

STANDARD LIFE

Insurance Corporation

1000 Park Avenue, New York, N.Y.

Telephone: 671-1000

Branch Office

1000 Park Avenue

Dear Mr. George:

310 6th Ave
New York, N.Y.
10014

Dear Mr. George:

Thank you for the information you have provided regarding the
policy of insurance which you wish to purchase. We are pleased
to advise you that we have approved your application and
are ready to issue the policy to you. The policy will be
effective as of the date of issue. We will send you the
policy and the premium schedule as soon as we receive
the premium payment.

Sincerely,
[Signature]
[Name]

Response of Kawahara Law, a Professional Corporation to the
West Contra Costa Unified School District's
Request for Qualifications for Special Counsel to the Board of Education

A. Background Information

A detailed résumé of the proposed attorney and background on the firm is enclosed as Attachment 1.

B. Relevant Experience

a.

D. Proposed Time Commitment and Overall Cost of Services

Based on the initial description of duties in the RFQ, I propose the following amount of time and compensation with a rationale to explain the compensation requested.

Duties and time commitment:

- A. Compile a list of competent audit firms with a history and capacity to perform a forensic investigation of school district financial, operations and management issues;
Estimated Time: 5 hours
- B. Gather appropriate background information on those firms;
Estimated Time: 5 hours
- C. Work with a subcommittee of the Board to narrow the list of qualified audit firms to identify a group of three to five firms that could be interviewed either by a subcommittee of Board members or the full Board in a public meeting;
Estimated Time: 10 hours
- D. Review the employee complaint from a legal perspective to determine if government statute, regulation or Board Policy had been violated;
Estimated Time: 10 hours
- E. Assist the audit firm in combining the findings from the forensic audit with a report of legal findings to the Board of Education.
Estimated Time: 10 hours

Proposed Compensation:

My estimate assumes several conditions. First, I anticipate that the subcommittee of the Board will actively participate and weigh the pros and cons of the selection. Second, the subcommittee will conduct the interviews. Third, the facts of the employee complaint will not require the use of litigation to obtain information from third parties (i.e. contractors). Based upon my lowest hourly billing rate of \$220/hour, computer assisted research, and two possible (post-selection) trips to Richmond from Los Angeles, I propose a not to exceed amount of \$12,000. I can begin work immediately upon selection.

