

**INTERAGENCY AGREEMENT  
BETWEEN  
Seattle Central Community College  
AND  
Bellingham Technical College**

This Agreement is made and entered into by and between Seattle Central College, referred to as "SCC" and Bellingham Technical College, referred to as "BTC" and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

**1. PURPOSE**

IT IS THE PURPOSE OF THIS AGREEMENT: That as part of BTC's employee serving on the Continuing Education Council (CEC) Executive Board, the Board agrees to cover the travel costs of those members that have programmatic financial hardships that may inhibit attendance of in person meetings. This agreement is to put in place a mechanism to cover these costs out of the CEC yearly dues which currently are held at SCC in a special account. For the purpose of this agreement any reference to work being performed is that BTC's employee is serving on the CEC board and that is the work referenced to.

**2. STATEMENT OF WORK**

SCC shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of work set forth below:

SCC's CEC Treasurer Account will cover the travel costs of those executive board members of the CEC who have programmatic financial hardships that may inhibit attendance of in person meetings. These costs include mileage, airline, meals, and hotel at the current per diem rates. The in-person meetings happen throughout the year based on the board's annual schedule.

**3. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on October 10th, 2024, and be completed on June 30th, 2027, unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

**4. COMPENSATION**

Compensation for the work provided in accordance with this Agreement has been established under the terms of chapter 39.34.130 RCW. The parties have estimated that the cost of

accomplishing the work herein will not exceed two thousand dollars (\$2000) per year, or six thousand dollars (\$6000) total. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for services shall be based on the following rates and in accordance with the following terms:

Travel costs shall be reimbursed based on the OFM state per diem rates. These costs include mileage, meals, and hotel. If the travel is across the state, airfare would also be covered.

## 5. BILLING PROCEDURES

BTC shall submit invoices which reflect accurate agreement prices after the travel is incurred to: [accountspayable@seattlecolleges.edu](mailto:accountspayable@seattlecolleges.edu) and please reference contract number C4694 on the invoices.

Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year

## 6. BILLING DETAIL

Each invoice voucher submitted to Agency by BTC shall include such information as is necessary for the Agency to determine the exact nature of all expenditures. At a minimum, BTC shall specify the following:

- a. Seattle Central Community Colleges Agreement Number C4694.
- b. The (quarterly cost) for travel to each (meeting.).
- c. The total amount of taxes. *(If applicable)*
- d. The total invoice charge.

## 7. DUPLICATION OF BILLED COSTS

BTC shall not bill the Agency for services performed under this contract, and the Agency shall not pay BTC, if BTC is entitled to payment or has been or will be paid by any other source, including grants, for that service.

## 8. FUNDING CONTINGENCY

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, the Agency may:

- a. Terminate this Agreement with 30 days advance notice. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or

d. Pursue such other alternative as the parties mutually agree to writing. <sup>1</sup>

## 9. AMENDMENT

This Agreement 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.

## 10. ASSIGNMENT

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

## 11. ASSURANCES

The parties agree that all activity pursuant to this Agreement shall be in accordance with all applicable federal, state and local laws, rules, and regulations as they currently exist or as amended.

## 12. CONTRACT MANAGEMENT

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

The Contract Manager for <u>BTC</u> is:	The Contract Manager for <u>SCC</u> is:
Anya Milton, CEC Secretary Bellingham Technical College 3028 Lindbergh Ave. Bellingham, WA 98225 Phone:360.752.8472 amilton@btc.edu	Rachael St. Clair, CEC Treasurer 1701 Broadway 2BE1140 Seattle, WA 98122 206-394-5449 Rachael.stclair@seattlecolleges.edu

## 13. DISPUTES

In the event that a dispute arises under this Agreement, either of the parties may request intervention by the Governor, as provided by chapter 43.17.330 RCW, in which event the Governor's process will control.

The cost of resolution will be borne as allocated by the Dispute Board or the Governor.

<sup>1</sup> If the agreement is non-financial, remove clauses 5 – 8.

#### **14. GOVERNING LAW AND VENUE**

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought under this Agreement shall be in Superior Court.

#### **15. INDEPENDENT CAPACITY**

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

#### **16. MAINTENANCE OF RECORDS**

- a. The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
- b. 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.
- c. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available any confidential information to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties. However, the parties acknowledge that State Agencies are subject to chapter 42.56 RCW, the Public Records Act.

#### **17. ORDER OF PRECEDENCE**

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

- a. Applicable state and federal statutes, and local laws, rules and regulations;
- b. Statement of Work;
- c. Exhibits and Appendices – list separately; and
- d. Any other provisions of the agreement, including materials incorporated by reference.

#### **18. RESPONSIBILITIES OF THE PARTIES**

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a part to this Agreement.

**19. SEVERABILITY**

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

**20. TERMINATION FOR CAUSE**

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

**21. TERMINATION FOR CONVENIENCE**

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

**22. WAIVER**

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

**23. ALL WRITINGS CONTAINED HEREIN**

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

*IN WITNESS WHEREOF*, the parties have executed this Agreement.

State of Washington  
Bellingham Technical College

State of Washington  
Seattle Central College



11 / 06 / 2024



11/5/24

(Signature)

(Date)

(Signature)

(Date)

Melisa Nelson

(Print Name)

Jasmine Jackson

(Print Name)

Director of  
Purchasing

(Title)

Senior Buyer

(Title)

Attachment B  
BUDGET

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The parties have estimated that the cost of accomplishing the work herein will not exceed \$6000.

**The PAYMENT OPTIONS are listed below as examples only and can be revised. If you select one, then delete the others.**

COST PER DELIVERABLE

This Agreement is to reimburse the board member from BTC for travel to quarterly board meetings.

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The parties agree that SCC shall **NOT** be responsible for any additional costs or expenses incurred by BTC in the performance of work described in this Agreement. Compensation for a deliverable shall be up to, but shall not exceed, the budgeted cost for a deliverable regardless of hours worked or other expenses related to a deliverable. Any variance shall be justified to SCC 's Contract Manager who shall have discretion to approve/disapprove compensation for such variance.

In the event additional funds become available, any Agreement awarded may be renegotiated to provide for additional services (e.g., model development, implementation, etc.) subject to satisfactory completion of a previous phase.

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## Document History



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**11 / 06 / 2024**  
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Viewed by Melisa Nelson (mnelson@btc.edu)  
IP: 76.121.132.175



**11 / 06 / 2024**  
17:35:08 UTC

Signed by Melisa Nelson (mnelson@btc.edu)  
IP: 76.121.132.175



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The document has been completed.