

**INTERLOCAL AGREEMENT (NON-RENEWING)  
FISCAL YEAR 2024-2025**



**EDUCATIONAL SERVICE DISTRICT NO 112  
2500 NE 65th Avenue  
Vancouver WA 98661-6812**

**Parties to the Agreement:**

Educational Service District No. 112, hereinafter referred to as “ESD112”, and Northwest Educational Service District No. 189, 1601 R Avenue, Anacortes WA 98221, hereinafter referred to as the “District”.

IN WITNESS WHEREOF, the District and ESD112 (the Parties) have executed this Agreement on the date and year indicated below. Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.

**NORTHWEST EDUCATIONAL SERVICE DISTRICT NO 189**

AUTHORIZED SIGNATURE:  DATE: Jun 13, 2024  
Larry Francois (Jun 13, 2024 14:28 PDT)

**EDUCATIONAL SERVICE DISTRICT NO 112**

AUTHORIZED SIGNATURE:  DATE: Jun 13, 2024  
Tim Merlino (Jun 13, 2024 14:40 PDT)

**Summary Statement-Agreement Purpose**

**WEBSITE MAINTENANCE**

To provide ongoing website maintenance and updating services to the District, as requested.

**Agreement Number:** 25004-278

**Financial Terms:** Payments under this Agreement shall not exceed \$5,000.00

**Agreement Period**

Initial Term Start: September 1, 2024  
Initial Term End Date: August 31, 2025

**Invoice Schedule:** To be billed monthly as work is incurred based on an hourly rate of \$130.00 per hour, plus any direct expenses incurred on behalf of the District

**Attachments:** This Agreement consists of this summary signature page and the following exhibits, which constitute the entire understanding of the Parties.

**Exhibit A: Terms for Services Provided**

**Exhibit B: General Terms & Conditions**

**ESD112 INFORMATION**

REV ACCT NO:	6804 82 5630
DEPT APPROVAL	Monique Dugaw
BUDGET APPROVAL	Yolanda Rivera
BUS SVC APPROVAL	Jenny Taisacan-Vilante

**IF OPTING OUT OF ELECTRONIC  
SIGNATURE:**

Send scanned copy of Agreement with  
executed signature by email to:  
**[districtcontracts@esd112.org](mailto:districtcontracts@esd112.org)**

**EXHIBIT A**  
**TERMS FOR SERVICES PROVIDED**

1. **Purpose.**
  - 1.1 ESD112 and the District are entering into this Agreement for the purpose of providing ongoing website maintenance services to the District, as requested under the scope of services estimate (see Section 4.1.1 below).
  - 1.2 The provision of educational, instructional or specialized services in accordance with this Agreement are intended to improve student learning or achievement.
2. **Term.** This Agreement shall be effective September 1, 2024 and continue until the earlier of the date both Parties have satisfied their obligations set forth in this Agreement, the date the Agreement is terminated in accordance with Section 4 of Exhibit B, or August 31, 2025.
3. **Finance, Budget and Property.**
  - 3.1 **Agreement Amount.** The District shall pay ESD112 an amount not to exceed \$5,000.00 for up to 39 hours of website maintenance services provided under this Agreement as described in Section 1.1 above and Section 4 below.
  - 3.2 **Invoicing.** ESD112 shall invoice the District as services are incurred, at a rate of \$130.00 per hour, billed in ¼-hour increments. Invoices shall be paid within thirty (30) days of receipt. Direct expenses incurred for the District shall be approved by the District prior to expenditure and billed at cost plus 9% administrative fee.
  - 3.3 **Budget.** A separate budget for services under this Agreement is not necessary and therefore is not being prepared. Expenses and revenues shall be addressed in the District's and ESD112's budget.
  - 3.4 **Property.** All personal property and assets acquired or received in connection with the obligations under this Agreement, including but not limited to equipment, materials, supplies and funds, shall be owned and retained by ESD112, both during the term of this Agreement and after the Agreement is terminated, partially or completely. Real property shall not be acquired.
4. **Scope of Services and Parties' Obligations.** The Parties agree to fulfill the following obligations for delivery of services under this Agreement:
  - 4.1 **Responsibilities of ESD112.** ESD112 shall:
    - 4.1.1 Provide monthly website support and troubleshooting services, as requested by the District, for the [www.nwrdc.net](http://www.nwrdc.net) website.
    - 4.1.2 Invoice the District in accordance with Section 3 above. ESD112 shall obtain District approval prior to incurring any direct expenses on behalf of the District, to be invoiced per Section 3.2 above.
  - 4.2 **Responsibilities of the District.** The District shall:
    - 4.2.1 Identify a director or immediate supervisor to whom ESD112 staff shall be responsible.
    - 4.2.2 Provide timely response to information requested and feedback on draft website layout, content, and design before final approval.

- 4.2.3** Discuss any additional services that are needed which are beyond the scope of the Agreement and service package plan, Section 4.1 above, and execute mutually agreed upon amendments to this Agreement in accordance with Exhibit B, Section 3. Additional services shall be billed in accordance with rates in Section 3.2 above.
- 4.2.4** Provide approval for any direct expenditures to be incurred by ESD112 on behalf of the District, billed under terms of Section 3.2 above.
- 4.2.5** Pay ESD112 in accordance with Section 3 above.

**5. Agreement Contacts.**

	<b><u>THE DISTRICT</u></b>	<b><u>ESD 112</u></b>
<b>SIGNATURE AUTHORITY / NOTICE CONTACT-Required</b>		
Name:	Larry Francois	Tim Merlino
Position:	Superintendent	Superintendent
Phone:	360.229.4003	360.750.7500
Email:	lfrancois@nwesd.org	tim.merlino@esd112.org
<b>PROGRAM CONTACTS</b>		
Name:	Lynn Lynch	Laura Martin
Position:	Director, NWRDC	WordPress Designer/Content Marketing Manager
Phone:	425.349.6556	360.952.3436
Email:	llynch@nwrdc.net	laura.martin@esd112.org
<b>FISCAL / BUDGET CONTACTS</b>		
Name:	Jennifer Longchamps	Yolanda Rivera
Position:	Administrative Assistant	Administrative Assistant
Phone:	360.299.4002	360.952.3588
Email:	jlongchamps@nwesd.org	yolanda.rivera@esd112.org
<b>ACCOUNTING / BILLING CONTACTS</b>		
Name:	Joanie Ritchey	Christy Stalcup
Position:	Fiscal Technician/AP	AR Specialist II
Phone:	360.299.4718	360.952.3490
Email:	jritchey@nwesd.org	christy.stalcup@esd112.org

**EXHIBIT B**  
**GENERAL TERMS & CONDITIONS**

**1. Authority & Organization.**

- 1.1** This Agreement is entered into in accordance with the authority granted in the Interlocal Cooperation Act, RCW 39.34 (specifically 39.34.030 and 39.34.080) and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035.
- 1.2** A separate legal entity is not being created. ESD112 shall administer the joint undertaking described in the terms of this Agreement.

**2. General Responsibilities of the Parties.** ESD112 and the District shall:

- 2.1** Conduct background checks on any officials, employees, volunteers or agents who may perform obligations under this Agreement and who may have contact with children in a public school or ESD112 facility. No party/person who has plead guilty to, or been convicted of, a felony crime specified in RCW 28A.400.322 shall be allowed to do work under this Agreement if they may have contact with children in a public school or ESD112 facility. Failure to comply with this provision is grounds for immediate termination of the Agreement.
- 2.2** Comply with federal, state, and local laws in performing obligations under this Agreement, and any policies or regulations adopted by the Parties' respective boards of directors.
- 2.3** Obtain and maintain general liability coverage, including contractual liability and automobile coverage in an amount not less than \$1,000,000 per occurrence. The Parties shall, upon request, provide each other suitable evidence of the coverage required.
- 2.4** Obtain any licenses or permits required to perform their respective obligations under this Agreement.
- 2.5** Maintain books, records, documents, data and other materials compiled and related to the performance of obligations under this Agreement for the time period required under law or any applicable grant agreement. Both Parties agree to provide access to and copies of any such books, records, documents, data or other materials to the other party upon request.
- 2.6** Take all necessary steps to protect the confidentiality of educational records and shall not disclose such records or the information obtained from having access to such records without obtaining the consent of the other party and the parent of the student whom the record pertains to.

**3. Amendment.** Changes to services ESD112 is obligated to provide or fees the District is obligated to pay shall be addressed in signed amendments to this Agreement, provided forty-five (45) days before the amendment is to take effect, unless otherwise mutually agreed.

4. **Termination and Damages.** This Agreement may be terminated by either party by providing the other party thirty (30) days written notice of intent to terminate. If this Agreement is terminated, the District shall pay ESD112 for all work performed and expenses incurred up to the date this Agreement is terminated. Fees owed following termination shall be paid within thirty (30) days of receipt of an invoice.
5. **General Provisions.**
  - 5.1 **Assignment.** Neither this Agreement nor any interest therein may be assigned by either party without the prior written consent of the other party.
  - 5.2 **Attorneys' Fees and Costs.** In the event litigation arises out of this Agreement, each party shall bear its own attorney's fees and costs.
  - 5.3 **Authority.** The terms and conditions of this Agreement to which the Parties agree are being entered into by appropriate resolutions or delegation of authority by the respective boards of directors of ESD112 and the District.
  - 5.4 **Captions.** Paragraph headings have been included for the convenience of the Parties and shall not be considered a part of this Agreement for any purpose relating to construction or interpretation of the terms of this Agreement.
  - 5.5 **Compliance Orders.** ESD112 shall:
    - 5.5.1 Deliver all services under this Agreement in compliance with the most current guidelines issued by the Centers for Disease Control and Prevention (CDC), Washington Department of Health, and the Office of Superintendent of Public Instruction (OSPI) guidelines, and comply with the state proclamations and orders as pertains to any infectious disease outbreaks or pandemics.
    - 5.5.2 Adjust delivery of services as requested and/or required to meet needs to comply with Section 5.5.1 above without modification to terms of the Agreement.
  - 5.6 **Conflict of Interest.** No person engaged in any activity associated with this Agreement has a personal financial interest, direct or indirect, in this Agreement. ESD112 and the District warrant that neither party presently has interests, and will not acquire interests, directly or indirectly, which would create a conflict of interest in performing the obligations under this Agreement. Any direct or indirect conflict of interest must be disclosed.
  - 5.7 **Force Majeure.** ESD112 and the District shall not be liable for any failure to perform its obligations in this Agreement, and shall not be liable for the damages in Section 4 above, if the failure to perform or action that gave rise to damages is a result of any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control, such as changes to federal, state or local laws, but excluding failure caused by a party's financial condition or negligence.
  - 5.8 **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington and any action or litigation undertaken to enforce the terms of this Agreement shall be conducted in Clark County, Washington.
  - 5.9 **Indemnification.** Both Parties agree to protect, defend, indemnify and hold the other party, and its directors, officers, agents and employees harmless from any and all claims and losses that are caused by the indemnifying party, or the

indemnifying party's directors', officers', agents' or employees' negligent or malicious acts or omissions.

- 5.10 Intellectual Property.** Any materials ESD112 produces shall be owned by ESD112. ESD112 shall be considered the author of such materials. To the extent materials being produced in connection with this Agreement are found to be "works for hire", the District hereby irrevocably assigns all right, title and interest in such materials, including intellectual property rights, to ESD112 effective from the moment of creation. The District shall not use any materials produced for, or by, ESD112 in connection with this Agreement without obtaining ESD112's prior written consent.
- 5.11 Non-Discrimination.** Per requirements of state, local and federal laws, ESD112 and the District are prohibited from discriminating on the basis of race, color, religion (creed), national origin (ancestry), citizenship or immigration status (except as permitted by applicable laws), age, sex, gender expression or identity, sexual orientation, genetic information, honorably discharged veteran or military status, national guard or uniformed service status, marital status, family/parental status, income derived from a public assistance program or income assignment for child support, domestic violence victim status (if known), arrest and court record (except as permitted by applicable laws), political beliefs, non-job-related physical, sensory, or mental disabilities, use of a trained guide dog or service animal, credit history or credit report (unless directly related to a bona fide occupational qualification), or reprisal or retaliation for prior civil rights activity. Inquiries regarding compliance and/or grievance procedures for ESD112 may be directed to ESD112 at its address above.
- 5.12 Notice.** Whenever notice is required under this Agreement, it shall be provided by emailing, with receipt confirmation, or mailing notice to the contacts designated in Exhibit A, Section 5. Notice shall be deemed effective upon the earlier of actual receipt or three (3) days after notice is deposited in the United States Postal Service mail, by certified mail, postage prepaid.
- 5.13 Severability.** If any term of condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application and, to this end, the terms and conditions of this Agreement are declared severable.
- 5.14 Waiver.** No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, including but not limited to the right of a performing party to notify a non-performing party there has been a unilateral early termination, shall be deemed waived by a party's failure to enforce the provision or rights to performance in a particular transaction or occurrence. Any and all waivers shall be in writing and signed by the party waiving the provision or its rights to performance. Any waiver that is not in writing shall not be binding or effective.
- 5.15 Whole Agreement.** The Parties agree that this Agreement, together with all appendices, if any, constitute the entire agreement between the Parties and supersedes all prior or existing written or oral agreements between the Parties and may not be amended other than in writing signed by the Parties.

6. **Exclusion, Debarment and Suspension Certification.** Per the requirements of Executive Order 12549, ESD112 and the District certify that neither they, nor their officers, directors, general managers or persons having primary management or supervisory responsibilities, are on the Excluded Parties List Report (web address: <http://www.sam.gov/SAM/>) and that they are not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department. ESD112 and the District shall provide immediate written notice to each other if, at any time during the term of this Agreement, including any renewals hereof, the Parties learn that this certification has become erroneous by reason of changed circumstances.