

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: BOYS & GIRLS CLUB OF NORTHWEST: SAN DIEGO CULINARY OPTIONS & OPPORTUNITIES FOR KIDS (COOK)

THIS AGREEMENT, dated July 1, 2026 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and BOYS & GIRLS CLUB OF NORTHWEST SAN DIEGO, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. SCOPE OF WORK. The project is more particularly described as follows:

CONSULTANT will operate the Culinary Option for Kids (COOK) Program, a Transitional-Age Youth (TAY) workforce development program for twenty (20) TAY youth, ages 16-21, living in Opportunity Neighborhoods in Oceanside as described in the Scope of Work attached hereto and incorporated herein as Attachment A;

CONSULTANT will facilitate twelve to fifteen (12-15) hours per week a paid workforce experience over a period of thirty-seven (37) weeks, averaging five hundred (500) hours annually;

CONSULTANT will instruct enrolled youth in all aspects of culinary preparation and packaging of twenty-six thousand (26,000) meals and snacks delivered to Boys & Girls Club sites and to partner organizations across Oceanside;

CONSULTANT will incorporate workforce training, coaching, and soft skills into culinary programming, training 100% of enrolled youth in job readiness, sustainability and food sourcing, understanding local and community food systems, working with food banks and produce recovery partners, and minimizing waste;

CONSULTANT will provide opportunities to obtain one or more certifications (Food Handler's Card, CPR/First Aid, CalFresh Enrollment Specialist, or equivalent) to a minimum of ten (10) participants;

CONSULTANT will provide bus passes, gas support, stipends and scheduling around school obligations to mitigate barriers to success;

CONSULTANT will submit monthly invoices for authorized grant expenses to the Grant Coordinator with supporting documentation for any expenses claimed by the 15th of the following month;

CONSULTANT will submit a quarterly report to the Grant Coordinator with information about the participants including: number of youth attending; demographics (age, race/ethnicity, income levels, etc.); projects/activities/field trips; surveys/testimonials; partner referrals, and any successes or barriers to program

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implementation, due no later than the 15th of following month;
CONSULTANT and its participants agree to participate in all Youth Services evaluation requirements and activities;
CONSULTANT will attend monthly OCSP meetings;

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. **LIABILITY INSURANCE.**
 - 4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

 - 4.2. CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

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Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

CONSULTANT is required to carry Sexual Misconduct coverage on their general liability insurance when working with youth under the age of eighteen (18)

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6** CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

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- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

5. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

6. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of Fifty-Thousand Dollars (\$50,000) as described in the program budget attached hereto and

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incorporated herein as Attachment B. CONSULTANT agrees to submit all invoices for payment no later than the fifteenth (15th) of the following month.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

7. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY by June 30, 2027. All final reports shall be submitted no later than thirty (30) days after end of term or July 30, 2027.
8. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
9. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

10. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

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11. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.
12. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

BOYS & GIRLS CLUB OF NORTHWEST
SAN DIEGO

CITY OF OCEANSIDE

By: _____
Marineke Vandervort/CEO

By: _____
Jonathan Borrego/City Manager

By: _____
Name/Title

APPROVED AS TO FORM:

Employer ID No.

City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

SCOPE OF WORK

Organization: Boys & Girls Clubs of Northwest San Diego

Program: Culinary Options for Kids (COOK)

Primary Contact: Marineke Vandervort

Email: MVandervort@bgcgreatertogether.org

Funding Source: Measure X

Contract Term: July 1, 2026-June 30, 2027

Narrative:

The Culinary Options for Kids (COOK) Program is a comprehensive workforce development program serving twenty Transitional-Age Youth (TAY), ages 16-21, in Oceanside. The program addresses a critical gap by providing paid, sustained workforce opportunities that extend beyond short-term internships and emphasize long-term employment.

The Program:

COOK participants engage in 12-15 hours per week of paid workforce experience over a 37-week program year, averaging approximately 500 hours annually. Youth progress through a structured pipeline from after-school engagement to internship and ultimately into paid workforce roles with opportunities to advance into leadership positions.

The program prioritizes youth facing barriers to employment, including transportation, financial instability, limited access to education and job training, mental health challenges, and housing insecurity. Enrolled participants will receive paid employment, industry-recognized certifications (Food Handler's Card, CPR/First Aid, CalFresh Enrollment Specialist), job coaching, and targeted support such as transportation and employment-related assistance so youth can participate consistently and advance along a clear workforce pathway.

Recruitment is focused on youth living in the neighborhoods of Libby Lake/Mesa Margarita, Crown Heights, Eastside, Backgate, and the Tri-City/Landes area, and who are experiencing economic disadvantage.

Goals/Metrics:

1. Youth will work in a real-world commercial teaching kitchen and program operations setting where they prepare, portion, and package meals and snacks, support daily kitchen operations (food safety and sanitation, equipment uses, inventory, storage, etc.), assist with logistics and distribution coordination, and receive instructional support.

2. Youth receive structured training and supports including: Job readiness workshops, Workforce coaching, Financial literacy, Industry-recognized certifications, Life skills and soft skills, and Reflective practice and feedback.
3. BGCNWSD will prepare and distribute approximately 26,000 meals annually across at least five Oceanside sites during after-school and out-of-school time, including summer.
4. Enrolled participants will develop a food portfolio for future employment.
5. BGCNWSD will provide long-term follow up with program alumni.

City of Oceanside - Boys & Girls Clubs of Northwest San Diego

Program Budget

Agency: Boys & Girls Clubs of Northwest San Diego
Program: COOK
Contract Period: July 1, 2026 through June 30, 2027

Measure X Program Award

Contract Budget

Budget Line Item

Operations

COOK	\$	50,000.00
Total:	\$	50,000.00

*A detailed budget will be provided before 7/1/2026

