

ORIGINAL

WHATCOM COUNTY
CONTRACT NO.
201107012

22
07/05/11

File # 878.41.20
Contract #:

11066-11-008

INTER-LOCAL AGREEMENT

BETWEEN

WHATCOM COUNTY

AND CLALLAM COUNTY

1. **THIS AGREEMENT**, made pursuant to RCW 39.34, and the authority set forth in RCW 10.93, is entered into this 15th day of July 2011, by and between WHATCOM COUNTY, a political subdivision of the State of Washington (hereinafter referred to as "WHATCOM") and CLALLAM COUNTY, a political subdivision of the State of Washington (hereinafter referred to as "COUNTY"). This agreement sets forth the agreed upon procedures for management, accountability, direction, reporting and execution of the process, as a sub-recipient of grant funds as described below.

2. **THE PURPOSE OF THIS AGREEMENT IS TO** memorialize the terms under which the COUNTY will grant sub-recipient rights to WHATCOM, to purchase and install various equipment and services authorized as sub-projects under the Public Safety Interoperability Communications (PSIC) grant awarded to Clallam County, funded by the National Telecommunications and Information Administration (NTIA) and administered through the U.S. Department of Homeland Security (DHS). The program is administered through the Washington State Military Department. The purpose of this grant is to enhance the interoperable communications capability of public safety agencies in responding to or recovering from disasters and incidents of terrorism.

NOW, THEREFORE IT IS MUTUALLY AGREED THAT:

3. **SCOPE OF WORK:** This Agreement defines the PSIC project scope of work and the responsibilities of the parties to the agreement. WHATCOM will purchase equipment and services by way of Equipment Approval Request guidelines as outlined in Exhibit A, Washington State Military Department Contract # E08-356; Contractor identified as Clallam County. The funding provided to WHATCOM under this Inter-Local Agreement is intended to procure the equipment and services outlined in Paragraph 7.

4. **INDEMNIFICATION:** Each party will defend, indemnify and hold harmless the other from and against any and all claims and/or liabilities arising out of the terms of this agreement that relate to its own intentional and/or negligent acts and/or omissions.

5. **DURATION:** This Agreement shall be effective March 31, 2011 and shall continue until May 15, 2012, or at such time as all work is completed, whichever is earlier. Completion date(s) are subject to the provision that the deadline for sub-project completion shall be governed by specific deadline dates published by Clallam County on the PSIC Region 1 & 2 Budget sheet (Exhibit B, as amended)..

6. **CONTACT PERSONS:** WHATCOM and the COUNTY will each appoint a representative who will be responsible for the administration of this Agreement. Unless otherwise designated in writing, the WHATCOM contact person will be the Whatcom County Sheriff or designee. The COUNTY contact person will be the Clallam County Sheriff or designee.

7. **COMPENSATION AND MATCH:** The COUNTY, utilizing PSIC federal grant funding, will provide funding to WHATCOM in the amounts shown below for each authorized sub-project, provided that a complete sub-project plan, implementation schedule, and commitment to vendor(s) in the form of

contract(s) or written quotation(s) and purchase order(s) is/are submitted to Clallam County no later than dates outlined in Exhibit B, as amended. In the event this requirement is not met, the amount shown below for the individual sub-project shall automatically be eliminated from the allocation, and the maximum amount of this agreement automatically reduced accordingly:

a. RoIP Equipment and Installation Services	\$156,679.00
b. Crossband repeaters and/or multi-band radios	\$239,471.00
c. Training Program	\$ 8,750.00
d. Consulting Services for Region 1 Grant Planning Completion	\$ 25,100.00

The total maximum allowable for all sub-projects is FOUR HUNDRED THIRTY THOUSAND AND NO/100 DOLLARS (\$430,000.00).

WHATCOM will provide fully completed reimbursement and match forms in accordance with the terms and conditions of the attached Contract between Washington State Military Department and Clallam County (Contract Number E08-356) hereinafter referred to as "PSIC Contract". The PSIC Contract is identified as Exhibit A. The match amount required by WHATCOM shall be \$124,700.

COUNTY will submit all completed forms to the Washington State Military Department for reimbursement. Upon receipt of payment from the Washington State Military Department, COUNTY will submit payment to WHATCOM within 30 days from receipt of reimbursement from granting agency.

8. **TERMS AND CONDITIONS:** WHATCOM will comply with all terms, conditions, and requirements stated in the PSIC Contract applicable to WHATCOM as a sub-recipient.

9. **DISPUTE RESOLUTION:** In the event that a dispute arises under this agreement, it shall be determined in the following manner:

WHATCOM shall appoint a member to the Dispute Board. The COUNTY will appoint a member to the Dispute Board. WHATCOM and the COUNTY will jointly appoint a member to the Dispute Board. In the event WHATCOM and COUNTY are not able to jointly agree on a third member to serve on the Dispute Board, either party may petition the Superior Court for Clallam County to appoint a third member to the Dispute Board. The Dispute Board shall evaluate and adjudicate the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

10. **SECURITY:** It is the intent of the parties that the PSIC project carried out under this MOU will be conducted at the unclassified level. No classified information will be provided or generated under this MOU. It is considered "Law Enforcement Sensitive."

11. **SEVERABILITY:** If any provision of this agreement or any provision of any law, rule, or document incorporated by reference into this agreement, shall be held invalid, such invalidity shall not affect the other provisions of this agreement which legally can be given effect without the invalid provision. To this end, the provisions of this agreement are declared to be severable.

12. **AGREEMENT ALTERATIONS AND AMENDMENTS:** WHATCOM and the COUNTY may mutually amend this agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind WHATCOM and the COUNTY. Changes to completion dates outlined in Exhibit B may be made by mutual written agreement of the appointed contact persons for each agency and also require approval of the Washington State Military Department. Exhibit B amendments will be published approximately monthly and distributed to all parties involved in the PSIC Grant administered by CLALLAM.

13. **TERMINATION:** Except as otherwise provided for in this agreement, either party may terminate this agreement upon thirty (30) days written notice. If this agreement is so terminated, the terminating party 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.

14. **WHATCOM COUNTY STAFF:** WHATCOM COUNTY staff providing services under the terms of this Agreement shall be under the direct command and control of the Whatcom County Sheriff or designee and shall perform the duties required by this Agreement in a manner consistent with WHATCOM policies and regulations, applicable federal, state and local laws, and the Constitutions of the State of Washington and the United States.

15. **EQUIPMENT:** All equipment purchased or furnished by COUNTY for use by WHATCOM in accordance with this Agreement shall remain the property of WHATCOM. WHATCOM shall be responsible for the maintenance of any and all equipment or systems installed under this Agreement. WHATCOM shall be responsible for providing the inventory of equipment as required in the PSIC Contract.

16. **COMPLETE EXPRESSION:** This Agreement, and any written attachments or amendments thereto, constitutes the complete agreement of the parties and any oral representations or understandings not incorporated herein are excluded.

17. **ALL WRITINGS CONTAINED HEREIN:** IN WITNESS WHEREOF, Whatcom County and Clallam County have signed this agreement as of the date and year written below:

Bill Elfo 7-11-2011
Bill Elfo, Sheriff DATE
Whatcom County Sheriff's Office

W.L. Benedict
W.L. Benedict, Sheriff DATE
Clallam County Sheriff's Office

Pete Kremen 7/15/11
for Pete Kremen DATE
Whatcom County Executive

Howard V. Doherty, Jr. 07/05/2011
Howard V. Doherty, Jr. Chair DATE
Clallam County Commissioners

Approved as to Form:

Randall Watts
Randall Watts
Chief Civil Deputy Prosecutor

Approved as to Form:

Mark Nichols 7-1-11
Mark Nichols, Chief Deputy
Prosecuting Attorney

ATTEST BY:

Trish Holden
Trish Holden, CMC, Clerk of the Board

Date: July 5, 2011

Washington State Military Department
CONTRACT FACE SHEET

1. Contractor Name and Address: Clallam County 223 East 4th Street Port Angeles, WA 98362	2. Contract Amount: \$7,378,500	3. Contract Number E08-356 11066.08.001
4. Contractor's Contact Person, phone number: Patti Morris (360) 461-9008	5. Contract Start Date: October 1, 2007	6. Contract End Date: September 30, 2010
7. MD Program Manager/phone number: Jennifer Schaal (253) 512-7465	8. State Business License #: NA	9. UBI # (state revenue): 054-004-559

10. Funding Authority:
Washington State Military Department (Department) and the U.S. Department of Homeland Security (DHS)

11. Funding Source Agreement #: 2007-GS-H7-0003	12. Program Index # & OBJ/SUB-OJ 773PK, 773PC, 773PD, 773PG NZ	13. CFDA # & Title: 11.555 PSIC	14. TIN or SSN: 91-6001298
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15. Service Districts: (BY LEGISLATIVE DISTRICT): 24 (BY CONGRESSIONAL DISTRICT): 6	16. Service Area by County(ies): Clallam County	17. Women/Minority-Owned, State Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____
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18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other _____	19. Contract Type (check all that apply): <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency
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20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO _____	21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER
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22. BRIEF DESCRIPTION:
Funds from the National Telecommunications and Information Administration (NTIA) and administered through the U.S. Department of Homeland Security (DHS) for the Public Safety Interoperable Communications Grant Program are being provided for projects to enhance the interoperable communications capability of public safety agencies in responding to and recovering from disasters and incidents of terrorism.

IN WITNESS WHEREOF, the Department and Contractor acknowledge and accept the terms of this contract and attachments hereto and have executed this contract as of the date and year written below. This Contract Face Sheet, Special Terms and Conditions, General Terms and Conditions, Statement of Work, and Budget govern the rights and obligations of both parties to this contract.

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
(a) **Applicable Federal and State Statutes and Regulations**
(b) **Statement of Work**
(c) **Special Terms and Conditions**
(d) **General Terms and Conditions, and if attached,**
(e) **any other provisions of the contract incorporated by reference.**
This contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

WHEREAS, the parties hereto have executed this contract on the day and year last specified below.

FOR THE DEPARTMENT:
James M. Mullen 8-12-08
Signature Date
James M. Mullen, Director
Emergency Management Division
Washington State Military Department

FOR THE CONTRACTOR:
Michael C. Chapman 07/15/08
Signature Date
Michael C. Chapman, Chair
Board of Commissioners
for

APPROVED AS TO FORM:
Sara J. Finlay (signature on file) 9/12/2007
Assistant Attorney General

Clallam County
Approved as to form only by:
Mark Nichols 7-19-08
Mark Nichols
Chief Deputy Prosecuting Attorney
Clallam County

PECIAL TERMS AND CONDITIONS

ARTICLE I -- COMPENSATION:

This is a fixed price, reimbursement contract. Within the total contract amount, travel, subcontracts, salaries and wages, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis unless otherwise provided in this contract. Any travel or subsistence reimbursement allowed under the contract shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended and in agreement with federal rates. Receipts and/or backup documentation for any approved budget line items including travel related expenses that are authorized under this contract must be maintained by the Contractor and be made available upon request by the Military Department.

Some flexibility to shift funds between/among budget categories is allowed as follows: Changes to the budget in excess of 10% will not be reimbursed without the prior written authorization of the Department. Budget categories are as specified or defined in the budget sheet of the contract.

Under the PSIC Grant Program the following applies:

Changes to the budget under 10% may be made between/among budget categories requiring a non-federal match, or between/among non-matched budget categories. Changes to the budget between matched and non-matched budget categories will not be reimbursed without the prior written authorization of the Department.

Requests for reimbursement of funds requiring a non-federal match must include documentation demonstrating the match amount and detail supporting the match source and type. Documentation must state that match funds are from non-federal sources. Match requirements can be met through cash or in-kind sources consistent with 15 CFR Parts 24.3 and 24.24.

ARTICLE II -- REPORTS:

In addition to the reports as may be required elsewhere in this contract, the Contractor shall prepare and submit the following reports to the Department's Key Personnel:

<u>Financial</u>	<u>#/Copies</u>	<u>Due Date</u>
Quarterly Invoices	1	Within 30 days following the end of the quarter in which the work was performed.

Invoices must be submitted no more often than monthly, but at least quarterly. Failure to submit invoices in a timely manner will cause the Department to hold all requests for equipment approval until invoices are submitted.

Final Invoice (shall not exceed overall contract amount)	1	No later than 30th day following the contract end date
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All contract work must end on the contract end date, however the Contractor has up to 30 days after the contract end date to submit all final billing.

<u>Technical</u>	<u>#/Copies</u>	<u>Due Date</u>
Progress Report	Electronic	Every other month, on the 15th of the month, for the duration of the contract period
Final Report	Electronic	September 30, 2010

ARTICLE III -- KEY PERSONNEL:

The individuals listed below shall be considered key personnel. Any substitution must be made by written notification to the Military Department.

CONTRACTOR:

Patti Morris, Project Manager

MILITARY DEPARTMENT:

Jennifer Schaal, Program Manager

ARTICLE IV -- ADMINISTRATIVE REQUIREMENTS:

The Contractor shall comply with OMB Circular **A-87**, Cost Principles for State, Local, and Indian Tribal Governments; OMB **A-102**, Grants and Cooperative Agreements with State and Local Governments; and **A-133**, Audits of States, Local Governments, and Non-Profit Organizations.

ARTICLE V -- ADDITIONAL SPECIAL CONDITIONS AND MODIFICATION TO GENERAL CONDITIONS:

1. Funds are provided by the National Telecommunications and Information Administration (NTIA) in agreement with the U.S. Department of Homeland Security (DHS) solely for the purpose of enhancing the interoperable communications capability of public safety agencies to respond to and recover from catastrophic incidents and incidents of terrorism. The Contractor shall use the funds to perform tasks as described in the Statement of Work and Budget portions of the Contractor's request for funding. Funding may not be used to replace or supplant existing public safety agency funding.
2. The Contractor shall provide a match of non-federal origin for all PSIC acquisition and deployment activities. Said match may be in the form of goods, services and in-kind services.
3. Contractor acknowledges that since this contract involves federal funding, the period of performance described herein will likely begin prior to the availability of appropriated federal funds. Contractor agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this contract prior to distribution of appropriated federal funds.

Contractor agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement or any type of payment if federal funds are not appropriated or are not appropriated in a particular amount.

4. The Contractor shall comply with all federal civil rights laws including Title VI of the Civil Rights Act of 1964, as amended. The Contractor is required to take reasonable steps to ensure persons of limited English proficiency have meaningful access to language assistance services in conducting all PSIC funded activities.
5. The Contractor shall ensure objective subcontractor performance and eliminate unfair subcontractor competitive advantage. Any subcontractors that developed, drafted or helped prepare PSIC Investment Justifications, specifications, requirements, statements of work, invitations for bid and/or requests for proposal shall be excluded from competing for such procurements.

ARTICLE VI -- EQUIPMENT MANAGEMENT:

All equipment purchased under this contract, by the Contractor or a Subcontractor, will be recorded and maintained in an equipment inventory system.

1. Upon successful completion of the terms of this contract, all equipment purchased through this contract will be owned by the Contractor, or a recognized subcontractor/subgrantee for which a contract, subgrant agreement, or other means of legal transfer or ownership is in place.
2. The Contractor, or a recognized subcontractor/subgrantee, shall be responsible for any and all operation, maintenance, replacement, and for the safe operation of the equipment, including all questions of liability.
3. The Contractor shall maintain equipment records that include: a description of the property; the manufacturer's serial number, model number, or other identification number; the source of the equipment, including the Catalogue of Federal Domestic Assistance (CFDA) number; who holds title; the acquisition date; the cost of the equipment and the percentage of federal participation in the cost; the location, use and condition of the equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the property.
4. Records for equipment shall be retained by the Contractor for a period of six (6) years from the date of the disposition, replacement or transfer. If any litigation, claim, or audit is started before the expiration of the six year period, the records shall be retained by the Contractor until all litigations, claims, or audit findings involving the records have been resolved.

5. The Contractor shall take a physical inventory of the equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Contractor to determine the cause of the difference. The Contractor shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
6. The Contractor shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated and a report generated.
7. The Contractor will develop adequate maintenance procedures to keep the property in good condition.
8. If the Contractor is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
9. When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:
 - a. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of by the Contractor with no further obligation to the awarding agency.
 - b. Items of equipment with a current per-unit fair market value of more than \$5,000 may be retained or sold and the Contractor shall compensate the federal-sponsoring agency for its share.
10. As subgrantees of federal funds, the Contractor must pass on equipment management requirements that meet or exceed the requirements outlined above for all subcontractors, consultants, and subgrantees who receive pass-through funding from this contract.

ARTICLE VII – SUBRECIPIENT MONITORING:

The Department will monitor the activities of the Contractor from award to closeout and for the life of equipment purchased under this contract. The goal of the Department's monitoring activities will be to ensure that agencies receiving federal pass-through funds are in compliance with federal and state audit requirements, federal grant guidance, applicable federal and state financial guides, as well as OMB Circular A-133 and A-122 where applicable.

Monitoring activities may include:

- review of performance reports;
- monitoring and documenting the completion of contract deliverables;
- documentation of phone calls, meetings, e-mails and correspondence;
- review of reimbursement requests to insure allowability and consistency with contract budget;
- observation and documentation of contract related activities, such as exercises, training, funded events and equipment demonstrations;
- on-site visits to review equipment records and inventories, verify source documentation for reimbursement requests and performance reports and verify completion of deliverables.

As subgrantees of federal funds, the Contractor is required to meet or exceed the monitoring activities, as outlined above, for all subcontractors, consultants, and subgrantees who receive pass-through funding from this contract.

ARTICLE VIII – ENVIRONMENTAL AND HISTORIC PRESERVATION

The Contractor shall ensure full compliance with FEMA's Environmental and Historic Preservation (EHP) Program. Information about these requirements can be found on FEMA's website at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtml>. Construction-based projects must comply with additional provisions of federal law, including, but not limited to, the National Environmental Policy Act (NEPA).

Washington Military Department
GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

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

- a. **"Department"** shall mean the Washington Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department.
- b. **"Contractor"** shall mean that firm, organization, group, individual, or other entity performing services under this contract, and shall include all employees of the Contractor. It shall include any subcontractor retained by the prime Contractor as permitted under the terms of this contract. "Contractor" shall be further defined as one or the other of the following and so indicated on face sheet of the contract.
 - 1) **"Subrecipient"** shall mean a contractor that operates a federal or state assistance program for which it receives federal funds and which has the authority to determine both the services rendered and disposition of program funds.
 - 2) **"Vendor"** shall mean a contractor that agrees to provide the amount and kind of service or activity requested by the Department and that agrees to provide goods or services to be utilized by the Department.
- c. **"Subcontractor"** shall mean one, not in the employment of the Contractor, who is performing all or part of those services under this contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
- d. **"Recipient"** – a nonfederal entity that expends federal awards received directly from a federal awarding agency to carry out a federal program.
- e. **"Pass-Through Entity"** means the Washington State Military Department as it is applied to this contract. As found in SAAM 50.30.30 – "A nonfederal entity that provides a federal award to a subrecipient to carry out a federal program."
- f. **"Nonfederal Entity"** is defined as a state local government or nonprofit organization (as defined in federal Circular A-133).
- g. **"Cognizant State Agency"** shall mean a state agency that has assumed the responsibility of implementing single audit requirements and coordinating audit follow-up for a particular grantee by virtue of providing the majority of federal assistance. If funds are received from more than one state agency, the cognizant state agency shall be the agency who contributes the largest portion of federal financial assistance to the subrecipient unless the designation has been reassigned to a different state agency by mutual agreement.
- h. **"Federal Financial Assistance"** – Assistance that nonfederal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations or other assistance. It does not include amounts received for provision of vendor services to federal agencies or reimbursement for services rendered directly to individuals.
- i. **"Grant"** - For the purposes herein, the term "grant" may be used to mean "contracts" or "grants" or "agreements".
- j. **"CFDA Number"** – The five-digit number assigned to a federal assistance program in the federal Catalog of Federal Domestic Assistance (CFDA) or, in the absence of a catalog defined number, the number defined by instructions from the federal audit clearinghouse.
- k. **"CFR"** – Code of Federal Regulations
- l. **"OMB"** – Office of Management and Budget
- m. **"RCW"** - Revised Code of Washington
- n. **"WAC"** - Washington Administrative Code.

2. **SUBRECIPIENT MONITORING**

- a. The Department, as a Recipient and/or Pass-Through Entity, receives federal financial assistance under federal programs and is charged with maintaining compliance with federal and state laws and regulations regarding the monitoring, documentation, and auditing of subrecipient grant activities using federal financial assistance. Management and implementation guidelines for the federal programs ensure compliance with statutes, grant guidelines, the sub-award agreement, Office of Management and Budget (OMB) circulars (including OMB Circular A-133), subrecipient audits, and other guidance found in the Federal Register. The Department shall adhere to its Subrecipient Monitoring Policy and the Subrecipient Monitoring Procedures (WMD Policy number 00-025-05.)
- b. The Contractor shall perform under the terms of the contract and the Department has responsibility for reasonable and necessary monitoring of the Contractor's performance. The Department shall conduct contract monitoring activities on a regular basis. Monitoring is defined as any planned, ongoing, or periodic activity that measures and ensures contractor compliance with the terms, conditions, and requirements of a contract.

Monitoring involves prudent collection of information about Contractor operations and is not limited to site visits or the completion of formal reviews. Monitoring may include periodic contractor reporting to the Department, Department review of audit reports, invoice reviews, onsite reviews and observations, and surveys. Adequate documentation is essential for effective contract monitoring and will include copies of letters, meeting notes, and records of phone conversations as evidence that conscientious monitoring has occurred during the period of the contract. Subrecipient monitoring will occur throughout the year rather than relying solely on a once-a-year audit. The Contractor agrees to cooperate with all monitoring activities and to comply with reporting requirements.

The Department as the Recipient and/or Pass-Through Entity will conduct on-site visits as appropriate and required by contract for "for-profit" subrecipients, since the A-133 Single Audit does not apply to "for-profit" organizations.

3. **RECORDS, MONITORING AND AUDIT ACCESS**

- a. The Contractor shall cooperate with and fully participate in all monitoring or evaluation activities that are pertinent to this contract.
- b. Access to public records-The Contractor acknowledges that the Department is subject to the Public Records Act, Chapter 42.56 RCW, and that records prepared, owned, used or retained by the Department relating to the conduct of government or the performance of any governmental or proprietary function are available for public inspection and copying, except as exempt under RCW 42.56 or other statute which exempts or prohibits disclosure of specific information or records.
- c. The Contractor shall maintain all books, records, documents, data and other evidence relating to this contract and the provision of any materials, supplies, services and/or equipment under this contract herein, including, but not limited to, records of accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review and audit by personnel duly authorized by the Department, the Washington State Auditor's Office, and federal officials so authorized by law, rule, regulation, or contract. The Contractor will retain all books, records, documents, and other materials relevant to this contract and make them available for inspection, review or audit for six (6) years from the end date of this contract, date of final payment or conclusion of services performed under this contractor, whichever is later. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until final resolution of all litigation, claims, or audit findings involving the records.

- d. Contractor shall provide right of access to its facilities and records to the Department and any other 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.

4. **SINGLE AUDIT ACT REQUIREMENTS (INCLUDING ALL AMENDMENTS)**

Non-federal entities as subrecipients that expend \$500,000 or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133-Audits of States, Local Governments, and Non-Profit Organizations (revised June 27, 2003, effective for fiscal years ending after December 31, 2003). Non-federal entities that spend less than \$500,000 a year in federal awards are exempt from federal audit requirements for that year, except as noted in Circular No. A-133. Circular A-133 is available on the OMB Home Page at <http://www.omb.gov> and then select "Grants Management" followed by "Circulars".

Contractors required to have an audit must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General and the OMB Compliance Supplement. The Contractor has the responsibility of notifying the Washington State Auditor's Office and requesting an audit. Costs of the audit may be an allowable grant expenditure.

The Contractor shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subcontractors also maintain auditable records.

The Contractor is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Contractor must respond to Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The Department reserves the right to recover from the Contractor all disallowed costs resulting from the audit.

Once the single audit has been completed, the Contractor must send a full copy of the audit to the Department and a letter stating there were no findings, or if there were findings, the letter should provide a list of the findings. The Contractor must send the audit and the letter no later than nine (9) months after the end of the Contractor's fiscal year(s) to:

**Accounting Manager
Washington Military Department
Finance Division, Building #1 TA-20
Camp Murray, WA 98430-5032**

In addition to sending a copy of the audit, the Contractor must include a corrective action plan for any audit findings and a copy of the management letter if one was received.

The Contractor shall include the above audit requirements in any subcontracts.

5. **RECAPTURE PROVISIONS**

In the event that the Contractor fails to expend funds under this contract in accordance with applicable state and federal laws and/or the provisions of this contract, the Department reserves the right to recapture funds in an amount equivalent to the extent of the noncompliance in addition to any other remedies available at law or in equity.

Such right of recapture shall exist for a period not to exceed six (6) years following contract termination or audit resolution, whichever is later. Repayment by the Contractor of funds under this recapture provision shall occur within 30 days of demand. The Department is required to institute legal proceedings to enforce the recapture provision.

6. **COMPLIANCE WITH APPLICABLE LAW**

The Contractor and all subcontractors shall comply with all applicable federal, state, tribal government, and local laws, regulations, and policies.

This obligation includes, but is not limited to, compliance with Ethnics in Public Service (RCW 42.52); Covenant Against Contingent Fees (48 C.F.R. § 52.203-5); Public Records Act (RCW 42.56); Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq. and 15 C.F.R. Part 29); Lobbying Restrictions (31 U.S.C. § 1352 and 15 C.F.R. Part 28); and safety and health regulations. The Department is not responsible for advising the Contractor about, or determining the Contractor's compliance with, applicable laws, regulations and policies.

In the event of the Contractor's or a subcontractor's noncompliance or refusal to comply with any applicable law, regulation or policy, the Department may rescind, cancel, or terminate the contract in whole or in part. The Contractor is responsible for any and all costs or liability arising from the Contractor's failure to comply with applicable law, regulation or policy.

7. **NONDISCRIMINATION**

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

- a. **Nondiscrimination in Employment:** The Contractor shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.
- b. Nondiscrimination laws and policies (such as RCW 49.60, Washington's Law Against Discrimination, and Title VII of the Civil Rights Act).

8. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. § 12101 et seq. and 28 C.F.R Part 35 and other implementing regulations.** 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 telecommunication.

9. **UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES (MWBE)**

The Contractor is encouraged to utilize firms that are certified by the Washington State Office of Minority and Women's Business Enterprises as minority-owned and/or women-owned in carrying out the purposes of this contract.

10. **PUBLICITY**

The Contractor agrees to submit to the Department all advertising and publicity relating to this contract wherein the Department's name is mentioned or language used from which the connection of the Department's name may, in the Department's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity without the prior written consent of the Department.

11. **DISCLOSURE**

The use or disclosure by any party of any information concerning the Department for any purpose not directly connected with the administration of the Department's or the Contractor's responsibilities with respect to services provided under this contract is prohibited except by prior written consent of the Department.

12. **CERTIFICATION REGARDING DEBARMENT SUSPENSION OR INELIGIBILITY**

If federal funds are the basis for this contract, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal department or agency. If requested by the Department, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Contract shall be incorporated into this Contract by reference.

Further, the Contractor agrees not to enter into any arrangements or contracts related to this grant with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at www.epls.gov.

13. **LIMITATION OF AUTHORITY -- "Authorized Signature"**

The signatories to this contract represent that they have the authority to bind their respective organizations to this contract. Only the assigned Authorized Signature for each party, or the assigned delegate by writing prior to action, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the Authorized Signature(s).

14. **CONTRACTOR NOT EMPLOYEE – INDEPENDENT STATUS OF CONTRACTOR**

The parties intend that an independent contractor relationship will be created by this contract. The Contractor and/or employees or agents performing under this contract are not employees or agents of the Department in any manner whatsoever, and will not be presented as nor claim to be officers or employees of the Department or of the State of Washington by reason hereof, nor will the Contractor and/or employees or agents performing under this contract make any claim, demand, or application to or for any right, privilege or benefit applicable to an officer or employee of the Department or of the State of Washington, including, but not limited to, Worker's Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW.

It is understood that if the Contractor is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the state of Washington in their own right.

If the Contractor is an individual currently employed by a Washington State agency, the Department shall obtain proper approval from the employing agency or institution. A statement of "no conflict of interest" shall be submitted to the Department.

15. **NONASSIGNABILITY**

This contract, the work to be provided under this contract, and any claim arising thereunder, are 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.

16. **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 Department. Contractor shall use a competitive process in award of any contracts with subcontractors that are entered into after original contract award. All subcontracts entered into pursuant to this contract shall incorporate this contract in full by reference. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Department for any breach in the performance of the Contractor's duties. The Military Department may request a copy of any and/or all subcontracts for work being completed under this contract.

17. **CONTRACT MODIFICATIONS**

The Department and the Contractor may, from time to time, request changes to the contract or grant. Any such changes that are mutually agreed upon by the Department and the Contractor shall be incorporated herein by written amendment to this contract. It is mutually agreed and understood that no alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein, unless made in writing and signed by the parties hereto, shall not be binding.

18. **SEVERABILITY**

In the event any term or condition of this contract, any provision of any document incorporated by reference, or application of this contract to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this contract which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this contract are declared severable.

19. **ADVANCE PAYMENTS PROHIBITED**
The Department shall make no payments in advance or in anticipation of goods or services to be provided under this contract. Contractor shall not invoice the Department in advance of delivery of such goods or services.
20. **TAXES, FEES AND LICENSES**
Unless otherwise provided in this contract, the Contractor shall pay for and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Contractor or its staff required by statute or regulation that are necessary for contract performance.
21. **TRAVEL AND SUBSISTENCE REIMBURSEMENT**
Unless the contract specifically provides for different rates, any travel or subsistence reimbursement allowed under the contract shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The Contractor may be required to provide to the Department copies of receipts for any travel related expenses other than meals and mileage (example: parking lots that do not provide receipts) that are authorized under this contract.
22. **GOVERNING LAW AND VENUE**
This contract shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this contract shall be the Superior Court of Thurston County, Washington.
23. **HOLD HARMLESS AND INDEMNIFICATION**
Each party to this contract shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, agents, officers, or subcontractors. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.
24. **WAIVER OF DEFAULT**
Waiver of any default or breach shall not be deemed to be a waiver of any other or subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing signed by The Adjutant General or the Authorized Signature for the Department and attached to the original contract.
25. **DISPUTES**
The parties shall make every effort to resolve disputes arising out of or relating to this contract through discussion and negotiation. Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by each party and a third representative mutually agreed upon by both parties. The team shall attempt, by majority vote, to resolve the dispute.

Both parties agree that this disputes process shall precede any action in a judicial or quasi-judicial tribunal. Nothing in this section shall preclude the parties from mutually agreeing to a different dispute resolution method in lieu of the procedure outlined above.
26. **ATTORNEY'S FEES**
In the event of litigation or other action brought to enforce contract terms, or alternative dispute resolution process, each party agrees to bear its own attorney's fees and costs.
27. **LOSS OR REDUCTION OF FUNDING**
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 Department may reduce its scope of work and budget or unilaterally terminate all or part of the contract as a "Termination for Cause", without providing the Contractor an opportunity to cure. Alternatively, the parties may renegotiate the terms of this contract under "Contract Modifications" to comply with new funding limitations and conditions, although the Department has no obligation to do so.

28. **TERMINATION OR SUSPENSION FOR CAUSE**

In the event the Department, in its sole discretion, determines the Contractor has failed to fulfill in a timely and proper manner its obligations under this contract, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Contractor unable to perform any aspect of the contract, or has violated any of the covenants, agreements or stipulations of this contract, the Department has the right to immediately suspend or terminate this contract in whole or in part.

The Department may notify the Contractor in writing of the need to take corrective action and provide a period of time in which to cure. The Department is not required to allow the Contractor an opportunity to cure if it is not feasible as determined solely within the Department's discretion. Any time allowed for cure shall not diminish or eliminate the Contractor's liability for damages or otherwise affect any other remedies available to the Department. If the Department allows the Contractor an opportunity to cure, the Department shall notify the Contractor in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the Department, or if such corrective action is deemed by the Department to be insufficient, the contract may be terminated in whole or in part.

The Department reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Contractor, if allowed, or pending a decision by the Department to terminate the contract in whole or in part.

In the event of termination, the Contractor shall be liable for all damages as authorized by law, including but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the Contractor: (1) was not in default or material breach, or (2) failure to perform was outside of the Contractor's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience".

29. **TERMINATION FOR CONVENIENCE**

Notwithstanding any provisions of this contract, the Contractor may terminate this contract by providing written notice of such termination to the Department's Key Personnel identified in the contract, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this contract, the Department, in its sole discretion and in the best interests of the State of Washington, may terminate this contract in whole or in part by providing ten (10) calendar days written notice, beginning on the second day after mailing to the Contractor. Upon notice of termination for convenience, the Department reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds. In the event of termination, the Contractor shall be liable for all damages as authorized by law. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

30. **TERMINATION PROCEDURES**

In addition to the procedures set forth below, if the Department terminates this contract, the Contractor shall follow any procedures specified in the termination notice. Upon termination of this contract and in addition to any other rights provided in this contract, the Department may require the Contractor to deliver to the Department any property specifically produced or acquired for the performance of such part of this contract as has been terminated.

If the termination is for convenience, the Department shall pay to the Contractor the agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods delivered to and accepted by the Department prior to the effective date of contract termination, and the amount agreed upon by the Contractor and the Department for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the Department, (iii) other work, services and/or equipment or supplies which are accepted by the Department, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this contract. If the termination is for cause, the Department shall determine the extent of the liability of the Department. The Department shall have no other obligation to the Contractor for termination. The Department may withhold from any amounts due the Contractor such sum as the Department determines to be necessary to protect the Department against potential loss or liability.

The rights and remedies of the Department provided in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the Department in writing, the Contractor shall:

- a. Stop work under the contract on the date, and to the extent specified, in the notice;
- b. Place no further orders or subcontracts for materials, services, supplies, equipment and/or facilities in relation to this contract except as may be necessary for completion of such portion of the work under the contract as is not terminated;
- c. Assign to the Department, in the manner, at the times, and to the extent directed by the Department, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Department 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 the Department to the extent the Department may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Department and deliver in the manner, at the times, and to the extent directed by the Department any property which, if the contract had been completed, would have been required to be furnished to the Department;
- f. Complete performance of such part of the work as shall not have been terminated by the Department in compliance with all contractual requirements; and
- g. Take such action as may be necessary, or as the Department may require, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Department has or may acquire an interest.

AAG Approved 9/12/2007

STATEMENT OF WORK
Public Safety Interoperable Communications Program

INTRODUCTION: The Washington State Military Department (the Department) is responsible for programs designed to prepare and improve the State's ability to respond to a catastrophic disaster or terrorist attack. The Department has received funds from the National Telecommunications and Information Administration (NTIA) administered through the U.S. Department of Homeland Security (DHS) for the Public Safety Interoperable Communications Grant Program (PSIC). The Department is providing funds to public safety agencies for projects to enhance the interoperable communications capabilities in responding to catastrophic disasters or terrorist incidents.

Clallam County, as the Contractor, has been awarded **\$7,378,500** for its approved project: **Homeland Security Regions 1 and 2 Interoperability**, to complete a digital microwave transport; expand the Integrated Wireless Network Project-25 trunked communication system; upgrade the existing Radio Over Internet Protocol (RoIP) network in Homeland Security Region 2 and expand it to Homeland Security Region 1; close interoperability gaps; create multi-jurisdictional communications facilities; and increase interoperability coverage by 80%.

THE CONTRACTOR AGREES TO:

1. Perform project tasks, including: work with Washington State Patrol and all supporting agency stakeholders to identify system needs; perform assessments of current inventory and capability; perform system design; procure needed equipment; install systems; attend equipment and systems vendor training; perform final system testing to ensure system design specifications are met; and exercise with all supporting agency stakeholders.
2. Out of the \$7,378,500 contract total, pass-through no less than \$2,359,000 in project funding to Washington State Patrol (WSP) for WSP's portion of the Homeland Security Regions 1 and 2 Interoperability project. This pass-through funding must be obligated to WSP no less than sixty (60) days from the execution date of this Contract between the Military Department and Clallam County.
3. Plan and implement equipment purchases and other activities in accordance with PSIC Program Grant Guidance, which can be found at <http://www.ojp.usdoj.gov/odp/grantsprograms.htm>, as well as all subsequent policy changes. These requirements must be passed on to all of the Contractor's subcontractors, and monitored through periodic review of expenditures and equipment inventories.
4. Submit all intended equipment purchases to the Department for review and approval by the Washington State Committee on Homeland Security (CHS) Equipment Subcommittee prior to purchase.
5. Submit all intended construction and renovation projects to the Department for review and approval by DHS and NTIA prior to commencement of construction and renovation work.
6. Purchase equipment and ensure delivery, installation, testing and verification of satisfactory performance of all equipment prior to the end of the performance period. Purchase equipment through the Western States Contracting Alliance (WSCA) Washington State equipment procurement contracts, which can be accessed at <http://www.aboutwsca.org/welcome.cfm>. Purchases over \$1,000 in value which cannot be made through WSCA will be submitted to the Department for approval prior to purchase. This requirement must be passed on to all of the Contractor's subcontractors.
7. Mark, when practicable, any equipment purchased with grant funding, as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
8. Adhere to DHS requirements that sole source contracts over \$100,000 be reviewed and approved by the Department prior to execution of a contract. This requirement must be passed on to all of the Contractor's subcontractors. This requirement must be passed on to all of the Contractor's subcontractors.
9. Adhere to DHS requirements that all contracts with individual consultants charging an excess of \$450 per day, and not competitively bid, must be approved by the Department before the contract is executed. This requirement must be passed on to all of the Contractor's subcontractors. The Contractor is responsible for reviewing its subcontractors' consultant contract justifications.

10. Report progress on deliverables and advise the Department, in writing of necessary adjustments to the content of the contract.
11. Report regular progress on deliverables to the Washington State Interoperability Executive Committee (SIEC) and the Department. Failure to meet all of the reporting deadlines in the Milestone Timeline will prohibit the Contractor from being reimbursed, and will put a freeze on the processing of equipment approvals, while reports are outstanding.
12. Adhere to all financial and procurement guidance, including competitive bid processes and other procurement requirements as documented in the Office of Grant Operations Financial Management Guide found at http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf. Local and state procurement and contracting regulations take precedence over these requirements when local and state regulations are more stringent.
13. Demonstrate a cash or in-kind non-federal match of not less than 20% of the total Acquisition and Deployment costs as outlined in the Budget Sheet, Exhibit C attached.
14. Submit, at a maximum monthly and at a minimum quarterly, signed and approved invoice vouchers using the State's A-19 form and the Department's Reimbursement Spreadsheet form detailing the expenditures. These forms can be found at http://emd.wa.gov/grants/grants_shsgp.shtml. All requests for reimbursement for expenses requiring a non-federal match will include a statement demonstrating how match requirements are being met. Requests for reimbursement of equipment purchases will include copies of vendor invoices and packing slips. Requests for reimbursement not signed by the Contractor's proper authorizing authority, as indicated on the Signature Authorization Form, will be returned to the Contractor.
15. Ensure full compliance with National Incident Management System (NIMS) requirements. Information about compliance requirements can be found on FEMA's NIMS Integration Center (NIC) web site, http://www.fema.gov/emergency/nims/nims_compliance.shtm.

THE MILITARY DEPARTMENT AGREES TO:

1. Provide technical assistance, expertise and state coordination with DHS and NTIA where necessary.
2. Reimburse the Contractor within 45 days of receipt and approval of signed, dated invoice vouchers (State form A-19) and all documentation of expenditures as required.

Milestone Timeline
Public Safety Interoperable Communications Program

MILESTONE	TASK
October 1, 2007	Grant performance period begins.
June-July 2007	Contract execution.
August 15, 2008	Project Progress Report submitted.
August-September	Contract execution between Clallam County and WSP.
October 15, 2008	Project Progress Report submitted.
December 15, 2008	Project Progress Report submitted.
February 15, 2009	Project Progress Report submitted.
April 15, 2009	Project Progress Report submitted.
June 15, 2009	Project Progress Report submitted.
August 15, 2009	Project Progress Report submitted.
October 15, 2009	Project Progress Report submitted.
December 15, 2009	Project Progress Report submitted.
February 15, 2010	Project Progress Report submitted.
April 15, 2010	Project Progress Report submitted.
June 15, 2010	Project Progress Report submitted.
August 15, 2010	Project Progress Report submitted.
September 30, 2010	Final Report submitted.
September 30, 2010	Contract ends; all work ceases.
No later than October 30, 2010	All final invoices submitted for reimbursement.

BUDGET SHEET
FFY 2007 Public Safety Interoperability Program
Clallam County

TRAINING

<u>Subcategory</u>	
Salaries & Benefits	\$ 50,000
Goods & Services	\$ 2,215
Travel & Per Diem	\$ 5,500
Subcontractors/Consultants	\$ -
Other (Indirect)	\$ -
Total	\$ 57,715

Funding Source: 773PC

ACQUISITION

<u>Subcategory</u>	
Salaries & Benefits	\$ -
Goods & Services	\$ 9,930
Travel & Per Diem	\$ 4,500
Subcontractors/Consultants	\$ 380,000
Other (Indirect)	\$ -
Equipment	\$ 6,414,000
Total	\$ 6,808,430.00

Funding Source: 773PD

DEPLOYMENT

<u>Subcategory</u>	
Salaries & Benefits	\$ -
Goods & Services	\$ -
Travel & Per Diem	\$ -
Subcontractors/Consultants	\$ 194,000
Operations & Maintenance	\$ 221,355
Other (Indirect)	\$ -
Equipment	\$ -
Total	\$ 415,355

Funding Source: 773PG

Total Budget \$ 7,378,500

Total Match Requirement \$ 1,805,946

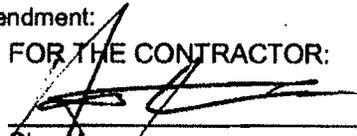
1.8M 97,500

Notes:

- Expenditures may occur only within the categories and subcategories listed above. However, changes of up to 10% within matched (Acquisition and Deployment) and unmatched (Planning and Training) categories can be made without prior approval from the Department. Changes between matched and unmatched categories, or that exceed 10%, require the Contractor submit a budget change request to the Department for approval.
- G&T Grant program requirements affirm that federal funds will be used to supplement existing funds, and will **not replace (supplant)** funds that have been appropriated for the same purpose.

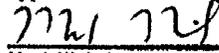
*2010 7,378,500
 1,805,946
 2008 7,378,500
 1,805,946*

Washington State Military Department
AMENDMENT

1. CONTRACTOR NAME/ADDRESS: Clallam County 223 East 4 th Street Port Angeles, WA 98362		2. CONTRACT NUMBER: E08-356 <i>11 Dec. 08, 001A</i>	3. AMENDMENT NUMBER: A
4. CONTRACTOR CONTACT PERSON, NAME/TITLE: Patti Morris, 360-461-9008 pmorris@co.clallam.wa.us		5. MD STAFF CONTACT, NAME/TELEPHONE: Blessing Guillermo (253) 512-7463 b.guillermo@emd.wa.gov	
6. TIN or SSN: 91-6001298	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: 11.555 PSIC	8. FUNDING SOURCE NAME/AGREEMENT #: 2007-GS-H7-0003	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and U.S. Department of Homeland Security (DHS)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: Through the Public Safety Interoperable Communications Grant Program, the National Telecommunications and Information Administration (NTIA), in agreement with the Department of Homeland Security (DHS), is providing funds for projects to enhance the interoperable communications capability of public safety agencies in responding to and recovering from disasters and incidents of terrorism. The Contractor requested an extension due to the delay of work caused by the added Environmental and Historical Protection review requirement. More time is required to complete the project.			
11. AMENDMENT TERMS AND CONDITIONS: 1. Change the contract end date from September 30, 2010 to September 30, 2011. 2. The contract amount of \$7,378,500 remains unchanged. 3. Replace the original "Milestone Timeline" with the attached "Revised Milestone Timeline".			
This Amendment is incorporated in and made a part of the contract. Except as amended herein, all other terms and conditions of the contract remain in full force and effect. Any reference in the original contract or an Amendment to the "contract" shall mean "contract as amended". The Department and Contractor acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:  Signature Date James M. Mullen, Director Emergency Management Division Washington State Military Department		FOR THE CONTRACTOR:  Signature Date Howard V. Doherty, Jr., Chair Board of Commissioners	
APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 3/12/2010 Assistant Attorney General		For Clallam County	

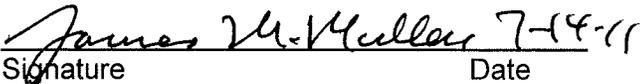
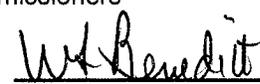
Form 10/27/00

Approved as to form only by:

 8-6-10
Mark Nichols
Chief Deputy Prosecuting Attorney
Clallam County

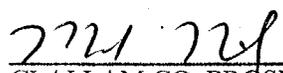
07/09/11

Washington State Military Department AMENDMENT

1. CONTRACTOR NAME/ADDRESS: Clallam County 223 East 4th Street Port Angeles, WA 98362		2. CONTRACT NUMBER: E08-356 Co. # 11066-08-001	3. AMENDMENT NUMBER: RE-ISSUED B
4. CONTRACTOR CONTACT PERSON, NAME/TITLE: Chris Clark, Grant Administrator cclark@co.clallam.wa.us		5. MD STAFF CONTACT, NAME/TELEPHONE: Blessing Guillermo (253) 512-7463 b.guillermo@emd.wa.gov	
6. TIN or SSN: 91-6001298	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: 11.555 PSIC	8. FUNDING SOURCE NAME/AGREEMENT #: 2007-GS-H7-0003	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and U.S. Department of Homeland Security (DHS)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: Through the Public Safety Interoperable Communications Grant Program, the National Telecommunications and Information Administration (NTIA), in agreement with the Department of Homeland Security (DHS), is providing funds for projects to enhance the interoperable communications capability of public safety agencies in responding to and recovering from disasters and incidents of terrorism. The contract is being amended due to the following reasons: Contractor has requested and received approval to extend the grant due to additional time needed for equipment purchase and installation to complete projects. Contractor requested that the State purchase approved equipment on Contractor's behalf and the equipment cost must be deducted from the contract. Contractor requested revision of budget allotments to better use funding, which is allowed by the funding source. Contractor is able to provide a minimum of \$1,690,596 as match. Progress Reporting is now on a quarterly basis.			
11. AMENDMENT TERMS AND CONDITIONS: 1. Change the overall contract end date from September 30, 2011 to June 30, 2012. 2. Change the contract amount from \$7,378,500 to \$7,298,163. 3. Replace the Revised Detailed Budget Sheet with the attached Revised Detailed Budget Sheet. 4. Replace the Revised "Milestone Timeline" with the attached "Revised Milestone Timeline".			
This Amendment is incorporated in and made a part of the contract. Except as amended herein, all other terms and conditions of the contract remain in full force and effect. Any reference in the original contract or an Amendment to the "contract" shall mean "contract as amended". The Department and Contractor acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties hereto have executed this amendment.			
FOR THE DEPARTMENT:  Signature _____ Date <u>7-14-11</u> James M. Mullen, Director Emergency Management Division Washington State Military Department		FOR THE CONTRACTOR:  Signature _____ Date <u>07/09/2011</u> Howard V. Doherty, Jr., Chair Board of Commissioners	
APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 3/12/2010 Assistant Attorney General		For  Clallam County <u>W.L. Benedict, Sheriff</u>	

Form 10/27/00

APPROVED AS TO FORM


CLALLAM CO. PROSECUTORS OFFICE

REVISED MILESTONE TIMELINE
FFY07 Public Safety Interoperable Communications Program
Clallam County

MILESTONE	TASK
October 1, 2007	Grant performance period begins.
June-July 2007	Contract execution.
August 15, 2008	Project Progress Report submitted.
October 15, 2008	Project Progress Report submitted.
December 15, 2008	Project Progress Report submitted.
February 15, 2009	Project Progress Report submitted.
April 15, 2009	Project Progress Report submitted.
June 15, 2009	Project Progress Report submitted.
August 15, 2009	Project Progress Report submitted.
October 15, 2009	Project Progress Report submitted.
December 15, 2009	Project Progress Report submitted.
February 15, 2010	Project Progress Report submitted.
April 15, 2010	Project Progress Report submitted.
June 15, 2010	Project Progress Report submitted.
August 15, 2010	Project Progress Report submitted.
September 15, 2010	Project Progress Report submitted.
December 15, 2010	Project Progress Report submitted.
March 15, 2011	Project Progress Report submitted.
June 15, 2011	Project Progress Report submitted.
August 15, 2011	Project Progress Report submitted.
September 15, 2011	Project Progress Report submitted.
December 15, 2011	Project Progress Report submitted.
December 31, 2011	Completion of Installations and Testing
March 15, 2012	Project Progress Report submitted.
May 15, 2012	Completion of Exercises and Training
June 30, 2012	Contract ends. All work ceases.
No later than 45 days after completion of each project	Final Report and final invoices submitted.

REVISED BUDGET SHEET
FFY 2007 Public Safety Interoperability Communications Program
Clallam County

PLANNING

Subcategory		
Salaries & Benefits	\$	122,000
Goods & Services	\$	29,718
Travel & Per Diem	\$	9,000
Subcontractors/Consultants	\$	283,332
Other (Indirect)	\$	-
Total	\$	444,050

Funding Source: 773PK

TRAINING

Subcategory		
Salaries & Benefits	\$	4,250
Goods & Services	\$	2,250
Travel & Per Diem	\$	2,250
Subcontractors/Consultants	\$	-
Other (Indirect)	\$	-
Total	\$	8,750

Funding Source: 773PC

ACQUISITION

Subcategory		
Salaries & Benefits	\$	-
Goods & Services	\$	-
Travel & Per Diem	\$	-
Subcontractors/Consultants	\$	-
Other (Indirect)	\$	-
Equipment	\$	6,331,469
Total	\$	6,331,469

Funding Source: 773PD

DEPLOYMENT

Subcategory		
Salaries & Benefits		
Goods & Services	\$	197,224
Travel & Per Diem	\$	3,000
Subcontractors/Consultants		
Other (Indirect)	\$	-
Equipment	\$	313,670
Total	\$	513,894

Funding Source: 773PG

Total Budget \$ 7,298,163

Total Match Requirement \$	1,690,596
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Notes:

1. Expenditures may occur only within the categories and subcategories listed above. However, changes of up to 10% within unmatched (Planning and Training) categories can be made without prior approval from the Department. Changes between matched and unmatched categories, require the Contractor submit a budget change request to the Department for approval.
2. G&T Grant program requirements affirm that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Exhibit B 11066-11-008

PSIC - Projects (Reg 1 - 2) Budget, Amended June 20, 2011

New #	Vendor	Allocation	Sub-rec \$\$	Date	Obligated	Match Req'd	For:	Remarks
1.00	Total Grant Value - Clallam County	\$ 7,378,500.00						
1.01	WSP OC3 Pass Through Project (Bob Schwent-Program Manager and Mike Geiger-Project Manager)						Proj. Completion**:	Sept 30, 2011
1.02	Total WSP	\$2,359,000.00	\$2,359,000.00	10/08	\$2,359,000.00	\$589,750.00		
1.03	Total Grant Availability - Regions 1 & 2	\$ 5,019,500.00						
2.00	Planning & Coordination							
2.01	Grant Coord-Clallam County Staff	\$122,000.00			\$110,000.00			
2.02	Clallam County Staff Travel	\$9,000.00			\$6,500.00			
2.03	Total	\$131,000.00			\$116,500.00	\$0.00		
4.00	Systems Design Consulting / PSIC Grant Administration							
4.01	CDE (David Zehrung)	\$48,000.00		Intial (2008)	\$48,000.00			Init network/budget plan
4.02	David Zehrung	\$9,500.00		11/21/08	\$9,500.00			PSIC RoIP re-design(s)
4.03	David Zehrung	\$10,000.00		2/02/10	\$10,000.00			Hospital Plan 11066.10.002
4.031	David Zehrung	\$7,000.00		4/10/09	\$7,000.00			11066.09.002
4.032	David Zehrung	\$18,732.00		05/05/09	\$18,732.00			11066.09.003
4.033	David Zehrung	\$48,400.00		04/12/10	\$48,400.00			11066.10.033
4.034	David Zehrung	\$8,000.00		1/25/11	\$8,000.00			11066.10.033A
4.04	David Zehrung	\$16,000.00		06/14/11	\$16,000.00			PSIC Oversight
4.90	Total CDE/Dzehrung	\$165,632.00			\$165,632.00	\$0.00		
5.00	Quality Control/Quality Assurance & Region 1 Oversight							
5.005	COSCOMM	\$20,000.00		02/04/10	\$20,000.00			QA/QC Consulting Clallam County PSA 11066-10-004
5.01	COSCOMM	\$18,000.00		10/01/10	\$18,000.00			QA/QC Consulting Clallam County PSA 11066-11-003
5.02	COSCOMM	\$18,000.00		02/01/11	\$18,000.00			PSIC Admin Assistance Clallam County PSA 11066-11-004
5.03	COSCOMM	\$6,900.00		4/26/11	\$6,900.00			PSIC Admin Assistance Clallam County PSA 11066-11-004A
5.90	Total QA/QC	\$62,900.00			\$62,900.00			
5.91	Total Plan & Coord	\$359,532.00			\$345,032.00	\$0.00		
5.92	Region 1-2 Allocations							
6.00	Hospital RoIP Network Project (Dave Zehrung-Project Manager on behalf of Marina Zuetell)						Proj. Completion**:	February, 2010
6.01	Comcast				\$1,328.10			69.90/ mo - 1/10 through 7/11
6.02	Leverage			01/29/10	\$4,396.19			Hospital Conn. Region 1
6.03	Leverage			02/12/10	\$857.63			Hospital Conn. Region 1
6.04	Twisted Pair			07/20/10	\$19,130.00			Hospital Conn. Region 2
6.90	Total Reg 1 & 2 Hospitals Network	\$25,711.92			\$25,711.92	\$6,427.98	\$98,751.54 Remaining	moved to ICPTBA Network Project
6.93	Region 1							
7.00	Whatcom County Sheriff's Office NEWSKY/MSIG Project (Art Edge-Project Manager)							
7.01	New Sky / MSIG	\$218,215.00			\$218,215.00	\$54,553.75		Proj. Completion**: 2010
7.02	Match Adjustment					-\$28,950.00		Match credit for Whatcom County
7.03	Crossband Repeaters	\$239,470.61	\$239,470.61			\$59,867.65		Proj. Completion**: Sept 30, 2011

PSIC - Projects (Reg 1 - 2) Budget, Amended June 20, 2011

New #	Vendor	Allocation	Sub-rec \$\$	Date	Obligated	Match Req'd	For:	Remarks
13.9	Total of Icom Sub-recip.alloc.		\$425,000.00					
14.1	Total Region 1 allocations	\$ 2,289,664.07			\$1,511,913.09	\$511,253.52		
14.2	Region 2							
14.3	Kitsap County - CENCOM 911 Radio Tower Project (John Szymanski-Project Manager)						Proj. Completion**:	June 30, 2011
14.90	Total	\$1,525,908.76			\$1,525,908.76	\$381,477.19		
16.00	Lower Elwha Tribe (Matt Bierne - Project Manager)							
16.9	Total	\$131,000.00			\$131,000.00	\$32,750.00	Proj. Completion**:	June 30, 2011
17.0	EOC/Dispatch Feasibility Study (Ron Peregrin-Project Manager)							
17.9	Total	\$27,605.00			\$27,605.00	\$6,901.25		Move \$72395 to LEDRN line 19.03
18.0	Clallam County Sheriff's Office TPS WAVE ARUS- Upgrade (no Project Manager)							
18.9	Total	\$0.00				\$0.00		Move to Project LEDRN Line 19.02
19.0	Clallam County Sheriff's Office LEDRN Project (Dave Zehrung-Project Manager)						Proj. Completion**:	December 31, 2011
19.01	Original Project Alloc,	\$277,000.00						
19.02	Moved from OPSCAN	\$80,000.00						
19.03	Moved from EOC	\$72,395.00						
19.04	Moved from Training	\$8,750.00				\$0.00	Training in LEDRN	
19.05	Moved from mobile programming	\$25,000.00						
19.06	Fire District 2 / WSP-Agnew Eqt	\$65,000.00			\$65,000.00			
19.10	Richmond Radio			5/3/11	\$232,000.00			Clallam Co Contract
19.11	Kathrein-Scala				\$3,774.60		Panel antennas	
19.12	Daniels				\$53,462.32		Repeaters-direct	
19.13	Motorola				\$15,860.03		Pencom Console, misc	
19.14	Motorola				\$10,296.06		Quantar Receiver	
19.15	SoWA direct WSCA - Harris			6/10/11	\$80,337.42		Harris Intraplex	
19.16	Spectracom PO			6/13/11	\$48,099.52		Simulcast synch eqt	
19.2	Dave Zehrung			06/13/11	\$17,000.00		Implementation Coord	
19.9	Total	\$528,145.00			\$525,829.95	\$132,036.25		
20.0	Fire District #2 Voter System Project (no Project Manager)							
20.9	Total	\$0.00			\$0.00			Was \$65k now in LEDRN Line 19.06
21.0	JEFFCOM 911 CAD/RMS System Project (Janet Silvus-Project Manager)						CAD/RMS System	
21.9	Total	\$120,000.00			\$120,000.00	\$30,000.00		
22.0	Clallam County Sheriff's Office LEDRN Project Consulting							
22.1	Dave Zehrung	\$12,700.00		12/22/10	\$12,700.00		LEDRN Planning	
22.2	Dave Zehrung	\$0.00			\$0.00			moved to line 19.2
22.9	Total	\$ 12,700.00			\$12,700.00	\$0.00		Planning and Coordination
30.0	Overall Totals							
30.1	Total Region 2 allocations	\$2,345,358.76			\$2,343,043.71	\$583,164.69		

PSIC - Projects (Reg 1 - 2) Budget, Amended June 20, 2011

New #	Vendor	Allocation	Sub-rec \$\$	Date	Obligated	Match Req'd	For:	Remarks
30.2	Total Region 1 Allocations	\$2,289,664.07			\$1,511,913.09	\$511,253.52		
30.3	Total Region 1 & 2 Hospital	\$25,711.92			\$25,711.92	\$6,427.98		
30.4	Total Planning & Coordination	\$359,532.00			\$345,032.00	\$0.00		
30.5	Total WSP Allocations	\$2,359,000.00			\$2,359,000.00	\$589,750.00		
30.6	Total PSIC Allocations Reg 1/2	\$7,379,266.75			\$6,584,700.72	\$1,690,596.19		Total Region 1 & 2 Match Requirement
30.7	Total of Grant	\$7,378,500.00			\$7,378,500.00			
30.8	Grant Funds Surplus (-overalloc)	-\$766.75			\$793,799.28			
** Project Completion Dates are those at which all installation, testing, and documentation by vendors must be completed. Closeout and reimbursement documents are due at Clallam County Sheriff's Office 30 days later, to State by 15 days after that.								
This spreadsheet will govern PSIC Region 1 & 2 Grant allocations by sub-project (IJ's-Investment Justifications) until such time as the next review of completed obligations is made on or about June 15, 2011. All allocations must be supported by documented obligations in the form of approved EAR's and vendor commitments in the form of purchase orders or contracts by July 10, or allocations will be rescinded. Reimbursement requests for more than amounts on this or superceding allocation spreadsheets will not be processed. Sub-recipients may move unobligated amounts associated with a sub-project to another approved sub-project (IJ) upon approval of the CCSO. Sub-recipients should report all obligations to CCSO within one week after they are given to vendor.								