

**INTERAGENCY AGREEMENT
BETWEEN
Washington State Lottery
AND
South Puget Sound Community College**

THIS AGREEMENT is made and entered into by and between the Washington State Lottery, hereinafter referred to as "AGENCY" and South Puget Sound Community College, hereinafter referred to as "CONTRACTOR" pursuant to the authority granted by Chapter 39.34 RCW.

IT IS THE PURPOSE OF THIS AGREEMENT to provide: Innovators DNA Sprint training and consulting to employees of the Agency.

STATEMENT OF WORK

The CONTRACTOR shall furnish the necessary personnel and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth below.

- Provide 3 days of Innovators DNA and iMethod training to 12 Agency employees at the SPSCC Lacey campus. Including the training kits for each Agency employee. This also includes the 4 week Accelerator online program that Agency employees will complete in conjunction with the training.
 - At its discretion, the Agency may elect to include up to 4 additional participants without incurring additional program fees.
 - The Agency will be billed an additional \$300 each for materials for additional participant over 12 and up to 16.
- Provide 1 day of Selling and Presenting your Ideas training to 12 Agency employees at the SPSCC Lacey Campus. Including the training kits for each Agency employee.
 - At its discretion, the Agency may elect to include up to 4 additional participants without incurring additional program fees.
 - The Agency will be billed an additional \$150 each for materials for additional participant over 12 and up to 16.
- Provide a bank of 17 hours of consulting over the 16 weeks of the project to be used as needed by the Agency employees of the program.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on **October 25, 2018**, and be completed on **June 30, 2019**, unless terminated sooner or extended, as provided herein.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed **\$23,431.00** Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based on the following rates or in accordance with the following terms:

Training

- Innovators DNA (materials & online) Day 1 \$6920
- iMethod Immersion Day 2 \$2780
- iMethod Experimenting Day 3 \$2780
- Selling and Presenting your Ideas 1 day class \$4850

Total for 4 days of training plus materials for all classes to be held at SPSCC lacey campus = \$17,330.00

Materials only

- Innovators DNA materials @ \$300 for up to 4 additional people =\$1200.00
- Selling and Presenting your Ideas materials @ \$150 for up to 4 additional people = \$600.00
- Total materials only =\$1800.00

Consulting

- 17 hours of consulting spread over the 16 weeks of the project @ \$253 an hour =\$4,301.00

Total for project =\$23,431.00

BILLING PROCEDURE

The CONTRACTOR shall submit an invoice to the **AGENCY 10 days after each day training occurs since the training is spread over 4 months and monthly for the consulting hours.** Payment to the CONTRACTOR for approved and completed work will be made by warrant or account transfer by the AGENCY within 30-days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30-days after the expiration date or the end of the fiscal year, whichever is earlier.

CONTRACTOR shall specify the following on the A-19 invoices:

- Each invoice will clearly indicate that it is "For Services Rendered in Performance Under WALottery Contract Number CG19019".
- The total number of hours worked
- Brief description of work performed either training or consulting and
- The total invoice charge, and
- Total hours left in the consulting bank of hours

Invoices will be emailed to Debbie Robinson at drobinson@walottery.com

AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified or amended by written agreement executed by both parties.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for CONTRACTOR is: **Noel Rubadue**
4220 6th AVE SE
Lacey, WA 98503
360-709-2011
nrubadue@spscc.edu

The Program Manager for AGENCY is: **Debbie Robinson**
360-791-3045
drobinson@walottery.com

DISALLOWED COSTS

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

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Any other provisions of the agreement, including materials incorporated by reference.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be

subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the AGENCY. Data shall include, but not be limited to, 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.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement, which can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

TERMINATION

Either party may terminate this Agreement upon 30-days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15-working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF WASHINGTON
Lottery



Signature

Title
HR Director

Title

10/23/18

Date

STATE OF WASHINGTON
South Puget Sound Community College



Signature

Vice President for Administrative Services

Title

11/01/2018

Date

