

Contract #	6105-IA-01865
Title	Fingerprinting Services

Contract for services provided by Capital Region ESD 113 dated this 21 day of September, 2023 between:

CAPITAL REGION ESD 113 (ESD113)
6005 Tyee Drive SW · Tumwater, WA 98512
AND
LAKE STEVENS SCHOOL DISTRICT

In consideration of the promises and conditions contained herein, ESD113 and LAKE STEVENS SCHOOL DISTRICT do mutually agree as follows:

I. PURPOSE

The purpose of this Agreement is to provide **LAKE STEVENS SCHOOL DISTRICT** Fingerprint services and administrative processing to Office of Superintendent of Public Instruction (OSPI) and Washington State Patrol/Federal Bureau of Investigation (WSP/FBI).

II. RESPONSIBILITY OF CAPITAL REGION ESD 113 (ESD113)

In accordance with this Agreement, ESD113 shall:

- Collect fees from LAKE STEVENS SCHOOL DISTRICT and disburse funds due monthly to both OSPI and WSP/FBI.
- Prepare and provide LAKE STEVENS SCHOOL DISTRICT with a monthly summary of transactions.

III. RESPONSIBILITIES OF LAKE STEVENS SCHOOL DISTRICT In accordance with this Contract the Agency shall

- Monthly: send to ESD 113, for fingerprints processed that month, the full amount of fingerprinting fees for OSPI and WSP/FBI with the invoice provided for this purpose by ESD113.
- Annually: In September (at the beginning of each school year) remit an administrative fee payable to ESD113 upon receipt of invoice provided for this purpose.
- Consolidate fees collected locally and remit a single warrant to ESD 113 for the full amount due each month.
- Fees are due to OSPI and WSP/FBI regardless of whether LAKE STEVENS SCHOOL DISTRICT receives an NFS payment. As a result, LAKE STEVENS SCHOOL DISTRICT must be responsible for all payment instruments accepted by local policy or practice. Amounts due ESD113 will be calculated on the number of fingerprints submitted for processing, not the number of fingerprints paid. Non-payment of fees, partial or in full, will result in the immediate suspension of services until all past due amounts have been paid in full.

IV. TERM OF THE CONTRACT

The initial term start of this Contract shall be the later of September 1, 2023 through August 31, 2024.

Auto-renewing? NO YES If yes, *Contract shall be automatically renewed from year to year unless either party provides written notice of its election to terminate sixty days prior to the contract end date of the current year. Contract renewals may be subject to annual price increases and are subject to change.*

V. PAYMENT PROVISIONS

For satisfactory performance of the work as set forth in the "Responsibilities of Capital Region ESD 113"; the LAKE STEVENS SCHOOL DISTRICT will be invoiced each September for an administrative fee. The established rate for fiscal year 2023/24 is **\$700.00 (Seven hundred dollars and no/100)**. Rate is subject to change annual per the terms of this contract.

Capital Region ESD 113 shall submit properly computed invoices to the district documenting amount claimed.

SIGNATURES

In witness whereof, Capital Region ESD 113 and the Agency certify that they have read, understand, and executed this entire agreement.

Dr. Flip Herndon Date 10/11/2023
Dr. Flip Herndon, Capital Region ESD 113

Teresa Main Date 9/25/2023
Teresa Main, LAKE STEVENS SCHOOL DISTRICT

Original copy to be signed, returned to Capital Region ESD 113, and approved by its designee prior to the commencement of services.

AUTHORITY

Revised: May 1, 2021 (September 1, 2019) (December 2014)

ESD Contracts CR

