

RESOLUTION NO. 127

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERAGENCY AGREEMENT WITH THE STATE OF WASHINGTON'S COMMUNICATIONS TECHNOLOGY CENTER FOR LOTUS NOTES AND NETWORK CONSULTING, SYSTEM(S) DEVELOPMENT, SOFTWARE DEVELOPMENT, TRAINING AND OTHER TECHNICAL OR PROFESSIONAL ASSISTANCE AS REQUIRED.

WHEREAS, Washington State's Communications Technology Center provides professional and personal services to colleges, cities and counties within the state.


WHEREAS, the City wishes to execute an Interagency Agreement with the State of Washington Communications Technology Center for Lotus Notes and network consulting, system(s) development, software development, training and other technical or professional assistance as required.

BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Authorization. The City Manager or his designee is authorized and directed to execute on behalf of the City the agreement for Lotus Notes and network consulting, system(s) development, software development, training and other technical or professional assistance as required, with the State of Washington's Communications Technology Center.

Section 2. Effective Date. This resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 4, 1996.

  
Ronald L. Williams, Mayor

ATTEST:

  
Susan Matthew, City Clerk

**INTERAGENCY AGREEMENT**

**between**

**WASHINGTON STATE'S**

**COMMUNICATIONS TECHNOLOGY CENTER**

**and**

**CITY OF UNIVERSITY PLACE**

THIS AGREEMENT is made and entered into by and between the CITY OF UNIVERSITY PLACE, hereinafter referred to as the "CITY", and the COMMUNICATIONS TECHNOLOGY CENTER, hereinafter referred to as the "CTC".

IT IS THE PURPOSE OF THIS AGREEMENT to provide professional and personal services as follows:

Business Process Redesign Project Management Acquisition Assistance Special Management Services  
Post-Implementation Review Inter-networking/Wide Area Networking

- ◆ Organizational Assessment
- ◆ Organizational Leadership
- ◆ Network Planning, Design, and Implementation
- ◆ Training and Facilitation
- ◆ Help Desk Services
- ◆ Personal Service Contract Acquisition
- ◆ Change Management
- ◆ Software Design, Development, Maintenance
- ◆ Certification/Knowledge Transfer
- ◆ Team Building

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

The CTC shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work described in subsequent attachments detailing the scope of services for a specific project.

## PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on October 1, 1996, and be completed on December 31, 1998, unless terminated sooner as provided herein.

## PAYMENTS

Compensation for the work provided in accordance with this blanket agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed \$[amounts shown on future individual statements of work (referenced as Attachment(s) "A" which may include one or more attachments, i.e. "A-1", "A-2", etc. as work is identified and authorized) attached hereto]. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded. Compensation for services shall be based on CTC cost recovery rates or based on the terms as set forth in the budget in Attachment(s) §§A" which will become incorporated herein as work is identified and authorized.

## BILLING PROCEDURE

The CTC shall submit invoices monthly. Payment to the CTC for approved and completed work will be made by warrant or account transfer by the CITY within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

## RECORDS MAINTENANCE

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not

disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## RIGHTS IN DATA

Unless otherwise provided in a specific statement of work, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the CITY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

## INDEPENDENT CAPACITY

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

## AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## TERMINATION

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

## TERMINATION FOR CAUSE

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

## DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## GOVERNANCE

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

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

- a. applicable state and federal statutes and rules;
- b. statement of work; and
- c. any other provisions of the agreement, including materials incorporated by reference.

## ASSIGNMENT

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

## WAIVER

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

## SEVERABILITY

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

## ALL WRITINGS CONTAINED HEREIN

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

## CONTRACT MANAGEMENT

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

The Program Manager for the City of University Place is:

*Darrel Bowman, Information Systems Manager  
3715 Bridge Port Way West Suite B  
University Place WA 98466  
(206) 460-2525*

The Program Manager for CTC is:

*Daniel P. C. Fannin  
120 Union Avenue S.E. Suite 218  
Olympia WA 98501  
(360) 664-2482*

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

City of University Place

Washington State's  
Communications Technology Center

By: \_\_\_\_\_  
Robert Jean

By: \_\_\_\_\_  
Daniel P. C. Fannin or Betty Tenney

Title: City Manager  
Division

Title: Director(s), Shared Client Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

UNOFFICIAL DOCUMENT