

**WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ 2019-083**

PROJECT TITLE: WSSDA Communications Consultants

PROPOSAL DUE DATE: 07/31/2019 by 2:00 PM Pacific Time

EXPECTED TIME PERIOD FOR CONTRACT: 09/01/2019 through 06/30/2020

CONSULTANT ELIGIBILITY: *This procurement is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.*

CONTENTS OF THE REQUEST FOR QUALIFICATIONS AND QUOTATIONS:

- 1. Introduction**
- 2. General Information for Consultants**
- 3. Proposal Contents**
- 4. Evaluation and Award**
- 5. Exhibits**
 - A. Certifications and Assurances**
 - B. Sample Personal Service Contract**
 - C. Contract Exhibit 1 – General Terms and Conditions**

Table of Contents

1	INTRODUCTION	3
1.1	BACKGROUND AND PURPOSE	3
1.2	OBJECTIVE	3
1.3	MINIMUM QUALIFICATIONS	3
1.4	DESIRABLE QUALIFICATIONS INCLUDE	3
1.5	PERIOD OF PERFORMANCE	3
1.6	DEFINITIONS.....	4
1.7	ADA.....	4
2	GENERAL INFORMATION FOR CONSULTANTS	4
2.1	RFQQ COORDINATOR.....	4
2.2	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	5
2.3	SUBMISSION OF PROPOSALS	5
2.4	PROPRIETARY INFORMATION/PUBLIC DISCLOSURE	5
2.5	REVISIONS TO THE RFQQ	6
2.6	MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION.....	6
2.7	ACCEPTANCE PERIOD.....	6
2.8	RESPONSIVENESS	6
2.9	MOST FAVORABLE TERMS	7
2.10	SAMPLE CONTRACT	7
2.11	COSTS TO PROPOSE	7
2.12	NO OBLIGATION TO CONTRACT	7
2.13	REJECTION OF PROPOSALS	7
2.14	COMMITMENT OF FUNDS	7
2.15	REGISTRATION, LICENSING, AND INSURANCE	7
3	PROPOSAL CONTENTS	8
3.1	LETTER OF SUBMITTAL (MANDATORY).....	8
3.2	BUSINESS INFORMATION (MANDATORY).....	8
3.3	WORK SAMPLES (MANDATORY & SCORED).....	9
3.4	QUALIFICATIONS SECTION (MANDATORY)	9
3.4.1	EXPERIENCE (SCORED).....	9
3.4.2	STAFFING, IF APPLICABLE (SCORED).....	9
3.4.3	OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)	9
3.5	QUOTATION (MANDATORY & SCORED).....	10
3.5.1	IDENTIFICATION OF COSTS	10
4	EVALUATION AND CONTRACT AWARD.....	10
4.1	EVALUATION PROCEDURE	10
4.2	CLARIFICATION OF PROPOSAL	10
4.3	EVALUATION WEIGHTING AND SCORING	10
4.4	ORAL PRESENTATION AND INTERVIEWS (If deemed necessary)	11
4.5	NOTIFICATION TO PROPOSERS	11
4.6	DEBRIEFING OF UNSUCCESSFUL PROPOSERS	11
4.7	PROTEST PROCEDURE	11
5	RFQQ EXHIBITS	13

1 INTRODUCTION

1.1 BACKGROUND AND PURPOSE

Formed in 1922, WSSDA has grown to consist of 1,477 locally elected school board directors from across Washington. As a state agency, per chapter [28A.345 RCW](#), WSSDA supports its members with research-based leadership development resources, policy, legal guidance, and legislative advocacy. This work is of critical importance because school board directors build the future of public education by setting the policy, governance, and budgetary priorities for all of Washington's 295 school districts serving approximately 1.1 million students.

The purpose of this procurement is to recruit a cadre of communications consultants to assist the WSSDA Communications Team, on an as-needed basis with a variety of marketing or communications tasks.

1.2 OBJECTIVE

The objective of this procurement is to contract with qualified individuals and/or firms to perform one or more of the following:

- photography assistance at WSSDA events and in support of articles for the publication WSSDA Direct
- video production assistance
- reporting/written story telling assistance
- copy editing and proofreading assistance
- web production/content update assistance
- social media campaign development and assistance
- graphic design assistance
- strategic communications assistance
- other related activities

WSSDA may award one or more contracts as a result of this RFQQ.

1.3 MINIMUM QUALIFICATIONS

The Consultant must possess the following minimum qualifications:

- Licensed to do business in the state of Washington ; and
- Demonstrable skills in one or more of the areas listed above in section 1.2

Those who do not meet the minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Guidance on the requirements for conducting business in Washington State can be found at <https://dor.wa.gov/doing-business>

1.4 DESIRABLE QUALIFICATIONS INCLUDE

An ideal Consultant would possess multiple years of experience working in the communications field, particularly involving public education.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this RFQQ are tentatively scheduled to begin on or about September 1, 2019 and to end on June 30, 2020. WSSDA reserves the option at its sole discretion to extend the contract for three additional one-year periods.

1.6 DEFINITIONS

Definitions for the purposes of this RFQQ include:

Consultant. Individual, company, or firm submitting a proposal in order to attain a contract with WSSDA.

Contractor. Individual or company whose proposal has been accepted by WSSDA and is awarded a fully executed, written contract.

Proposal. A formal offer submitted in response to this solicitation.

Request for Qualifications (RFQQ). Formal procurement document in which services needed are identified and individuals, companies and firms are invited to provide their qualifications to provide the services and their hourly rates.

WSSDA. The Washington State School Directors Association is the agency of the state of Washington that is issuing this RFQQ.

School Board Directors. School board directors are the elected—or occasionally appointed—members of the governing body for each of the state’s 295 school districts. School boards set policy, guide budget development, and work with the school district administration and the public to support a healthy, high-quality system of public education.

1.7 ADA

WSSDA complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQQ Coordinator to receive reasonable accommodations to have an equal opportunity to respond to this RFQQ.

2 GENERAL INFORMATION FOR CONSULTANTS

2.1 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact in WSSDA for this procurement. All communication between the Consultant and WSSDA upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Josh Collette, Business and Operations
Mailing/Street Address	221 College Street NE, Olympia, WA 98516
Phone Number	360-252-3012
E-Mail Address	J.Collette@wssda.org

Any other communication will be considered unofficial and non-binding on WSSDA. Consultants are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator regarding this procurement may result in disqualification of the Consultant.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	6/19/2019
Question & answer period	From 6/19/2019 To 7/12/2019
Issue addendum to RFQQ (if applicable)	7/17/2019
Proposals due	7/31/2019
Evaluate proposals	From 8/1/2019 To 8/8/2019
Conduct oral interviews with finalists, if necessary and/or required	8/12/2019
Announce "Apparent Successful Contractor(s)" and send notification via e-mail to unsuccessful proposers	8/14/2019
Hold debriefing conferences (if requested)	8/14/19 – 8/16/19
Negotiate contract	From 8/14/2019 To 8/31/2019
Begin contract work	9/1/2019

WSSDA reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Consultants may submit signed proposals to WSSDA either by mail or email. The proposal is to be sent to the RFQQ Coordinator at the address, or email address, noted in Section 2.1. The proposal must be received no later than 02:00 p.m., Pacific Time, on July 31, 2019.

Proposers should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. Proposers assume the risk for the method of delivery chosen. WSSDA assumes no responsibility for delays caused by any delivery service. The envelope should be clearly marked to the attention of the RFQQ Coordinator.

All proposals and any accompanying documentation become the property of WSSDA and will not be returned.

2.4 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of WSSDA. All proposals received shall remain confidential until the Executive Director of WSSDA, or Designee and the apparent successful Contractor sign a contract, if any, resulting from this RFQQ. Thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

The Consultant must clearly designate any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document. The Consultant must clearly identify and cite the particular exemption from disclosure the Consultant is claiming. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. WSSDA will not honor the Consultant's marking the entire proposal exempt from disclosure or as Proprietary Information.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information", WSSDA will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, WSSDA will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, WSSDA shall maintain the confidentiality of the Consultant's information per the court order.

WSSDA will charge for copying and shipping, as outlined in RCW 42.56, but will not charge a fee for inspection of contract files. Inspection of contract files requires twenty-four (24) hours' notice to the RFQQ Coordinator. All requests for information should be directed to the RFQQ Coordinator.

2.5 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, addenda will be provided to all who receive the RFQQ.

WSSDA also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.6 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of OMWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

2.7 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by WSSDA from the due date for receipt of proposals.

2.8 RESPONSIVENESS

The RFQQ Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFQQ. The Consultant is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive.

WSSDA also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 MOST FAVORABLE TERMS

WSSDA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. WSSDA reserves the right to contact a Consultant for clarification of its proposal.

The Consultant should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or the Consultant's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to WSSDA.

Because WSSDA proposes a flat fee structure, the most favorable terms will be determined by qualifications of the Consultant.

2.10 SAMPLE CONTRACT

The apparent successful contractor will be expected to enter into a contract, which is substantially the same as the sample contract attached as Exhibit B and the General Terms and Conditions attached as Exhibit C and incorporated by reference in the sample contract. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. WSSDA will review requested exceptions and accept or reject the same at its sole discretion.

2.11 COSTS TO PROPOSE

WSSDA will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ.

2.12 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate the state of Washington or WSSDA to contract for services specified herein.

2.13 REJECTION OF PROPOSALS

WSSDA reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ.

2.14 COMMITMENT OF FUNDS

Any contracts resulting from this RFQQ are subject to the availability of funds. The Executive Director of WSSDA or the Executive Director's designee are the only individuals who may legally commit WSSDA to the expenditures of funds. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 REGISTRATION, LICENSING, AND INSURANCE

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

3 PROPOSAL CONTENTS

Proposals may be submitted electronically or on eight and one-half by eleven inch (8 ½" x 11") paper with tabs separating the major sections of the proposal. The Consultant will submit the proposal with the four major sections ordered as follows:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQQ)
2. Work samples
3. Qualifications and
4. Quotation

Proposals must provide information in the same order as presented in this document with the same headings. This will help the evaluators of the proposal and should assist the Consultant in preparing a thorough response.

Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFQQ) must be signed and dated by a person legally authorized to bind the Consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Attach the Certifications and Assurances form to the Letter of Submittal.

3.2 BUSINESS INFORMATION (MANDATORY)

- A. State the name of the company, address, phone number, fax number (if applicable), e-mail address, legal status of entity (ownership) and year entity was established as it now substantially exists.
- B. Provide the firm's Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. Guidance on the requirements for conducting business in Washington State can be found at <https://dor.wa.gov/doing-business>
- C. Indicate how many employees are with the firm. Name the firm principles and their roles.
- D. Identify any state employees or former state employees employed by the Consultant or on the Consultant's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. After review of this information, it is determined by WSSDA that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.
- E. If the Consultant's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington state employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.

- F. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in default.
- G. Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Consultant's position on the matter. WSSDA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past five years, so indicate.

3.3 WORK SAMPLES (MANDATORY & SCORED)

Proposals must include works samples demonstrating the proposer's abilities to provide services listed in Sections 1.2 of this RFQQ.

3.4 QUALIFICATIONS SECTION (MANDATORY)

The services to be provided under this contract are to assist the WSSDA Communications Team with one-time or ongoing tasks or special projects, on an as-needed basis. According to their skillset, Consultants would be asked to perform one or more of the tasks as listed above in section 1.2 Objective.

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Consultant's understanding of the types of services proposed, the Consultant's ability to accomplish them, and the ability to meet reasonable timeframes.

3.4.1 EXPERIENCE (SCORED)

Describe services provided by the Consultant that indicate the Consultant's ability to provide the services described in this RFQQ.

3.4.2 STAFFING, IF APPLICABLE (SCORED)

- A. Designate the lead contact for this project and provide the name and a resume of that person. Provide names and resumes for other staff who will work on this project. Include pertinent information on the individuals' particular skills, education, experience, and significant accomplishments.
- B. List any sub-consultants you may want to include to complete your roster of services. Describe what services each would provide. Provide the information in Section 3.3.1 about each.

3.4.3 OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

3.5 QUOTATION (MANDATORY & SCORED)

3.5.1 IDENTIFICATION OF COSTS

The Quotations section must list all hourly rates for services anticipated under the proposed contract. The hourly rates are to represent fully weighted costs. This includes the hourly rates of staff who would be assigned to the project, administrative costs, local travel costs, or any other applicable fees that would be charged under this contract.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Washington State Office of Minority and Women's Business Enterprises.

Consultants are required to collect and pay Washington state taxes as applicable.

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFQQ. Consultants are encouraged, however, to submit proposals that are consistent with state government efforts to conserve state resources.

4 EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

An evaluation team, designated by WSSDA will evaluate responsive proposals. The evaluation team will determine the ranking of the proposals in strict accordance with the requirements stated in this solicitation and any addenda issued. WSSDA, at its sole discretion, may elect the top-scoring proposals as finalists for an oral presentation and interview. The combined scores will determine the apparent successful contractor.

4.2 CLARIFICATION OF PROPOSAL

The RFQQ Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal.

4.3 EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

RFQQ Contents	Possible Points	Percentage of Total Points
Letter of Submittal	Unscored	Mandatory
Qualifications 1. Experience & Staffing 2. Work Samples	30 points 40 Points	70% of Total
Quotation	30 points	30% of Total
GRAND TOTAL POSSIBLE (for top scoring firms)	100 points	100%

4.4 ORAL PRESENTATION AND INTERVIEWS (If deemed necessary)

WSSDA will contact the top scoring Consultants to schedule a date, time, and location for the interview and presentation. If selected for an interview, the Consultant will receive instructions on what the process will entail.

4.5 NOTIFICATION TO PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified by e-mail.

4.6 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon the Consultant's request, WSSDA will schedule a debriefing conference with an unsuccessful Proposer. The RFQQ Coordinator must receive the debriefing request within three (3) business days after the Consultant received notification of unsuccessful selection.

The debriefing will be limited to a critique of the requesting Consultant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.7 PROTEST PROCEDURE

Consultants who submitted a response to this RFQQ and who participated in a debriefing conference may protest their unsuccessful selection as described in these procedures. WSSDA will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Consultants under this procurement.

A Consultant who wishes to protest must file the protest within three (3) business days of completing the debriefing conference with the RFQQ Coordinator. The Consultant may submit a protest by facsimile, but should promptly provide the original document.

All protests must be in writing and signed by the protesting party or an authorized Agent. Protests must identify an issue of fact concerning:

- A matter of bias, discrimination, or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the procurement document or WSSDA policy
- The protest must state which of the above grounds the Consultant is contesting and include specific facts and complete statements of the action(s) protested. The protest must also include a description of the relief or corrective action requested.

WSSDA will not reject as without merit protests that address issues such as: 1) An evaluator's professional judgment on the quality of a proposal, or 2) WSSDA's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, WSSDA will hold a protest review. WSSDA's Executive Director or delegate who was not involved in the procurement, will consider the record, with all available facts, and issue a decision within five (5) business days of receipt of the protest. If additional time is required, WSSDA will notify the protesting party of the delay.

In the event a protest may affect the interest of another Consultant that submitted a proposal, WSSDA will give such Consultant an opportunity to submit its views and any relevant information on the protest to the RFQQ Coordinator.

The final determination of the protest shall either:

- Find the protest lacking in merit and uphold WSSDA's action;
- Find only technical or harmless errors in the WSSDA's acquisition process and determine WSSDA to be in substantial compliance and reject the protest;
- Find merit in the protest and provide WSSDA options, which may include:
 - Correcting the errors and re-evaluating all proposals
 - Reissuing the solicitation document and beginning a new process
 - Making other findings and determining other courses of action as appropriate

If WSSDA determines that the protest is without merit, WSSDA will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, WSSDA will take one of the alternatives noted in the preceding paragraph.

RFQQ EXHIBITS

Exhibit A: Certifications and Assurances

Exhibit B: Sample Personal Service Contract

CERTIFICATIONS AND ASSURANCES

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and WSSDA may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
6. I/we understand that WSSDA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of WSSDA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
8. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
9. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
10. I/we grant WSSDA the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.
11. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

Signature of Proposer

Title

Date

CONTRACT FOR SERVICES

Contract No. _____

Contract Number will be assigned upon request

between

WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION

(hereinafter referred to as WSSDA)

221 College St. NE

Olympia, WA 98516

and

[CONTRACTOR NAME] *(Include Contractor DBA if they have one)*

(hereinafter referred to as Contractor)

[Contractor Address]

Federal Identification # - *(if applicable)*

AND/OR

Unified Business Identifier # - - *(if applicable)*

In consideration of the promises and conditions contained herein, WSSDA and Contractor do mutually agree as follows:

I. DUTIES OF THE CONTRACTOR

A. The general objectives of this Contract are as follows:

Contractor shall assist the WSSDA Communications Team with a variety of marketing or communications tasks as assigned.

B. In order to accomplish the general objectives of this Contract, Contractor shall perform the following specific duties to the satisfaction of the WSSDA's designee, Sean Duke:

1. Contractor agrees to be reasonably available throughout the term of this Agreement to provide services as needed.
2. Contractor agrees to confer with the WSSDA Contract Manager to discuss status of current projects.
3. Contractor agrees to invoice WSSDA for services rendered not later than the (10th) day of the month following the month in which the work was performed. Invoices shall indicate time billed, and if applicable, reasonable travel expenses for each assigned project. Reasonable travel expenses will be pre-approved by WSSDA's Contract Manager, and do not include expenses incurred by Contractor to hold meetings with WSSDA staff.

II. CONDITIONS FOR COMMENCEMENT OF PERFORMANCE AND SCHEDULE OF PERFORMANCE

No costs shall be incurred under this Contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

September 1, 2019, or date of execution, whichever is later, through June 30, 2020.

III. DUTIES OF WSSDA

- A. In consideration of Contractor's satisfactory performance of the duties set forth herein, WSSDA shall compensate Contractor at an hourly rate of [write out full dollar amount] (\$) for services rendered not to exceed a total of [write out full dollar amount] dollars (\$) including reasonable travel expenses. Reasonable travel expenses will be pre-approved by WSSDA's Contract Manager, and do not include expenses incurred by Contractor to hold meetings with WSSDA staff. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

All necessary expenses not specifically listed shall be approved in advance in writing by WSSDA's Contract Manager.

Funds for the payment of this Contract are provided by state dollars.

- B. Payment shall be made to the Contractor as follows:

Periodically (not more often than monthly), based on invoices submitted by the Contractor. Invoices will be paid only after approval by WSSDA. The invoice shall include the Contract number, and document to the WSSDA's designee's satisfaction a description of the work performed and payment requested. Within approximately thirty (30) calendar days of the WSSDA's designee receiving and approving the invoice, payment will be mailed or electronically transferred to the Contractor by WSSDA.

- C. Final payment shall be made after acceptance by WSSDA's Contract Manager or Designee if received by the WSSDA within ninety (90) days after the Contract expiration date, unless negotiated with the Contract Manager or Designee.

IV. RENEWAL

WSSDA has the right to renew this Contract in whole or in part for the following periods:

- July 1, 2020 through June 30, 2021
- July 1, 2021 through June 30, 2022
- July 1, 2022 through June 30, 2023

WSSDA will give notice on or before June 1st (*one month prior to the start of the new period*) to the Contractor. Unless WSSDA and Contractor negotiate any revision of rates, services, or goals beyond those encompassed in the previous Contract, WSSDA and the Contractor will enter into a contract with the same fiscal obligations as the previous Contract year.

V. CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this Contract.

[Contractor Name]	Washington State School Directors' Association
[Name]	Sean Duke
[Title]	Communications Officer
[Address]	221 College Street NE Olympia, WA 98516
Phone: () -	Phone: (360) 252-3013
Fax: () -	Fax: (360) 493-9231
Email: [Email Address]	Email: s.duke@wssda.org

VI. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments 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
- Attachment A – General Terms and Conditions
- Attachment B – Request for Qualifications and Quotations No. 2019-083
- Attachment C – Contractor's Proposal
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

VII. APPROVAL

This Contract shall be subject to the written approval of the WSSDA'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.

We the undersigned agree to the terms of the foregoing Contract.

[Contractor Name]

WSSDA

<hr/>		<hr/>	
Signature	Title	Tim Garchow, Executive Director	
<hr/>		<hr/>	
Print Name	Date	Date	

Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.

Approved as to FORM ONLY
by the Assistant Attorney General

Non-profit organization? yes* no
*If yes, under what IRS section? Please
attach supporting documentation

EXHIBIT A: GENERAL TERMS AND CONDITIONS

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 WSSDA.

AMENDMENTS:

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.

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.

ASSIGNMENT:

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

ATTORNEYS' FEES:

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

CONFIDENTIALITY / SAFEGUARDING OF INFORMATION:

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

CONFLICT OF INTEREST:

Notwithstanding any determination by the Executive Ethics Board or other tribunal, WSSDA 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, WSSDA 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 WSSDA 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.

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.

ENTIRE AGREEMENT:

This contract 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.

FORCE MAJEURE:

If an act of God, war, disaster, fire, strikes, labor disputes, curtailment or disruption of transportation facilities, civil disorder or terrorism make it impossible for the participants to continue the contract or create a significant risk to the participants' health or safety, each Party shall promptly notify the other Party of such force majeure condition and both Parties are relieved of obligations under this contract.

GOVERNING LAW:

This contract shall be construed and interpreted in accordance with federal and Washington state law, and the venue of any action brought hereunder shall be in the courts of competent subject matter jurisdiction in and for Thurston County, Washington.

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. CONTRACTOR's obligation 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.

INDUSTRIAL INSURANCE COVERAGE

The CONTRACTOR shall comply with the provisions of Title 51 RCW, Industrial Insurance and provide proof of same to WSSDA prior to performing any work pursuant to this Agreement. 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. WSSDA may deduct the amount owed by the CONTRACTOR to the accident fund from the amount payable to the CONTRACTOR by WSSDA 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.

Intellectual Property:

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 WSSDA. WSSDA 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 WSSDA 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 WSSDA 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 WSSDA.

The CONTRACTOR shall exert all reasonable effort to advise WSSDA, 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 which was not produced in the performance of this contract. WSSDA 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. WSSDA shall have the right to modify or remove any restrictive markings placed upon the data by the CONTRACTOR.

JURISDICTION:

The parties agree to submit any dispute arising out of or in connection with this contract to the exclusive jurisdiction of Thurston County, Washington.

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.

LIMITATION OF AUTHORITY:

Only the Executive Director, or designee, 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 Executive Director.

NONASSIGNMENT:

Neither party to this contract may assign its interest in the contract to any other person or organization without the written consent of the other party.

NONDISCRIMINATION:

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

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 WSSDA. 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.

NO AGENT RELATIONSHIP CREATED:

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 WSSDA. The CONTRACTOR will not hold himself/herself out as or claim to be an officer or employee of WSSDA or of the state of Washington by reason hereof, nor will the CONTRACTOR make any claim of right, privilege or benefit which would accrue to such employee under law. WSSDA may, during the term of this Agreement, engage other independent contractors or employees to perform the same or similar work that CONTRACTOR performs under this Agreement.

OVERPAYMENTS AND ASSERTION OF LIEN:

In the event that WSSDA establishes overpayments or erroneous payments made to the CONTRACTOR under this contract, CONTRACTOR agrees to refund these amounts to WSSDA in full within thirty (30) days.

PROJECT REASSIGNMENT:

In the event that the CONTRACTOR is unable to fulfill the requirements of this contract, in whole or in part, WSSDA will reassign the project. The CONTRACTOR will be compensated only for the work CONTRACTOR completed.

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 which 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 WSSDA, personnel duly authorized by WSSDA, 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.

SAFEGUARDING OF INFORMATION:

The CONTRACTOR shall not use or disclose Personal Information in any manner that would constitute a violation of federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. Personal information collected, used or acquired in connection with this contract shall be used solely for the purposes of this contract. 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 WSSDA or as provided by law. CONTRACTOR agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information. WSSDA reserves the rights to monitor, audit or investigate the use of personal information collected, used or acquired by the CONTRACTOR through this contract. The monitoring, auditing or investigating may include but is not limited to "salting" by WSSDA. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database. CONTRACTOR shall certify the return or destruction of all personal information upon expiration of this contract. 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 WSSDA for any damages related to the CONTRACTOR's unauthorized use of personal information.

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.

SITE SECURITY

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

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 WSSDA. In no event shall the existence of the subcontract operate to release or reduce the liability of the CONTRACTOR to WSSDA 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 WSSDA or as provided by law.

TAXES:

All payments accrued on account 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.

TERMINATION FOR CAUSE:

Time is of the essence with respect to CONTRACTOR's responsibilities under this Contract and any failure or delay by CONTRACTOR in meeting the provisions set forth herein will harm WSSDA. Therefore, the Parties agree that if CONTRACTOR fails to perform any substantial contractual obligation, as determined by WSSDA in its discretion, WSSDA shall give CONTRACTOR written notice of its failure to perform, and may withhold all monies due and payable to the CONTRACTOR until such failure to perform is cured or otherwise resolved. If CONTRACTOR fails to cure its failure to perform within ten (10) calendar days from the date of the written notice, or within such other period as the parties may agree to in writing, WSSDA may declare CONTRACTOR in default of the Contract, terminate the Contract and hire a replacement contractor to complete CONTRACTOR's duties.

Upon termination of this contract, WSSDA, in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to WSSDA 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 rights and remedies of WSSDA 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:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. 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;
3. Assign to WSSDA, 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 WSSDA has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts,
4. 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;
5. Transfer title to WSSDA 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 WSSDA;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. 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 WSSDA has or may acquire an interest.

WAIVER:

Waiver of any default or breach shall not be deemed to be 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 WSSDA.