

# Sole Source Notification

## Inclusionary Practices Technical Assistance Network Cadre

*It is the intent of Washington State to promote open competition and transparency for all contracts for goods and services. In accordance with Department of Enterprise Service (DES) policy #DES-140-00, all intended sole source contracts must be made available for public inspection for a period of not less than fifteen (15) working days before the start date of the contract. This Sole Source Notification satisfies the requirement.*

*This Sole Source Notification is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#) under the following commodity codes: **918-38**: Education and Training Consulting; **924-74**: Special Education; **924-77**: Teacher Certification Services; and **958-77**: Project Management Services.*

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The Office of Superintendent of Public Instruction (OSPI) intends to award a \$377,674 sole source contract to the Washington Education Association for the period of February 2026-February 2027.

The purpose of this contract is to administer the Washington Education Association (WEA) IPTN Cadre, serving as integral member to our statewide Inclusionary Practices Technical Assistance Network (IPTN) focused on improving outcomes and reducing exclusionary practices across Washington.

The work of the Inclusionary Practices lead by the Contractor supports, through the Washington Education Association (WEA) IPTN Cadre the vision of the Inclusionary Practices Technical Assistance Network (IPTN) to reduce segregation of students with intellectual and developmental disabilities (IDD) and address disproportionality for Black students with disabilities. The cadre retreats, extended workshops, and cross-network partnerships intentionally foster collaborative cultures that build collective capacity among educators, families, and statewide organizations. Together, these elements create a coherent system that empowers cadre members as leaders of inclusive, equity-centered change across Washington's schools.

Consultants contemplating the above requirements shall submit capability statements detailing their ability to meet the state's requirements **no later than 3:00 pm on January 30, 2026**.

Capability statements must address the following state requirements:

- Demonstrated ability to reach and engage educators across every school district in Washington State.



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- Established trust and credibility with classroom teachers across the Washington State.
- Infrastructure to provide approved professional development, including OSPI-approved clock hours, statewide communication, and registration systems.
- Demonstrated history of providing professional learning specific to inclusionary practices and special education in Washington.

In the absence of other qualified sources, and pending approval by the Department of Enterprise Services, it is OSPI's intent to make a sole source award of the contract mentioned above to the Washington Education Association.

Although this Sole Source Notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, you may submit a capability statement to:

Kyla Moore  
 Office of Superintendent of Public Instruction  
 Email: [contracts@k12.wa.us](mailto:contracts@k12.wa.us)

*In accordance with DES Sole Source policy process #PRO-DES-140-00A, the following documents are attached:*

- *Attachment 1 – A copy of the Sole Source Contract Filing Justification*
- *Attachment 2 – A copy of the proposed draft sole source contract in significantly final form*

## Attachment 1 – Sole Source Contract Filing Justification

### Specific Problem or Need

- *What is the business need or problem that requires this contract?*  
 The business need of this contract is to ensure statewide access to consistent, high-quality professional development on inclusionary practices. To shift practices at scale, OSPI must work through the teacher's union that directly represents and convenes the majority of Washington's teachers. Without this partnership, OSPI would not be able to reach the breadth of classroom educators necessary to impact instructional or systems change across Washington schools.

### Sole Source Criteria

- *Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.*

WEA is the recognized state teachers' union, with members representing over 92,000 educators across Washington. This is approximately 97% of Washington educators, which allows WEA to maintain relationships that extend beyond the reach of OSPI or other agencies. Due to this, WEA is recognized as the only statewide entity with direct communication networks, established trust, and the ability to convene teachers across every district.

WEA has an established infrastructure for delivering professional development, including accredited training, online and in-person offerings, and existing platforms for registration, communication, and continuing education clock hours. WEA has already developed a portfolio of special education and inclusion-focused trainings (e.g., inclusive practices, behavior support, co-teaching, trauma-informed practices) tailored specifically for Washington educators and has the capacity to host necessary trainings and resources from the agency that are easily accessible and provide a high visibility to teachers across Washington.

- *What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements.*

OSPI does not employ sufficient staff with the capacity, infrastructure, or direct educator network to deliver large-scale, ongoing professional learning directly to all classroom teachers statewide.

Absent internal capacity, OSPI conducted a review of potential sources for delivering statewide professional development and technical assistance in support of the Inclusionary Practices Technical Assistance Network. This review included examining DES statewide contracts, consulting with Educational Service District (ESD) partners, and considering higher education and nonprofit professional learning providers. It was determined that no statewide contracts offer professional development services delivered on a scale comparable with the statewide teachers' union or with comparable reach to Washington's classroom educators.

ESDs and higher education partners provide valuable services regionally and programmatically, but none have the ability to consistently engage and convene educators across every school district in Washington. While these entities support specialized projects, they do not have the statewide infrastructure, educator trust, or membership base necessary to deliver professional development at the scale required by the IPTN.

OSPI also reviewed other professional associations; however, no organization aside from the WEA has a direct, established relationship with over 92,000 educators across Washington. WEA is uniquely positioned to communicate, convene, and deliver professional learning to educators in every district. Their existing infrastructure for accredited professional development, including OSPI-approved clock hours and an established statewide training system, further differentiates them from other providers.

In recent RFPs for participation in the IPTN (RFP 2024-18 & 2025-09), no other organizations offered proposals that were anywhere near similar in nature to the scope of work proposed by WEA in their winning proposal or this proposal for sole source.

Through this due diligence, OSPI determined that no alternative source could provide the necessary reach, infrastructure, and educator trust required for this work. Based on these findings, OSPI has determined they are the sole appropriate, necessary, and beneficial partner to the state education agency and schools statewide.

- *As part of the market research, include a list of statewide contracts reviewed and/or businesses contacted, date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.*

OSPI conducted a review of DES statewide contracts using multiple keyword searches including terms like "course," "module," "special education," and "teacher." This resulted in zero statewide contracts with applicable scope of work.

- *Per the Supplier Diversity Policy, DES-090-06: was this purchase included in the agency's forecasted needs report?*

Yes.

- *Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need.*

Searches on Washington's Electronic Business Solution website, online searches for vendors with capacity, and searches of DES statewide contracts did not provide any viable leads.

- *What considerations were given to unbundling the goods and/or services in this contract, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency's unbundling analysis for this contract.*

The nature of the services does not warrant unbundling; it makes more business sense to keep work bundled together under one contract with an entity who can provide cohesive services. Additionally, WEA provides statewide delivery on a scale, making the cost per educator reached more efficient than contracting with multiple smaller organizations.

- *Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).*

Contracting with WEA significantly mitigates the following risk and cost:

- Regarding learning curve: WEA already delivers inclusionary practices professional development, avoiding the need to build content, infrastructure,

and educator trust from scratch. Since they are previously embedded in the work, they also have knowledge of OSPI's practices, vision, mission, and expectations related to the IPTN.

- Regarding time savings: A new vendor would require years to establish comparable reach and trust, delaying the impact of the IPTN.
- Regarding cost savings: Selecting a new vendor and replicating or recreating WEA's infrastructure of statewide membership, communication channels, accredited professional development systems, would cost millions in taxpayer dollars and require duplicating existing systems.

• *Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.*  
No.

• *Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines within which work must be accomplished.*  
Yes. This contract was originally awarded through OSPI's Request for Proposals No. 2024-18, and would have been renewed if it were not for the budget disruptions that occurred in the agency during the spring and summer of 2025.

• *What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.*

To shift inclusionary practices at scale statewide, OSPI must work through the teacher's union that directly represents and convenes the majority of Washington's teachers. Without this partnership, OSPI would not be able to reach the breadth of classroom educators necessary to impact instructional or systems change across Washington schools. OSPI will lose access to the most direct and trusted avenue for reaching classroom teachers across the state.

This means, professional development efforts will be fragmented, inconsistent, and unable to reach scale. Progress toward equitable inclusionary practices statewide will be slowed, directly impacting students with disabilities and undermining legislative intent behind the IPTN.

Additionally, OSPI and the state will incur higher costs because any other option will result in significant financial resources and time to develop the infrastructure such as course offerings, platforms, and relationships that WEA poses and it is not a guarantee that is even possible should alternatives be pursued.

## Reasonableness of Cost

- *Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable? Please make a comparison with comparable contracts, use the results of a market survey, or employ some other appropriate means calculated to make such a determination.*

The negotiated rates are consistent with comparable professional development contracts in Washington (Collaborative Learning Solutions 20220124, 20210041 & 20220124, Evergreen State College 20200130, University of Kansas SWIFT 20200216, WEA 20200204, & 20250317). Since WEA provides statewide delivery on a scale, OSPI determined that the cost per educator reached is more efficient than contracting with multiple smaller organizations.

## Attachment 2 – Proposed Draft Sole Source Contract

*See next page*

**CONTRACT FOR SERVICES**  
**Contract No. 20260163**

between

**SUPERINTENDENT OF PUBLIC INSTRUCTION,  
STATE OF WASHINGTON**  
(hereinafter referred to as Superintendent/OSPI)  
Old Capitol Building, PO Box 47200  
Olympia, WA 98504-7200

and

**WASHINGTON EDUCATION ASSOCIATION**  
(hereinafter referred to as Contractor)  
32032 Weyerhaeuser Way S  
Federal Way, WA 98040

Employer Identification #91-0460645  
Unified Business Identifier #178-022-003

In consideration of the promises and conditions contained herein, Superintendent and Contractor do mutually agree as follows:

**I. DUTIES OF THE CONTRACTOR**

**I.A. General Objective.** The general objectives of this Contract are as follows:

The work of the Inclusionary Practices lead by the Contractor supports, through the Washington Education Association (WEA) IPTN Cadre the vision of the Inclusionary Practices Technical Assistance Network (IPTN) to reduce segregation of students with intellectual and developmental disabilities (IDD) and address disproportionality for Black students with disabilities. The cadre retreats, extended workshops, and cross-network partnerships intentionally foster collaborative cultures that build collective capacity among educators, families, and statewide organizations. Together, these elements create a coherent system that empowers cadre members as leaders of inclusive, equity-centered change across Washington's schools.

**I.B. Scope of Work.** In order to accomplish the general objectives of this Contract, Contractor shall perform the following specific duties to the satisfaction of the OSPI Contract Manager:

**Evidence Based Practices & Adaptive Leadership**

Cadre Professional Learning Retreats serve as the foundation of the WEA IPTN, building statewide infrastructure by preparing cadre members to align their work with the IPTN mission: reducing segregation of students with intellectual and developmental disabilities (IDD) and addressing disproportionality for Black students with disabilities. Retreats emphasize developing the knowledge, skills, and leadership capacity of a diverse training force that represents the students and communities of Washington.

From the learnings of the Strategic Resource Use Community of Practice, it is clear that leaders require sustained training to make equity-driven resource decisions that disrupt

ableism and racism. The cadre retreats respond to this need by equipping members with tools to model inclusive practices and lead through collaborative structures such as co-teaching and coaching.

The Contractor shall hold two (2) cadre retreats, which shall include collaboration with cadre members and/or organizational leads from other IPTN organizations. Retreats shall focus on sharing organizational philosophies, learnings, and recommendations so that the WEA IPTN cadre can incorporate these insights into course design, facilitation, and statewide professional learning. Embedding cross-network collaboration into cadre learning ensures alignment with OSPI's priority that IPTN organizations function as a coordinated statewide network, not as isolated providers.

During the retreats, cadre members will engage deeply with the OSPI IPTN core components, ensuring alignment across all WEA IPTN courses and activities. The retreats shall provide opportunities to:

- Directly connect cadre learning to network goals by situating training in the mission of reducing segregation and disproportionality and naming the systemic inequities the IPTN seeks to address.
- Integrate evidence-based practices such as Universal Design for Learning (UDL), Multi-Tiered Systems of Support (MTSS), culturally responsive teaching, and family partnerships—anchored in research and tied to state and national data on students with IDD and Black students with disabilities.
- Build capacity for system-level change by preparing the cadre to support districts in dismantling exclusionary practices, replacing them with inclusive structures, collaborative cultures, and sustainable professional learning systems.
- Collaborate with other IPTN organizations to share expertise, cross-pollinate strategies, and strengthen statewide consistency in professional learning.

By strengthening cadre expertise and building capacity across roles, the retreats ensure a distributed leadership model that can scale inclusionary practices statewide. As a result, cadre members serve not only as course facilitators, but as conduits of systemic change—supporting districts in aligning inclusion goals with strategy, leveraging resources for sustainability, and collaborating with other IPTN networks to extend impact.

The Contractor shall develop two (2) Extended Workshops, which shall provide a job-embedded professional learning model that districts can integrate into their existing structures, making them sustainable and scalable. These workshops shall function as professional learning communities (PLCs) where educators, specialists, and family partners co-plan, test inclusive strategies, and reflect on outcomes together.

Aligned with the OSPI IPTN aim, workshops shall help educators confront bias, interrupt deficit thinking, and presume competence in every student. Content emphasizes UDL, MTSS, culturally responsive teaching, and family partnerships, with a focus on reducing disproportionality for Black students with disabilities and students with IDD.

Each Extended Workshop shall be structured around three (3) to four (4) live Zoom sessions paired with asynchronous assignments hosted on Canvas. Sessions shall follow a clear cycle of inquiry and application:

- Engage: Pre-assessment and community building.
- Explore: Introduction to evidence-based practices through examples and discussion.

- Practice: Implementation of new strategies in participants' own settings.
- Report & Reflect: Sharing outcomes, examining bias, and planning forward as a team.

This blended model provides ongoing, embedded professional development that strengthens instructional practice, promotes system-wide growth, and builds collaborative cultures that replace exclusionary practices with inclusive, equity-driven structures.

The Contractor shall develop two (2) Coaching and Mentoring courses which shall be anchored in the updated WEA IPTN Coaching and Mentoring Framework, to provide a structured, relationship-based, and non-evaluative approach to educator support. This framework shall be designed to align with the principles of equity, inclusion, and instructional excellence, grounding all learning in disability justice, UDL, MTSS, and culturally responsive practices.

The updated WEA IPTN Coaching and Mentoring Framework strengthens educator support by clarifying the distinct but complementary roles of coaching and mentoring. Coaching provides structured, short-term partnerships focused on instructional practice, while mentoring offers holistic, long-term support for professional growth. Courses model both approaches, giving participants strategies they can apply directly in their schools and districts.

Building on OSPI IPTN Learnings and Recommendations, the framework responds to the need for tiered, job-embedded mentoring and coaching that sustains school culture, strengthens inclusion, and supports educator retention across career stages. It equips districts with tools to integrate equity-centered coaching and mentoring into their professional learning systems.

The framework is built on eight core components: role clarification, bias mitigation, practical coaching and mentoring tools, relationship building, data literacy, self-reflection and feedback, practice conversations, and implementation planning. Together, these components help educators address bias, strengthen collaboration, and sustain inclusive practices.

Courses are anchored in *Your Students, My Students, Our Students* (Jung et al., 2019), ensuring that learning connects to Least Restrictive Environment (LRE) principles, co-planning across roles, and centering student and family voice in instructional cultures.

Participants experience a balance of reflective learning, practical tools, and applied simulations. They leave with action plans, ready-to-use tools, and strengthened capacity to serve as equity-centered resources within their schools and districts. By cultivating inclusive professional cultures grounded in collaboration and shared responsibility, the Coaching and Mentoring courses help districts build sustainable systems of educator support.

This work also strengthens educator pipelines and retention, a critical component of sustainable infrastructure, by ensuring that both new and veteran educators have access to meaningful, equity-centered support throughout their careers. Coaching and mentoring strategies are proven tools not only for developing effective instructional practices, but also for recruiting and retaining educators prepared to lead inclusive practices, advancing the IPTN mission of reducing segregation of students with intellectual and developmental disabilities and addressing disproportionality for Black students with disabilities.

The Contractor shall update three (3) of its sixty (60) Instructional Courses and offer five (5) Canvas courses. These courses shall serve as an essential bridge for educators and districts, providing immediate access to high-quality professional development while state funding processes for district-based professional learning are finalized. By offering timely support, the courses ensure that educators can continue building inclusive practices without interruption, helping districts maintain momentum toward equity and improved outcomes for IDD and Black students with disabilities.

Instructional and Canvas Courses are professional learning experiences designed to provide equitable, evidence-based, and high-quality professional development for educators statewide. Over the past year, eleven courses have been updated to integrate the OSPI IPTN core components—Universal Design for Learning (UDL), Multi-Tiered Systems of Support (MTSS), Culturally Responsive Teaching (CRT), and family and student voice—and to ensure alignment with the CCDEI educator standards.

Three (3) teams of two (2) cadre members will instruct three refined Canvas courses that integrate the IPTN core components and meet Equity-Based School Practices renewal certification requirements. These courses directly advance the IPTN aim by scaling high-quality professional learning that reduces segregation of students with intellectual and developmental disabilities (IDD) and addresses disproportionality for Black students with disabilities.

**Reviews of Public Data:**

Courses embed data-informed decision-making by engaging participants in analyzing district- or school-level data such as LRE placement, restraint and isolation incidents, climate survey results, academic performance, and demographic patterns. Participants use publicly available federal and state data—including OSPI and U.S. Department of Education datasets—to examine disproportionality in the identification of students for special education services, as well as federal data on suspension and expulsion of students receiving special education services.

**Reviews of Simulation Data:**

Several courses also incorporate SimSchool, a virtual classroom simulation tool. Through interactive scenarios, educators practice responding to diverse student needs and reflect on how bias, racism, and ableism influence their decision-making. SimSchool provides data-driven feedback on patterns in interactions, helping educators recognize and mitigate implicit bias, strengthen inclusive practices, and ensure that students with intellectual and developmental disabilities (IDD) and Black students with disabilities experience meaningful access to the least restrictive environment. Participants can access their simulation results for up to one year to support ongoing reflection and growth. Instructors have limited visibility into participant results for facilitation purposes; however, **these data are not shared externally or stored beyond the duration of access.**

Through this combination of core components, data analysis, and simulation-based practice, WEA IPTN instructional courses provide educators with actionable strategies to dismantle exclusionary practices, advance inclusive service delivery, and build district-level capacity for long-term systems change.

**Data Driven Reviews and Evaluation:**

Data review and evaluation are central to building a sustainable statewide infrastructure that reduces exclusion for students with intellectual and developmental disabilities (IDD) and Black students with disabilities.

This approach reflects statewide recommendations that call for professional development enabling educators to analyze and apply data to improve outcomes and for districts to align inclusion goals with strategy through cross-department collaboration. In response, WEA IPTN models how evaluation can serve as a tool for systemic change by grounding improvement in real-world data and feedback.

This process supports the core components of the OSPI IPTN by:

- Directly aligning to network goals with a focus on reducing segregation and disproportionality
- Integrating evidence-based practices by examining how UDL, MTSS, CRT, and family partnerships are reflected in educator practice changes
- Driving system-level change by using data and feedback to strengthen district capacity and sustain inclusive practices

By treating data not only as an accountability measure but also as a driver of improvement, WEA IPTN ensures its courses remain responsive, equity-centered, and sustainable.

**Collaboration with other IPTN organizations:**

Contractor shall collaborate with other IPTN organizations, as it is a central component of building sustainable statewide infrastructure. The cadre retreats shall intentionally include opportunities to learn from and work alongside partner organizations such as the Center for Educational Effectiveness (research on belonging and high academic performance), the University of Washington demonstration sites (supporting schools in developing inclusionary practices), TIES (comprehensive inclusive education), and Still We Rise (equity-centered consulting and mental health services). Each partner brings unique expertise that strengthens the capacity of the WEA IPTN cadre to design and deliver professional learning that addresses both systemic inequities and local district needs.

The Special Populations Program Coordinator will actively participate in the IPTN Communities of Practice (CoPs), contributing to shared learning and statewide alignment. Through phased work—baseline setting, gathering input from communities, and crafting recommendations—the coordinator will help shape tools and resources that districts can use to strengthen inclusionary practices. This engagement ensures that the perspectives of students with disabilities and their families are embedded in collective recommendations, advancing the IPTN aim of reducing segregation and addressing disproportionality.

The Special Populations Program Coordinator will participate in IPTN 3.0 meetings, ensuring alignment between WEA IPTN initiatives and statewide network priorities. Attendance at these sessions supports collective planning, progress monitoring, and shared accountability for advancing the IPTN aim of reducing segregation and addressing disproportionality. Active engagement in IPTN 3.0 meetings ensures that the perspectives of educators and students most impacted by exclusion remain central to statewide decision-making and action.

Collaboration with WEA IPTN cadre members and partner organizations within the Inclusionary Practices Technical Assistance Network (IPTN) to co-develop courses and engage in joint initiatives. This collaborative work strengthens consistency across the

network, ensures alignment with statewide priorities, and leverages collective expertise to expand inclusive professional learning opportunities.

**Sustainability: District and Community Reach:**

WEA IPTN is committed to building long-term, sustainable relationships with districts and communities across Washington. Sustainability begins with outreach: the Contractor shall partner with districts to align professional learning opportunities with their equity and inclusion goals while also engaging families and community partners. Extended Workshops and Instructional Courses shall be positioned as cost-share opportunities that districts can integrate into their existing professional learning structures. This approach ensures districts are not only participants but also investors, creating a scalable cost model that can be maintained over time. Wide-scale promotion through WEA networks, the Special Education Support Center (SESC), and coordinated social media campaigns will broaden access and position WEA IPTN as a trusted statewide resource for inclusive professional learning.

**eLearning Transition and Oversight:**

Contractor shall assume responsibility for hosting and managing eLearning courses within the WEA Canvas/WEA WIN system. This process will include transferring existing content into the Canvas format, aligning materials with Washington's Cultural Competence, Diversity, Equity, and Inclusion (CCDEI) standards when possible, and securing clock hour approval to ensure statewide accessibility for educators.

Each course shall be monitored by a cadre member for a twenty-six- (26-) week period, providing timely feedback, grading, and learner support. While this is a new process for WEA, future years will see greater efficiency as systems are refined.

This deliverable directly advances the IPTN aim of reducing segregation of students with intellectual and developmental disabilities (IDD) and addressing disproportionality for Black students with disabilities by scaling access to high-quality, equity-centered professional learning. Expanding eLearning opportunities increases flexibility, broadens reach across diverse regions and roles, and embeds inclusionary practices as a sustainable part of Washington's professional learning infrastructure.

On a quarterly basis, WEA IPTN Cadre reviews pre-assessment survey and end of course evaluations. OSPI will receive quarterly reviews analyzing participant growth. All information will be in a summary form. No participant information will be shared.

**I.C. Data Needs:**

- Contractor shall collect, store and report data in compliance with state and federal privacy laws.
- No other data are collected.
- This Contract does not constitute a release of the data for Contractor's discretionary use, but may be accessed only to carry out the responsibilities specified. Any ad hoc analyses or other use of the data, not specified in this Agreement, is not permitted without the prior written agreement of OSPI.

**I.D. Deliverables.** The Contractor shall provide the following deliverables to the OSPI Contract Manager by the dates indicated below:

| SCHEDULE OF DELIVERABLES                                                                                                                                 |                                                                                                                                                                                                  |                                                                                   |                   |                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                                                                                        | Activity                                                                                                                                                                                         | Deliverable                                                                       | # of Deliverables | Due Date                                                                                                                                                      |
| <b>A. Building Capacity and Expertise of the WEA IPTN Cadre/Strategic Resources</b>                                                                      |                                                                                                                                                                                                  |                                                                                   |                   |                                                                                                                                                               |
| 1                                                                                                                                                        | Two (2) WEA IPTN Cadre Retreats                                                                                                                                                                  | Dates of training and links to retreat agendas                                    | 2                 | 5/31/2026<br>10/31/2026                                                                                                                                       |
| <b>B. Refine, develop, and deliver Extended Workshops, Coaching and Mentoring, Canvas, and current WEA IPTN course/ Technical Assistance: EBP and AL</b> |                                                                                                                                                                                                  |                                                                                   |                   |                                                                                                                                                               |
| 2                                                                                                                                                        | Develop two (2) professional learning Extended Workshops                                                                                                                                         | Dates of design team meetings and links to updated extended workshop courses      | 2                 | Both course materials are due.<br>8/31/2026                                                                                                                   |
| 3                                                                                                                                                        | Two (2) redesigned professional learning Coaching and Mentoring courses                                                                                                                          | Dates of design team meetings and links to updated coaching and mentoring courses | 2                 | Both course materials are due.<br>8/31/26                                                                                                                     |
| 4                                                                                                                                                        | Seven (7) asynchronous eLearning courses updated, integrated, and published on the WEA WIN/Canvas learning platform.                                                                             | Dates of trainings and links to completed instructional courses material          | 7                 | 9/30/26                                                                                                                                                       |
| 5                                                                                                                                                        | Three (3) teams of two (2) cadre members will instruct three refined Canvas courses.                                                                                                             | Dates of trainings and links to completed Canvas course material                  | 3                 | All three (3) course materials are due.<br>6/30/2026                                                                                                          |
| <b>C. Collaboration with other IPTN organizations on trainings, modules, and conferences</b>                                                             |                                                                                                                                                                                                  |                                                                                   |                   |                                                                                                                                                               |
| 6                                                                                                                                                        | Collaboration with WEA IPTN cadre members and partner organizations within the Inclusionary Practices Technical Assistance Network (IPTN) to co-develop courses and engage in joint initiatives. | Meeting dates, participants list, and meeting notes                               | 10                | Approximately two (2) deliverables will be provided at each date.<br>2/28/2026<br>3/31/2026<br>4/30/2026<br>5/31/2026<br>6/30/2026<br>9/30/2026<br>10/31/2026 |

| SCHEDULE OF DELIVERABLES                                                          |                                                                                                                                                                            |                                                                         |                   |                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                 | Activity                                                                                                                                                                   | Deliverable                                                             | # of Deliverables | Due Date                                                                                                                                                                                     |
|                                                                                   |                                                                                                                                                                            |                                                                         |                   | 11/30/2026<br>12/30/2026<br>1/31/2027                                                                                                                                                        |
| 7                                                                                 | The Special Populations Program Coordinator will actively participate in the IPTN Communities of Practice (CoPs), contributing to shared learning and statewide alignment. | Meeting dates, a list of organizations in attendance, and meeting notes | 10                | Approximately two (2) deliverables will be provided at each date.<br><br>2/28/2026<br>3/31/2026<br>4/30/2026<br>5/31/2026<br>6/30/2026<br>9/30/2026<br>11/30/2026<br>12/30/2026<br>1/31/2027 |
| 8                                                                                 | The Special Populations Program Coordinator will participate in IPTN 3.0 meetings, ensuring alignment between WEA IPTN initiatives and statewide network priorities.       | Meeting dates                                                           | 10                | Approximately two (2) deliverables will be provided at each date.<br><br>2/28/2026<br>3/31/2026<br>4/30/2026<br>5/31/2026<br>6/30/2026<br>9/30/2026<br>11/30/2026<br>12/30/2026<br>1/31/2027 |
| <b>D. Data Exploration, Data Management, Data Use, Reflection and Improvement</b> |                                                                                                                                                                            |                                                                         |                   |                                                                                                                                                                                              |
| 9                                                                                 | Conduct quarterly reviews to analyze and interpret online module course data and participant feedback.                                                                     | Quarterly Reviews                                                       | 4                 | 4/30/2026<br>6/30/2026<br>9/30/2026<br>12/14/2026                                                                                                                                            |

**I.E. Accessibility and Brand Compliance.** All documents, videos, audio records, presentations, or other deliverables required under this Contract shall be produced in format, compliant with the Americans With Disabilities Act and follow the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#), OSPI's formatting standard specified in Attachment B – OSPI Americans with Disabilities Act Compliance: Graphics and Colors, [OSPI's Brand Use Policy](#), and [OSPI's Style Guide](#), which are hereby incorporated by this reference. In the event that the deliverables are not compliant, OSPI may require Contractor to promptly make modifications that will make the deliverables compliant. Additionally, OSPI shall have the right to modify or copy the deliverables in order to make them accessible and/or compliant.

## **II. PERIOD OF PERFORMANCE**

Contractor shall not commence performance, or be entitled to compensation or reimbursement for any services rendered, prior to the occurrence of each of the following conditions: (1) This Contract must be executed by a representative of the Contractor and the Superintendent; (2) Provisions of Chapter 39.26 RCW require the Agency to file this sole source Contract with the Department of Enterprise Services (DES) for approval; no Contract so filed is effective nor shall work commence under it until the fifteenth (15th) working day following the date of filing, subject to DES approval. In the event DES fails to approve the Contract, the Contract shall be null and void; and, (3) Contract Manager must confirm the occurrence of conditions number one (1) and two (2) and notify the Contractor to commence performance.

The schedule of performance of Contractor's duties is as follows subject, however, to the three (3) prior conditions to commencement of performance set forth immediately above:

February 4, 2026, date of approval by DES, or date of execution, whichever is later, through February 4, 2027.

## **III. INVOICING & PAYMENT**

**III.A.1. Compensation Amount.** In consideration of Contractor's satisfactory performance of the duties set forth herein, Superintendent shall compensate Contractor in an amount not to exceed a total of three hundred seventy-seven thousand, six hundred seventy-four dollars (\$377,674) as noted below in part B, Schedule of Payments. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

**III.A.2. Funding Source.** One hundred percent (100%) of the funds for the payment of this Contract are provided by federal program Individuals with Disabilities Education Act (IDEA) Part B, Assistance Listing Number (ALN)/CFDA # 84.027A/Award #H027A250074, therefore, Contractor shall comply with Federal Grant Terms and Conditions, attached hereto as Attachment A1.

**III.A.3.** All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

**III.B.1. Billing Procedure.** Payment shall be made to the Contractor as follows:

Contractor shall submit invoices to the OSPI Contract Manager in accordance with the Schedule of Payments set forth below:

| SCHEDULE OF PAYMENTS                                                                                                                                     |                                                                                   |                   |           |                |                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------|-----------|----------------|------------------------------------------------------|
| #                                                                                                                                                        | Deliverable                                                                       | # of Deliverables | Unit Cost | Activity Total | Due Date                                             |
| <b>A. Building Capacity and Expertise of the WEA IPTN Cadre/Strategic Resources</b>                                                                      |                                                                                   |                   |           |                |                                                      |
| 1                                                                                                                                                        | Dates of training and links to retreat agendas                                    | 2                 | \$70,970  | \$141,940      | 5/31/2026<br>10/31/2026                              |
| <b>B. Refine, develop, and deliver Extended Workshops, Coaching and Mentoring, Canvas, and current WEA IPTN course/ Technical Assistance: EBP and AL</b> |                                                                                   |                   |           |                |                                                      |
| 2                                                                                                                                                        | Dates of design team meetings and links to updated extended workshop courses      | 2                 | \$10,000  | \$20,000       | Both course materials are due.<br>8/31/2026          |
| 3                                                                                                                                                        | Dates of design team meetings and links to updated coaching and mentoring courses | 2                 | \$10,000  | \$20,000       | Both course materials are due.<br>8/31/2026          |
| 4                                                                                                                                                        | Dates of trainings and links to completed instructional courses material          | 7                 | \$10,000  | \$70,000       | All seven (7) course materials are due.<br>9/30/2026 |
| 5                                                                                                                                                        | Dates of trainings and links to completed Canvas course material                  | 3                 | \$15,000  | \$45,000       | All three (3) course materials are due.<br>6/30/2026 |

| SCHEDULE OF PAYMENTS                                                                         |                                                                         |                   |           |                |                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                            | Deliverable                                                             | # of Deliverables | Unit Cost | Activity Total | Due Date                                                                                                                                                                                               |
| <b>C. Collaboration with other IPTN organizations on trainings, modules, and conferences</b> |                                                                         |                   |           |                |                                                                                                                                                                                                        |
| 6                                                                                            | Meeting dates, participants list, and meeting notes                     | 10                | \$2,000   | \$20,000       | Approximately two (2) deliverables will be provided at each date.<br>2/28/2026<br>3/31/2026<br>4/30/2026<br>5/31/2026<br>6/30/2026<br>9/30/2026<br>10/31/2026<br>11/30/2026<br>12/31/2026<br>1/31/2027 |
| 7                                                                                            | Meeting dates, a list of organizations in attendance, and meeting notes | 10                | \$1,000   | \$10,000       | Approximately two (2) deliverables will be provided at each date.<br>2/28/2026<br>3/31/2026<br>4/30/2026<br>5/30/2026<br>6/30/2026<br>9/30/2026<br>10/31/2026<br>11/30/2026<br>12/30/2026<br>1/31/2027 |
| 8                                                                                            | Meeting dates                                                           | 10                | \$1,000   | \$10,000       | Approximately two (2) deliverables will be provided at each date.<br>2/28/2026<br>3/31/2026<br>4/30/2026                                                                                               |

| SCHEDULE OF PAYMENTS                                                       |                                       |                   |           |                                             |                                                                                            |
|----------------------------------------------------------------------------|---------------------------------------|-------------------|-----------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| #                                                                          | Deliverable                           | # of Deliverables | Unit Cost | Activity Total                              | Due Date                                                                                   |
|                                                                            |                                       |                   |           |                                             | 5/31/2026<br>6/30/2026<br>9/30/2026<br>10/31/2026<br>11/30/2026<br>12/31/2026<br>1/31/2027 |
| D. Data Exploration, Data Management, Data Use, Reflection and Improvement |                                       |                   |           |                                             |                                                                                            |
| 9                                                                          | Dates of meetings and links documents | 4                 | \$1,600   | \$6,400                                     | 4/30/2026<br>6/30/2026<br>9/30/2026<br>12/14/2026                                          |
|                                                                            |                                       |                   |           | Sub Total<br>10% Indirect<br>Contract Total | \$343,340<br>\$34,334<br>\$377,674                                                         |

**III.B.2. Invoice Requirements.** The invoices shall 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 OSPI Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to the Contractor by Agency Financial Services, OSPI. In instances where multiple deliverables are due within one month, the Contractor shall combine the payment and submit only one (1) invoice for the month.

The invoices must be emailed to the OSPI Contract Manager and shall include:

- OSPI Contract number
- Contractor name, address, telephone number, and email address for billing issues if someone other than the Contractor's Contract Manager
- Contractor's Federal Tax Identification Number
- Contractor's Statewide Vendor Number
- Description of Services and Deliverables provided
- Date(s) of Service, if applicable
- When travel reimbursement is allowable, include depart/return times
- Invoice amount for each Service or Deliverable, including applicable taxes

Contractor's invoices for payment shall reflect accurate Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein. OSPI shall have no obligation to pay Contractor for any services that do not comply with this Contract.

**III.B.3. Errors & Corrections.** If errors are found in the submitted invoice or supporting documents, the OSPI Contract Manager will notify the Contractor. In order to receive payment, it shall be the responsibility of the Contractor to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify the OSPI Contract Manager.

**III.B.4. Final Payment.** Final payment shall be made after acceptance by the OSPI Contract Manager if received by within sixty (60) days after the Contract expiration date, unless negotiated with the OSPI Contract Manager and the Fiscal Budget Analyst. There will be no obligation to pay any claims that are submitted sixty-one (61) or more calendar days after the expiration date ("Belated Claims"). Belated Claims will be paid at OSPI's sole discretion, and any such potential payment is contingent upon the availability of funds.

#### **IV. 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.

| <b>Contractor</b>        | <b>OSPI</b>              |
|--------------------------|--------------------------|
| Intentionally left blank | Intentionally left blank |

#### **V. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE**

Each of the attachments listed below is by this reference hereby incorporated into this Contract. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Attachment A – Contract for Services, General Terms and Conditions
- Attachment A1 – Federal Grant Terms and Conditions
- Attachment B – OSPI Americans with Disabilities Act Compliance: Graphics and Colors
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

#### **VI. APPROVAL**

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

We the undersigned agree to the terms of the foregoing Contract.

Washington Education Association

Superintendent of Public Instruction  
State of Washington

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Signature

---

Kyla L. Moore, Contracts Administrator

---

Printed Name

---

Date

---

Title

---

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

**Attachment A**  
**Contract for Services**  
**GENERAL TERMS AND CONDITIONS**

**Definitions.** As used throughout this Contract and General Terms and Conditions, the following terms shall have the meaning set forth below:

**“Contract” or “Agreement”** means the entire written agreement between OSPI and the Contractor, including any attachments, exhibits, documents, or materials incorporated by reference. Contract and Agreement may be used interchangeably.

**“Contractor”** shall mean that firm, provider, organization, individual, or other entity performing service(s) under this Contract, and shall include all employees of the Contractor.

**“Services”** means all work performed or provided by Contractor pursuant to this Contract.

**“Statement of Work” or “SOW” or “Scope of Work”** means a detailed description of the work activities the Contractor is required to perform under the terms and conditions of this Contract, including the deliverables and timeline.

**“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" means Subcontractor(s) in any tier.

**“Superintendent”** shall mean the Office of Superintendent of Public Instruction (OSPI) of the State of Washington, any division, section, office, unit or other entity of the Superintendent, or any of the officers or other officials lawfully representing the Superintendent. Superintendent and OSPI may be used interchangeably.

- 1. Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this Contract to the Superintendent, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.
- 2. Alterations and Amendments.** This Contract may be amended only 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.
- 3. Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the “ADA” 28 CFR Part 35.** The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- 4. Assignment.** Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Superintendent.
- 5. Assurances.** The Superintendent and the Contractor agree that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules and regulations.

- 6. Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.
- 7. Audit Requirements.** If the Contractor is a Subrecipient of federal awards as defined by the Office of Management and Budget (OMB) CFR, Part 200, Subpart F, and expends seven hundred and fifty thousand dollars (\$750,000) or more in federal awards (does not apply to contracts for goods and services) from all federal sources in any fiscal year beginning on or after December 26, 2014, the Contractor shall procure at their expense a single or program-specific audit for that year. The Contractor shall incorporate OMB CFR, Part 200, Subpart F audit requirements into all contracts between the Contractor and its Subcontractors who are Subrecipients of federal awards. The Contractor shall comply with any future amendments to OMB and any successor or replacement Circular or regulation.
- 8. Budget Revisions.** Any monetary amount budgeted by the terms of this Contract for various activities and line-item objects of expenditure may be revised without prior written approval of Superintendent, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the Superintendent.
- 9. Certification Regarding Debarment, Suspension, and Ineligibility.** The Contractor 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 Contractor further certifies that they will ensure that potential subcontractors 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. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars (\$25,000). Contractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Contractor shall immediately notify the Superintendent if, during the term of this contract, Contractor becomes debarred. The Superintendent may immediately terminate this Contract by providing Contractor written notice if Contractor becomes debarred during the term of this Contract.  
  
The Contractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.
- 10. Certification Regarding Lobbying.** The Contractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall require its subcontractors to certify compliance with this provision.

**11. Certification Regarding Wage Violations.** The Contractor certifies that within three (3) years prior to the date of execution of this Contract, Contractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

The Contractor further certifies that it will remain in compliance with these requirements during the term of this Contract. Contractor will immediately notify the Superintendent of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Contract.

**12. Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the Superintendent of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

**13. Confidentiality.** The Contractor acknowledges that all of the data, material and information which originates from this Contract, and any student assessment data, material and information which will come into its possession in connection with performance under this Contract, consists of confidential data owned by the Superintendent or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or other privacy laws, and that the data must be secured and protected from unauthorized disclosure by the Contractor. The Contractor is wholly responsible for compliance with FERPA requirements.

The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure or usages not specifically authorized by this Contract.

**14. Copyright Provisions.** Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent. The Superintendent shall be considered the author of such Materials. If Materials are not considered "works for hire", Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

Contractor understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a [Creative Commons Attribution License](#), version 4.0 or later.

All Materials the Contractor 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 the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to [non-commercial use](#), the [Creative Commons Attribution-NonCommercial](#) (preferred) or [Creative Commons Attribution-NonCommercial-ShareAlike](#) licenses, version 4.0 or later, are acceptable for these specific sections.

The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

The Contractor shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

**15. Covenant Against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Contractor for the purpose of securing business. The Superintendent shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.

**16. Disputes.** In the event that a dispute arises under this Contract, it shall be determined by a Dispute Board in the following manner: (1) The Superintendent shall appoint a member to the Dispute Board; (2) the Contractor shall appoint a member to the Dispute Board; (3) the Superintendent and the Contractor shall jointly appoint a member to the Dispute Board; (4) the Dispute Board shall evaluate the dispute and make a determination of the dispute; and, the determination of the Dispute Board shall be final and binding on the parties hereto.

As alternatives to the above Dispute Board process: (1) if the dispute is between two or more state agencies, any one of the agencies may request intervention by the Governor, as provided by 43.17.330 RCW, in which event the Governor's process shall control; and, (2) if the dispute is between a non-state agency and another state agency or non-state agency party to this Contract, all the disputing parties may mutually agree to mediation prior to submitting the dispute to a Dispute Board in the event the dispute is not resolved pursuant to mediation within an agreed-upon time period.

**17. Duplicate Payment.** The Superintendent shall not pay the Contractor, if the Contractor has charged or will charge the state of Washington or any other party under any other contract or agreement, for the same services or expenses.

**18. Electronic signature.** Any signature page delivered via fax machine or electronic image scan, receipt acknowledged in each case, shall be binding to the same extent as an original, wet ink signature page. Any Party who delivers such a signature page agrees to later deliver an original counterpart to any Party which requests it.

**19. Entire Agreement.** 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.

**20. Ethical Conduct.** Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.

Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to the Superintendent's employees.

**21. Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

**22. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Superintendent and all officials, agents, and employees of the Superintendent, from and against all claims for injuries or death arising out of or resulting from the performance of this Contract. "Claim" as used in this Contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the Superintendent for any claim out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, or hold harmless the Superintendent shall not be eliminated or reduced by any actual or alleged concurrent negligence by Superintendent or its agents, employees, or officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless Superintendent and its agents, employees, or officials.

**23. Independent Capacity of the Contractor.** The parties intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her employees or agents performing under this Contract are not employees or agents of the Superintendent. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the

Superintendent or of the state of Washington by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

## **24. Insurance.**

a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontract retained by the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:

- 1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;
- 2) Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;
- 3) Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the Superintendent, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the Superintendent incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the Superintendent for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the Superintendent by the Contractor pursuant to the indemnity may be deducted from any payments owed by the Superintendent to the Contractor for the performance of this Contract.

b. **Proof of Insurance.** Certificates and or evidence satisfactory to the Superintendent confirming the existence, terms and conditions of all insurance required above shall be delivered to the Superintendent within five (5) days of the Contractor's receipt of Authorization to Proceed.

c. **General Insurance Requirements.** Contractor shall, at all times during the term of the Contract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Contract at the Superintendent's option. By requiring insurance herein, Superintendent does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Superintendent in this Contract.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

**25. Licensing and Accreditation Standards.** The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Contract.

**26. Limitation of Authority.** Only the Superintendent or the Superintendent's delegate by writing (delegation to be made 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 or any clause or condition of this Contract is not effective or binding unless made in writing and signed by the Superintendent.

**27. Nondiscrimination.**

a. **Nondiscrimination Requirement.** During the term of this Contract, the Contractor, including any subcontractor, shall comply with all the federal and state nondiscrimination laws, regulations and policies, which are otherwise applicable to the Superintendent. Accordingly, on the bases enumerated at RCW 49.60.530(3), no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under this Contract. In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

b. **Obligation to Cooperate.** Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

c. **Default.** Notwithstanding any provision to the contrary, the Superintendent may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Superintendent receives notification that Contractor, including any

subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), the Superintendent may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

d. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract 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, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. The Superintendent shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe the Superintendent for default under this provision.

**28. Overpayments.** Contractor shall refund to Superintendent the full amount of any overpayment under this Contract within thirty (30) calendar days of written notice. If Contractor fails to make a prompt refund, Superintendent may charge Contractor one percent (1%) per month on the amount due until paid in full.

**29. Payments.** No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the Superintendent. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported invoice for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract, and (2) Acceptance and certification by the OSPI Contract Manager or designee of satisfactory performance by the Contractor.

Except as otherwise provided in this Contract, (1) All approvable invoices for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor and acceptance and certification by the OSPI Contract Manager or designee, and (2) All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

**30. Public Disclosure.** Contractor acknowledges that the Superintendent is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Contract shall be a public record as defined in RCW 42.56. Any specific information that is claimed by the Contractor to be confidential or proprietary must be clearly identified as such by the Contractor. To the extent consistent with chapter 42.56 RCW, the Superintendent shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the Contractor's information, the Superintendent will notify the Contractor of the request and the date that such records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, the Superintendent will release the requested information on the date specified.

**31. Publicity.** The Contractor agrees to submit to the Superintendent all advertising and publicity matters relating to this Contract which in the Superintendent's judgment, Superintendent's name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Superintendent.

**32. Registration with Department of Revenue.** The Contractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

**33. Records Maintenance.** The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the Superintendent, personnel duly authorized by the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**34. Right of Inspection.** The Contractor shall provide right of access to its facilities to the Superintendent or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the Superintendent. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.

**35. Severability.** The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

**36. Site Security.** While on Superintendent premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

**37. 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 Superintendent. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Contractor to the Superintendent for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

If, at any time during the progress of the work, the Superintendent determines in its sole judgment that any subcontractor is incompetent, the Superintendent shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the Superintendent of any subcontractor

or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the Superintendent.

**38. Subcontractor Payment Reporting.** If a subcontractor is used to perform all or part of the services under this Contract under a separate contract with the Contractor, this Contract is subject to compliance tracking using the State's business diversity management system, [Access Equity](#) (B2Gnow). The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through the Access Equity system. User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are provided by the Office of Minority and Women's Business Enterprises in the [Access Equity Help Center](#). The Superintendent reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Contract, at any tier and regardless of status as certified woman and/or minority business (WMBE) or Non-WMBE. The Contractor shall:

- a. Register and enter all required Subcontractor information into Access Equity no later than fifteen (15) days after the Superintendent creates the Contract Record.
- b. Complete the required user training (two (2) one- (1-) hour online sessions) no later than twenty (20) days after the Superintendent creates the Contract Record.
- c. Report the amount and date of all payments (i) received from the Superintendent, and (ii) paid to Subcontractors, no later than thirty (30) days, issuance of each payment made by the Superintendent to the Contractor, unless otherwise specified in writing by the Superintendent, except that the Contractor shall mark as "Final" and report the final Subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year.
- d. Monitor contract payments and respond promptly to any requests or instructions from the Superintendent or system-generated messages to check or provide information in Access Equity.
- e. Coordinate with Subcontractors, or Superintendent, when necessary, to resolve promptly any discrepancies between reported and received payments.
- f. Require each Subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and (v) coordinate with Contractor, or Superintendent when necessary, to resolve promptly any discrepancies between reported and received payments.

**39. Taxes.** All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

**40. Technology Security Requirements.** The security requirements in this document reflect the applicable [IT Security policies, standards, and guidelines of Washington Technology Solutions \(WaTech\)](#) for the state of Washington, which by this reference are incorporated into this agreement.

Contractor shall adhere to the Washington State Technology Security policies (SEC-01 through SEC-13), which govern areas such as security principles, risk management, access control, incident response, and disaster recovery. These documents are maintained by WaTech and may be updated periodically.

Securing Information Technology Assets, applies to all Superintendent assets stored as part of a service, application, data, system, portal, module, components or plug-in product(s) that are developed.

As part of the Washington State Cybersecurity Program, a design review checklist and/or other action may be required. These activities will be managed and coordinated between Superintendent and the Contractor. Any related costs to performing these activities shall be at the expense of the Contractor. Any such activities and resulting checklist and/or other products must be shared with the Superintendent's Information Technology Services.

**41. Termination for Convenience.** Except as otherwise provided in this Contract, the Superintendent or Superintendent's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the Superintendent shall be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.

**42. Termination for Default.** In the event the Superintendent determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Superintendent has the right to suspend or terminate this Contract. The Superintendent shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Contract may be terminated. The Superintendent 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 and pending corrective action by the Contractor or a decision by the Superintendent to terminate the Contract. In the event of termination, the Contractor shall be liable for 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 the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the Superintendent provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

**43. 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 Contract and prior to normal completion of this Contract, with the notice specified below and without liability for damages:

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

**44. Termination Procedure.** Upon termination of this Contract the Superintendent, in addition to other rights provided in this Contract, may require the Contractor to deliver to the Superintendent any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Superintendent shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the Superintendent and the amount agreed upon by the Contractor and the Superintendent 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 the Superintendent, and (d) the protection and preservation of the property, unless the termination is for default, in which case the Superintendent 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 Contract. The Superintendent may withhold from any amounts due to the Contractor such sum as the Superintendent determines to be necessary to protect the Superintendent against potential loss or liability.

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

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

- a. Stop work under this Contract 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 Contract that is not terminated;
- c. Assign to the Superintendent, in the manner, at the times, and to the extent directed by the Superintendent, all rights, title, and interest of the Contractor under the orders and subcontracts in which case the Superintendent 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 Superintendent to the extent the Superintendent may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Superintendent and deliver, in the manner, at the times and to the extent as directed by the Superintendent, any property which, if the Contract had been completed, would have been required to be furnished to the Superintendent;
- f. Complete performance of such part of the work not terminated by the Superintendent; and
- g. Take such action as may be necessary, or as the Superintendent may direct, for the protection and preservation of the property related to this Contract which, in is in the possession of the Contractor and in which the Superintendent has or may acquire an interest.

**45. Treatment of Assets.** Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Contract. The Contractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property "State of Washington, Superintendent of Public Instruction"; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

Any property of the Superintendent furnished to the Contractor shall, unless otherwise provided herein, or approved by the Superintendent, be used only for the performance of the Contract.

The Contractor shall be responsible for any loss or damage to property of the Superintendent which results from the negligence of the Contractor which results from the failure on the part

of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Contractor under this clause shall include Contractor's employees, agents and subcontractors.

**46. Waiver.** A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

**Attachment A1**  
**Federal Grant Terms and Conditions**

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE  
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

**MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR  
CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or

conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.

- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
  - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.

# OSPI Americans with Disabilities Act (ADA) Compliance: Graphics & Colors

Because of their disability, many people with low vision do not see webpages the same as others. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still others can only see website content if it appears in specific colors.

For these reasons, many people with low vision use specific color and font settings when they access the Internet – settings that are often very different from those most people use.

For example, many people with low vision need to use high contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And, many must use softer, more subtle color combinations.

## Tips for Graphic Creation that is Accessible

- Provide good contrast. Be especially careful with light shades of gray, orange, and yellow.
- Use True Text whenever possible. You can see True Text (TT) next to the font selection in most programs.
- Avoid all caps. All caps can be difficult to read and can be ready incorrectly by screen readers.
- Use adequate font size. Font size can vary base on font chosen, but 10 point is usually the minimum.
- Make sure links are recognizable. Differentiate links in the body of the page with underline or bold. Links should clearly tell the user where the link will take them (no "click here" links).
- Don't convey content with color alone. Users

often can't distinguish or may override page colors.

## Resources for Web Accessibility

- [Color code finder](#). Upload a photo to find the different color codes.
- [Color contrast checker](#). Enter color codes to find out which foreground and background combination is accessible.

## Accessible Color Guidance

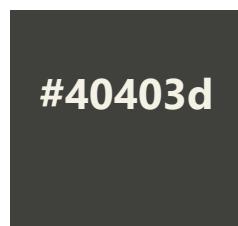
The colors below are OSPI's main brand colors and associated codes. They are displayed with text and background color in ADA compliance.

OSPI's cream and charcoal colors should be used in designs instead of white and black.

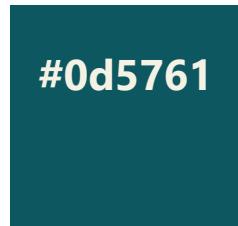
Cream color code: #f7f5eb

Charcoal color code: #40403d

### Preferred



### Optional



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**