

# SECO Coordinator Professional Development (CPD) Contract SFY2024

## CONTRACT FACE SHEET

1. Contractor Name and Address: ICOM (dba Island County Emergency Services Comm. Center 840 SE Barrington Drive, Oak Harbor, WA 98277		2. Contract Amount: <b>\$37,614</b>		3. Contract Number <b>E24-021</b>	
4. Contractor's Contact Person, phone number: <b>Janet St. Clair / 360.679.7354</b> <b>District3@islandcountywa.gov</b>		5. Contract Start Date <b>July 1, 2023</b>		6. Contract End Date <b>August 15, 2024</b>	
7. MD Financial Program Manager/phone number: <b>Sofia Kohfield/360.675.3752</b> <b>Sofia@icom911.org</b>		8. Unique Entity Identifier (UEI #): <b>KDMTGQSAF5V5</b>		9. UBI # (state revenue): <b>601-458-986</b>	
10. Funding Authority: <b>Washington State Military COUNTY and State 911 Funds</b>					
11. Funding Source Agreement #: <b>RCW 38.52.510, .540, .545</b> <b>WAC Chapter 118-66</b>		12. Program Index# & Obj/SubObj: <b>7928A and 79281 NZ</b>		13. CFDA # & Title: <b>NA</b>	
14. TIN or SSN: <b>91-1624655</b>					
15. Service Districts: (BY LEGISLATIVE DIST): <b>10<sup>TH</sup></b> (BY CONGRESSIONAL DIST): <b>2<sup>ND</sup></b>		16. Service Area by County(ies): <b>ISLAND</b>		17. Women/Minority-Owned, State Certified? <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE #	
18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other		19. Contract Type (check all that apply): <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency			
20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER			
22. BRIEF DESCRIPTION: <b>This is a reimbursement contract per WAC 118-66-050 and the Washington State Military COUNTY (COUNTY) State 911 Coordination Office (SECO) policies, which are incorporated by reference. Reimbursements amounts are detailed in the attached Budget Sheet (Attachment E).</b>					
<b>IN WITNESS THEREOF</b> , the COUNTY and COUNTY (Parties) have executed this Contract on the day and year last specified below. This Contract Face Sheet, Special Terms and Conditions (Attachment A), General Terms & Conditions (Attachment B), Statement of Work (Attachment C), SECO Contract Reimbursement Schedule (Attachment D), and the Budget Sheet (Attachment E), govern the rights and obligations of the Parties to this Contract.					
In the event of an inconsistency in this Contract, unless otherwise provided, the inconsistency shall be resolved by giving precedence in the following order: (a) <b>Applicable State Statutes and Regulations</b> (b) <b>Statement of Work</b> (c) <b>Special Terms and Conditions</b> (d) <b>General Terms and Conditions, and</b> (e) <b>Any other provisions of the contract incorporated by reference.</b> This Contract contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the Parties hereto.					
WHEREAS, the Parties hereto executed this Contract on the day and year last specified below.					
FOR THE COUNTY:  Signature: <u><i>Janet St. Clair</i></u> Date: <u>8/11/2023</u> <b>Janet St. Clair, Chair</b> <b>Island County Board of Commissioners</b>			FOR THE CONTRACTOR:  Signature: <u><i>Sofia Kohfield</i></u> Date: <u>7/10/23</u> <b>Sofia Kohfield, Executive Director</b> <b>ICOM (dba Island County Emergency Services Communications Center)</b>		

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## SPECIAL TERMS AND CONDITIONS

**I. INTRODUCTION:**

SECO, coordinates and facilitates the implementation and operation of 911 emergency communications throughout the state. It is authorized to enter into agreements for statewide services and to reimburse COUNTY for eligible expenses from appropriated excise tax revenue retained in the state 911 account.

**II. KEY PERSONNEL:**

The individuals listed below shall be considered Key Personnel; however, either party may designate a substitute by advance written notification to the other party.

COUNTY:

CONTRACTOR:

<b>Name:</b>	Janet St. Clair	<b>Name:</b>	Sofia Kohfield
<b>Title:</b>	Commissioner, Chair	<b>Title:</b>	Executive Director
<b>E-Mail:</b>	District3@islandcountywa.gov	<b>E-Mail:</b>	sofia@icom911.org
<b>Phone:</b>	360.679.7354	<b>Phone:</b>	360 675-3752

**III. ADMINISTRATIVE REQUIREMENTS:**

The Parties shall use the following to determine allowable cost principles: State Office of Financial Management (OFM) Regulations-State Administrative and Accounting Manual (SAAM) and the Local Government Budget and Accounting Reporting System (BARS).

**IV. ELIGIBLE EXPENSES AND PRIORITIES ESTABLISHED BY THE LEGISLATURE:**

Priorities for expenditure of state 911 funds have been established by both the state legislature and the COUNTY:

- A. RCW 38.52.540(1) provides that funds from the state 911 account must be "used to support the priorities established in RCW 38.52.545, procure, fund, and manage the statewide 911 emergency communications system network, purchase goods and services that support the counties and Washington state patrol public safety answering points in providing 911 baseline level of service statewide, assist the counties and Washington state patrol public safety answering points to provide 911 emergency communications systems and associated administrative and operational costs, acquire 911 hardware, software, and technology appropriate to support a 911 emergency communications system, 911 emergency communications training and public education, support the statewide coordination and management of the 911 emergency communications system, and for modernization needs as technology evolves of the 911 emergency communications systems statewide";
- B. RCW 38.52.540(3) provides that the State 911 Coordinator is "authorized to enter into statewide agreements to improve the efficiency of the 911 emergency communications system and shall specify by rule the additional purposes for which moneys, if available, may be expended from this account";
- C. RCW 38.52.545 provides that "In specifying rules defining the purposes for which available state 911 moneys may be expended, the state 911 coordinator, with the advice and assistance of the 911 advisory committee, must consider needs necessary to provide a baseline level of 911 service by individual counties and their designated Washington state patrol public safety answering points. Priorities for available 911 emergency communications system funding are as follows: (1) To procure, fund, and manage the statewide 911 network and supporting services, and assure that 911 dialing is operational statewide; (2) To assist counties and Washington state patrol public safety answering points to provide 911 emergency communications systems and associated administrative and operational costs as necessary to assure that they can achieve a baseline level of service for 911 operations; and (3) To assist counties and their designated Washington state patrol public safety answering points to acquire 911 hardware, software, and technology to support a 911 emergency communications system baseline level of service";
- D. WAC 118-66-020 reiterates the 911 funding purposes and priorities established by the legislature;

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- E. WAC 118-66-040 describes COUNTY eligibility for funding; and
- F. WAC 118-66-050 lists expenses that "may be eligible for reimbursement based on a reasonable prioritization by the state 911 coordinator" and "in accordance with the purposes and priorities established by statute and regulation".

**V. THE PARTIES AGREE THAT THE FOLLOWING ELIGIBLE EXPENSES AND PRIORITIES ARE ESTABLISHED IN CONTRACT:**

A. Consistent with the statutes and regulations cited herein, this Contract allows reimbursement solely for certain approved eligible expenses described in WAC 118-66 incurred by the COUNTY, in support of 911 calls originating in the county, including eligible expenses in the following prioritization: (1) 911 statewide dialing, (2) 911 baseline level of service, and (3) capital items. This Contract includes Statewide Services that benefit all counties and does not require local revenue to be expended prior to reimbursement through county contracts. Statewide services reimbursed through this Contract include:

1. Coordinator Professional Development (CPD), including travel expenses for attending the following: Advisory Committee meetings, Advisory Committee briefings, Advisory Committee Subcommittee meetings, Coordinator Forum(s), State Supported training, and National Conference attendance; and
2. Reimbursement of selected Public Education expenses, selected 911 salaries, benefits and training; and
3. 911 Call Receiver training; pre-approved NG911 modernization expenses and interpretative services; and
4. Connection to the Emergency Services Internet Protocol Network (ESINet).
  - a. Payment for ESINet services and the originating network trunking, are contingent upon available funding, only for eligible approved expenses identified in RCW 38.52.545 and WAC 118-66-050.
  - b. To receive ESINet services, the county must enter into, and require all staff for all PSAPs operated within the county, a non-disclosure agreement with SECO for confidential information.
  - c. In the event of the unavailability or loss of state funding, responsibility for the continued operation of the statewide 911 network, and all related costs, including the ESINet, will be transferred to the individual counties, on a pro rata basis.

**B. Expenses.**

**1. General Reimbursement Requirements for CONTRACTOR:**

- a. Contingent upon funding availability, reimbursement will be made only for eligible approved expenses identified in RCW 38.52.545 and WAC 118-66;
- b. Approved eligible expenses will be reimbursed at amounts not to exceed limits established in SECO Policy, as provided in Section VII D of this Contract;
- c. In the event, funding will not cover all contract eligible amounts, individual line items will be funded in full or not at all;
- d. Funding is for use in the primary Public Safety Answering Points (PSAPs) only, unless otherwise specified in applicable COUNTY policy, as provided in Section VII D of this Contract;

**2. Ineligible Items:**

Expenses not listed in WAC 118-66-050(1), (2) and/or (3), and not directly associated with the operation of the 911 emergency communications system are not eligible for state financial assistance or reimbursement under this Contract.

**3. Expense Documentation and Approval:**

- a. CONTRACTOR must submit documentation of eligible expenses to the COUNTY, including identification of vendor, warrant number, date, and applicable 911 eligible expense categorization as set out in Section VII E below;
- b. CONTRACTOR must submit eligible Monthly Expense Reports and/or requests for reimbursement, (including additional hard copy documentation required by an "Action Plan" due to audit findings), so they are received by the COUNTY by the last day following the month in which payment was made;

- c. Expenses contained in Monthly Expense Reports not submitted by the last day following payment, including additional hard copy documentation as required by "Action Plans", will not be reimbursed;
- d. Monthly Expense Reports will be processed in the order received by the COUNTY;
- e. The COUNTY may request additional documentation and/or information from CONTRACTOR pertaining to reimbursement requests, and any delay in providing the requested information may result in delay in reimbursement or reduced reimbursement;
- f. All approved training expenses must be submitted as a whole after the training has been attended, with the exception of conference registration fee(s), which may be submitted for reimbursement in advance.
- g. Training expenses are exempt from the 30-day submittal requirement but must be submitted for reimbursement within 90 days of the actual training.
- h. Prior to purchasing or leasing any equipment or software, the CONTRACTOR must submit a written quote to the COUNTY for review and approval. Without prior written approval, the purchase or lease will not be eligible for reimbursement by the COUNTY.

#### VI. PERFORMANCE PERIOD AND PAYMENT:

Payment by the COUNTY to the CONTRACTOR shall only be made as reimbursement for eligible expenses approved by the COUNTY and incurred between **July 1, 2023** and **June 30, 2024** (the Performance Period). Work started prior to **July 1, 2023**, and/or not complete by **June 30, 2024**, will be considered outside the Performance Period and therefore not eligible for reimbursement. The CONTRACTOR shall not request payment in anticipation of expenditures not yet incurred.

#### VII. THE COUNTY AGREES TO:

- A. **Local Funding:** The COUNTY warrants that it has authorized collection of the local 911 excise tax authorized under RCW 82.14B.030(1), RCW 82.14B.030(2) and/or RCW 82.14B.030(3) and that these funds are being used for wireline and/or wireless eligible expenses listed in WAC 118-66 to operate the 911 system in the county. Consistent with RCW 38.52.540(2), the CONTRACTOR will not request, receive, or expend funds under this Contract for wireline and wireless eligible expenses if it has not imposed the maximum county 911 tax allowed under RCW 82.14B.030(1) for switched access lines. The COUNTY further warrants that it will not request, receive, or expend funds under this Contract for wireless eligible expenses if it has not imposed the maximum county 911 tax allowed under RCW 82.14B.030(2) for radio access lines.
- B. **Use of Funding:** The CONTRACTOR warrants that the funds provided by the COUNTY as described in the Budget Sheet (Attachment E), shall be used by the CONTRACTOR solely for reimbursement of those approved incurred eligible expenses as described in WAC 118-66 and the SECO policies incorporated herein that are necessary to operate 911 countywide. Reimbursement shall be made consistent with SECO policies, as set out in Section VII D of this Contract, for approved expenses described in WAC 118-66 that are incurred during the Performance Period.
- C. **Consolidation:** If the CONTRACTOR receives funds under this Contract in support of a consolidated Primary Public Safety Answering Point (PSAP), the CONTRACTOR warrants to maintain and operate the consolidated PSAP for three (3) years from the date of the consolidation and thereafter for the life of this Contract. Failure to comply with this requirement requires the CONTRACTOR to repay all funds and will result in a recapture of funds as provided in the General Terms and Conditions. For purposes of this Contract, a consolidated PSAP is one operated by or on behalf of a county as the primary PSAP for all operations of 911 call-taking and call transfer activities in that county. The consolidated PSAP may also be engaged in, pursuant to interlocal agreement, the dispatching of public safety resources serving several jurisdictions. A primary PSAP is one that initially answers all 911 calls within the county.
- D. **SECO Policies:** The CONTRACTOR agrees to abide by all of the following SECO Policies, as written and/or amended, available at [SECO Policies Link](#) and incorporated by reference:
  - SECO County Contract Policy (PDF)
  - SECO Public Education Policy (PDF)
  - SECO Statewide Services Support Policy (PDF)
  - SECO Salaries and Benefits Summary (PDF)

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- E. **Reimbursement Requests and Reporting Requirements:** Not more often than monthly, the CONTRACTOR shall submit invoice vouchers (Form A-19) to the COUNTY requesting reimbursement for expenses. The CONTRACTOR agrees to use forms and/or systems provided by the COUNTY for necessary reports.

In addition to any reports as may be required elsewhere in this Contract, the CONTRACTOR shall prepare and submit the following reports to the COUNTY's Key Personnel:

<u>Financial Reports</u>	<u>#/Copies</u>	<u>Completion Date</u>
Monthly Expense Reports	1	No later than the last day following the end of the month.
Local Travel Policy/Procedures	1	30 days after signatures on this Contract and then annually.
3 <sup>rd</sup> Quarter Review	1	March 31, of each year
Training Certification(s)	1	June 30, of each year
Final Reimbursement Request	1	July 31, 2024

All contract work must not start prior to July 1, 2023, and must be delivered, installed/completed, and accepted by June 30, 2024. The COUNTY may submit the final report by July 31, 2024, as described above. Final billing not received by July 31, 2024, will not be processed.

- F. **Attendance Obligations:** The CONTRACTOR agrees to send the designated 911 personnel to the following events:

- Advisory Committee Meetings: The CONTRACTOR agrees to send the 911 Coordinator or designee to as many of the Advisory Committee meetings as possible each contract period, but no less than three-quarters of the scheduled Advisory Committee meetings per contract period; and
- Advisory Committee Briefings: The CONTRACTOR agrees to have the 911 Coordinator or designee participate in as many of the Advisory Committee briefings as possible each contract period, but no less than half of the scheduled Advisory Committee briefings per contract period; and
- Coordinator Forums: The CONTRACTOR agrees to send the 911 Coordinator or designee and additional appropriate 911 representatives to all of the Coordinator Forums held each contract period; and
- Public Education Training: The CONTRACTOR agrees to send the 911 Public Education Coordinator or appropriate 911 representative to attend a Coordinator Forum or a public education class per contract period and participate in half of the scheduled Public Education Subcommittee meetings; and
- Training Coordinator Training: The CONTRACTOR agrees to send the 911 Training Coordinator or appropriate 911 representative to attend a Coordinator Forum or a training class per contract period and participate in half of the scheduled Training Subcommittee meetings; and
- GIS Coordinator: The CONTRACTOR agrees to send the 911 GIS Coordinator or appropriate 911 representative to participate in half of the scheduled GIS Workgroup meetings, in accordance with the Statement of Work (Attachment C).

- G. **Reallocation of Funds:** The CONTRACTOR is allowed to reallocate funds within the coordinator professional development category as needed. Budget categories are as specified or defined on the budget sheet of the Contract. Any changes to budget categories other than in compliance with this paragraph will not be reimbursed.

- H. **Compliance with Law:** The CONTRACTOR will comply with all state and federal laws applicable to counties.

#### VIII. THE MILITARY COUNTY AGREES TO:

- A. Within thirty (30) days of receipt and approval of signed, dated invoice vouchers (state form A-19), and upon satisfactory completion of tasks and documentation of costs, as required under this Contract, the COUNTY will reimburse the CONTRACTOR up to the maximum of **\$37,614**, or actual cost, whichever is lower, pursuant to the schedule set out in the SECO Contract Reimbursement Schedule (Attachment D) and as authorized by this Contract and WAC 118-66.
- B. If a question arises about the requested reimbursement, the CONTRACTOR will be notified via e-mail

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and/or telephone call and will have five (5) working days to provide the requested information. If information satisfactory to the COUNTY has not been provided within that time, the expense in question will be subtracted and the balance of approved eligible incurred expenses will be processed for reimbursement.

- C. Conditioned upon the CONTRACTOR's fulfillment of its obligations under this Contract, the COUNTY will provide ESINet services to the CONTRACTOR within available funds.

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## GENERAL TERMS &amp; CONDITIONS

- 1) **DEFINITIONS:** As used throughout this Contract the following terms shall have the meanings set forth below:
  - a. "DEPARTMENT" shall mean the Washington State Military COUNTY (WMD), or any of the officers or other officers lawfully representing that COUNTY and includes the State 911 Coordination Office (SECO).
  - b. "COUNTY" shall mean the named county performing services under this Contract or grant. It shall include any subcontractor retained by the COUNTY as permitted under the terms of this Contract.
  - c. "CONTRACTOR" shall mean one, not in the employment of the COUNTY, who is performing all or part of those services under this Contract under a separate contract with the COUNTY. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
  - d. "PSAP" means Public Safety Answering Point as defined in WAC 118-66.
  - e. "WAC" is defined and used herein to mean the Washington Administrative Code.
  - f. "RCW" is defined and used herein to mean the Revised Code of Washington.
- 2) **ACCESS TO PUBLIC RECORDS:**
  - a. The Parties acknowledge that the COUNTY is subject to the Public Records Act, Chapter 42.56 RCW, and that records prepared, owned, used, or retained by the COUNTY relating to the conduct of government or the performance of any governmental or proprietary function are available for public inspection or copying, except as exempt under RCW 42.56 or other statute which exempts or prohibits disclosure of specific information or records.
  - b. The CONTRACTOR shall provide access to data generated under this Contract to the COUNTY 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.
  - c. Access to Data - State law prohibits state agencies from entering into agreements when the contractor could charge additional costs to the agency, the Joint Legislative Audit and Review Committee, or the Office of the State Auditor for access to data generated under the Contract. Therefore, all such data will be provided at no additional expense. For the purposes of this requirement, "data" includes 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 or in anticipation of services or supplies to be provided under this Contract shall be made by the COUNTY.
- 4) **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 et seq.** (also referred to as the "ADA") and its implementing regulations at 28 CFR Part 35. The COUNTY 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 telecommunication.
- 5) **ATTORNEY'S FEES:** Except as provided in the section entitled "Recapture Provisions", in the event of litigation or other action brought to enforce the terms of this Contract or alternate dispute resolution process, each party agrees to bear its own attorney's fees and costs.
- 6) **COMPLIANCE WITH APPLICABLE STATUTES, RULES AND COUNTY POLICIES:** The CONTRACTOR shall comply with, and the COUNTY is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the ADA; ethics in laws and policies; Covenant Against Contingent Fees (e.g., Federal Acquisition Regulation 48 CFR Sec. 52.203-5); Public Disclosure (RCW 42.56); and safety and health regulations. In the event of the COUNTY's noncompliance or refusal to comply with any applicable law, regulation, executive order, or policy, the COUNTY may rescind, cancel, or terminate the Contract in whole or in part in its sole discretion. The CONTRACTOR is responsible for all costs or liability arising from its failure to comply with applicable law, regulation, executive order, or policy.
- 7) **CONTRACT MODIFICATIONS:** The Parties may, from time to time, request changes to the Contract. All mutually agreed changes shall be incorporated by written amendment. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties, and any oral understanding or agreements shall not be binding. It is mutually agreed and understood that the

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CONTRACTOR is allowed to reallocate funds within the coordinator professional development section as needed.

- 8) **CONTRACTOR'S EMPLOYEES NOT EMPLOYEES OF COUNTY:** The CONTRACTOR, and/or employees, sub-contractors, or agents performing under this Contract, are not employees or agents of the COUNTY in any manner whatsoever. The CONTRACTOR will not be presented as nor claim to be an officer or employee of the COUNTY or of the State of Washington for any reason, nor will the CONTRACTOR make any claim, demand, or application to or for any right, privilege, or benefit applicable to an officer or employee of the COUNTY or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege, or benefit which would accrue to a civil service employee under RCW 41.06. It is understood that if the CONTRACTOR is another state agency, the officers and employees are employed by the State of Washington in their own right.
- 9) **DISCLOSURE:** The use or disclosure by any Party of any information concerning the COUNTY, or its ESINet provider, for any purpose not directly connected with the administration of the COUNTY's or the CONTRACTOR's responsibilities with respect to services provided under this Contract is prohibited except by prior written consent of the COUNTY or as required to comply with, RCW 42.56, the Public Records Act or court order. Disclosure of any information concerning the ESINet is controlled by the Non-Disclosure Agreement between the Parties.
- 10) **DISPUTES:** Except as otherwise provided in this Contract, when a bona fide dispute arises between the Parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The Parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the COUNTY, a representative appointed by the CONTRACTOR, and a third party mutually agreed upon by both Parties. The team shall, by majority vote, resolve the dispute. The Parties agree that this dispute process shall be final and there will be no appeal of the decision.
- 11) **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in Thurston County. The CONTRACTOR, by execution of this Contract, acknowledges the jurisdiction of the courts of Washington in this matter.
- 12) **HOLD HARMLESS:** The COUNTY agrees to defend, hold harmless, and indemnify the State of Washington and the COUNTY, their officers, agents, employees, and assigns against any and all damages or claims from damages resulting or allegedly resulting from the COUNTY's performance or activities hereunder, including the performance of any subcontractor(s).
- 13) **INSURANCE, INDUSTRIAL COVERAGE:** Prior to performing work under this Contract, the COUNTY shall provide industrial insurance coverage for the COUNTY's employees, as may be required by Title 51 RCW. The COUNTY will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for a consultant or any subcontractor or employee of the COUNTY, which may arise during the performance of services under this Contract. Before the start of any work required by this Contract, the COUNTY shall deliver to the COUNTY certificates of insurance reflecting that the COUNTY has obtained all the insurance coverage required by this section.
- 14) **INSURANCE, GENERAL COVERAGE:** The COUNTY and its officers, employees, and agents, while acting in good faith within the scope of their official duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against the COUNTY and its employees, officers, and agents in the performance of their official duties in good faith under this Contract will be paid from the tort claims liability account as provided in RCW 4.92.130. CONTRACTOR hereby notifies the COUNTY that as a County Government of the State of Washington and in accordance with Washington law, CONTRACTOR has full loss coverage for itself, its officers, employees, and agents, through self-insurance and/or the purchase of insurance. Upon the COUNTY's request, CONTRACTOR will provide the COUNTY with details of its self-insured retention, proof of its additional insurance, and all loss coverage. This program of self-insurance and/or purchased insurance includes general liability, automobile liability, workers compensation, and employers' liability.
- 15) **LIABILITY:** To the extent permitted by applicable law, each party to this Contract shall be responsible for injury or death to persons and damage to property resulting from negligence on the part of itself, its employees, agents, officers, contractors, or subcontractors. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.

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- 16) **LIMITATION OF AUTHORITY:** Only the assigned Authorized Signature for the COUNTY or an assigned 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 of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the authorized person.
- 17) **LOSS OF FUNDING:** In the event funding from state or federal sources is withdrawn, reduced, or limited in any way after the effective date of the Contract, the COUNTY may suspend or terminate, or renegotiate the Contract without cause under the "Termination" clause and without the thirty (30) day notice requirement.
- 18) **NONASSIGNABILITY:** Neither this Contract, nor any claim arising under this Contract, nor the work to be provided under this Contract, and any claim arising thereunder, shall be assigned, or delegated 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.
- 19) **NONDISCRIMINATION:** During the performance of this Contract, the CONTRACTOR shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:
- a. Nondiscrimination in Employment: The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of trained dog guide or service animal by a person with a disability. This requirement does not apply, however, to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.
  - b. The CONTRACTOR shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of trained dog guide or service animal by a person with a disability. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment selection for training, including apprenticeships and volunteers.
- 20) **RECAPTURE PROVISION:** In the event the CONTRACTOR fails to expend funds under this Contract in accordance with applicable federal, state, and local laws and/or the provisions of the Contract, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Contract termination. Repayment by the CONTRACTOR of funds under this recapture provision shall occur within thirty (30) days of demand.

In the event the COUNTY is required to institute legal proceedings to enforce the recapture provision, the COUNTY shall be entitled to its costs thereof, including attorney fees from the Contractor.

- 21) **RECORDS, MONITORING, AND AUDIT ACCESS:**
- a. The CONTRACTOR shall perform under the terms of the Contract and the COUNTY may conduct reasonable and necessary monitoring of the CONTRACTOR's performance.
  - b. To permit such monitoring, the CONTRACTOR shall maintain books, records, documents, and other evidence, and accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the COUNTY, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or agreement.
  - c. The CONTRACTOR will retain all books, records, documents, and other materials relevant to this Contract for six (6) years from the date final payment is made hereunder and make them available for inspection by persons authorized under this provision.
  - d. The COUNTY or the State Auditor or any of their representatives and federal officials so authorized by law, rule, regulation, or agreement shall have full access to and the right to examine during normal business hours and as often as the COUNTY or the State Auditor may deem

necessary, all of the CONTRACTOR's records with respect to all matters covered in this Contract. Such rights last for six (6) years from the date final payment is made hereunder.

e. The CONTRACTOR shall cooperate with and freely participate in any monitoring, audit or evaluation activities conducted by the COUNTY that are pertinent to the intent of this Contract.

22) **SEVERABILITY:** If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.

23) **SUB-CONTRACTING:** The CONTRACTOR shall comply with all applicable procurement laws, rules, and requirements. This will include the use of a competitive procurement process in the award of any contracts with its contractors and sub-contractors that are entered into under this Contract. All contracting and sub-contracting agreements entered into pursuant to this Contract shall incorporate this Contract by reference.

24) **TERMINATION:**

a. If, through any cause, the CONTRACTOR or its contractors or sub-contractors shall fail to fulfill in a timely and proper manner its obligations under this Contract or if the CONTRACTOR or its contractors or sub-contractors shall violate any of its covenants, agreements, or stipulations of this Contract, the COUNTY shall there upon have the right to terminate this Contract and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the CONTRACTOR describing such default or violation.

b. Notwithstanding any provisions of this Contract, either party may terminate this Contract without cause by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date. If this Contract is so terminated, the COUNTY 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. Upon notice of such termination, the COUNTY reserves the right to suspend all or part of the Contract, withhold further payments, and prohibit the CONTRACTOR from incurring additional obligations of funds.

c. Reimbursement for eligible expenses incurred by the COUNTY prior to the effective date of such termination shall be as the COUNTY reasonably determines."

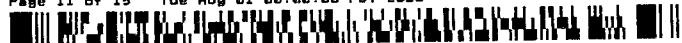
d. The COUNTY may unilaterally terminate or suspend all or part of this Contract without cause, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Contract.

25) **TRAVEL AND SUBSISTENCE REIMBURSEMENT:** If reimbursement of travel or subsistence expenses are included as part of this Contract, they shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The CONTRACTOR is required to provide to the COUNTY copies of receipts for any travel related expenses other than meals and mileage that are authorized under this Contract.

26) **TREATMENT OF ASSETS:** Upon successful completion of the terms of this Contract, all assets, including equipment, purchased through this contract will be owned by the CONTRACTOR unless otherwise specified by the funding source. The CONTRACTOR shall be responsible for any and all operation and maintenance expenses and for the safe operation of said equipment including all questions of liability.

27) **WAIVER OF DEFAULT:** Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such in writing, signed by the Director or Contracts Administrator and attached to the original Contract.

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**STATEMENT OF WORK  
SECO COUNTY CPD CONTRACT - SFY2024  
July 1, 2023 – June 30, 2024**

**CPD1 911 Coordinator**

1. Coordinate 911 within the county, act as a designated point of contact for the SECO, monitor the 911 system, and report 911 outages to the SECO.
2. 911 Coordinator or pre-approved/designated alternate attend 75% of Advisory Committee (AC) meetings held per contract period.
3. 911 Coordinator or pre-approved/designated alternate attend 50% of Advisory Committee (AC) briefings held per contract period.
4. 911 Coordinator or pre-approved/designated alternate attend all of the Coordinator Forums held per contract period. If forum is virtual, 911 Coordinator or preapproved/designated alternate will participate in at least the coordinator/director roundtable meeting and one training session.
5. Cooperate with and freely participate in monitoring or evaluation activities by the SECO and State Auditor.
6. Retain all contract records for six (6) years after contract closure.

**CPD 4 MSAG/Mapping/GIS Coordinators**

1. Maintain, deliver, and improve GIS data (Road Centerlines and Address Points) for location validation (LVF).
  - a. Site Structure Address Points (SSAP) data MUST be submitted as part of the GIS dataset.
  - b. The minimum number of address points should be greater than or equal to 10% of the ALI records for the jurisdiction, as measured on or before September 30, 2023.
2. ALI discrepancy reports (DR) shall be submitted using the Comtech ALI DBMS.
3. Required GIS data layers must be uploaded and pass critical quality checks at least quarterly.
4. Participate in 50% of any scheduled GIS Workgroup meetings held during the contract period. Participation can be in-person, virtual, or on a project.

**CPD4 IT Coordinator**

1. Participate in the selection, installation, and/or maintenance of 911 equipment/software (IE: CPE, CAD, Net Clock, network, network security).
2. Submit certification that the county has provided a minimum of 16 hours of training for their IT personnel related to security and maintenance of equipment that touches the ESINet, during the current contract period.

**CPD5 Call Receiver Training**

1. Submit certification that all telecommunicators/call receivers have received a minimum of 24-hours of continuing education, during the current contract period.

**CPD3 Public Education**

1. Attend a 911 Coordinator forum or a public education class (in person or virtual) to enhance job skills.
2. Participate in 50% of any scheduled 911 Public Education Subcommittee meetings held during the contract period. Participation can be in-person, virtual, or participation on a work group/project.
3. Submit an annual report that outlines the agency's public education activities and highlights any changes the agency has made to the program during the contract period.
4. Utilize messaging consistent with content created by the 911 Public Education Subcommittee.

**CPD2/CPD5 Training Coordinator**

1. Attend a 911 Coordinator Forum or a training class (in person or virtual) to enhance job skills.
2. Participate in 50% of any scheduled 911 Training Subcommittee meetings held during the contract period. Participation can be in-person, virtual, or participation on a work group/project.



**SECO CONTRACT REIMBURSEMENT SCHEDULE**  
**SECO COUNTY CPD CONTRACT - SFY2024**  
**July 1, 2023 – June 30, 2024**

## SECO CONTRACT REIMBURSEMENT SCHEDULE

More detailed information regarding reimbursements can be found in the following SECO Policies: SECO County Contract, SECO Public Education, SECO Statewide Services Support, and SECO Salary and Benefits Summary.

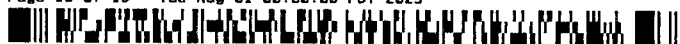
Due to 911 modernization initiatives, important time-critical information is shared at meetings. Therefore, it is crucial the 911 Coordinator or designee attend all meetings, if possible.

Understanding that scheduling conflicts occur, if the 911 Coordinator is unable to attend a meeting/forum/training and would like to send a representative on their behalf to fulfill contractual obligations, a written request via email must be submitted to the SECO County Assistance Program Manager, prior to attending and incurring expenses.

### COORDINATOR PROFESSIONAL DEVELOPMENT (CPD) EXPENSES SECTION

CPD benefits all counties and do not require local revenue to be used prior to state reimbursement. The following are reimbursed through both the BSO and CPD contracts

ELIGIBLE ITEM		STATE REIMBURSEMENT
CPD1	Meeting Attendance	<p><u>Advisory Committee (AC) Meetings:</u> Travel reimbursement expenses for the 911 Coordinator or pe-approved designee to attend all AC meetings. 911 Coordinator or pre-approved designee must attend 75% of all AC meetings held. Attendees other than AC members, 911 Coordinator or pre-approved designee will not be reimbursed for travel expenses for attending AC meetings.</p> <p><u>Advisory Committee (AC) Briefings (Virtual):</u> 911 Coordinator or pe-approved designee must attend 50% of all AC Briefings held per contract period.</p> <p><u>AC Subcommittee Meetings:</u> Travel reimbursement expenses for all Subcommittee members to participate in subcommittee meetings. No more than one county representative per subcommittee, except standing subcommittees as designated in the AC By-Laws.</p> <p><u>Coordinator Forums:</u> Travel reimbursement expenses for a total of two PSAP/911 employees to attend all of the Coordinator Forum(s) held per contract period. One of the attendees must be the 911 Coordinator or pre-approved designee.</p> <p><u>Communications Training Officer (CTO) Workshops:</u> Travel reimbursement expenses for one CTO per county to attend a CTO Workshop per contract period.</p> <p><u>SECO supported:</u> Travel reimbursement expenses for the 911 Coordinator and/or a PSAP/911 employee to attend training, meetings, or events the SECO determines to have an overall benefit as designated in writing. 911 Coordinators may request SECO Supported designation by email to the SECO County Assistance Program Manager.</p>



CPD2	911 Coordinator Training	<p>The 911 Coordinator or pre-approved designee and a PSAP/911 employee is authorized up to <b>\$6,000</b> (per contract period) to attend national NG911 related conferences, trainings, and/or training materials to enhance job skills.</p> <p>For counties with a population of 1.5 million or more the authorized amount for the 911 Coordinator is doubled for an additional person to attend training <b>\$12,000</b> (per contract period)</p>
CPD3	911 Public Education	<p>Up to <b>\$5,000</b> (per contract period) is authorized for expenses directly related to public education training and training materials, for informing the public of the capabilities, limitations, and proper use of 911 and public education materials. (See: <i>SECO Public Education Policy</i>)</p>
CPD4	911 Technical Salaries/Benefits and Training	<p>Up to <b>\$13,500</b> (per contract period) is authorized for salaries/ benefits, training, and training material expenses for the following positions: MSAG, Mapping/GIS, and/or Information Technology Coordinator(s). Backfill salary is not eligible under this line item. Expenses must directly link to the support and maintenance of WAC eligible 911 equipment.</p>
CPD5	911 Call Receiver Training	<p>Total training funds calculated at <b>\$500</b> (per contract period) per full-time call receiver and training coordinator at the primary PSAP(s) with a cap not to exceed 30 call receivers (or \$15,000) per county.</p> <p>These funds are to be used for training and training materials that support the roles and functions of the call receiver and the 911 Training Coordinator. Training maybe internal or external.</p> <p>Funds may also be used for a new hire call receiver salary while in training status up to \$2,000 per new hire (this is the only time regular salary can be claimed for call receivers' under this line item), 911 Training Coordinator regular salary, overtime, and CTO; and call receivers' overtime and backfill while in training status.</p> <p><u>Regionalized Counties</u>, only the Host County is eligible for this line item.</p>
CPD6	NG911 Modernization	<p>Costs related to modernization of the 911 System as authorized and pre-approved by the State 911 Coordinator. Including, but not limited to, pre-approved software necessary for the MSAG/GIS data synchronization, text to 911 security/authentication fobs (capped at 1 per authorized call taking position), and other pre-approved expenses related to text-to-911 implementation.</p> <p>Should there be additional funds available following the fulfillment of BSO, WSP, and CPD contracts, the SECO may authorize additional funds for each of the 39 counties and the WSP to be used solely for the purpose of NG911 MSAG/GIS Modernization.</p>
CPD7	911 Interpretive Services	<p>Costs incurred for use of interpretive services to facilitate 911 call taking.</p>

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**BUDGET SHEET**  
**SECO COUNTY CPD CONTRACT– SFY2024**  
July 1, 2023 – June 30, 2024

	SFY2024
Coordinator Professional Development (CPD)	\$ 37,614
TOTAL CONTRACT NOT TO EXCEED	\$ 37,614

