

Exhibit VI-1

[Month] XX, 2016

[Name]

[Title]

[Organization]

[Address]

[Address]

Re: Request for Documentation Related to West Contra Costa Unified School District

Dear XX. XXX:

As approved by the West Contra Costa Unified School District (“WCCUSD”) Board of Directors on January 20, 2016, Vicenti, Lloyd & Stutzman LLP (“VLS”) has been retained by WCCUSD to perform a forensic investigation related to certain allegations regarding WCCUSD’s bond construction program.

As a vendor who has performed work for WCCUSD related to its bond program, we are requesting that you provide directly to VLS the following information/documentation for the **period from July 1, 2008 through February 29, 2016**.

- 1) A list of all current and former employees or contractors within your organization that worked with or interacted with WCCUSD Board members or WCCUSD employees as part of the services provided to WCCUSD related to its bond program/projects.
- 2) Detailed internal project cost reports that include all labor hours and expenses charged to WCCUSD bond projects, whether or not those hours or expenses were billed to WCCUSD. The labor hours detail should include the employee name, date work was performed, hours worked, and a description of the work performed. The expenses detail should include the employee name that incurred the expense, the date the expense was incurred, the nature of the expense, and the amount.
- 3) A detailed list of all payments, contributions and/or donations made by your organization to or on behalf of the individuals and organizations listed below. Include all payments, contributions and/or donations made by current/former employees of your organization or any other current/former representatives of your organization (while employed by or representing your organization). This includes, but is not limited to, payments, contributions and/or donations paid by an employee or representative of your organization that was then reimbursed by your

organization to that employee or representative. The detailed list should include the date the payment, contribution and/or donation was made; the individual or organization to which the amount was paid; and the amount paid. Provide any additional information necessary that helps us understand the nature of the payment.

- a. WCCUSD Board member (current or former)
 - b. WCCUSD Board member relatives (current or former)
 - c. Campaign contributions for a WCCUSD Board member (current or former) – include all campaign contributions paid on behalf of these individuals regardless of whether the campaign was related to a school board position
 - d. WCCUSD employee (current or former)
 - e. West Contra Costa Public Education Fund
 - f. Ivy League Connection
 - g. Any other organization existing for the benefit of the WCCUSD, its students, or employees
- 4) A detailed list of all purchases made by your organization for meals, gifts, tickets, events, airfare, lodging, or any other type of entertainment or travel expense that was made on behalf of or for the benefit of the individuals listed below (including events the listed individuals attended). Include all purchases made by current/former employees of your organization or any other current/former representatives of your organization (while employed by or representing your organization). This includes, but is not limited to, purchases by an employee or representative of your organization that was then reimbursed by your organization to that employee or representative. The detailed list should include the date the purchase was made, the nature of the purchase (e.g., dinner), the individual(s) from the list below that were in attendance or benefitted from the purchase, and the amount paid. Provide any additional information necessary that helps us understand the nature of the payment.
- a. WCCUSD Board member (current or former)
 - b. WCCUSD Board member relatives (current or former)
 - c. WCCUSD employee (current or former)
- 5) Provide the name and contact details of the person(s) most knowledgeable about the information provided and to be our point of contact for follow-up questions and requests.

The District or VLS may be reaching out to you, or the contact name(s) provided in response to #5 above, to schedule an in-person interview to be scheduled in the first or second week of May 2016.

All items should be sent directly to VLS at the following address (electronic files may be emailed):

[VLS Contact]

Vicenti Lloyd & Stutzman LLP

2210 E. Route 66, Suite 100

Glendora, CA 91740

[VLS Email]

Please provide all requested information directly to VLS by Monday, May 9, 2016. We appreciate your immediate attention to this request.

For any questions you may have regarding this request, you may contact [VLS Contact], [VLS Title], at [Phone Number] or me directly at [Phone Number].

Sincerely,

[VLS Contact]

DRAFT