

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES CONTRACT**

Contractor                    \$formula(UPPER(\$company\_name))  
Contract Title                \$contract\_title1  
Contract Amount              \$contract\_amount  
Contract Effective Date      Date of last signature  
Service Period From        \$service\_period\_start\_date                    To            \$contract\_end\_date  
UEI No. (if applicable)      \$uei\_number                                            Tax ID        \$provider\_tax\_id

THIS CONTRACT No. \$id is entered into by KING COUNTY (the "County"), and \$company\_name (the "Contractor") whose address is \$provider\_street\_address\_1, \$provider\_street\_address\_2 \$provider\_city, \$provider\_state\_province, \$provider\_zip\_or\_postal\_code

WHEREAS, the County has been advised that the foregoing are the current funding sources, funding levels and effective dates, and

WHEREAS, the County desires to have certain services performed by the Contractor as described in this Contract,

NOW THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree as follows.

SAMPLE

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## STANDARD TERMS AND CONDITIONS

### 1. Contract Services and Requirements, and Incorporated Statement of Work

The Contractor shall provide services and meet the requirements included in these Standard Terms and Conditions, the attached Statement of Work(s), and attachments, each of which is incorporated herein by this reference.

### 2. Contract Term

The terms of this Contract shall become effective on the date of last signature and shall terminate on \$contract\_end\_date, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract. Contracted services, as described in the attached Statement of Work may be compensated as outlined below beginning on \$service\_period\_start\_date, (the "Service Period Start Date").

### 3. Compensation and Method of Payment

#### A. Compensation:

The County shall compensate the Contractor for satisfactory completion of the services and requirements as specified in this Contract and its attached Statement of Work.

#### B. Invoicing:

The Contractor shall submit invoices and all accompanying reports as specified in the attached Statement of Work, including its final invoice and all outstanding reports. The County shall endeavor to make payment not more than 30 days after a complete and accurate invoice is received.

#### C. Final Invoice:

The Contractor shall submit its final invoice and all outstanding reports as specified in this Contract and its attached Statement of Work. If the Contractor's final invoice and reports are not submitted as required, the County will be relieved of all liability for payment to the Contractor of the amounts set forth in the final invoice or any later invoice.

### 4. Internal Control and Accounting System

The Contractor shall establish and maintain a system of accounting and internal controls that complies with the Generally Accepted Accounting Principles (GAAP) issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Contractor's form of doing business.

### 5. Debarment and Suspension Certification

Entities that are debarred, suspended, or proposed for debarment, by the U.S. Government, State of Washington, or the County are excluded from receiving federal funds and contracting with the County. The Contractor, by signature to this Contract, certifies that the Contractor is not currently debarred, suspended, or proposed for debarment, by any Federal department or agency, the State of Washington, or the County. The Contractor shall not enter into a Subcontract with a person or entity that is debarred, suspended, or proposed for debarment.

The Contractor shall notify the County if it, or a Subcontractor, is debarred, suspended, or proposed for debarment, by any Federal, State, or County department or agency. Federal debarment status may be verified at <https://www.sam.gov/>. State debarment status may be verified at <https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>. County debarment may be verified at <https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/suspension-debarment>.

## 6. Maintenance of Records

### A. Accounts and Records:

The Contractor shall maintain the following for a period of six years after termination of this Contract: accounts and records, including personnel, property, financial, programmatic records, documentation that supports costs listed on general ledgers, and other such records the County may deem necessary to ensure proper accounting and compliance with this Contract.

### B. Nondiscrimination and Equal Employment Records:

In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 17. below, the Contractor shall maintain the following for a period of six years after termination of this Contract:

1. Records of employment, employment advertisements, application forms, other data, records, and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and
2. Records, including written quotes, bids, estimates or proposals, submitted to the Contractor by all entities seeking to participate in this Contract, and any other information necessary to document the actual use of and payments to Subcontractors and suppliers in this Contract, including employment records.

The County may visit the site of the work and the Contractor's office to review these records. The Contractor shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Contractor shall provide to the County, the State, and/or Federal agencies or officials access to its facilities—including those of any Subcontractor assigned any portion of this Contract in order to monitor and evaluate the services provided under this Contract. The County will give reasonable advance notice to the Contractor in the case of audits to be conducted by the County. The Contractor shall comply with all record keeping requirements of any applicable federal rules, regulations, or statutes included or referenced in the Contract documents. If different from the Contractor's address listed above, the Contractor shall inform the County in writing of the location of its books, records, documents, and other evidence for which review is sought, and shall notify the County in writing of any changes in location within fifteen (15) calendar days of any such relocation.

## 7. Evaluations and Inspections

### A. Subject to Inspection, Review, or Audit:

The records and documents with respect to all matters covered by this Contract shall be subject at all times to inspection, review, or audit by the County and/or federal/state officials authorized by law during the performance of this Contract and for six years after termination hereof, unless a longer retention period is required by law. The Contractor shall be prepared to provide DCHS with documentation that supports costs listed on general ledgers.

B. Medical Records:

If applicable, medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, including but not limited to Revised Code of Washington (RCW) [70.41.190](#), [70.02.160](#), and standard medical records practice. The Contractor shall also be responsible for the maintenance and disposal of such medical records.

C. Contract Monitoring:

The Contractor and the County shall engage in a minimum of one (1) monitoring visit every three (3) years per the [County's Department of Community and Human Services \(DCHS\) Contract Compliance Monitoring Policy](#) to assess the Contractor's compliance with Contract requirements. The County will execute monitoring visits in accordance with the applicable frequency, as prescribed by the controlling Statement of Work under this Contract. The Contractor shall cooperate with the County and its agents to assess the Contractor's performance under this Contract. At the request of the County, the Contractor shall implement a plan to remedy any items of noncompliance identified during the monitoring process.

The results and records of these processes shall be maintained and disclosed in accordance with [RCW Chapter 42.56](#).

D. Performance Measurement and Evaluation:

The Contractor shall submit performance metrics and program data as set forth in the Statement of Work to this Contract. The Contractor shall participate in evaluation activities as required by the County and shall make available all information required by any such performance, measurement, and evaluation processes.

E. Unauthorized Disclosure:

The Contractor shall protect from unauthorized disclosure all information, records, and data collected in connection with this Contract in accordance with applicable state and federal law.

**8. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Contractor shall not use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions.

**9. Financial Report Submission**

The Contractor is required to submit a financial reporting package throughout the duration of this Contract as described in Subsections 9.A. through 9.C. below. All required documentation shall

be submitted annually by the stated due date either via email to the DCHS Compliance Team at [DCHSContractorDocs@kingcounty.gov](mailto:DCHSContractorDocs@kingcounty.gov) or upload to the DCHS Contract Lifecycle Management (CLM) system, which is a software system used by DCHS to manage community service agreements (at the time these Standard Terms and Conditions were established, DCHS used a CLM called Agiloft).

- A. If the Contractor is a Non-Federal entity as defined in [Title 2 of the Code of Federal Regulations \(CFR\) Part 200](#) and expends \$\$1,000,000 or more in Federal awards during its fiscal year, then the Contractor shall meet the audit requirements in [Title 2 of the CFR Part 200 Subpart F](#). Audit packages are due to the County within nine months after the close of the Contractor’s fiscal year.
- B. If the Contractor is a local government in the State of Washington and is not subject to the requirements in Subsection A, the Contractor shall submit audited financial statements that are in accordance with the Washington State Auditor’s Office requirements. Financial statement audits are due to the County within one hundred fifty (150) days after the close of the Contractor’s fiscal year end as required by [RCW 43.09.230](#).
- C. If the Contractor is not subject to the requirements in Subsection A or B, the following apply:

| Entity Type                   | Non-Profit                                                                                                                                                                                                                                                                    |                                                                                                        | For Profit                                                                                                                               |                                                                                                        |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                               | Gross Revenue Under \$3M on average in the previous three fiscal years.                                                                                                                                                                                                       | Gross Revenue Over \$3M on average in the previous three fiscal years.                                 | Gross Revenue Under \$3M on average in the previous three fiscal years.                                                                  | Gross Revenue Over \$3M on average in the previous three fiscal years.                                 |
| <b>Required Documentation</b> | <ul style="list-style-type: none"> <li>• <a href="#">Form 990</a> within thirty (30) days of its being filed; and</li> <li>• A full set of annual internal financial statements, which includes income statement, balance sheet, and/or profit and loss statement.</li> </ul> | Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm | <ul style="list-style-type: none"> <li>• Income tax return; and</li> <li>• A full set of annual internal financial statements</li> </ul> | Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm |
| <b>Due Date</b>               | Within thirty (30) calendar days from the forms being filed.                                                                                                                                                                                                                  | Within nine (9) months following the close of the Contractor’s fiscal year.                            | Within thirty (30) calendar days from the forms being filed.                                                                             | Within nine (9) months following the close of the Contractor’s fiscal year.                            |

- D. Waiver:

A Contractor that is not subject to the requirements in Subsection A may, in extraordinary circumstances, request, and in the County's sole discretion, be granted, a one-year waiver of the audit requirements. Such requests are made to the County at: [DCHSContractorDocs@kingcounty.gov](mailto:DCHSContractorDocs@kingcounty.gov) for review.

## 10. Corrective Action

If the County determines that the Contractor has failed to comply with any terms or conditions of this Contract, or if the Contractor has failed to provide in any manner the work or services (each a "breach"), and if the County determines that the breach warrants Corrective Action, the following procedure will apply:

A. Written Notification:

The County will notify the Contractor in writing of the nature of the breach.

B. Contractor's Corrective Action Plan:

The Contractor shall respond with a written Corrective Action plan within thirty (30) business days of its receipt of such notification for a fiscal Corrective Action plan and within sixty (60) business days for a program Corrective Action plan unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach. This date shall not be more than thirty (30) days from the date of the Contractor's response, unless the County, at its sole discretion, specifies in writing an extension to complete the Corrective Actions.

C. County's Determination of Corrective Action Plan Sufficiency:

The County will determine the sufficiency of the Contractor's proposed Corrective Action plan, then notify the Contractor in writing of that determination. The determination of sufficiency of the Contractor's Corrective Action plan shall be at the sole discretion of the County.

D. Termination or Suspension:

If the Contractor does not respond within the appropriate time with a Corrective Action plan, or the Contractor's Corrective Action plan is determined by the County to be insufficient, the County may terminate or suspend this Contract in whole or in part pursuant to Section 12.

E. Withholding Payment:

In addition, the County may withhold any payment to the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that Corrective Action has been taken or completed.

F. Non-Waiver of Rights:

Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 12, Subsections B, C, or D.

## 11. Dispute Resolution

The Contractor and the County shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. The Contractor and the County will make a good faith effort to continue without delay to carry out their respective responsibilities under this Contract while attempting to resolve the dispute under this Section.

## 12. Termination

### A. Termination for Convenience:

This Contract may be terminated by the County without cause, in whole or in part, at any time during the term specified in Section 2. above, by providing the Contractor thirty (30) calendar days advance written notice of the termination. The Contract may be suspended by the County without cause, in whole or in part, at any time during the term specified in Section 2. above, by providing the Contractor thirty (30) calendar days advance written notice of the suspension.

This Contract may be terminated by the Contractor without cause, in whole or in part, at any time during the term specified in Section 2. above, by providing the County ninety (90) calendar days advance written notice of the termination.

### B. Termination for Default:

The County may terminate or suspend this Contract, in whole or in part, upon seven (7) business days advance written notice if the Contractor breaches any duty, obligation, or service required pursuant to this Contract. If the Contract is terminated by the County pursuant to this Subsection 12.B., the Contractor shall be liable for damages, including any additional costs of procuring similar services from another source.

If the termination results from acts or omissions of the Contractor, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Contractor shall return to the County immediately any funds, misappropriated or unexpended, that have been paid to the Contractor by the County.

### C. Termination for Non-Appropriation:

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Section 2., the County may, upon seven (7) business days advance written notice to the Contractor, terminate or suspend this Contract in whole or in part.

If the Contract is terminated or suspended as provided in this Subsection 12.C.: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination or suspension; and (2) the Contractor shall be released from any obligation to provide such further services pursuant to the Contract as are affected by the termination or suspension.

Funding or obligation under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council and/or other identified funding source(s) of sufficient funds to support the activities described in the Contract. If such appropriation is not approved, this Contract will terminate at the close of the current

appropriation year. The current funding sources associated with this Contract are specified in the Statement of Work.

If the Contract is suspended as provided in this Section, the County may provide written authorization to resume activities.

D. Non-Waiver of Rights:

Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or by law or equity that either party may have if any of the obligations, terms, and conditions set forth in this Contract are breached by the other party.

**13. Hold Harmless and Indemnification**

A. Duties as Independent Contractor:

In providing services under this Contract, the Contractor is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Contractor, its employees, and/or others by reason of this Contract.

The Contractor shall protect, indemnify, defend, and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the Contractor's employees or other suppliers supplying work, services, materials, or supplies to the Contractor in connection with or support of the performance of this Contract.

B. Contractor's Duty to Repay County:

The Contractor is financially responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Contract, by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the termination of the Contract.

C. Contractor Indemnifies County:

To the maximum extent permitted by law, the Contractor shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Contractor, its officers, employees, Subcontractors and/or agents, in its performance or non-performance of its obligations under this Contract. The Contractor's obligations under this Subsection 13.C. shall extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such

claims under any industrial insurance act, including [Title 51 RCW](#), other Workers' Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In addition, the Contractor shall protect and assume the defense of the County and its officers, agents, and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorney's fees, expert fees, and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

D. Intellectual Property Infringement:

For purposes of this Subsection 13.D., claims shall include, but not be limited to, assertions that use or transfer of software, books, documents, reports, digital media, videos, or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

E. Survival:

The indemnification, protection, defense, and save harmless obligations contained herein shall survive the expiration, abandonment, or termination of this Contract.

#### 14. Insurance Requirements

A. Prior to execution of the Contract, Contractor shall provide evidence of the insurance required under this Contract, including a Certificate of Insurance and endorsements covering the County as additional insured for full coverage and policy limits prior to Contract Execution. Evidence of insurance and endorsements shall be submitted via DCHS' Contract Lifecycle Management system or email to [DCHSContracts@kingcounty.gov](mailto:DCHSContracts@kingcounty.gov). The Contractor may request additional time to provide the required documents by emailing [DCHSContracts@kingcounty.gov](mailto:DCHSContracts@kingcounty.gov). Extensions will be granted at the sole discretion of the County. All evidence of insurance shall be signed by a properly authorized agent, general agent, or qualified representative of the insurer(s), shall set forth the name of the insured(s), the type and amount of insurance, the location and operations to which the insurance applies, the inception and expiration dates, Contract number, and shall state that the County shall receive notice at least thirty (30) days prior to the effective date of any cancellation, lapse, or material change in the policy. Similar documentation confirming renewal of required insurance shall be provided on each insurance renewal date.

B. In the event of a loss, the County reserves the right to require complete, certified copies of all required insurance policies, including endorsements and riders, which may be redacted of any confidential or proprietary information. Contractor shall deliver such policies to the County within five (5) business days of County's request.

Failure to provide such insurance in a timeframe acceptable to the County shall enable the County to suspend or terminate the Contractor's Work hereunder in accordance with Subsection 12.A. above. Suspension or termination of this Contract shall not relieve the Contractor from its insurance obligations hereunder.

C. The County's receipt or acceptance of the Contractor's evidence of insurance at any time without comment or objection, or the County's failure to request certified copies of such insurance, does not waive, alter, modify, or invalidate any of the insurance requirements set forth in this Section or, consequently, constitute the County's acceptance of the adequacy of the Contractor's insurance or any Subcontractor's insurance or preclude or prevent any action by the County against the Contractor for breach of the requirements of this Section.

D. Insurance Requirements:

The Contractor shall purchase and maintain the minimum insurance set forth below. By requiring such minimum insurance, the County does not and shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor, or any Subcontractor, under this Contract, or in any way limit the County's potential recovery to insurance limits required hereunder. To the contrary, this Contract's insurance requirements may not in any way be construed as limiting any potential liability to the County or the County's potential recovery from the Contractor. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application, and/or limits of the coverage afforded, which coverage shall apply to each insured to the full extent provided by the terms and conditions of the policy(ies).

Each insurance policy shall be written on an "occurrence" basis/form; excepting insurance for Professional Liability (Errors and Omissions), and/or Cyber Liability (Technology Errors and Omissions), if required by this Contract, is acceptable on a "claims made" basis/form. If coverage is purchased on a "claims made" basis/form, the coverage provided under that insurance shall be maintained either through: (i) consecutive policy renewals for not less than three (3) years from the date of the work which is subject to this Contractor or, if such renewals are unavailable, (ii) the purchase of a tail/extended reporting period for not less than three (3) years from the date of completion of the work which is subject of this Contract. All insurance written on a "claims made" basis/form must have its policy inception or retroactive date be no later than the effective date of the Contract, unless otherwise approved in writing by the County's Office of Risk Management Services.

E. Minimum Scope and Limits of Insurance:

The Contractor shall maintain the following types of insurance and minimum insurance limits:

1. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal and advertising injury, and property damage. Coverage shall be at least as broad as that afforded under Insurance Services Offices (ISO) form number CG 00 01 current edition, or its substantive equivalent. Such insurance shall include coverage for, but not limited to premises liability, ongoing operations, and contractual liability. Limits may be satisfied by a single primary policy or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the County.

2. Sexual Assault and Misconduct Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. If the Statement of Work involves unsupervised (as defined in [RCW 43.43.830](#)) contact with minors, such policy shall include sexual assault and misconduct coverage. Such coverage may be included under a Commercial General Liability policy or provided by a standalone policy.
3. Professional Liability (Errors and Omissions): \$1,000,000 per claim and in the aggregate. In the event that services delivered pursuant to this Contract either directly or indirectly involve or require professional services, such policy shall include professional liability coverage. "Professional Services" for the purpose of this Contract Section, shall mean any services provided by a licensed professional or those services that require professional standards of care.
4. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. If a vehicle will be used in the performance of the Statement of Work, the Contractor shall maintain Automobile Liability coverage. Coverage shall be at least as broad as that afforded under ISO form number CA 00 01 covering BUSINESS AUTO COVERAGE, symbol 1 "any auto"; or the appropriate coverage provided by symbols 2, 7, 8, or 9. Limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy.
5. Workers Compensation: Workers Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this Work by applicable Federal or "Other States" State Law.
6. Employers Liability or "Stop Gap": \$1,000,000 each occurrence. When statutorily required to have Workers Compensation coverage, the Contractor shall maintain Employers Liability or Stop Gap coverage that shall be at least as broad as the protection provided by the Contractor's Workers Compensation policy Part 2 (Employers Liability), or, in monopolistic states, including but not limited to Washington, the protection provided by the "Stop Gap" endorsement to the Commercial General Liability policy.
7. Cyber Liability: \$500,000 per claim and in the aggregate. If the Statement of Work involves access to, handling, and/or storage of sensitive data, to include but not limited to payment card information, Personally Identifiable Information (PII), and/or Personal Health Information (PHI) of 1,000 or more records, Cyber Liability coverage shall be maintained. PII is information that can be used to uniquely identify a specific individual using non-public information. PHI is information that has been created or received regarding an individual's health, health care, and payment for health care. Coverage shall include loss resulting from data security/privacy breach, or other unauthorized access or related violations including identity fraud and privacy law violations, denial of service attacks, introduction of virus and malicious code, extortion, dissemination or destruction of electronic data, business interruption, privacy law violations, disclosure of non-public, personal or confidential information, identity fraud, loss of income due to system crashes, breach of Contract, and acts by rogue employees. Coverage shall include notification and other expenses incurred in remedying a privacy breach as well as costs to investigate and restore data.

8. Crime Insurance: ~~\$\$X,XXX,XXX~~ per occurrence and in the aggregate. If the Statement of Work involves distributing County funds or assets directly to, or on behalf of, program participants in the total amount of ~~\$\$25,000~~ or more per year, such as cash value cards or flexible financial assistance funds, the Contractor shall maintain Crime Insurance with a minimum limit sufficient to cover the greater of the maximum amount of risk at any one time or a total of one year's receipts or similar measure of exposure. Coverage for Fidelity, Theft, Disappearance, Destruction Liability, and Employee Dishonesty is required. Coverage shall include 'Joint Loss Payable' ISO form CR 20 15 10/10 or its substantive equivalent; and 'Provide Required Notice of Cancellation to Another Entity' ISO form CR 20 17 10/10 or its substantive equivalent.
9. Fidelity Insurance: ~~\$\$100,000~~ per occurrence. Every director, employee, or agent who is authorized to act on behalf of the Contractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss.
10. Property Insurance: If the performance of the Statement of Work is dependent on a building(s) owned or leased by the Contractor, such that if the building(s) was damaged or destroyed the Contractor would be unable to provide contracted services, then the Contractor shall maintain Property Insurance written on a replacement cost basis. Insurance Services Office Form Number CP 00 10 covering BUILDING AND PERSONAL PROPERTY COVERAGE and Insurance Services Office form number (CP 10 30) CAUSES OF LOSS - SPECIAL FORM or project appropriate equivalent. King County shall be named as a Loss Payee as its interest may appear. The policy shall include a waiver of subrogation in favor of the County.
11. Municipal or State Agencies: If the Contractor is a Municipal Corporation, an agency of the State of Washington, or any other Public Agency and is self-insured, a letter of self-insurance shall be attached and be incorporated by reference and shall constitute compliance with the requirement(s) for the coverage type(s) and limit(s) that is self-insured.

F. Other Insurance Provisions and Requirements:

1. All insurance policies purchased and maintained by the Contractor required in this Contract shall contain, or be endorsed to contain, the following provisions:
  - a. With respect to all liability policies except Professional Liability (Errors and Omissions), Cyber Liability, and Workers' Compensation:

King County, its officials, employees, and agents shall be covered as additional insured for full coverage and policy limits as respects liability arising out of activities performed by or on behalf of the Contractor, its agents, representatives, employees, or Subcontractor(s) in connection with this Contract. The County requires a copy of the Additional Insured Endorsement(s) with the Certificate(s) of Insurance.
  - b. With respect to all liability policies (except Workers' Compensation):

Coverage shall be primary insurance as respects the County, its officials, employees, and agents. Any insurance and/or self-insurance maintained by the County, its officials, employees, or agents shall not contribute with any Contractor's or Subcontractor's insurance or benefit the Contractor or any Subcontractor, or their respective insurers in any way.

2. Insurance shall expressly state that it applies separately to each insured and additional insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of insurer's liability.

- G. Deductibles and Self-Insured Retentions: Any deductible and/or self-insured retention of the policies shall not in any way limit the County's right to coverage under the required insurance, or to the Contractor's or any Subcontractor's liability to the County and shall be the sole responsibility of the Contractor or its Subcontractor, even if no claim has actually been made or asserted against Contractor or Subcontractor.
- H. Acceptability of Insurers: Unless otherwise approved by the County, insurance is to be placed with insurers with an A.M. Best rating of no less than A:VIII, or, if not rated with an A.M. Best, with minimum surplus equivalent of an A.M. Best surplus size VIII.

Professional Liability (Errors and Omissions) insurance coverage may be placed with insurers with an A.M. Best rating of B+:VII.

If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for review.

- I. Subcontractors: The Contractor shall include all Subcontractors as insureds under its policies or, alternatively, the Contractor must require each of its Subcontractors to procure and maintain appropriate and reasonable insurance coverage and insurance limits to cover each of the Subcontractor's liabilities given the Subcontractor's Statement of Work and the services being provided herein. To the extent reasonably commercially available, insurance maintained by any Subcontractor must comply with the specified requirements of this Section (inclusive) above, including the requirement that all liability insurance policies (except Professional Liability and Workers Compensation) provided by the Subcontractor(s) must include King County, its officials, agents and employees as additional insured for full coverage and policy limits. The Contractor is obligated to require and verify that each Subcontractor maintains the required insurance and ensure the County is included as additional insured. Upon request by the County, and within five (5) business days, the Contractor must provide evidence of each Subcontractor(s) insurance coverage, including endorsements.

## 15. Assignment

The Contractor shall not Assign any interest, obligation, or benefit under or in this Contract or transfer any interest in the same, whether by Assignment or novation, without prior written consent of the County. If Assignment is approved, this Contract shall be binding and transfer the benefit of the successors of the assigning party upon the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

## 16. Subcontracting

A. Written Consent of the County:

The Contractor shall not subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. The County retains the right to review any proposed Subcontracts related to the performance of the activities outlined in the attached Statement of Work. The County's consent shall be sought in writing by the Contractor not less than fifteen (15) business days prior to the date of any proposed Subcontract.

The County's rejection or approval of any Subcontractor or the termination of a Subcontractor shall not relieve Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the County.

In no event shall the existence of the Subcontract operate to release or reduce the liability of Contractor to the County for any breach in the performance of the Contractor's duties.

The County has no contractual obligations to any Subcontractor or vendor under contract to the Contractor. The Contractor is fully responsible for all contractual obligations, financial or otherwise, to its Subcontractors.

B. Required Clauses for Subcontracts:

The Contractor shall include Section 4, 5, 6, 7, 8, 10, 15, 16, 17, 18, 19, 20, 21, 22, 28, 29, and 30 in every Subcontract or purchase agreement for services that relate to the subject matter of this Contract.

C. Required Language for Subcontracts:

The Contractor shall include the following language verbatim in every Subcontract for services which relate to the subject matter of this Contract:

"The Subcontractor shall protect, defend, indemnify, and hold harmless King County, its elected and appointed officials, officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of the Subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. The Subcontractor expressly agrees and understands that King County is a third-party beneficiary to its Contract with the Contractor and shall have the right to bring an action against the Subcontractor to enforce the provisions of this paragraph."

D. Required Insurance for Subcontracts:

Refer to Section 14.I. above.

**17. Nondiscrimination and Payment of a Living Wage**

The Contractor shall comply with all applicable federal, state, and local laws regarding discrimination, including those set forth in this Section.

A. Nondiscrimination in Employment:

During performance of this Contract, the Contractor and all parties subcontracting under the authority of this Contract agree that they will not discriminate against any employee or applicant for employment because of one or more of the employee or applicant's

protected classes as defined in King County Code (KCC) chapter 3.12D, as amended, unless based upon a bona fide occupational qualification.

Ref: [KCC 12.16.020](#)

B. Equal Employment Opportunity Efforts:

The Contractor and all parties subcontracting under the authority of this Contract agree to undertake equal employment opportunity efforts to ensure that applicants and employees are treated without regard to one or more of their protected classes as defined in KCC chapter 3.12D, as amended. The Contractor's equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth this nondiscrimination clause. In accordance with KCC 12.16.010.J, "equal employment opportunity efforts" shall mean active efforts to ensure equal opportunity in employment that is free from all forms of discrimination.

C. Payment of a Living Wage:

In accordance with the [King County Living Wage Ordinance 17909](#), for Contracts for services with an initial or amended value of \$100,000 or more, the Contractor shall pay, and require all Subcontractors to pay, a living wage to employees for each hour the employee performs a Measurable Amount of Work on this Contract. The requirements of the ordinance, including payment schedules, are detailed at <https://www.kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx>.

Violations of this requirement may result in disqualification of the Contractor from bidding on or being awarded a County Contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Contract; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law.

D. Nondiscrimination in Subcontracting Practices:

During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate against any person because of one or more of their protected classes as defined in KCC chapter 3.12D, as amended.

E. Compliance with Laws and Regulations:

The Contractor and all parties subcontracting under the authority of this Contract shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit discrimination. These laws include, but are not limited to, Chapter 49.60 RCW, Titles VI and VII of the Civil Rights Act of 1964, the American with Disabilities Act, and the Restoration Act of 1987. In addition, KCC 12.16, 12.17, 12.18, 12.20, and 12.22, are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Contract. The Contractor and its

subcontractors shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents.

## **18. Equal Benefits to Employees with Domestic Partners**

In accordance with the [King County Equal Benefits Ordinance 14823](#), as a condition of award of a Contract valued at \$\$25,000 or more, the Contractor shall not discriminate in the provision of employee benefits between employees with spouses and employees with registered domestic partners during the performance of this Contract. Absent authorization for delayed or alternative compliance, failure to comply with this provision shall be considered a material breach of this Contract and may subject the Contractor to administrative sanctions and remedies for breach. When the Contract is valued at \$\$25,000 or more, by signing the Contract the Contractor is indicating compliance with this requirement or with the terms of an authorization for delayed or alternative compliance.

## **19. Code of Conduct**

The County is committed to providing an inclusive, welcoming, supportive, and safe environment for all to feel respected, valued, and empowered. The Contractor shall, while performing the work as described in the attached Statement of Work, interact with the community being served and the County's employees as follows:

The County and the Contractor shall refrain from engaging in any conduct that communicates a hostile, demeaning, or unwelcome message. Such prohibited conduct can be either verbal or nonverbal and includes, but is not limited to, microaggressions, deliberate misgendering, slights, and other conduct that could cause harm. This Contract may be subject to termination under Subsection 12.B. as a result of any violation of this Section 19. by providing the other party thirty (30) calendar days advance written notice of the termination.

## **20. Conflict of Interest**

Entering into this Contract with the County requires that the Contractor agree to abide by certain provisions of the King County Employee Code of Ethics, including those relating to conflicts of interest and the employment of current or former County employees.

### **A. Compliance with the King County Code of Ethics:**

The Contractor shall comply with applicable provisions of the [KCC 3.04](#). Failure to comply with such requirements shall be a material breach of this Contract and may result in termination of this Contract and subject the Contractor to the remedies stated in this Contract, or otherwise available to the County at law or in equity.

### **B. Penalties:**

Pursuant to [KCC 3.04.060](#), the Contractor shall not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing, or promise, in any form to any County official or employee. The Contractor acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Contracts with the County will be cancelled and it shall not be able to bid on any County Contract for a period of two years.

C. Former King County Employees:

The Contractor acknowledges that, for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in a Contract or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Contractor shall identify, at the time of offer, current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Contractor is responsible for notifying the County's Project Manager as identified in the DCHS CLM system of current or former County employees who may become involved in the Contract at any time during the term of the Contract.

**21. Equipment Purchase, Maintenance, and Ownership**

A. Equipment Maintenance:

In accordance with [Title 2 CFR 200.1](#), Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$\$5,000. The Contractor agrees that when Contract funds are used to pay for all or part of the purchase costs of any Equipment that costs \$\$5,000 or more per item, and the purchase of such Equipment is identified in a Statement of Work to this Contract, such Equipment is, upon the purchase or receipt, the property of the County and/or federal/state government. The Contractor shall be responsible for all proper care and maintenance of the Equipment, including securing and insuring such Equipment. The Contractor shall obtain written approval from DCHS prior to purchasing any Equipment.

B. Equipment Ownership:

The Contractor shall ensure that all such Equipment is returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.

C. Continued Ownership Rights

The Contractor and County shall mutually agree to sign all documents and perform other acts necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this Section.

**22. Proprietary Rights**

A. Ownership Rights of Materials Resulting from Contract:

Except as indicated below or as described in a Statement of Work, the parties to this Contract hereby agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Contractor by operation of law or for any other reason, the Contractor hereby perpetually and irrevocably assigns, transfers, and quitclaims such rights to the

County. The County agrees to and does hereby grant to the Contractor a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Contract.

**B. Ownership Rights of Previously Existing Materials:**

The Contractor shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Contract, but do not originate from the work described herein. The Contractor agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Contract.

**C. Continued Ownership Rights:**

The Contractor shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this Section.

**23. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Contract shall be used for any political activity or to further the election or defeat of any candidate for public office.

**24. King County Recycled Product Procurement Policy**

If paper copies are required, in accordance with [KCC 18.20](#), the Contractor shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices.

**25. Future Support**

The County makes no commitment to support contracted services and assumes no obligation for future support of the contracted activity(-ies), except as expressly set forth in this Contract. The Contractor acknowledges that a finding of noncompliance resulting from such review and failure to take appropriate Corrective Action satisfactory to the County may be considered by the County as evidence of unsatisfactory performance in consideration of any future funding awards.

**26. Entire Contract**

The parties agree that this Contract is the complete expression of the described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of this Contract.

**27. Contract Amendments**

Either party may request changes to this Contract. Any proposed changes that are mutually agreed upon shall be incorporated only by written amendments to this Contract.

## **28. Notices**

Whenever this Contract provides for notice by one party to another, such notice shall be in writing and directed to each party's contact representative as identified in the Contract record in the DCHS CLM system. Any time a party must take some action, any due date associated with that action shall be calculated from the date that any associated required notice is recorded as being sent to that party.

## **29. Services Provided in Accordance with Law and Rule and Regulation**

The Contractor and any Subcontractor(s) agree to abide by the laws of the State of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, including performing background checks required by law, which control disposition of funds granted under this Contract, all of which are incorporated herein by reference.

If there is an irreconcilable conflict between any of the language contained in any Statement of Work or attachment to this Contract, the language in the Contract shall control over the language contained in the Statement of Work or the attachment, unless the Statement of Work provision expressly indicates that it controls over inconsistent Contract language. If there is conflict among requirements set forth in Statement of Work, language contained in the lower numbered Statement of Work shall control unless the higher numbered Statement of Work provision expressly indicates that it controls over inconsistent lower numbered Statement of Work language.

## **30. Applicable Law**

This Contract shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

## **31. No Third-Party Beneficiaries**

Except for the parties to whom this Contract is assigned in compliance with the terms of this Contract, there are no third-party beneficiaries to this Contract, and this Contract shall not impart any rights enforceable by any person or entity that is not a party hereto.

## **32. Non-Waiver of Breach**

Waiver of any default shall not be deemed to be a waiver of any subsequent default. No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County modify the terms of the Contract or constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

## **33. Force Majeure**

"Force Majeure" means an event or events beyond the parties' reasonable control, incurred not as a product or result of the negligence of the afflicted party, and which have a materially adverse effect on the ability of such party to perform its obligations as detailed in this Contract. Force Majeure events may include but are not limited to: Acts of God or Nature; war; civil, military, public, or industrial disturbances; acts or threats of terrorism; epidemics, fires, floods, earthquakes, or other casualties; labor difficulties, shortages of labor or materials or Equipment;

government regulations; delay by government or regulatory agencies; shutdowns for purpose of emergency repairs, and/or unusually severe weather.

A. No Breach if Force Majeure Applies:

Neither party shall be considered in breach of this Contract to the extent that performance of their respective obligations is prevented by a Force Majeure event upon giving notice and reasonably full particulars to the other party.

B. Duty to Minimize Disruption and Give Notice:

Parties maintain an express duty to minimize the disruption caused by Force Majeure, and shall, as soon as reasonably practicable, give notice to the other party of the nature and impact of the Force Majeure. Irrespective of any extension of time, if the effect of an event or series of events continues for a period of 180 days, either the County or the Contractor may give to the other a notice of suspension or termination.

C. Extension of Time:

Should Force Majeure events delay the Contractor's completion of the deliverables and performance commitments, the Contractor may be entitled to an extension for the time for completion. Any extension must be approved in writing by the County.

D. Suspending Performance:

Should a Force Majeure event prevent the Contractor from completing deliverables or performing commitments in this Contract, the completion or performance shall be suspended only for the time and to the extent commercially practicable to restore normal operations. Further, the Contractor and the County shall endeavor to continue to perform their contractual obligations to the extent reasonably practicable and will work to adjust deliverables or performance commitments as needed to continue the provision of services during the Force Majeure event. Contractor may be reimbursed for any costs incurred mitigating adverse impacts of the Force Majeure and may be compensated for any partial work that has been completed.

### 34. **Equity, Racial and Social Justice (ERSJ) Requirements**

A. Accessibility:

The Contractor shall evaluate and modify the way in which it provides services so that services are accessible to people with disabilities. Evaluations and modifications shall be consistent with the requirements of the [Washington State Law Against Discrimination \(RCW 49.60\)](#), [the Americans with Disabilities Act \(ADA\)](#), and other applicable statutes.

B. Culturally and Linguistically Relevant Services:

The Contractor should evaluate and modify the way it provides services so that services are culturally and linguistically relevant to Participants. Where possible, the Contractor should offer a linguistic match of staff who speak the Participant's preferred language. When a linguistic match is not available or declined by the Participant, the Contractor should provide interpretation services at no cost to the Participant.

C. Self-Assessment:

The Contractor shall conduct self-assessments, including obtaining input from culturally diverse populations of both Participants and non-Participants, to determine how effectively the Contractor is delivering services funded under this Contract in a culturally and linguistically appropriate manner.

D. Ongoing Education:

The Contractor shall create or otherwise make available opportunities to ensure its staff participates annually in continuing education regarding ERSJ topics. Staff participation in ERSJ education shall be documented in writing.

E. Subcontractors and Third Parties:

The Contractor shall exercise all due care and diligence and take all reasonable steps to ensure the values, conduct, and associations of any Subcontractors or third parties delivering services to participants do not conflict with the work described in this Contract, or the County's prioritization of ERSJ.

### 35. Contractor Duties and Limitations for Civil Immigration Enforcement

All definitions applicable to this Section can be found in [KCC 2.15](#).

- A. As a condition of award for contracts providing services for health, housing, and human services, the Contractor agrees that it shall comply with KCC 2.15, as amended.
- B. Except as otherwise provided in KCC 2.15.050, in performing its obligations under this Contract with the County, the Contractor shall not expend any time, moneys, or other resources on facilitating the civil enforcement of federal immigration law or participating in civil immigration enforcement operations, except where a state or federal law, regulation, or court order or rule so requires. However, a Contractor is not prohibited from sending to, or receiving from, federal immigration authorities, the citizenship or immigration status of a person. Also, nothing in this Section prohibits any Contractor from sending to, receiving from, requesting from, or exchanging with any federal, state, or local government agency information regarding the immigration status of a person or from maintaining the information.
- C. In providing the contracted services, the Contractor shall not:
  - 1. For purposes of execution of federal civil immigration enforcement against persons receiving services under this Contract, permit the United States Immigration and Customs Enforcement (ICE) agency, United States Customs and Border Protection (CBP) agency, United States Citizenship and Immigration Services (USCIS), or any other federal agency officers, agents, or representatives access to nonpublic areas of the Contractor's facilities, real or personal property, Equipment, or nonpublic databases or nonpublic portions of otherwise public databases, absent a judicial criminal warrant specifying the information or persons sought, or unless otherwise required by state or federal law. Notice of all attempts or requests for access to those facilities, real or personal property, Equipment, nonpublic databases, or nonpublic portions of otherwise public databases, with or without a warrant, shall be immediately sent to King County in accordance with the terms of the Contract. Permission given to ICE, CBP, USCIS, or any other federal agency officers, agents, or representatives to access any such a facility, real or personal property,

Equipment, nonpublic database, or nonpublic portion of an otherwise public database without a judicial criminal warrant may only be provided with the prior express, written approval of the Contract Manager as identified in the DCHS CLM system. All Contractors shall make a good faith effort to strictly comply with this Subsection; however, inadvertent or mistaken permission giving warrantless access to ICE, CBP, USCIS, or any other federal agency officers, agents, or representatives is not a breach of Contract;

2. Provide personal information relating to persons receiving services under the Contract to federal immigration authorities for purpose of civil immigration enforcement, except as required by state or federal law, about any person, including place of birth or household members, the services received by the person or the person's next court date or release date, absent a warrant signed by a judge or a law requiring disclosure; and
3. Inquire about, or request information of, the citizenship, national origin, immigration status, or place of birth, from any person in the furtherance of providing services in accordance with a Contract with King County unless the inquiry or request is required by state or federal law, regulation, or court order or rule, or is necessary for the Contractor to effectively provide the services under the Contract. The Contractor may inquire about or disclose information relating to a person's citizenship, national origin, immigration status, or place of birth for the purpose of determining eligibility for benefits or seeking reimbursement from federal, state, or other third-party payers. When an inquiry about or request for information of the citizenship, national origin, immigration status, or place of birth is required or for any reason is made, the Contractor shall not attempt to coerce a response. All persons to whom the inquiries or requests are made shall be explicitly informed of their right to decline to respond, free from fear or threat of retaliation.

### **36. Contractor Requirement for Financial Management and Best Practices Training**

Contractors who hold a contract with a term of eighteen (18) months or longer with DCHS ("multiyear contract") shall complete a designated Financial Management and Best Practices training within one hundred eighty (180) days of the Contract Effective Date. This training requirement is in response to [King County Ordinance 19978](#).

#### **A. Required Training Frequency:**

Contractors subject to this requirement must complete the training once every three (3) years. If a Contractor holds multiple contracts with DCHS that are subject to this requirement, then they are required to complete the training once every three (3) years across all their contracts. DCHS reserves the right to require the training more frequently if there are indications of weakness in the Contractor's internal controls. At least one (1) current Contractor staff member with financial management or fiscal oversight responsibilities is required to complete the training and ensure the training content is known throughout the organization. Contractors may determine which staff members meet this criterion. Example roles may include Executive Director, Chief Financial Officer, Finance Controller, Budget Manager, Accounting Staff, Program Manager, or other related roles. It is a Contractor's responsibility to ensure there is always a current trained staff member within the organization.

#### **B. Process to Document Training Completion:**

Contractors can access the required training on the [DCHS Contractor Training Webpage](#). Contractors shall document completion by uploading the training attestation form to Agiloft. Instructions for how to upload documents to Agiloft are available here on the [Accessing Agiloft webpage](#). Training attestation forms are available here on the [DCHS Contractor Training Website](#).

C. Process to Request a Waiver from Training Requirement:

This training requirement may be waived by DCHS if there is no indication of material weakness in the Contractor's internal controls. Information about training waiver criteria and the process to request a waiver are available here on the [DCHS Contractor Training Webpage](#).

Contractors must request a waiver within one hundred eighty (180) calendar days of their Contract Effective Date to comply with the training requirement. DCHS staff will review the waiver request and approve or deny the request within fifteen (15) business days of receipt. If the waiver request is denied, then the Contractor must complete the designated training and submit a training attestation form to Agiloft within ninety (90) days of the waiver request denial date.

### 37. Glossary

- A. Additional Insured Endorsement: A legally binding insurance document required by DCHS for contracting and submitted by the agency or its insurer or insurance broker verifying that the agency's insurance coverage extends to the person or entity named as the "additional insured." For all King County Contracts, organizations are required to also submit an Endorsement of Additional Insured naming King County as an Additional Insured.
- B. Assign/Assignment: When used in the context of a Contract, "Assignment" or "Assign" means to transfer any rights or obligations of a Contract to an entity other than the Contractor.
- C. Certificate of Insurance: A certificate submitted by the agency or its insurer or insurance broker verifying the agency's types and limits of insurance coverage, which must comply with the insurance requirements of the Contract.
- D. Conflict of Interest: The actual or apparent conflict between the public interest and the private financial interest of the individual or agency concerned.
- E. Contract: This written agreement, which is enforceable by law, between King County and the Contractor.
- F. Contract Execution: After all parties have signed the Contract, the Contract is actually executed and binding.
- G. Contractor: Individual or agency that agrees to provide services through a Contract.
- H. Corrective Action: Action taken to improve performance or reduce risk of harm, such as a Corrective Action plan, withholding payment, or Contract termination.
- I. Equipment: In accordance with [Title 2 CFR 200.1](#), Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$\$5,000.

- J. Statement of Work: A specific description of the work to be performed under the Contract. This description may include tasks, deliverables, schedule, time and place of services, and performance requirements.
- K. Subcontract: Any agreement between the Contractor and a Subcontractor or between Subcontractors that is based on this Contract, provided that the term “Subcontract” does not include the purchase of (1) services not related to the subject matter of this Contract, or (2) supplies.
- L. Subcontractor: The individual, association, partnership, firm, company, corporation, or joint venture entering into an agreement with the Contractor to perform any portion of the Work covered by this Contract.

IN WITNESS WHEREOF, the parties executing this Contract: 1) have authority to sign and bind its represented party to this Contract; and 2) hereby agree to the terms and conditions of this Contract:

KING COUNTY

\$formula(UPPER(\$company\_name))

\_\_\_\_\_  
FOR King County Executive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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Name

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Title

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