



CONTRACT APPROVAL ROUTING SHEET

Date:	04/22/26
Initiator/Originator Name: <i>(originator obtains contractor signature)</i>	Brent Lundstrom
Department/Location:	Cybersecurity Center of Excellence
Type of Contract:	RAMPS Grant - Interagency Agreement
Contractor:	Northwest Educational Service District 189

1. Department Approval

Comments: Northwest Educational Service District 189 (NWESD) will support cybersecurity workforce development activities under the NIST RAMPS grant (FAIN: 70NANB25H167). NWESD will convene and facilitate a regional Cybersecurity Community of Practice, recruit and engage K-12 educators and counselors, and support career awareness workshops and professional development across the NWESD region. NWESD will also support documentation of secondary-to-postsecondary pathway alignment activities and provide reporting data required for grant compliance. Period of performance: October 1, 2025 – September 30, 2027.

Budet String: 145-36125-161-12306
Amount: \$60,000

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Supervisor Signature/Date AND Division Chair/Department Chair and/or VP Signature/Date (as applicable)

2. Vice President of Administrative Services Review

Comments:

Signed by:
Nathan Langstraat 4/24/2026
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AAG
review/approval _____
(date and initial)

Vice President of Administrative Services Signature / Date

3. President or President Designee Signatory Approval

Signed by:
Justin Guillory 4/28/2026
16991293AB834F7...

Signatory Signature / Date

Please add dates as completed:

Date Contract Completed: _____ Contract to Contractor: _____ To Department: _____

To President's Office _____ Contract Logged _____

Return signed contract to Initiator/Originator after the Contract has been logged.

INTERAGENCY AGREEMENT

BETWEEN
WHATCOM COMMUNITY COLLEGE
AND
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189
1601 R Ave, Anacortes, WA 98221

This Contract is made and entered into by and between Whatcom Community College (WCC), hereinafter referred to as the “AGENCY,” and Northwest Educational Service District 189 (NWESD), hereinafter referred to as the “CONTRACTOR.”

PURPOSE

The purpose of this contract is to support WHATCOM COMMUNITY COLLEGE in successfully implementing and institutionalizing the NIST RAMPS grant project titled “Accelerating Cybersecurity Workforce Development through Aligned Pathways and Micro-Credentials.” WHATCOM COMMUNITY COLLEGE serves as the fiscal agent and responsible agency for the grant and is solely responsible for its deliverables. This work was performed under the following financial assistance award 70NANB25H167 from U.S. Department of Commerce, National Institute of Standards and Technology.

SCOPE OF WORK

A. THE AGENCY will:

- Provide overall leadership, coordination, fiscal oversight, and grant administration for the project.
- Provide technical guidance, content, and direction aligned with project objectives and federal grant requirements.
- Coordinate statewide dissemination of project outcomes and reporting to funding agencies.
- Lead quarterly check-in meetings to monitor progress against the performance dashboard and key deliverables.
- Review and approve deliverables submitted by the CONTRACTOR.

B. THE CONTRACTOR will:

- Commit staff capacity necessary to lead regional implementation of the RAMPS grant, including convening, hosting, and facilitating a regional Cybersecurity Community of Practice (CoP) with a minimum of four (4) formal meetings per the schedule in Exhibit B.
- Actively promote CoP meetings and associated cybersecurity workshops to K–12 educators, counselors, and advisors within the NWESD region to grow participation and awareness.
- Support delivery of regional workshops to help high school and college educators understand cybersecurity careers and improve student advising, including providing logistics support, outreach to regional K–12 educators, and assisting with registration and communications.

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- Support adoption of cybersecurity curriculum and the NIST framework among K–12 and postsecondary institutions across Washington State by connecting educators to resources and pathways.
 - Collect and submit equity, access, and impact data including demographic and participation data from CoP meetings and workshops, to support grant reporting and evaluation requirements.
 - Participate in quarterly check-in meetings with the AGENCY to review progress against key deliverables and the performance dashboard.
 - Support regional cybersecurity educator professional development and career awareness workshops, including logistics, communications, and administration of OSPI-approved clock hours, where applicable.
 - Provide required documentation for each CoP meeting including agenda, attendance roster with institution affiliation, post-meeting summary, and evidence of outreach and promotion activities.
 - Coordinate project activities with the AGENCY to ensure compliance with timelines, deliverables, and grant requirements.

C. Attachments

Exhibit A contains the General Terms and Conditions governing work to be performed under this contract. Exhibit B contains the CoP Meeting Schedule, Required Deliverables, and Invoicing Milestones. Exhibit C contains target KPIs for CoP growth and curriculum adoption.

PERIOD OF PERFORMANCE

The period of performance under this Agreement shall be from October 1, 2025 (“Effective Date”) through September 30, 2027, unless amended or terminated earlier in accordance with this Agreement.

This Agreement is executed on the date of last signature below and is effective retroactively to October 1, 2025, for the purpose of aligning with the approved grant period.

Compensation shall be authorized only for services performed during the period of performance and in accordance with the terms of this Agreement.

COMPENSATION AND PAYMENT

The total compensation under this Agreement shall not exceed \$60,000 for the period October 1, 2025 through September 30, 2027, subject to grant funding availability and AGENCY approval of satisfactory deliverables.

Payments shall be issued upon completion of each CoP meeting and approval of required deliverables, in the amount of \$15,000 per meeting milestone, as follows:

- **Meeting 1 (April 2026) — \$15,000**
- **Meeting 2 (October 2026) — \$15,000**
- **Meeting 3 (February 2027) — \$15,000**
- **Meeting 4 (April 2027) — \$15,000**

No payments in advance or in anticipation of services to be provided under this Agreement shall be made.

BILLING PROCEDURES

The CONTRACTOR may submit an invoice following the completion of each CoP meeting and submission of all required deliverables as outlined in Exhibit B, no more than monthly or less than quarterly. Invoices shall describe the work performed, dates of activities, and include evidence of required deliverables including equity and demographic participation data. Payment shall be considered timely if made by the AGENCY within thirty (30) days after receipt of a properly completed invoice.

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

CONTRACT MANAGEMENT

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

Contract Manager for CONTRACTOR:

Sinead Plagge
Northwest Educational Service District
1601 R Avenue, Anacortes, WA 98221

Contract Manager for AGENCY:

Stephen Troupe
Principal Investigator / RAMPS Grant Manager
Whatcom Community College
237 W. Kellogg Road, Bellingham, WA 98226
Email: STroupe@whatcom.edu
Note: Brent Lundstrom will serve as CCoE POC through June 30, 2026.

ASSURANCES

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

ORDER OF PRECEDENCE

In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Exhibit A – General Terms and Conditions
- Exhibit B – CoP Meeting Schedule, Required Deliverables, and Invoicing Milestones
- Exhibit C – Target KPIs for CoP Growth and Curriculum Adoption

INDEMNIFICATION

Each party shall be responsible for the acts and omissions of its own officers, employees, and agents. To the extent permitted by law, each party agrees to indemnify, defend, and hold harmless



the other party from and against any and all claims, damages, losses, and expenses arising out of or resulting from the indemnifying party's negligent acts or omissions. Nothing in this Agreement shall be construed to expand either party's liability beyond that provided under Washington State law.

ENTIRE AGREEMENT

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

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.

APPROVAL

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

SIGNATURES

CONTRACTOR (NWESD 189)

DocuSigned by:
Signature: Lisa Matthews
Name: Lisa Matthews
Title: Deputy Superintendent, Business Operations
Date: 4/23/2026

DocuSigned by:
Signature: Dr. Ismael Vivanco
Name: Ismael (Ish) Vivanco, Ed.D.
Title: Superintendent
Date: 4/23/2026

WHATCOM COMMUNITY COLLEGE

DocuSigned by:
Signature: Justin Guillory
Name: Dr. Justin Guillory
Title: College President
Date: 4/28/2026

EXHIBIT A

GENERAL TERMS AND CONDITIONS

DEFINITIONS

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

A. "Agency" shall mean Whatcom Community College of the state of Washington, any division, section, office, unit, or other entity of the Agency, or any of the officers or other officials lawfully representing that Agency.

B. "Agent" shall mean the Contract Manager and/or the delegate authorized in writing to act on the Contract Manager's behalf.

C. "Contractor" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract and shall include all employees of the Contractor.

ACCESS TO DATA

In compliance with RCW 39.29.080, the Contractor shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

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

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, 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 any claim arising under this Contract, shall be transferred, or assigned by the Contractor without prior written consent of the Agency.

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 the Agency, 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 the Agency, or as may be required by law.

CONFLICT OF INTEREST

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

COPYRIGHT PROVISIONS

The Contractor agrees that wherever information related to the PROJECT funded under this AGREEMENT appears in the media or in publication, such publication, wherever practical, will include a statement acknowledging the funding source as required by the AGENCY. The AGENCY shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use and authorize others to use any material that is delivered or specified to be delivered by the Contractor under this AGREEMENT for the purposes of the PROJECT.

COVENANT AGAINST CONTINGENT FEES

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

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with Agent. The request for a dispute hearing must be in writing, state the disputed issue(s) and relative positions of the parties, and be submitted within 3 working days after the parties agree they cannot resolve the dispute. Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable ADR method in addition to the dispute resolution procedure outlined above.

GOVERNING LAW

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

INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the Agency, its officials, agents, and employees 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 Contractor's agents, employees, representatives, or any subcontractor or its employees.

INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this contract. The Contractor and its employees or agents performing under this contract are not employees or agents of the Agency. The Contractor will not hold itself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege, or benefit which would accrue to such employee under law.

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 Agent or Agent's delegate by writing shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Any such alteration, amendment, modification, or waiver is not effective or binding unless made in writing and signed by the Agent.

NONDISCRIMINATION

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations, and policies, including RCW 49.60.530(3). 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.

PRIVACY

Personal information collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification, or loss. Contractor shall ensure its directors, officers, employees, subcontractors, or agents use personal information solely for the purposes of accomplishing the services set forth in this agreement.

PUBLICITY

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this Contract wherein the Agency's name is mentioned, or language used from which the connection of the Agency's name

may be inferred or implied, and not to publish or use such matters without the prior written consent of the Agency.

RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, and shall retain such records for a period of six years following the date of final payment. At no additional cost, these records shall be subject at all reasonable times to inspection, review, or audit by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.

REGISTRATION WITH DEPARTMENT OF REVENUE

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

RIGHT OF INSPECTION

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

SAFEGUARDING OF INFORMATION

The Contractor shall not use or disclose Personal Information in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. The Contractor shall protect Personal Information collected, used, or acquired in connection with this Contract against unauthorized use, disclosure, modification, or loss, and shall notify the Agency in writing within 5 working days of becoming aware of any unauthorized access, use, or disclosure.

SAVINGS

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

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

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

In the event the Agency determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Agency has the right to suspend or terminate this Contract. Before suspending or



terminating the Contract, the Agency shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 days, the Contract may be terminated or suspended.

TERMINATION FOR CONVENIENCE

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

TERMINATION PROCEDURES

Upon termination of this contract, the Agency may require the Contractor to deliver any property specifically produced or acquired for the performance of the terminated portion of this contract. The Agency shall pay the Contractor for completed work and services accepted by the Agency, and for partially completed work and services in amounts agreed upon by the parties. After receipt of a notice of termination, the Contractor shall stop work, place no further orders, and take action as necessary to protect and preserve property related to this contract.

TREATMENT OF ASSETS

Title to all property furnished by the Agency shall remain in the Agency. Title to property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery. The Contractor shall be responsible for any loss or damage to Agency property resulting from the Contractor’s negligence, and shall surrender all Agency property prior to settlement upon completion, termination, or cancellation of this contract.

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 in writing.

EXHIBIT B

CoP MEETING SCHEDULE, REQUIRED DELIVERABLES & INVOICING MILESTONES

Payment for each milestone (\$15,000) is contingent upon completion of the CoP meeting and submission of all required deliverables to the AGENCY. Invoices must reference the corresponding meeting number.

Mtg #	Date	Topic / Focus	Required Deliverables	Invoice Milestone
1	April 2026	CoP Launch & Cybersecurity Pathway Awareness	Meeting agenda, attendance roster with institution affiliation, post-meeting summary, outreach evidence (e.g. email blast, registration list), equity/demographic participation data, attend check-in meetings	Invoice #1 — \$15,000
2	October 2026	NIST Framework Orientation & Curriculum Alignment	Meeting agenda, attendance roster, post-meeting summary, outreach evidence showing K–12 educator recruitment, equity/demographic participation data, attend check-in meetings	Invoice #2 — \$15,000
3	February 2027	Educator Professional Development & Workshop Promotion	Meeting agenda, attendance roster, post-meeting summary, workshop promotion materials, clock hour	Invoice #3 — \$15,000

			documentation (if applicable), equity/demographic participation data, attend check-in meetings	
4	April 2027	Cyber Curriculum Adoption Progress & CoP Growth Review	Meeting agenda, attendance roster, post-meeting summary, outreach evidence, summary of curriculum/NIST framework adoption activity in region, equity/demographic participation data, attend check-in meetings	Invoice #4 — \$15,000

Additional CoP meetings beyond the four (4) required are encouraged. Compensation is tied solely to the four milestones above totaling \$60,000.

EXHIBIT C

TARGET KPIS FOR CoP GROWTH & CURRICULUM ADOPTION

The following KPIs represent aspirational benchmarks to guide program development and will be reported in semi-annual progress reports to NIST. Note: The 100+ educator target is a grant-level outcome for which WCC as fiscal agent is accountable; NWESD’s contribution toward this goal is reflected in the workshop attendee metric above. Targets may be revised by mutual written agreement in response to changing conditions or NIST guidance.

KPI	Y1 Target	Y2 Target	Cumulative Total
Educators/counselors recruited into CoP	25	50	75
Institutions represented in CoP	5	10	10
Workshop attendees from NWESD region (supporting 100+ educator goal)	30	70	100+
Schools/districts showing interest in NIST-aligned cyber curriculum	3	8	8
Formal CoP meetings held	2	2	4
Clock hours issued to participating educators	50	100	150