

**INTERLOCAL AGREEMENT
Agreement No.20250279**

between

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

600 Washington Street SE
PO Box 47200
Olympia, WA 98504-7200

and

SOUTH KITSAP SCHOOL DISTRICT #401

2689 Hoover Avenue
Port Orchard, WA 98366

Federal Identification #91-6001633
Unified Business Identifier #182-002-341

THIS AGREEMENT is made and entered into by and between the South Kitsap School District/ West Sound STEM Network, hereinafter referred to as "West Sound STEM Network," and the Office of Superintendent of Public Instruction, hereinafter referred to as "OSPI."

PURPOSE OF THIS AGREEMENT

This Agreement is necessary for the successful implementation and operation of increasing STEM Like ME!® experiences for youth. This funding will scale and build upon an existing program for middle school students. The funding shall be used to increase STEM career pathways exploration experiences for students in school and after school, especially those furthest from opportunity. The work will align with outlined instructional language from proviso SB 5950-522(2)(r).

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

West Sound STEM Network shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth below:

West Sound STEM Network, in partnership with Mid-Columbia STEM Network shall provide mentors and engaging programming for youth to experience high-demand STEM skills in action.

1. Meet with districts to gather input to calendar and identify STEM career topics of program delivery opportunities and submit the calendar to OSPI.
2. Scale up STEM career in-school programming beginning September 2024 through June 2025.
3. Prepare and submit quarterly reports to include:
 - Number of students

- Number of school districts/schools
 - Number of classrooms
 - Measurement of proposed outcomes and performance
4. Provide an End-of-Year Report for Fiscal Year 2025 that demonstrates evidence-based outcomes to include:
- Description of services provided
 - Criteria for receiving services
 - Number of classrooms
 - Number of school districts/schools
 - Number of students with aggregate demographics
 - Number of contractors/other staff associated with this funding
 - Detailed cost of information outlining use of funds
 - Funding history: Amount funded per fiscal year vs. actual expenditures
 - Programmatic changes since inception (if any)
 - Evaluations of program/major findings
 - Major challenges faced by the program
 - Recommendations to improve access
 - Future opportunities
 - Other pertinent information

DELIVERABLES

West Sound STEM Network shall provide the following deliverables to the OSPI Contract Manager by the dates indicated below:

SCHEDULE OF DELIVERABLES	
Deliverable	Due Date
1. Meet with districts to gather input to calendar and STEM topics of programming opportunities and submit calendar to OSPI. 2. Quarter 1 Report, FY 24	September 30, 2024
3. Quarterly STEM programming and Quarter 2 Report, FY 24	December 31, 2024
4. Quarterly STEM programming and Quarter 3 Report, FY 24	March 31, 2025
5. End-of-Year Report	June 30, 2025

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date of execution and be completed on June 30, 2025, unless terminated sooner as provided herein.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The parties have determined that the cost of accomplishing the

work herein will not exceed a total of four hundred and sixteen thousand, two hundred and ninety one dollars (\$416,291), per the Schedule of Payments. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount.

Funds for the payment of this Contract are provided by state dollars.

BILLING PROCEDURE

West Sound STEM Network shall submit invoices to the OSPI Contract Manager after completion of the work specified. The invoices shall include the Agreement number and document to the Contract Manager’s satisfaction a description of the work performed and payment requested. Within approximately thirty (30) calendar days of the Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to West Sound STEM Network by Agency Financial Services, OSPI. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

Periodically (not more often than monthly), in the form of progress payments in the amounts and for the stages of partial performance set forth below:

SCHEDULE OF PAYMENTS		
Deliverable	Due Date	Payment
1. Meet with districts to gather input to calendar and STEM topic of programming and submit calendar to OSPI. 2. Quarter 1 Report, FY 25	September 30, 2024	\$104,072.75
3. Quarterly STEM programming and Quarter 2 Report, FY 25	December 31, 2024	\$104,072.75
4. Quarterly STEM programming and Quarter 3 Report, FY 25	March 31, 2025	\$104,072.75
5. End-of-Year Report	June 30, 2025	\$104,072.75

The invoices shall include the Contract number, and document to the OSPI Contract Manager’s satisfaction a description of the work performed and payment requested. Within approximately thirty (30) calendar days of the Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to West Sound STEM Network by Agency Financial Services, OSPI. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

If errors are found in the submitted invoice or supporting documents, the Contract Manager will notify West Sound STEM Network. In order to receive payment, it shall be the responsibility of West Sound STEM Network to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify the Contract Manager.

AGREEMENT ALTERATIONS AND AMENDMENTS

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.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, 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.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

West Sound STEM Network certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The West Sound STEM Network further certifies that they will ensure that potential subcontractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. West Sound STEM Network may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs” provided on-line by the General Services Administration, and Washington State vendor debarment list.

CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract. Any changes to this information shall be communicated to the other party in writing as soon as reasonably possible.

South Kitsap School District	OSPI
Dr. Kareen Borders Executive Director, West Sound STEM Network 2689 Hoover Avenue Port Orchard, WA 98366 Phone: 360-874-6286 Email: borders@skschools.org	Robin Howe Contracts Manager 600 Washington Street SE PO Box 47200 Olympia, WA 98504-7200 Phone: 360-915-2952 Email: robin.howe@k12.wa.us

CREATIVE COMMONS ATTRIBUTION LICENSE

West Sound STEM Network understands that, except where otherwise agreed to in writing or approved by OSPI or the Contract Manager, all original works of authorship produced under this Agreement shall carry a [Creative Commons Attribution License](#), version 4.0 or later.

All Materials West Sound STEM Network has adapted from others’ existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under this Agreement, but that incorporate pre-existing materials not produced under this Agreement, West Sound STEM Network will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If West Sound STEM Network would like to limit these pre-existing portions of the work to [non-commercial use](#), the [Creative Commons Attribution-NonCommercial-ShareAlike](#)

license, version 4.0 or later, is acceptable for these specific sections.

West Sound STEM Network warrants and represents that West Sound STEM Network has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

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:

- Applicable state and federal statutes and rules
- Statement of work
- Any other provisions of the Agreement, including materials incorporated by reference

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.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services 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 (6) years after expiration and 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.

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 this material 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.

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 omission 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 party to this Agreement.

RIGHTS IN DATA

Copyright in all material created by West Sound STEM Network and paid for by OSPI as part of this Agreement shall be the property of the State of Washington. Both OSPI and West Sound STEM Network may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the State of Washington. This material includes, but is not limited to: books, computer programs, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Material which West Sound STEM Network provides and uses to perform this Agreement but which is not created for or paid for by OSPI shall be owned by West Sound STEM Network or such other party as determined by Copyright Law and/or West Sound STEM Network's internal policies; however, for any such materials, West Sound STEM Network hereby grants (or, if necessary and to the extent reasonably possible, shall obtain and grant) a perpetual, unrestricted, royalty free, non-exclusive license to OSPI to use the material for OSPI internal purposes.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

SUBCONTRACTING

Neither West Sound STEM Network nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of OSPI. West Sound STEM Network is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Agreement are included in any and all subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of West Sound STEM Network to OSPI for any breach in the performance of West Sound STEM Network duties. This clause does not include contracts of employment between West Sound STEM Network and personnel assigned to work under this Agreement.

If, at any time during the progress of the work, OSPI determines in its sole judgment that any subcontractor is incompetent, OSPI shall notify West Sound STEM Network, and West Sound STEM Network shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by OSPI of any subcontractor or the termination of a subcontractor shall not relieve West Sound STEM Network of any of its responsibilities under the Agreement, nor be the basis for additional charges to OSPI.

TERMINATION

Either party may terminate this Agreement upon thirty (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.

TERMINATION DUE TO FUNDING LIMITATIONS OR CONTRACT RENEGOTIATION, SUSPENSION

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 normal completion of this Agreement, with the notice specified below and without liability for damages:

- a. At OSPI's discretion, OSPI may give written notice of intent to renegotiate the Agreement under the revised funding conditions.
- b. At OSPI's discretion, OSPI may give written notice to West Sound STEM Network to suspend performance when OSPI determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow West Sound STEM Network's performance to be resumed.
 - 1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
 - 2) When OSPI determines that the funding insufficiency is resolved, it will give West Sound STEM Network written notice to resume performance, and West Sound STEM Network shall resume performance.
 - 3) Upon the receipt of notice under b. (2), if West Sound STEM Network is unable to resume performance of this Agreement or if West Sound STEM Network's proposed resumption date is not acceptable to OSPI and an acceptable date cannot be negotiated, OSPI may terminate the Agreement by giving written notice to West Sound STEM Network. The parties agree that the Agreement will be terminated retroactive to the date of the notice of suspension. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the retroactive date of termination.
- c. OSPI may immediately terminate this Agreement by providing written notice to West Sound STEM Network. The termination shall be effective on the date specified in the termination notice. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination. No penalty shall accrue to OSPI in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

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 fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

TERMINATION PROCEDURE

Upon termination of this Agreement, OSPI, in addition to other rights provided in this Agreement, may require West Sound STEM Network to deliver to OSPI any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

OSPI shall pay to West Sound STEM Network the agreed upon price, if separately stated, for completed work and services accepted by OSPI and the amount agreed upon by West Sound STEM Network and OSPI for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by OSPI, and (d) the protection and preservation of the property, unless the termination is for cause, in which case OSPI shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Agreement. OSPI may withhold from any amounts due to West Sound STEM Network such sum as OSPI determines to be necessary to protect OSPI against potential loss or liability.

The rights and remedies of OSPI provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Agreement.

After receipt of a notice of termination, and except as otherwise directed by OSPI, West Sound STEM Network shall:

- a. Stop work under this Agreement on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Agreement that is not terminated;
- c. Assign to OSPI, in the manner, at the times, and to the extent directed by OSPI, all rights, title, and interest of West Sound STEM Network under the orders and subcontracts in which case OSPI has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of OSPI to the extent OSPI may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to OSPI and deliver, in the manner, at the times and to the extent as directed by OSPI, any property which, if the Agreement had been completed, would have been required to be furnished to OSPI;
- f. Complete performance of such part of the work not terminated by OSPI; and

- g. Take such action as may be necessary, or as OSPI may direct, for the protection and preservation of the property related to this Agreement which, in is in the possession of West Sound STEM Network and in which OSPI has or may acquire an interest.

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 unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, 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.

SOUTH KITSAP SCHOOL DISTRICT

Superintendent of Public Instruction
State of Washington

DocuSigned by:


 Signature

DocuSigned by:


 Kyla L. Moore, Contracts Administrator

Monica Hunsaker

 Printed Name

9/19/2024

 Date

 Title
 9/19/2024

 Date

Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.

Approved as to FORM ONLY
by the Assistant Attorney General