

**San Mateo County Office of Education - Human Resources  
LIVESCAN SERVICES BILLING AGREEMENT**

This LiveScan Services Billing Agreement (“Agreement”) is entered into as of **October 28, 2026**, by and between **San Mateo County Office of Education (“SMCOE”)** and **Redwood City School District (“District”)**.

**1. Purpose:**

The purpose of this Agreement is to establish the provision of **LiveScan fingerprinting and related background check services** (“LiveScan Services”) by SMCOE to the District, with billing as an approved method of payment.

**2. Scope of Services:**

This Agreement applies solely to LiveScan Services, including but not limited to electronic fingerprinting, submission to appropriate government agencies, and associated processing services. Any additional services not classified as LiveScan Services may be subject to separate terms or agreements.

**3. Billing Terms**

- SMCOE agrees to provide invoices to the District for LiveScan Services rendered.
- District agrees to pay all invoices in accordance with the payment terms specified on each invoice.
- Invoices will be delivered via email.

**4. Eligibility and Approval**

Access to LiveScan Services and related billing privileges may be subject to prior approval by SMCOE. SMCOE reserves the right to modify, suspend, or revoke LiveScan Services and billing privileges at its discretion.

**5. Payment Obligations**

- District agrees to remit full payment on or before the due date indicated on each invoice.
- Late payments may be subject to fees, interest charges, or suspension of LiveScan Services.
- District is responsible for ensuring that all billing and authorization information provided is accurate and up to date.

**6. Compliance and Acknowledgment**

- District acknowledges that LiveScan Services are subject to applicable federal, state, and local laws and regulations.
- District agrees to comply with all requirements related to the use of LiveScan Services, including obtaining proper authorization for fingerprinting and background checks.
- For mobile services, District agrees to provide a secure space onsite for LiveScan Services and a secure internet connection (VPN).

**7. Disputes**

Any disputes regarding invoices must be submitted to SMCOE in writing within **30 days** of the invoice date. Undisputed portions of invoices must still be paid in accordance with the stated terms.

## 8. Term and Termination

This Agreement shall remain in effect until terminated by either party with **30 days'** written notice. SMCOE reserves the right to terminate LiveScan Services and related billing privileges immediately in the event of nonpayment or breach of this Agreement.

## 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any and all disputes arising out of this Agreement shall be venued in the San Mateo County Superior Court or the U.S. District Court, Northern District of California.

## 10. INDEMNIFICATION

The District agrees to hold harmless, defend, and to indemnify SMCOE, accept any and all responsibility for loss or damage to any person or entity, including SMCOE, and to indemnify, hold harmless, and release SMCOE, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the District, that arise out of, pertain to, or relate to the District's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. The District agrees to provide a complete defense for any claim or action brought against SMCOE based upon a claim relating to such District's employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. The District's obligations under this Section apply whether or not there is concurrent negligence on SMCOE's part, but to the extent required by law, excluding liability due to SMCOE's conduct. SMCOE shall have the right to select its legal counsel at District's expense, subject to District's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for District or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

## 11. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the provision of LiveScan Services and billing method of payment, and supersedes all prior discussions or agreements on this matter.

**SMCOE:**

**District:**

\_\_\_\_\_  
Approved Representative Name

\_\_\_\_\_  
Approved Representative Name:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dr. Christian J. Rubalcaba  
Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Representative Name:

RE  
Rick Edson  
\_\_\_\_\_  
Chief Business Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Billing Information:**

Accounts Payable Representative: Ana Marie Rafael

Title: Account Specialist IV

Phone Number: (650) 482-2256

Email Address: arafael@rcsdk8.net

Mailing Address: 750 Bradford St.  
Redwood City, CA 94063