicable laws and requirements for public works projects in general and school projects in particular. The Consultant's ability to provide proof of any required licenses and/or certifications for completion of the scope of work, if applicable, will also be considered.

Approach to Work: Consultant's Proposal will be evaluated on the recommended approach to Services, compliance with applicable laws, the proposed project team members and sub-consultants, project management and coordination methodologies, work samples, analysis and study approaches, ability to respond to emergencies and delays, as well as Consultant's ability to communicate effectively with District personnel and offer advice in the best interest of the District.

Record of Past Performance: Consultant's Proposal will be evaluated for quality of work, completion of work on schedule, cost controls, contracts held with the District or other agencies over the last 5 years as well as the responses of references provided by the Consultant or any other references identified by the District.

Contract Requirements and Cost Control: Consultant's Proposal will be evaluated on the firm's ability to comply with contract requirements described in this RFP, cost control procedures, personnel utilization, billing rates for personnel and Consultant's policies respecting the pass-through to the District of overhead costs.

### 5.2. Evaluation of Proposals

Proposals will be evaluated by a panel of individuals selected by the District. Selection for this Proposal will not preclude nor guarantee the selected firm consideration for future District projects.

Based on its evaluation of the Proposals that it receives, the District may or may not select a Consultant. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Proposal deadline, (ii) send out additional RFPs, and/or (iii) provide for other mechanisms for Consultants to be selected to provide Services to the District.

### **5.3. Policies Applicable to Agreements**

All work to be performed under any awarded contract must conform to all applicable laws and guidelines and all requirements of the District, the California Department of Education (CDE), local jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform to the requirements set forth by this RFP.

This Request and any potential future RFQs or RFPs do not commit the District to issue a contractual agreement with any vendor or to pay any costs incurred in the preparation of Proposals or participation in an interview.

The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFP, (iii) reissue this RFP, (iv) send out additional RFPs, (v) reject any and/or all RFPs, (vi) prior to submission deadline for RFPs, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFP, or the requirements for content or format of the RFPs, (vii) waive irregularities, (viii) procure any services specified in this RFP by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process articulated in this RFP because of unforeseen circumstances.

Acceptance by the District of any Proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into an agreement for services.

The Proposals, including all graphic and narrative materials, shall become the property of the District upon the District's acceptance of the Proposal. The District shall have the right to copy, reproduce, publicize and/or dispose of each Proposal in any way that the District may choose.

Any and all information and documents provided in response to this RFP or RFP will become public records and subject to disclosure under the California Public Records Act. Consultants may mark certain information in their proposal as private, confidential, or proprietary, if they do not wish it to be disclosed. However, in doing so, Consultants agree to fully defend and indemnify the District from any claims arising from the District's failure or refusal to produce the information if requested by a third party.

The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be used by the District.

## Exhibit A

### Response Deadline and Submittal Requirements

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#### RESPONSE DEADLINE:

The deadline for receipt of all materials responsive to this RFP is, **Wednesday, May 4, 2022 at 2:00pm ("Response Deadline")**. Note that Proposals delivered after the Response Deadline may not be considered.

#### RESPONSE FORMAT:

Submit one (1) PDF version of the firm's Proposal, per District instructions on PlanetBids. Proposals must be submitted through Planet Bids, and organized in the following order and shall include all of the following sections and information as stated in this document. The PDF version of the Proposal must be comprised of one single document, NOT MULTIPLE DOCUMENTS.

#### WORK SAMPLE:

All Work Sample Exhibits should be electronic, searchable, bookmarked,, labeled and included as part of the appendix. Please include the following with your proposal:

- Sample Fee Justification Study
- Sample School Facility Needs Report
- Sample Annual / Five Year Fee Report

#### SUBMITTAL:

Please address the proposal to:

Attn: Brooke Clements, Facilities Planning Project Manager  
Long Beach Unified School District  
Facilities Development and Planning Branch  
2425 Webster Avenue  
Long Beach, CA 90810

#### QUESTIONS:

If you have any questions regarding this RFP, please submit them via PlanetBids by **2:00pm, Monday, April 25, 2022**.

<sup>a</sup>Responses to all questions received prior to the question deadline will be provided to all applicants by **Thursday, April 28, 2022 by 4:00pm**.



## Exhibit B

### Scope of Services

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#### **Developer Fee Reporting Services:**

- I. The District is seeking proposals from qualified professional consultant(s) who are specially trained, and experienced in performing the special services required in the preparation of and adoption of a Residential/ Commercial Fee Justification Study (FJS) and a School Facilities Needs Analysis (SFNA), pursuant to the District's authority under Government Code Section 53060.
  
- II. **The scope of services relating to the FJS include, but are not limited to:**
  - Calculating student generation factors by housing category and school level to determine school facility needs.
  - Review and set forth the District's determination of new construction eligibility based on a review of State Allocation Board ("SAB") forms 50-01, 50-02, and 50-03.
  - Determine the purpose of the Statutory School Fees
  - Identify the use to which the Statutory School Fees are to be put.
  - Determination of the reasonable relationship between the need for the public facility and the type of development on which the fee is imposed.
  - Identification of new construction projects submitted or to be submitted on a timely basis to the SAB
  - The FJS should meet all requirements of applicable law including, but not limited to, Government Code Section 65995 and 66001 and Education Code Section 17620.
  - Adoption of final FJS, including:
    - Assisting staff in responding to any written comments
    - Attending public hearings
    - Filing FJS with City and County
  
- III. **The scope of services relating to the SFNA include, but are not limited to:**
  - Review and set forth the District's determination of new construction eligibility based on a review of SAB forms 50-01, 50-02, and 50-03.
  - Identification of new construction projects submitted or to be submitted on a timely basis to the SAB.
  - Determination of which of the four statutory requirements pursuant to Government Code Section 65995.5 the District satisfies in order to levy Alternative School Fees.
  - 0050 Projection of unhoused students in the District from future residential development over the next five years by housing type, and calculation of unhoused pupils projected to exist in the District at the end of the next five years.
  - Review of current District facilities and determination that facilities are being used to their optimal potential; review of surplus school sites, existing surplus local funds of the District, and any Redevelopment Agency pass-through funds available to the District.
  - Determination of the permissible Level 2 and Level 3 Alternative School Fees that may be established by the District.
  - Adoption of final SFNA, including:
    - Assisting staff in responding to any written comments

- Attending public hearings
- Filing SFNA with City and County
- The SFNA should meet all requirements of applicable law including, but not limited to, Section 65995.5, 65995.6, 65995.7 and 66000 of the Government Code and Education Code Section 17620.

**IV. The scope of services relating to the Annual and Five Year Report include, but are not limited to:**

- Please note the Annual and Five Year Reports will be complete annually.
- Annual Report Analysis
  - Work with the School District to identify each Developer fee fund, type of fee deposited into each fund and the amount.
  - Demonstrate the flow of money in each fund and reconcile account balances.
  - Work with School District to identify whether the School District has the monies within each of its construction funds sufficient to fund the construction or completion of construction of new school facilities.
  - Disclose and Identify refunds
- Five Year Report Analysis
  - Determine the purpose of the imposed Fees.
  - Establish relationship between the imposed fee and the facilities to be funded.
  - Disclose future funding sources.
- Prepare the Five Year Report pursuant to the requirements of Senate Bill 1693
- Adoption of final Annual & Five Year Report
  - Assisting staff in responding to any written comments
  - Attending public hearings
  - Filing the Annual & Five Year Report with the City and County.
- The FJS should meet all requirements of applicable law including, but not limited to, Government Code Section 65995 and 66001 and Education Code Section 17620.

# Exhibit C

## Firm Information Questionnaire

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Please answer the following questions. If you answer yes to any of the questions, please explain on a separate, signed sheet. For questions 3, 4, 6, and 7, if yes, also state the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company?

Yes  No

Does the company have an ongoing relationship or affiliation with an equipment manufacturer?

Yes  No

Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss?

Yes  No

In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?

Yes  No

Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership?

Yes  No

Has the company ever had mediation, arbitration, trial, or other adjudication on contracts in the past five (5) years?

Yes  No

Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts that have been done or are being done by the company?

Yes  No

**THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS PROPOSAL IS TRUE AND CORRECT.**

Signature	Date

Printed Name	Title



## Exhibit E

### Certification, Requests for Qualifications

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I certify that I have read and received a complete set of documents including the instructions for submitting a Proposal in response to the attached Request for Proposals. I further certify that I am submitting one (1) complete, single-document PDF version of the firm's Proposal in response to this request and that I am authorized to commit the firm to the Proposal submitted.

I consent to Long Beach Unified School District contacting references included in this Proposal, including but not limited to other school districts listed herein for the purposes of obtaining information about the survey experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A PROPOSAL'S DISQUALIFICATION

Signature	Date

Printed Name	Title

Address	City, State, Zip Code

Telephone	EMAIL Address

# Exhibit F

## Statement of Non-Conflict of Interest

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The undersigned, on behalf of the Firm set forth below (the “Consultant”), does hereby certify and warrant that if selected, the Consultant, while performing the consulting services required by the Request for Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the Long Beach Unified School District (“the District”).

The undersigned further certifies and warrants the following:

- (1) No officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;
- (2) The Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;
- (3) No officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;
- (4) The Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and
- (5) In support of Education Code Sections 35230-35240 and Board Policy 4119.21, during the selection process (from the date the RFP is released to the conclusion of the selection process), if it is determined that any individual(s) who work(s) and/or represent(s) the Consultant for business purposes communicates, contacts and/or solicits Board Members in any fashion, such Consultant shall be disqualified from the RFP selection process and from participating in any future RFPs and/or RFPs. This may also result in the removal of the Vendor, Firm, Contractor and/or Consultant from any established Pre-qualified list, as well as the removal from the “interested vendors” list.

**FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION**

Signature	Date
Printed Name	Title

## Exhibit G

### Notice of Criminal Record Check

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#### FINGERPRINTING REQUIREMENTS

The Long Beach Unified School District ("District") requirements pertaining to fingerprint clearance are pursuant to California Education Code 45125.1. California Education Code section 45125.1 provides that if the employees of any entity that has a contract with a school district to provide services may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice (DOJ) together with a fee determined by the DOJ to be sufficient to reimburse the Department for its costs incurred in processing the application.

A school district contracting with any entity for the construction, reconstruction, rehabilitation, or repair of a school facility shall ensure the safety of the pupils pursuant to the requirements of California Education Code 45125.2(a). A contractor shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing using the attached Contractor Fingerprint Certification form provided by the District that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

In accordance with statutory, regulatory, and constitutional restrictions governing the use and dissemination of criminal offender record information, the above mentioned Education Code Sections 33193 and 45125.2 allow for exemptions from background checks of all employees under the following conditions:

1. The installation of a physical barrier at the worksite to limit contact with pupils.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the DOJ has ascertained has not been convicted of a violent or serious felony.
3. Surveillance of employees of the entity by school personnel.

Contractors are not required to comply with the background check requirements set forth in the Michelle Montoya School Safety Act if one or more of the above-mentioned conditions exist.

Please note: It is illegal for the District to receive fingerprint clearance results from the Department of Justice. Therefore, the District is unable to provide a Live Scan (OIR) Number to Consultants. If Contractors' employees have already been cleared by the DOJ, it is not necessary to repeat the entire fingerprinting process. If the Contractor is selected by the District, the Contractor will be required to sign and return the enclosed Contractor Fingerprint Certification form and return it.

Please review additional information and application forms for criminal background checks on the California Department of Justice website at <http://ag.ca.gov/fingerprints>.



BUSINESS DEPARTMENT – Facilities Development & Planning  
 2425 Webster Avenue, Long Beach, CA 90810  
 (562) 997-7550 Fax (562) 595-8644

**FINGERPRINT REQUIREMENT (ED CODE 45125.1)**

**CONTRACTOR FINGERPRINT CERTIFICATION**

\_\_\_\_\_ (Contractor) certifies that pursuant to Education Code Section 45125.1, has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the Long Beach Unified School District, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.79(c) and 667.5(c), respectively.

As further required by Education Code 45125.1, below is a list of the names of the employees of the undersigned who may come in contact with pupils. Failure to comply with this law may result in, at District’s sole discretion, termination of any agreement entered into between District and Contractor.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Below is a List of Employees Who May Come In Contact With Pupils**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____