

**INTERAGENCY AGREEMENT
BETWEEN
THE STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
AND
WASHINGTON STATE UNIVERSITY**

THIS AGREEMENT is made and entered into by and between the Office of Financial Management, hereinafter referred to as "OFM," and Washington hereinafter referred to as "OFM", pursuant to the authority granted by Chapter 39.34 RCW.

IT IS THE PURPOSE OF THIS AGREEMENT to provide Workday insights.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1. STATEMENT OF WORK

WSU shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth below:

- a. Meet with OFM staff for two (2) days in Olympia.
- b. Discuss lessons learned on Workday implementation and how WSU is sustaining the system.

2. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date of last signature indicated below and be completed on March 1, 2024, unless terminated sooner or extended, as provided herein.

3. COMPENSATION

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that adequate compensation shall be limited to a reimbursement of WSU's travel costs shall not exceed Five Thousand Dollars (\$5,000). Payment shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation shall be based on the following:

Item	Costs
Travel (includes lodging, meals, mileage/state motor pool car, parking, etc.)	per diem rates
Not to exceed	\$5,000

4. BILLING PROCEDURE

- a. WSU shall submit an invoice within thirty (30) days of completing the work. Payment to WSU for the approved invoice will be made within 30 days of receipt of the invoice. Upon expiration of the

Agreement, 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.

- b. Invoices shall be forwarded to ofmaccountspayable@ofm.wa.gov. Include the OFM Contract Number in the subject line of the email.
- c. Invoices must describe and document to OFM's satisfaction a description of what the payment is for.
- d. All invoices will be reviewed and must be approved by the OFM Contract Manager prior to payment.
- e. WSU must submit the following information:
 - 1) OFM Contract Number: K4357;
 - 2) Contract Manager name, email, and phone number;
 - 3) Description of what the contract is for; and
 - 4) Total invoice amount.

5. **RECORDS MAINTENANCE**

The parties to this Agreement 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.

6. **RIGHTS IN DATA**

The parties do not anticipate that data will originate from this Agreement. Unless otherwise provided, 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 OFM. 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.

7. **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.

8. **AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

9. **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.

10. TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the 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.

11. 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, agreement terms and applicable statutes and rules and make a determination of the dispute. If the Dispute Board cannot agree, the dispute shall be decided with the majority prevailing. 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.

12. GOVERNANCE

This Agreement 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.

13. 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.

14. 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.

15. 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.

16. **MANAGEMENT**

The Contract 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 Contract Manager for OFM is: Brian Tinney
Brian.tinney@ofm.wa.gov
(564) 999-1781

The Contract Manager for WSU is: Gerik L. Kimble
Gerik_kimble@wsu.edu
(509) 335-2074

17. **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.

WASHINGTON STATE UNIVERSITY

DocuSigned by:

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Amanda Owen, Associate Director, PACS

12/07/2023
Date

OFFICE OF FINANCIAL MANAGEMENT

DocuSigned by:

B082D1002581435...
Kerra Lynch, Contracts Administrator

12/08/2023
Date