



ADDED ITEM

# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:  
**EE-27.**

MEETING DATE	2020-06-23 10:05 - Regular School Board Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

**TITLE:**

Recommendation to Approve Agreement - FY21-118 - Professional Learning Services with Buck Institute

**REQUESTED ACTION:**

Approve the recommendation for the above Agreement. Contract Term: July 1, 2020 through June 30, 2021, One (1) Year, with an option to renew for two (2) additional one (1) year renewal periods; User Department: Secondary Learning; Award Amount: \$100,900; Awarded Vendor(s): Buck Institute for Education Corporation; Small/Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**

The Broward County Public School's (BCPS) strategic plan calls for re-imagining the middle grades experience to include project and problem-based learning. The Buck Institute has been identified, by a committee of BCPS stakeholders, as one of the experts in designing and training with a problem-based learning philosophy. This Agreement will bring high-quality problem-based learning professional learning to BCPS. The professional learning will include workshops for teachers as well as school-based and district-based leadership. This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

**SCHOOL BOARD GOALS:**

Goal 1: High Quality Instruction  Goal 2: Safe & Supportive Environment  Goal 3: Effective Communication

**FINANCIAL IMPACT:**

The estimated financial impact to the District will be \$100,900. The funding source will come from the Community Foundation of Broward Grant and Innovative Programs iCAN Grant budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

**EXHIBITS: (List)**

(1) Executive Summary (2) Financial Analysis Worksheet (3) Agreement

**BOARD ACTION:**  
**APPROVED**  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Guy Barmoha	Phone: 754-321-2119
Name: Mary C. Coker	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**

Maurice L. Woods - Chief Strategy & Operations Officer

Signature  
*Maurice Woods*  
6/18/2020, 12:36:13 PM

Approved In Open Board Meeting On:

**JUN 23 2020**

By: *Donna Jean*  
School Board Chair

## EXECUTIVE SUMMARY

### Recommendation to Approve Agreement FY21-118 – Professional Learning Services with Buck Institute

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the Agreement between the Buck Institute for Education Corporation (BUCK) and The School Board of Broward County, Florida (SBBC), for one (1) year, with an option to renew for two (2) additional one (1) year periods, starting July 1, 2020 through June 30, 2021. This Agreement will provide professional learning services for the 2020-2021 school year.

The spending authority being requested is \$100,900.

#### **Goods/Services Description**

##### **Responsible: Secondary Learning**

The Broward County Public School's (BCPS) strategic plan calls for re-imagining the middle grades experience to include project and problem-based learning. Buck Institute has been identified by a committee of BCPS stakeholders, as one of the experts in designing and training with a problem-based learning philosophy. This Agreement will bring high-quality, problem-based learning professional learning to BCPS. Problem-based learning Works will provide extensive professional development, during the Reimagining Middle Grades and iCAN grant's leadership and teacher professional development opportunities to ensure effective implementation of problem-based learning classroom strategies. Problem-based learning Works also provides monthly coaching sessions for District staff to ensure effective implementation of problem-based learning throughout the organization.

The District has trained five hundred forty-three (543) middle school teachers in previous contracts with BUCK.

#### **Procurement Method**

##### **Responsible: PWS**

Pursuant to the Department of Education, Rule 6A-1.012, 11(b), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and School Purchasing 3320, Section II, G, the requirement for requesting competitive solicitation for commodities or contractual services from three (3) or more sources is hereby waived as for the SBBC's purchase of educational services.

#### **Financial Impact**

##### **Responsible: PWS and Secondary Learning**

The spending authority being requested is \$100,900. The funds will come from the Community Foundation of Broward Grant, and Innovative Programs iCAN Grant budget.

School & District Leadership Services	\$ 32,400
Teacher Development Services	\$ 68,500
<b>Total</b>	<b>\$100,900</b>

The previous agreement FY20-033 started on July 1, 2019 through June 30, 2020, with an approved spending authority of \$401,012. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.



# AGREEMENT

THIS AGREEMENT is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between:

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

(hereinafter referred to as "SBBC"),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**BUCK INSTITUTE FOR EDUCATION CORPORATION**

(hereinafter referred to as "BIE"),  
whose principal place of business is  
3 Hamilton Landing Suite 220  
Novato, California 94949

**WHEREAS**, BIE and SBBC desire to work together via this Service Agreement ("Agreement") on professional development services designed to create knowledge and understanding of Project Based Learning ("PBL") and to support PBL implementation through an array of products and services described in **Attachment A** attached hereto and incorporated herein; and

**WHEREAS**, pursuant to the Department of Education, Rule 6A-1.012(11)(b), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and School Board Policy 3320, Section II, H, the requirement for requesting competitive solicitation for commodities or contractual services from three or more sources is hereby waived for SBBC's purchase of educational services.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

## ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement commences on July 1, 2020 and concludes on June 30, 2021. The term of this Agreement may be extended for two (2) additional one-year periods by mutual agreement between SBBC and BIE.

2.02 **Description of Work.** BIE shall provide professional development services designed to create knowledge and understanding of PBL and to support PBL implementation.

The services are specified in the attached Statement of Work (“SOW”) and Catalog of Services attached and incorporated in **Attachment A**.

2.03 **Primary Contacts and Responsibilities.**

- (a) **BIE Contact:** BIE will provide a primary contact who will manage BIE’s work and provide SBBC with access to a wide variety of tools from BIE’s proprietary material support and resources. The BIE Contact will also provide onsite and virtual support to designated SBBC leaders or contacts, schedule BIE staff and contractors for services, arrange logistics of BIE’s professional development events, generate reports, and meet regularly (by phone) with SBBC’s PBL Steering Committee and/or SBBC Contact.
- (b) **SBBC Contact:** SBBC agrees to provide a designated coordinator who will be the primary contact for scheduling and logistics related to the services as outlined in **Attachment A**.
- (c) SBBC agrees to provide support for scheduling and logistics for all workshops and coaching sessions. SBBC will also inform attendees about workshop and coaching sessions with enough lead time to ensure optimal attendance and impact. SBBC will also provide meeting space, projector/screens to display the workshop slide-deck, speakers/sound system for project presentation audio/visuals, chart paper, markers, and post-it notes for each service listed.

2.04 **Participation in Services.** Participation in BIE service offerings is limited to members of SBBC’s organization, and may not be used by anyone outside the organization without written permission from BIE. Seats in any BIE service are not for resale. Some services that BIE provides, have a maximum number of participants instructionally designed to be the optimum attendance for quality work.

2.05 **SBBC Disclosure of Education Records.** Although no student education records will be disclosed pursuant to this Agreement, if BIE comes into contact with education records during the course of contracted responsibilities, these records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA) and state laws and may not be used or re-disclosed. Any use or re-disclosure may violate applicable federal and state laws.

2.06 **SBBC Disclosure of Employee Records.**

(a) SBBC will provide BIE the records listed in this section for professional development services designed to create knowledge and understanding of PBL and to support PBL implementation. This work will include an array of services and products specified in **Attachment A**.

- (b) SBBC will provide BIE with the following employee records:
  - 1) Job Title
  - 2) Work Location
  - 3) Work Phone Number
  - 4) First and Last Name
  - 5) Work E-Mail Address



- 6) Optional surveys for employees to complete after each workshop

2.07 **Safeguarding Confidential Employee Records.** Notwithstanding any provision to the contrary within this Agreement, BIE shall:

- (a) fully comply with the requirements of state or federal law or regulation regarding the confidentiality of employee records,
- (b) hold the employee records in strict confidence and not use or disclose same except as required by this Agreement or as required or permitted by law,
- (c) only share employee records with those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement,
- (d) protect employee records through administrative, physical, and technological safeguards to ensure adequate controls are in place to protect the employee's records and information,
- (e) notify SBBC immediately upon discovery of a breach of confidentiality of employee records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at [privacy@browardschools.com](mailto:privacy@browardschools.com); and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes,
- (f) prepare and distribute, at its own cost, any and all required notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, and
- (g) be responsible for any fines or penalties for failure to meet notice requirements pursuant to federal and/or Florida law. This section survives the termination of all performance or obligations under this Agreement.

2.08 **Intellectual Property.**

- (a) BIE has developed a proven and proprietary method to teach PBL using certain protocols, methods, modules, audiovisual, online materials, instructional methodology, framework, and series of PBL steps ("Intellectual Property"). This Intellectual Property and any related proprietary methodology are embodied in various BIE owned copyrighted works.
- (b) To the extent that BIE makes any modifications, alterations, add-ons, versions, updates, or other changes to the Intellectual Property, such modifications, alterations, add-ons, versions, updates or other changes constitute derivative works, which will be considered part of the Intellectual Property defined herein.
- (c) BIE reserves and retains all right, title, interest, in and to the Intellectual Property, regardless of the form or media in which it may exist. BIE hereby provides a limited, royalty-free, non-exclusive right to SBBC to use the Intellectual Property within its organization and in connection with the services outlined in **Attachment A.**

- (d) SBBC hereby agrees that it will not distribute, circulate, copy, cause to be copied, or otherwise replicate the Intellectual Property for use other than within SBBC's organization in connection with the services outlined in **Attachment A** or as otherwise set forth herein or prescribed by law.
- (e) SBBC shall retain exclusive copyrights to all written material, such as project design blueprints, developed by its participants during professional services events.
- (f) To the extent that SBBC utilizes any trademark owned by BIE in connection with any promotion of any of the services listed in **Attachment A** or described in the Book of Services, BIE hereby grants SBBC a non-exclusive, royalty-free, limited license to use any BIE trademarks as described in this paragraph. Any and all goodwill associated with the use of said trademarks will inure to the benefit of BIE. BIE trademarks include, but not limited to, BIE, Buck Institute for Education, PBL, Project Based Learning and any and all corresponding designs associated therewith.

#### 2.09 **Terms of Payment.**

- (a) SBBC agrees to pay BIE a total of One Hundred Thousand Nine Hundred Dollars and 00/100 Cents (\$100,900.00) as outlined in **Attachment A**.
- (b) BIE shall submit invoices to SBBC within thirty (30) calendar days after each service is provided, per the SOW.
- (c) Following satisfactory completion of all work as determined by SBBC and in accordance with the SOW, SBBC will submit payment to BIE thirty (30) calendar days after receipt of each proper invoice.
- (d) Monthly coaching services will be billed as retainer fees, and are not rolled over into later months if they are not used.
- (e) If SBBC requires a purchase order (PO) for individual services, they agree to deliver it to BIE thirty (30) calendar days before each service start date.

#### 2.10 **Rescheduling of Services.**

- (a) If SBBC needs to reschedule the planned dates of any of the contracted services, a request must be made in writing thirty (30) calendar days in advance of the scheduled date. SBBC agrees to diligently work to reschedule within sixty (60) calendar days of such notice.
- (b) Rescheduling requests for each service are subject to fees described in the SOW in order to compensate for costs already incurred by BIE as part of the scheduling process.
- (c) If no rescheduled date is provided within thirty (30) calendar days of the scheduled service date, SBBC will be invoiced for the full cancellation fee.

- (d) If BIE cancels or fails to deliver a scheduled service, they will not invoice SBBC until the rescheduled service is delivered.

**2.11 Research Data, Use of Images, and Use of SBBC Name.**

- (a) SBBC understands that BIE is a research organization and that the survey data and other observations collected from SBBC participants may inform research studies.
- (b) BIE may include SBBC's name and logo in its customer list and on its website customer list. Subsequent to the execution of this Agreement by both parties, should BIE wish to issue a press release(s) regarding SBBC it must first coordinate its efforts with appropriate SBBC staff to obtain the approval of SBBC's Chief Public Information officer prior to issuance of same press release.
- (c) Primary Investigators of program evaluation studies conducted by BIE that impact the daily activities of students, parents or staff, or require use of data from the same individuals must submit a Research Request to the District's Institutional Review Board (IRB) for review and approval prior to the initiation of any study-related activities. The District's IRB and Research Review Process reviews the design, procedures, and potential impact on school and district operations to ensure: (a) the purpose, scope, limitations, and duration of study is clearly outlined; (b) the protection of human subjects in the research process; (c) personally identifiable information (PII) is only used for purposes of the identified study; (d) PII is only used by representatives of the organization identified in this agreement; and (e) the safe and confidential storage and transmittal of education records. The purposes and scope of the study or program evaluation to be conducted by BIE can be described as to create knowledge and understanding of PBL and to support PBL implementation and must align with the stated objectives of this agreement. The duration of the study commences on the date signed by all parties and concludes at the end of business on June 30, 2021 and must be conducted during the term of this agreement. As IRB renewal is necessary, it must be submitted yearly during the duration of this agreement. BIE agrees that any disclosed information will be destroyed or returned to SBBC when no longer needed for the purposes for which the study is to be conducted. BIE agrees to comply with all requirements of the District's IRB and Research Review Process. Questions regarding this process may be directed to [BCPS.IRB@browardschools.com](mailto:BCPS.IRB@browardschools.com)

**2.12 Sub-Contractor Disclosures.**

- (a) BIE and SBBC agree that BIE may delegate an appropriately trained and experienced primary presenter, a "National Faculty" designee, for the training programs described in this Agreement. BIE will be solely responsible for payment of his/her compensation. National Faculty members are not BIE employees. When delegated to a particular project, a National Faculty member serves in the capacity of an independent contractor to BIE. The person(s) assigned by BIE to act as presenter of BIE materials under this Agreement is not an agent of BIE and has no authority to modify the terms and provisions of this



Agreement on behalf of BIE, or to bind BIE to provide any additional materials or services related to this Agreement which are not specified herein.

- (b) Nothing contained in this Agreement creates any contractual relation between SBBC and any BIE sub-contractor.
- (c) BIE is responsible to SBBC for the acts and omissions of its employees, agents and sub-contractors, its agents and employees, and all other persons performing any of the work under this Agreement.

2.13 **Inspection of BIE's Records by SBBC.** BIE shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All BIE applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of BIE directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations, and/or reproductions, SBBC's agent or authorized representative shall have access to BIE's records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to BIE pursuant to this Agreement.

(b) **Notice of Inspection.** SBBC's agent or its authorized representative shall provide BIE reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) **Audit Site Conditions.** SBBC's agent or its authorized representative shall have access to BIE's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) **Failure to Permit Inspection.** Failure by BIE to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any BIE's claims for payment.

(e) **Overcharges and Unauthorized Charges.** If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by BIE in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by BIE. If the audit discloses billings or charges to which BIE is not contractually entitled, BIE shall pay said sum to SBBC within twenty (20) days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) Inspection of Subcontractor's Records. If applicable, BIE shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by BIE to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to BIE pursuant to this Agreement and such excluded costs shall become the liability of BIE.

(g) Inspector General Audits. BIE shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.14 Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a Copy to: Chief Academic Officer  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

To BIE Brandon Wiley  
3 Hamilton Landing Suite 220  
Novato, California 94949

With a Copy to: Rhonda Hill  
3 Hamilton Landing Suite 220  
Novato, California 94949

2.15 Background Screening. BIE shall comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of BIE or its personnel providing any services under the conditions described in the previous sentence. BIE shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to BIE and its personnel. The parties agree that the failure of BIE to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. BIE agrees to indemnify and hold harmless SBBC, its officers and employees from

any liability in the form of physical or mental injury, death or property damage resulting from BIE's failure to comply with the requirements of this section or with Sections 1012.32 and 1012.465, Florida Statutes.

2.16 **Public Records.** Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

**IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, [RECORDREQUESTS@BROWARDSCHOOLS.COM](mailto:RECORDREQUESTS@BROWARDSCHOOLS.COM), RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.17 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By BIE: BIE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by BIE, its agents, servants or employees; the equipment of BIE, its agents, servants or employees while such equipment is on

premises owned or controlled by SBBC; or the negligence of BIE or the negligence of BIE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by BIE, SBBC or otherwise.

2.18 **Insurance Requirements.** BIE shall comply with the following insurance requirements throughout the term of this Agreement:

(a) **General Liability.** BIE shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) **Professional Liability/Errors & Omissions.** BIE shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$1,000,000 per occurrence covering services provided under this Agreement.

(c) **Workers' Compensation.** BIE shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(d) **Auto Liability.** BIE shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

(e) **Acceptability of Insurance Carriers.** The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(f) **Verification of Coverage.** Proof of the required insurance must be furnished by BIE to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit BIE to remedy any deficiencies. BIE must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(g) **Required Conditions.** Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.



2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

3) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(h) Cancellation of Insurance. BIE is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.19 Equal Opportunity Provision. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.20 Annual Appropriation. The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.21 Excess Funds. Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

2.22 Incorporation by Reference. Attachment A attached hereto and referenced herein is incorporated into this Agreement by reference.

### ARTICLE 3 – GENERAL CONDITIONS

3.01 No Waiver of Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 No Third Party Beneficiaries. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement



and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the

enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

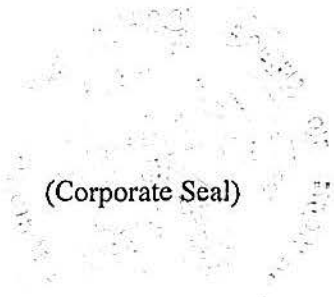
3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the date first above written.

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**




(Corporate Seal)

**FOR SBBC:**


THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By   
Donna P. Korn, Chair

ATTEST:

  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

  
Digitally signed by Maya  
Moore  
Reason: Buck Institute  
Agreement  
Date: 2020.06.16 15:43:04  
-04'00'

Office of the General Counsel

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**FOR BIE**

(Corporate Seal)

**BUCK INSTITUTE FOR EDUCATION,  
CORPORATION**

ATTEST:

By Bob Lenz  
Signature

\_\_\_\_\_  
, Secretary

Printed Name: Bob Lenz

Title: Chief Executive Officer

<sup>-or-</sup>  
Cat. H. L.  
Witness

[Signature]  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to  
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of \_\_\_\_\_, on behalf of the corporation/agency.  
Name of Person  
Name of Corporation or Agency

He/She is personally known to me or produced \_\_\_\_\_ as identification and did/did not first take an oath. \_\_\_\_\_  
Type of Identification

My Commission Expires:

\_\_\_\_\_  
Signature – Notary Public

(SEAL)

\_\_\_\_\_  
Printed Name of Notary

*Please see  
attached CA notarized  
acknowledgment*

\_\_\_\_\_  
Notary's Commission No.



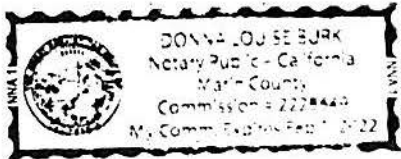
CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Marin
On June 15, 2020 before me, Donna L. Burk
personally appeared Robert Lenz

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Agreement
Document Date: Date Pending Board Approval Number of Pages: 15 plus attachments
Signer(s) Other Than Named Above: Cathy Lenz, Evie Lenz (Witnesses)

Capacity(ies) Claimed by Signer(s)

Signer's Name: Robert (Bob) Lenz
[X] Corporate Officer - Title(s): CEO
[ ] Partner - [ ] Limited [ ] General
[ ] Individual [ ] Attorney in Fact
[ ] Trustee [ ] Guardian of Conservator
[ ] Other:
Signer is Representing:

## Attachment A



### APPENDIX: STATEMENT OF WORK

#### SCHOOL AND DISTRICT LEADERSHIP SERVICES

PBLWorks Provided Services	Timeline	Maximum Participants	Duration	Quantity	Item Cost	Total Cost
District Development Coaching (Virtual Support - 4 hours)	July, 2020 - September, 2020	N/A	1 day	3 months	\$900.00 /month	\$2,700.00
PBL Leader Series - Capacity Building Module	August, 2020	50 attendees	1 day	1 workshop	\$7,500.00 /workshop	\$7,500.00
District Development Coaching (Virtual Support - 8 hours)	October, 2020 - April, 2021	N/A	1 day	6 months	\$1,800.00 /month	\$10,800.00
Leader Sustained Support Visit (1-day)	March, 2021	35 attendees	1 day	1 visit	\$6,000.00 /visit	\$6,000.00
Partnership Summit	June, 2021	N/A	3 days	2 attendees	\$2,700.00 /attendee	\$5,400.00
<b>SCHOOL &amp; DISTRICT LEADERSHIP SERVICES – July 1, 2020 - June 30, 2021 (YEARLY SUBTOTAL - USD)</b>						<b>\$32,400.00</b>

#### NOTES

\* District partners are required to maintain a minimum of 8 hours of virtual support per month for the duration of the contract

\*\* When consecutive on-site support days are purchased, a reduced rate will be applied to the additional days

**TEACHER DEVELOPMENT SERVICES**

PBLWorks Provided Services	Timeline	Maximum Participants	Duration	Quantity	Item Cost	Total Cost
PBL 101	August, 2020 - October, 2020	35 attendees	3 days	4 workshops	\$12,500.00 /workshop	\$50,000.00
Teacher Sustained Support Visit (1-day)	February, 2021	35 attendees	1 day	1 visit	\$6,000.00 /visit	\$6,000.00
PBL Coaching Workshop	February, 2021	35 attendees	3 days	1	\$12,500.00 /	\$12,500.00
<b>TEACHER DEVELOPMENT SERVICES – July 1, 2020 - June 30, 2021 (YEARLY SUBTOTAL - USD)</b>						<b>\$68,500.00</b>
<b>TOTAL SERVICES – July 1, 2020 - June 30, 2021</b>						<b>\$100,900.00</b>

*Pricing is all-inclusive of materials, facilitators' travel and accommodations within the continental United States, along with other applicable fees. The prices listed are in USD and do not include any applicable taxes for services provided outside of the United States.*

This Services Agreement reflects the scheduling and pricing only for the scheduled service(s) listed:

Initial Here: \_\_\_\_\_

\_\_\_\_\_

Additional fees may be charged for rescheduling and/or cancellation as shown below:

Notification Period (# of days prior to the confirmed service delivery date)	Rescheduling Fee (per service) (USD)	Cancellation Fee (per service) (USD)
8-30 days	\$500 *	\$2,500
1-7 days	\$750*	\$2,500
< 24 hours (including, but not limited to, incidents of inclement weather, fire, power failure, or other similar occurrence)	\$1,000 + Full reimbursement of travel expenses will be required.	Full cost of service

*\* Including, but not limited to, failure to provide PBLWorks with a PO if the Client requires PO for purchase or payment of these services.*

**The attached PBLWorks Services Catalog serves as  
a reference to describe services listed in the Statement of Work.**





**PBL  
Services  
2020**

Online or on site  
at your school or  
district

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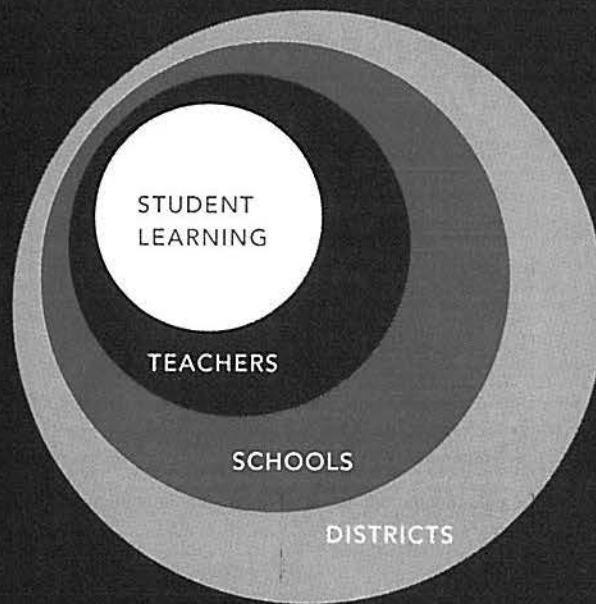
**PBLworks**

[pblworks.org/services](https://pblworks.org/services)

# Choose Your Path

Gain the skills and knowledge for successful and sustainable implementation of Project Based Learning. Choose from a menu of high-quality service offerings from PBLWorks brought to your school or district, designed to support each level of your system.

Whether you're seeking teacher training or you're looking for a whole-district PBL implementation, PBLWorks looks forward to working with you.



## CAPACITY

Design and facilitate a Gold Standard project for your classroom.

Build an inclusive classroom culture that supports Project Based Learning.

Assess student learning of key content knowledge and skills through projects.

## CONDITIONS

Develop a clear vision and purpose for Project Based Learning.

Create the conditions and build teacher capacity to implement high quality projects.

Develop a school-wide culture that supports PBL.

## COHERENCE

Build the capacity of school leaders to create the conditions necessary for teachers to implement high quality projects.

Develop a district-wide culture that supports Project Based Learning.

Clearly articulate how PBL aligns with district priorities, initiatives, and intended student learning outcomes.

# For Teachers

Our workshops are designed to support teachers in the design and implementation of high quality Project Based Learning.

## AVAILABLE ONLINE!

### ○ Project Slice: Experience PBL as a Learner

*1 full day – up to 35 participants  
Designed for teachers, school and district leaders,  
instructional coaches*

- Experience what it's like to be a learner in Project Based Learning by immersing yourself in a project that models the key features of the PBL process.
- Attend this workshop with school and district colleagues to build a shared understanding of PBL.

## AVAILABLE ONLINE!

### ○ PBL 101: Introductory PBL Workshop

*3 days (consecutive) – up to 35 participants  
Designed for teachers, school and district leaders,  
instructional coaches*

- Gain the knowledge and skills needed to design, assess, and manage a rigorous standards-based project.
- Actively engage in project design and generate a project plan for your own use.
- Experience a blend of direct instruction, video analysis, hands-on work, resource sharing, and peer collaboration and feedback.
- Access online resources (including an in-workshop companion and post-workshop learning modules) that provide continued support beyond the workshop days for your PBL design and implementation in the classroom.

## AVAILABLE ONLINE!

### ○ Sustained Support Visits

*1 or more full days – up to 35 participants  
Designed to support successful PBL for teachers  
and teams who have completed PBL 101 and one  
or more projects.*

- Receive customized visits from our expert National Faculty focused on coaching teachers to deepen their knowledge of Gold Standard PBL Design and/or Teaching Practices.
- Experience additional forms of support like classroom visits to whole-staff professional development workshops and protocols.

### ○ Online Coaching

*Two 90 minute sessions – up to 35 participants  
Designed to provide teachers implementing their  
project after a PBL 101 with learning and reflection  
to overcome common implementation barriers.*

- Join a small cohort of up to 7 participants, who meet online with an expert National Faculty.
- Choose from among the following topics, based on your needs: Rubric Development, Sustained Inquiry, Peer Critique, Reflection in a Project, and Formative Assessment in PBL.
- Develop materials for the selected topic, implement those materials in the classroom, and then reflect and plan the next steps.

### ○ Teacher Presentations of Learning

*1 day - up to 35 participants  
Designed for teachers who have implemented at  
least 1-2 projects, and ideally scheduled at the end  
of a semester or school year.*

- Share learning with colleagues through a structured presentation on PBL implementation, which models a process that readies teachers for their next project cycle and supports sustained implementation of PBL.
- Reflect on PBL implementation successes, challenges, and areas for growth.



**A GREAT  
PLACE  
TO START!**

# For Schools & District Leaders

Our services are designed for district and school leaders and school leadership teams, and are facilitated by our PBLWorks school and district leadership team.

## AVAILABLE ONLINE!

### ○ Visioning Day

*1 full day – up to 50 participants*

*Designed for district and school leaders*

- Agree on why PBL is the solution for improving students' educational experience across the district.
- Understand what Gold Standard PBL is and what it looks like as an instructional method.
- Commit to a shared understanding of how PBL will help achieve a district vision, and articulate overarching district goals for PBL.
- Explore areas for coherence and potential conflicts with other district initiatives and priorities.

### ○ Implementation Planning Lab

*2-day session – up to 35 participants*

*Designed for key district decision makers*

- Assess current conditions that support PBL implementation.
- Identify strategies to ensure successful PBL implementation.
- Develop an actionable plan, whose central goal is the sustainable implementation of PBL.

## AVAILABLE ONLINE!

### ○ PBL Leadership Series

*9-day series of workshops (often spread over 8-12 months) – up to 50 participants*

*School teams attend this series together. Participants may include district leadership, school principals and teacher leaders, such as instructional coaches, department chairs, grade level leads.*

- Gain the skills and knowledge to create the conditions for successful and sustainable PBL implementation in your school or system.
- Attend workshops on key protocols, collegial conversations, walk-throughs, data analysis, and more.
- Check in via virtual coaching sessions with school leadership teams.

### ○ Sustained Support Visits for School & District Leaders

*1 full day – up to 35 participants*

- Receive on-site visits specifically tailored to help district and school leaders provide instructional leadership for PBL related to strategic planning, building culture, building capacity, and continuous improvement.
- Visits can be delivered to groups of leaders or individual leaders.

### ○ District Development Coaching

*Monthly virtual support*

We will work closely with your district team, serving as a strategic thought partner to:

- Support the creation of district conditions that enable PBL.
- Manage a co-developed PBL implementation plan.
- Provide your district PBL steering committee with a wide variety of PBLWorks tools.
- Schedule PBLWorks staff and National Faculty for services.

### ○ PBL Coaching Workshop

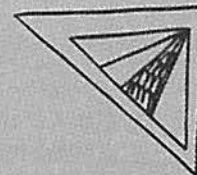
*3 days (consecutive) – up to 35 participants*

*Prerequisite: PBL 101 Workshop*

*Designed for instructional coaches/leaders*

- Gain the knowledge and skills to support teachers in project implementation, based on our PBL Coaching Cycle and aligned to Gold Standard PBL.
- Learn through a balanced blend of direct instruction, case study analysis, hands-on work, resource sharing, and peer collaboration and feedback.
- Actively engage in developing a PBL Coaching Toolkit.





# What you can count on...



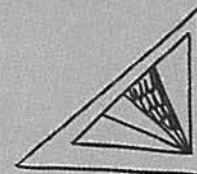
**PBL at the highest level, grounded in research.** Our workshops and services are based on our model for Gold Standard PBL, which sets a high bar for project design and implementation.

**You're in great hands.** Our teacher services are led by the PBLWorks National Faculty – a hand-picked group of seasoned teachers, administrators, school coaches, and PBL experts. Our school and district services are facilitated by our PBLWorks School and District Leadership team.

**An emphasis on advancing racial equity.** Research confirms that Project Based Learning empowers students, especially those furthest from opportunity. PBL engages students in learning that is deep, long-lasting, and relevant to their lives. Every workshop and every service we design reflects our mission to prepare all students for academic, personal, and career success.



Contact us:  
[pblworks.org/services/request](https://pblworks.org/services/request)



Maybe you're new to Project Based Learning. Maybe you have years of experience. Or maybe you're somewhere in between... Great! You're exactly who we're here to help.

Our workshops, tools, and research give you the skills, knowledge, and capacity for successful and sustainable implementation of Project Based Learning. Whether you're seeking teacher training or you're looking for whole-district PBL implementation, our team at PBLWorks looks forward to supporting you.

Learn more at [pblworks.org](http://pblworks.org)



**How  
can we  
help?**

**PBLWORKS  
BY THE  
NUMBERS**

**190,000**

Teachers & leaders who have been trained by PBLWorks

**5,800**

Schools who have implemented PBL with our support

**60+**

Districts who have partnered with us for system-wide PBL implementation

**105,000+**

Visitors monthly to PBLWorks websites

**39,000**

Downloads monthly of PBLWorks projects, rubrics, and other PBL resources

BUCK INSTITUTE FOR EDUCATION

**PBLworks**

[pblworks.org/services](http://pblworks.org/services)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Select Commercial Lines - (602) 666-4800 USI Insurance Services LLC 2421 West Peoria Ave, Suite 110 Phoenix, AZ 85029	<b>CONTACT NAME:</b> Samuel Vazquez <b>PHONE (A/C, No, Ext):</b> 602-666-4833 <b>E-MAIL ADDRESS:</b> samuel.vazquez@usi.com	<b>FAX (A/C, No):</b> 610-537-2283
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Buck Institute for Education 3 Hamilton Landing, Ste. 220 Novato, CA 94949	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	<b>NAIC #</b> 18058
	<b>INSURER B:</b> Republic Indemnity Company of America	<b>NAIC #</b> 22179
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 14700159                      **REVISION NUMBER:** See below


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK2071210	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2071210	12/01/2019	12/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10,000		PHUB703404	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	187718067	12/01/2019	12/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK2071210	12/01/2019	12/01/2020	\$2,000,000 Aggregate 1,000,000 Each Professional Incident

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG20260413 The School Board of Broward County, Florida, its members, officers, employees and agents are included as additional insured with respects to general liability and umbrella liability of the named insured. The GL is primary of all other valid and collectible coverage maintained by the School Board of Broward County, Florida.

**CERTIFICATE HOLDER**                      **CANCELLATION**

The School Board of Broward County, FL c/o EXIGIS Risk Management Services P.O. Box 4668-ECM New York, NY 10163-4668	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Blanket Additional Insured

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.