

Application for 2020 Census Outreach and Education Funds

1. **Eligibility:** County and City Governments, Council of Governments, Libraries

2. **Budget:**¹

- Up to \$80,000 for applications from entities (or combination of entities) covering populations of 75,000 or more
- Up to \$40,000 for applications from entities (or combination of entities) covering populations of fewer than 75,000

3. **Budget Considerations:**

a. *Contract Duration and Application Deadline*

Contracts will be expected to start on or around January 1, 2020 and run through June 30, 2020. OFM will accept applications from the date of publication of this procurement. On December 16, 2019, OFM will begin to consider applications received. Applications received after December 16, 2019 will be considered as they are received if money is still available.

b. *Staffing*

OFM recognizes that the task of conducting outreach and education and extending support to Washington state residents in the completion of Census forms is staff intensive. Individual jurisdictions may choose to address this challenge by hiring someone temporarily, asking one or more existing staff to add this activity to their portfolio, or using other creative methods. However, no more than half of the contract application should be budgeted for staff salaries/costs.

c. *Equipment purchases*

This contract application does not provide explicitly for the purchase of equipment for items such as tablets, laptops, or wifi wireless hotspots. Instead, the price for the eventual purchase of these items has been incorporated in the 'per unit' price.

d. *Travel costs*

This contract application does not provide explicitly for travel costs. Instead, these costs are incorporated in the 'per unit' price.

e. *Printing & Production*

No more than \$10,000.00 should be budgeted for design, printing, and production costs. The US Census Bureau, the state of Washington, and Washington-based and national nonprofits have already designed and produced promotional materials (see list of resources below). It is understandable that money might be needed for reproduction and/or printing. It is also understandable that the applicant might want to include their brand in already designed materials. However, OFM believes that \$10,000.00 provides sufficient resources. Furthermore, applicants can get copies of some of the resources by contacting the organization producing the

¹ When identifying the budget category that conforms to your target, please indicate data source for your population count.

resource directly, which especially applies to contacting [WA Nonprofits](#) and [OFM](#) for copies of their posters, brochures, handbills, stickers, and other materials.

4. Process. Each application must include the following information, in this order:

a. Narrative

- 1) Applicants must include a brief narrative, describing the populations being targeted (maximum 500 words).
- 2) Applicants should detail plans to collaborate with nonprofit organizations in the community as a way to enlist the support of “trusted messengers” in the effort to ensure a full and accurate count. This is not required, but it is encouraged.

b. Activities

- 1) Using Exhibit B (attached), Applicant must provide a proposed timeline of activities, proposed deliverables, and the dollar amount of each invoice.
- 2) The ‘per unit’ prices are maximum allowable amounts. Applicants should identify how many, if any, of each item they intend to implement.
- 3) Applicants must use Exhibit B, Activities/Deliverables in this section of the application. Alternate formats will not be accepted.
- 4) If applicant plans an activity not listed in the template, applicant can add the activity in the “other” section and define deliverables to be associated with the activity.

c. Demographic & Geographic Groups Targeted

A last part of the application is to complete Exhibit C, indicating what demographic and geographic groups are being targeted.

5. Address for Application. Completed applications should be sent to: 2020census@ofm.wa.gov

6. Decision

Priority will be given to localities targeting historically undercounted populations, as well as geographies where there are limited activities being funded by the state or philanthropic sector for 2020 Census outreach and education.

EXHIBIT B

ACTIVITIES/DELIVERABLES

January 1-February 29, 2020

Activity	Deliverable	Number planned	Maximum Reimbursable Per Unit Cost	Total
Convene Complete Count Committee meetings	List of attendees, agenda, 250-500 word report on outcomes or minutes from the meeting		\$250/meeting	
Conduct census trainings for up to 20 persons	List of attendees, agenda, 250-500 word report on outcomes		\$400/training	
Conduct census trainings for 21-50 persons	List of attendees, agenda, 250-500 word report on outcomes		\$600/training	
Organize informational table at public events	Date, time, name of event, 250-500 word report on outcomes		\$400/event	
Copy/print	Copy of materials produced or copied, number distributed, location distributed		\$10,000/contract	
Produce and place social media ads with paid boosts	Screen copy of ad, number of boosts paid for, and report on metrics related to views, clicks, etc.		\$400/month	
Translation and/or interpretation	Copy of translation or 250-500 word report of how interpreter(s) was used.		\$5,000/contract	
Staff services	Narrative report of up to 1,000 words describing activities		Per hour or month, inclusive of taxes and	

	conducted during the invoice period		benefits and not to exceed half of contract	
Other (specify)				
INVOICE #1 TOTAL				\$xx,xxx

March 1-April 30, 2020

Activity	Deliverable	Number planned	Maximum Reimbursable Per Unit Cost	Total
Convene Complete Count Committee meetings	List of attendees, agenda, 250-500 word report on outcomes or minutes of meeting		\$250/meeting	
Conduct Census trainings for up to 20 persons	List of attendees, agenda, 250-500 word report on outcomes		\$400/training	
Conduct Census trainings for 21-50 persons	List of attendees, agenda, 250-500 word report on outcomes		\$600/training	
Organize informational table at public events	Date, time, name of event, 250-500 word report on outcomes		\$400/event	
Copy/print	Copy of materials produced or copied, number distributed, location distributed		\$10,000/contract	
Produce & place social media ads with paid boosts	Screen copy of ad and report on metrics related to views, clicks, etc.		\$400/month	
Questionnaire Assistance	Location, date & time of operation, number of people served		\$400/event	

Centers/Get Counted events ²				
Translation and/or interpretation	Copy of translation or 250-500 word report of how interpreter(s) was used.		\$5,000/contract	
Staff services	Narrative report of up to 1,000 words describing activities conducted during the invoice period		Per hour or month, inclusive of taxes and benefits and not to exceed half of contract	
Other (specify)				
INVOICE #2 TOTAL				\$xx,xxx

May 1-June 30, 2020

Activity	Deliverable	Number planned	Maximum Reimbursable Per Unit Cost	Total
Convene Complete Count Committee meetings	List of attendees, agenda, 250-500 word report on outcomes or minutes of meeting		\$250/meeting	
Organize informational table at public events	Date, time, name of event, 250-500 word report on outcomes		\$400/training	
Copy/print	Copy of materials produced or copied, number distributed, location distributed		\$10,000/contract	

² A Questionnaire Assistance Center (QAC) is a public space with access to the Internet and one or more tablets and computers that is staffed by people well-informed about the census. Open at hours of maximum traffic, these centers would serve as safe spaces for people to come and fill out their census 2020 forms.

Produce and place social media ads with paid boosts	Screen copy of ad and report on metrics related to views, clicks, etc.		\$400/month	
Questionnaire Assistance Centers/Get Counted events	Location, date & time of operation, number of people served		\$400/event	
Translation and/or interpretation	Copy of translation or 250-500 word report of how interpreter(s) was used.		\$5,000/contract	
Staff services	Narrative report of up to 1,000 words describing activities conducted during the invoice period		Per hour or month, inclusive of taxes and benefits and not to exceed half of contract	
Other (specify)				
INVOICE #3 TOTAL				\$xx,xxx

EXHIBIT C: DEMOGRAPHIC AND GEOGRAPHIC GROUPS TARGETED

Identify which Population/Community your application seeks to address.

- Communities of color
Specify: _____
- Immigrant and refugee communities
Specify: _____
- Indigenous people
Specify: _____
- Low-income persons
- Persons experiencing homelessness
Specify _____
- Persons with mental or physical disabilities
Specify: _____
- Rural communities
Specify: _____
- LGBTQIA persons
Specify: _____
- Young persons (18 years old and younger)
Specify: _____
- Complete Count Committee/ Overall Coordination
- Other
Specify: _____

Location. Where will the work included in this application take place? (Name cities, counties, neighborhoods as appropriate)

RESOURCES

Basic Informational Materials

- [What's At Stake](#)
- [What You Need to Know](#)
- [Spotting a Census Scam](#)
- [Washington's revenue from 55 federal spending programs in 2016](#)
- [Language Assistance in the 2020 Census](#)
- [How the 2020 Census will invite everyone to respond \[PDF\]](#)
 - [Cómo el Censo del 2020 invitará a todos a responder \[PDF\]](#)
- [The 2020 Census and Confidentiality \[PDF\]](#)
 - [El Censo del 2020 y la Confidencialidad \[PDF\]](#)

Census 2020 toolkits

In Washington

- [Washington State Agency Toolkit \[PDF\]](#)
- [Washington Nonprofits Census Action Kit](#)

Across the U.S.

- [American Library Association: Libraries' Guide to the 2020 Census \[PDF\]](#)
- [Arab-American Institute: Yalla Count Me In! Social Media Toolkit](#)
- [Asian Americans Advancing Justice: 2020 GOTC Community Engagement and Communications Toolkit](#)
- [Disability Rights California: 2020 Census Disability Community Toolkit](#)
- [Faith in Public Life: Toolkit \[PDF\]](#)
- [Indian Country Counts: 2020 Census Toolkit \[PDF\]](#)
- [The Leadership Conference: How State Legislators can ensure that every person counts](#)
- [National Alliance of Latino Elected Officials NALEO: Several toolkits](#)
- [National League of Cities: Census Action Guide \[PDF\]](#)
- [National LGBTQ Task Force: Guide to the 2020 Census \[PDF\]](#)
- [National Urban League: 2020 Census Resource Guide \[PDF\]](#)
- [Strong Nation/Ready Nation: Business Counts: How Business Can Contribute to an Accurate 2020 Census \[PDF\]](#)
- [U.S. Census Bureau: Community Outreach Toolkit \[PDF\]](#)

SAMPLE CONTRACT LANGUAGE

**Interlocal Contract
Between the
State of Washington
Office of Financial Management
and**

This Contract, OFM Contract No. K, is made and entered into by and between the state of Washington, Office of Financial Management, hereinafter referred to as the "AGENCY" and the below name firm, hereinafter referred to as "CONTRACTOR."

Contractor Name:
Address:
City, State, Zip Code:
Phone:
E-mail:
WA State UBI No.:

1. PURPOSE

Every 10 years, the federal government conducts a census to count every resident in the nation—and the next decennial census begins in mid-March 2020 and wraps up at the end of July 2020. A complete and accurate count of the population in Washington is essential because the collected data will determine the number of seats each state has in the US House of Representatives, and also will be used to distribute billions of dollars in federal funds to state and local communities for important health, education, housing, infrastructure, and rural assistance programs. Additionally, private and public agencies, organizations, businesses, and institutions will use census data to help determine where to build schools, roads, healthcare facilities, child care and senior centers, grocery stores, and new factories.

Recognizing the need for a complete count of all Washingtonians during the 2020 Census, the Washington Legislature appropriated to OFM money and a directive that it establish with nonprofit organizations and local and tribal governments deliverable-based outreach contracts to conduct outreach and census participation campaigns through community messengers, targeted especially at historically undercounted populations.

The purpose of this contract is to educate Washington residents about the 2020 census, mobilize "trusted messengers" within communities to build confidence and support broad participation in the census, support maximum self-response to the 2020 Census, and support cooperation in the Non-Response Follow-Up (NRFU) effort.

2. SCOPE OF WORK

- a. Exhibit A, attached hereto and incorporated by reference, contains the General Terms and Conditions governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the CONTRACTOR, and specific obligations of both parties.
- b. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in Exhibit B, Scope of Work/Deliverables.

3. PERIOD OF PERFORMANCE

The period of performance under this contract will be January 1, 2020, or date of execution, whichever is latest, through June 30, 2020, or a date mutually agreed upon by the AGENCY and the CONTRACTOR.

4. COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed _____ Dollars (\$ _____) including all travel and per diem expenses.

5. BILLING PROCEDURE AND PAYMENT

AGENCY will pay CONTRACTOR upon acceptance of service provided and receipt and approval of a properly completed invoice, which shall be submitted to the Contract Manager.

The invoice shall describe and document, to the AGENCY'S satisfaction, a description of the work performed and the fees. The invoice shall include reference to OFM Contract No. K.

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of the properly completed invoice. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payment in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AGENCY.

6. STATEWIDE VENDOR REGISTRATION

Contractors are required to be registered in the Statewide Vendor Payment system, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services/receiving-payment-state> prior to submitting a request for payment under this Contract. No payment shall be made until the registration is completed.

7. CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

CONTRACTOR Contract Manager Information:	AGENCY Contract Manager Information:
Name	Name
Address	Address
Address	Address
Phone:	Phone:
e-mail address:	e-mail address:

8. CONTRACT AMENDMENTS

With the exception of administrative changes, the contract may be changed, modified or amended only by written agreement executed by both parties. In the case of administrative changes, both parties agree that changes can be memorialized by letter.

9. INSURANCE

CONTRACTOR certifies that it is self-insured, and is a member of a risk pool. The CONTRACTOR shall pay for losses for which it is found liable.

10. ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

11. PRIVACY OF COMMUNITY MEMBERS

Throughout the performance period of this contract, CONTRACTOR will make extensive contact with community members who are not parties to this agreement and may receive information from such community members, personal or otherwise. Information collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss, and CONTRACTOR shall ensure its directors, officers, employees, subcontractors, or agents use any information obtained solely for the purposes of accomplishing the services set forth herein. Any breach of this provision may result in termination of the contract. The CONTRACTOR agrees to indemnify and hold harmless the AGENCY for any damages related to the CONTRACTOR’S unauthorized use of this information.

12. PROHIBITION AGAINST LOBBYING OR POLITICAL ACTIVITIES

Per Section 131 of the 2019-21 operating budget (Chapter 415, Laws of 2019), no funds provided to CONTRACTOR pursuant to this Contract may be used for political purposes, including but not limited to lobbying, and encouraging campaign contributions. Any breach of this provision may result in termination of the contract.

13. SUBCONTRACTORS

In accordance with clause #32 of Exhibit A, SUBCONTRACTING, CONTRACTOR shall provide to AGENCY a list of all subcontractors that will be engaged as part of this CONTRACT.

14. ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special terms and conditions as contained in this basic contract instrument
- Exhibit A – General Terms and Conditions
- Exhibit B - Scope of Work/Deliverables
- Any other provision, term or material incorporated herein by reference or otherwise incorporated

15. ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

16. CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

17. APPROVAL

This contract shall be subject to the written approval of the AGENCY’S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

NAME OF CONTRACTOR

OFFICE OF FINANCIAL MANAGEMENT

Signature

Signature

Title

Date

Title

Date

EXHIBIT A -

GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

As used throughout this contract, the following terms shall have the meaning set forth below:

- a. "AGENCY" shall mean the Office of Financial Management of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- b. "AGENT" shall mean the Director, and/or the delegate authorized in writing to act on the Director's behalf.
- c. "CONTRACTOR" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract, and shall include all employees of the CONTRACTOR.
- d. "SUBCONTRACTOR" shall mean one not in the employment of the CONTRACTOR, who is performing all or part of those services under this contract under a separate contract with the CONTRACTOR. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" means SUBCONTRACTOR(s) in any tier.

2. ACCESS TO DATA

In compliance with RCW 39.26.180(2), the CONTRACTOR shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the CONTRACTOR'S reports, including computer models and methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the AGENCY.

4. AMENDMENTS

With the exception of administrative changes, this contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties. In the case of administrative changes, both parties agree that changes can be memorialized by letter.

5. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The CONTRACTOR must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

6. ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the CONTRACTOR without prior written consent of the AGENCY.

7. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

8. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The CONTRACTOR shall not use or disclose any information concerning the AGENCY, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the AGENCY, or as may be required by law.

9. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONTRACTOR terminate this contract if it is found after due notice and examination by the AGENT that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the AGENCY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of a breach of the contract by the CONTRACTOR. The rights and remedies of the AGENCY provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the AGENT makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

10. COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the AGENCY. The AGENCY shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, CONTRACTOR hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the AGENCY effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, CONTRACTOR hereby grants to the AGENCY a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The CONTRACTOR warrants and represents that CONTRACTOR has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the AGENCY.

The CONTRACTOR shall exert all reasonable effort to advise the AGENCY, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The AGENCY shall receive prompt written notice of each notice or claim of infringement received by the CONTRACTOR with respect to any data delivered under this contract. The AGENCY shall have the right to modify or remove any restrictive markings placed upon the data by the CONTRACTOR.

11. COVENANT AGAINST CONTINGENT FEES

The CONTRACTOR warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the CONTRACTOR for securing business.

The AGENCY shall have the right, in the event of breach of this clause by the CONTRACTOR, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

12. DEBARMENT: CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY AND VOLUNTARY EXCLUSION—PRIMARY AND LOWER TIER COVERED TRANSACTIONS

a. CONTRACTOR, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- 2) Have not within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
- 4) Have not within a three-year period preceding the signing of this Contract had one or more public transactions (Federal, State, or local) terminated for cause of default.

b. Where the CONTRACTOR is unable to certify to any of the statements in this Contract, the CONTRACTOR shall attach an explanation to this Contract.

c. The CONTRACTOR agrees by signing this Contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by AGENCY.

d. The CONTRACTOR further agrees by signing this Contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- 1) The lower tier CONTRACTOR certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - 2) Where the lower tier CONTRACTOR is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.
- e. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact AGENCY for assistance in obtaining a copy of these regulations.

13. DISALLOWED COSTS

The CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

14. DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with AGENT.

- a. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the CONTRACTOR'S name, address, and contract number; and
 - Be mailed to the AGENT and the other party's (respondent's) contract manager within 3 working calendar days after the parties agree that they cannot resolve the dispute.
- b. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working calendar days.
- c. The AGENT shall review the written statements and reply in writing to both parties within 10 working days. The AGENT may extend this period if necessary by notifying the parties.

- d. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

15. DUPLICATE PAYMENT

The AGENCY shall not pay the CONTRACTOR, if the CONTRACTOR has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

16. COUNTY CERTIFICATION REGARDING ETHICS

By signing this Agreement, the County certifies that the County is in compliance with Chapter 42.23 RCW and shall comply with Chapter 42.23 RCW throughout the term of this Agreement and any Program Agreement.

17. GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

18. INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

CONTRACTOR'S obligations to indemnify, defend, and hold harmless includes any claim by CONTRACTORS' agents, employees, representatives, or any subcontractor or its employees.

CONTRACTOR expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to CONTRACTOR'S or any subcontractor's performance or failure to perform the contract. CONTRACTOR'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

CONTRACTOR waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

19. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this contract. The CONTRACTOR and his or her employees or agents performing under this contract are not employees or agents of the AGENCY. The CONTRACTOR will not hold himself/herself out as or claim to be an officer or employee of the AGENCY or of the State of Washington by reason hereof, nor will the CONTRACTOR make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the CONTRACTOR.

20. INDUSTRIAL INSURANCE COVERAGE

The CONTRACTOR shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the CONTRACTOR fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, AGENCY may collect from the CONTRACTOR the full amount payable to the Industrial Insurance accident fund. The AGENCY may deduct the amount owed by the CONTRACTOR to the accident fund from the amount payable to the CONTRACTOR by the AGENCY under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the CONTRACTOR.

21. LICENSING, ACCREDITATION AND REGISTRATION

The CONTRACTOR shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

22. LIMITATION OF AUTHORITY

Only the AGENT or AGENT'S delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the AGENT.

23. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

In the event of the CONTRACTOR'S non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts with the AGENCY. The CONTRACTOR shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

24. NONDISCRIMINATION

During the performance of this contract, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations and policies.

25. PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. CONTRACTOR shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The CONTRACTOR agrees to indemnify and hold harmless the AGENCY for any damages related to the CONTRACTOR'S unauthorized use of personal information.

26. PUBLICITY

The CONTRACTOR agrees to submit to the AGENCY all advertising and publicity matters relating to this contract wherein the AGENCY'S name is mentioned or language used from which the connection of the AGENCY'S name may, in the AGENCY'S judgment, be inferred or implied. The CONTRACTOR agrees not to publish or use such advertising and publicity matters without the prior written consent of the AGENCY.

27. RECORDS MAINTENANCE

The CONTRACTOR shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

CONTRACTOR shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the AGENCY, personnel duly authorized by the

AGENCY, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

28. REGISTRATION WITH DEPARTMENT OF REVENUE

The CONTRACTOR shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

29. RIGHT OF INSPECTION

The CONTRACTOR shall provide right of access to its facilities to the AGENCY, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

30. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the AGENCY may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the AGENCY'S discretion under those new funding limitations and conditions.

31. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

32. SITE SECURITY

While on AGENCY premises, CONTRACTOR, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

33. SUBCONTRACTING

Neither the CONTRACTOR nor any SUBCONTRACTOR shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the CONTRACTOR to the AGENCY for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the CONTRACTOR and personnel assigned to work under this contract.

Additionally, the CONTRACTOR is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. CONTRACTOR and its

subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

34. TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

35. TERMINATION DUE TO CHANGE IN FUNDING

If the funds AGENCY relied upon to establish this Contract are withdrawn or reduced, or if additional or modified conditions are placed on such funding, AGENCY may immediately terminate this Contract by providing written notice to the CONTRACTOR. The termination shall be effective on the date specified in the notice of termination.

36. TERMINATION FOR CAUSE

In the event the AGENCY determines the CONTRACTOR has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the CONTRACTOR shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the CONTRACTOR from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the CONTRACTOR or a decision by the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the CONTRACTOR: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

37. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the AGENCY may, by 10 calendar days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the AGENCY shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

38. TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the CONTRACTOR the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the CONTRACTOR and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the CONTRACTOR such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the AGENT, the CONTRACTOR shall:

- a. Stop work under the contract on the date, and to the extent specified, in the notice;
- b. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- c. Assign to the AGENCY, in the manner, at the times, and to the extent directed by the AGENT, all of the rights, title, and interest of the CONTRACTOR under the orders and subcontracts so terminated, in which case the AGENCY has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AGENT to the extent AGENT may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the AGENCY and deliver in the manner, at the times, and to the extent directed by the AGENT any property which, if the contract had been completed, would have been required to be furnished to the AGENCY;

- f. Complete performance of such part of the work as shall not have been terminated by the AGENT; and
- g. Take such action as may be necessary, or as the AGENT may direct, for the protection and preservation of the property related to this contract, which is in the possession of the CONTRACTOR and in which the AGENCY has or may acquire an interest.

39. TREATMENT OF ASSETS

- a. Title to all property furnished by the AGENCY shall remain in the AGENCY. Title to all property furnished by the CONTRACTOR, for the cost of which the CONTRACTOR is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the AGENCY upon delivery of such property by the CONTRACTOR. Title to other property, the cost of which is reimbursable to the CONTRACTOR under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the AGENCY in whole or in part, whichever first occurs.
- b. Any property of the AGENCY furnished to the CONTRACTOR shall, unless otherwise provided herein or approved by the AGENCY, be used only for the performance of this contract.
- c. The CONTRACTOR shall be responsible for any loss or damage to property of the AGENCY that results from the negligence of the CONTRACTOR or which results from the failure on the part of the CONTRACTOR to maintain and administer that property in accordance with sound management practices.
- d. If any AGENCY property is lost, destroyed or damaged, the CONTRACTOR shall immediately notify the AGENCY and shall take all reasonable steps to protect the property from further damage.
- e. The CONTRACTOR shall surrender to the AGENCY all property of the AGENCY prior to settlement upon completion, termination or cancellation of this contract
- f. All reference to the CONTRACTOR under this clause shall also include CONTRACTOR'S employees, agents or SUBCONTRACTORS.

40. U.S. Department of Treasury, Office of Foreign Assets Control

The agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at <http://www.treas.gov/offices/enforcement/ofac/index.html>. Compliance with OFAC payment rules ensures that the agency does not conduct business with individuals or organizations that have been

determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the agency will download the current OFAC SDN file and compare it to agency and statewide vendor files. In the event of a positive match, the agency reserves the right to: (1) make a determination of "reasonability" before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the CONTRACTOR in writing and terminate the contract according to the Termination for Convenience provision without making payment. The agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

41. WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the AGENCY.

42. WAGE THEFT CERTIFICATION

CONTRACTOR certifies by signing this agreement that, to the best of its knowledge and belief, they have not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

EXHIBIT B

SCOPE OF WORK/DELIVERABLES

The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below: