

SERVICE AGREEMENT

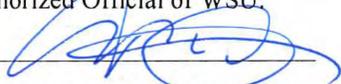
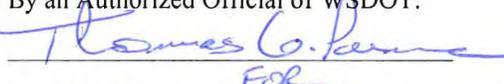
Institution/Organization ("WSU") Contract 19049 Name: Washington State University SESRC# SC302 Address: Social & Economic Sciences Research Center Wilson Hall #133 Pullman, WA 99164-4014	Institution/Organization ("SPONSOR") Contract K976 Name: WSDOT Address: PO Box 47408 Olympia, WA 98504-7408 EIN No.:
Awarding Sponsor WSDOT	Amount Funded \$9,227.00 (PTRS15)
Period of Performance 5/08/2015-08/31/2015	Project Title: Online Public Transportation Summary Project
Terms and Conditions	
1) This Agreement is between WSU, an institution of higher education and Washington State Department of Transportation, an agency of the state of Washington, and Sponsor to perform the activities attached as Exhibit A. These activities will be performed by The Social & Economic Sciences Research Center, the WSU Technical/Programmatic Representative, Nikolay Ponomarev, Ph.D.	
2) Compensation for such activities shall be a maximum of \$9,227.00 which is payable by periodic invoice after completion of specific survey activities described in Exhibit A.	
3) If Intellectual Property is developed under this Agreement, ownership shall be determined under applicable federal or state law, including Chapter 26, US Code Title 35 and will be disclosed to the Sponsor. Intellectual Property shall mean any invention, copyright, trademark or proprietary information. WSU shall not obtain or attempt to obtain patent coverage on Sponsor-provided materials or information, without the express consent of Sponsor.	
4) "Confidential Information" shall mean any Sponsor-provided materials, written information, and data marked "Confidential" or non-written information and data identified at the time of disclosure as confidential, reduced to writing, and transmitted to Representative within sixty (60) days of such non-written disclosure. It shall not include information in the public domain, or independently known or obtained by WSU. To the extent allowed by law, WSU will use the same degree of care it uses to protect its own confidential information to: a) maintain for a period of five (5) years the confidential information obtained from Sponsor under this Agreement and sent to Representative; and b) maintain as confidential any data and interpretation of the confidential information developed under this Agreement until Sponsor has had the opportunity to review same. Publications will be limited to new scientific information regarding activities performed, and WSU will use reasonable efforts not to disclose proprietary processes or methods of Sponsor, or the nature or composition of materials provided by Sponsor. WSU will provide Sponsor with thirty (30) days to review any manuscripts or proposed publications arising out of the Agreement.	
5) Neither party will use the name or other trademark of the other party in any publicity, advertising, or news release without prior written approval of the authorized representative of the other party.	
6) This Agreement shall be governed by and construed under the laws of the State of Washington. Jurisdiction for any legal action arising from this Agreement shall be Whitman County Superior Court.	
7) WSU in no way guarantees activities performed under this Agreement and makes no warranties, express or implied regarding the quality of the activities completed. Each party shall be responsible for its own negligent acts or omissions and shall be deemed to be and shall be an independent contractor.	
8) WSU will not accept export-controlled materials or technical information under this Agreement. Sponsor warrants that materials and technical information provided to WSU are not subject to US Export Control laws.	
9) Either party may terminate the Agreement with thirty (30) days written notice.	
10) This Agreement contains the entire and only Agreement between the parties respecting the subject matter hereof and supersedes or cancels all previous negotiations, Agreements, commitments and writings between the parties on the subject of this Agreement. Should performance of this Agreement require issuance of a purchase order or other contractual document, all terms and conditions of said document are hereby deleted in entirety. This Agreement may not be amended in any manner except in writing and signed by an Authorized Official of each party.	
By an Authorized Official of WSU:  _____ Amanda Owen, Contracts Manager Office of Finance and Administration	By an Authorized Official of WSDOT:  _____ Grant Rodeheaver, Director Information Technology Division
Date 5/18/15	Date 5/6/2015

Exhibit A
Statement of Work
WSDOT Public Transportation Summary Online Data Collection Form
2014 Data Collection Activities

Introduction: The Social and Economic Sciences Research Center (SESRC) at Washington State University (WSU) proposes to assist the Washington State Department of Transportation (WSDOT) in updating and modifying the current WSDOT Public Transportation Reporting Summary online web application.

Currently, the Online Public Transportation Reporting Summary (PTRS) Tool is hosted and maintained by the Social and Economic Sciences Research Center. The tool is used each year by the state's public transit operators to report fleet information, usage and costs to the Washington State Department of Transportation's Public Transportation Division for inclusion in the annual Summary of Public Transportation. WSDOT has requested the SESRC update the legacy database and make minor changes to the data collection tool in preparation for collecting the 2014 annual report data.

The specific tasks to be accomplished and the estimated budget are described below.

Scope of Work and Deliverables:

1. Update the online Public Transportation Summary data collection form.
 - SESRC will modify the WSDOT Online Public Transportation Summary Form to meet the needs of the 2014 data collection period. WSDOT will provide SESRC with a document detailing the changes to the survey instrument that are needed.
 - SESRC will update the database field names to handle 2014 data collection.
 - SESRC will change the survey year so that 2013 data will become the legacy data component in the system.
 - SESRC and WSDOT will each test the online data collection form before asking any public transportation agency to use the form.
 - SESRC will maintain a backup of the data as it is collected.
2. Trouble-shooting, hosting and maintenance services
 - SESRC will provide trouble-shooting, hosting and maintenance services for the WSDOT Online Public Transportation Summary Form throughout the length of the project.
3. Deliverables
 - SESRC will provide final datasets in a format that will be amenable to WSDOT. In all cases, the dataset will be a horizontal flat-file with one transit agency per row. Word formatted codebook listing all field names and value labels in the dataset.
 - Excel formatted file listing all open-ended text comments and narratives.

Project Management

The SESRC Project Manager will be responsible for final deliverables and maintain the timeline indicated in the section below. The WSDOT Project Manager will provide final approval of all deliverables based on consistency with WSDOT requirements.

Timeline and Period of Performance

Subject to approval requirements, SESRC will update the online form and PTRS database in May of 2015, in time for use with the 2014 data collection cycle. SESRC will work with WSDOT project managers to thoroughly test the website to assure it works as designed. WSDOT has the right to extend or terminate this SOW at its sole discretion, by providing SESRC with a thirty (30) calendar day written notice.

Estimated Costs

The estimated costs below are based on SESRC's understanding of the programming tasks to be accomplished. If more hours are needed than are available, these may be added by mutual agreement of SESRC and WSDOT.

Budget Category	Budget Estimate
Survey Planning and Management	\$1,523
Survey Modification and Testing	\$2,817
Database, Data Management, Dataset	\$1,850
Hosting	\$600
Reports	\$533
Service Center Fees (26%)	\$1,904
Total	\$9,227

WSU Staff, Roles and Responsibilities

WSU will produce all deliverables in accordance with the project schedule and will make changes as requested by WSDOT staff, based on project requirements. Vendor shall fully staff the Project to the level and quality required to successfully produce the deliverables on time and within budget.

WSDOT Staff, Roles and Responsibilities

WSDOT staff will review all deliverables in accordance with the project requirements and will approval work products as appropriate.

Ron Gross from the WSDOT Public Transportation is identified as the WSDOT Project Manager. The WSDOT Project Manager will provide oversight of the activities conducted hereunder and will be the principal contact for WSU concerning business activities under this SOW. Project Manager contact information is provided below:

WSDOT Project Manager: Janice Helmann

Address: 401 2nd Ave S, Suite 300, Seattle, WA 98104-3850

Phone: (206) 464-1284

Email: helmanj@wsdot.wa.gov

Modifications

All changes and revisions must be agreed to in writing between the WSDOT Project Manager and WSU Project Manager and subsequently approved as an Amendment.