



CONTRACT NUMBER: HED31058-0	SUBRECIPIENT * <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	FFATA FORM REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

INTERAGENCY AGREEMENT
Between
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
And
WASHINGTON STATE UNIVERSITY

THIS AGREEMENT is made by and between the State of Washington Department of Health, hereinafter referred to as DOH, and WASHINGTON STATE UNIVERSITY, hereinafter referred to as Contractor pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE: The purpose of the agreement is to contract with Washington State University Professional Education (WSU-PE) to provide conference management services to the DOH for the Youth Summit.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK AND BUDGET: The Contractor 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 set forth in Exhibit A, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE: Subject to its other provisions, the period of performance of this Agreement shall commence on *Date of Execution* and be completed on **September 30, 2025**, unless terminated sooner as provided herein. Any work done outside of the period of performance shall be provided at no cost to DOH.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): If checked above, this Agreement is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Unique Entity Identifier (UEI) number. A UEI number provides a method to verify data about your organization. If you do not already have one, you may receive a UEI number free of charge by contacting System for Award Management (SAM) at SAM.GOV.

Information about your organization and this Agreement will be made available on www.USASpending.gov by DOH as required by P.L. 109-282. DOH’s form, Federal Funding Accountability and Transparency Act Data Collection Form, is considered part of this Agreement and must be completed and returned along with the Agreement.

PAYMENT: Compensation for the work provided in accordance with this 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 **\$90,000.00** in accordance with Exhibit A, attached hereto and incorporated herein.

Compensation includes but is not limited to all taxes, fees, surcharges, etc. Payment will not exceed this amount without a prior written amendment. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

Source of Funds:

Federal: \$90,000.00 State: \$0.00 Other: \$0.00 **TOTAL: \$90,000.00**

Contractor agrees to comply with applicable rules and regulations associated with these funds.

BILLING PROCEDURE: Payment to the Contractor for approved and completed work will be made by warrant or account transfer by DOH within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 60 days after the expiration date or the end of the fiscal year, whichever is earlier.

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.

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.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION: The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable Federal and State statutes and regulations.

Any unauthorized access or use of confidential information must be reported to the DOH Chief Information Security Officer at security@doh.wa.gov. The notification must be made in the most expedient time possible (usually within one business day) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

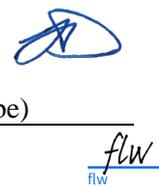
CONTRACT MANAGEMENT: The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for DOH is:

Name: Nicole Casanova
Office: PCH / Adolescent Health
Agency: Department of Health
Address: 310 Israel RD SE
City, State, Zip: Tumwater, WA 98501
Phone: (564) 669-1519

The Contract Manager for the University is:

Name: Brittany Hollingshead (Labbe)
Title: Assistant Director, Professional Education
Company: Washington State University
Address: PO Box 645222
City, State, Zip: Pullman, WA 99164-5222
Phone: (253) 445-4629



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. 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 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. Federal statutes and regulations
- B. State statutes and regulations
- C. Agreement amendments
- D. The Agreement (in this order)
 1. Special Terms and Conditions (Exhibit C if used)
 2. Primary document (document that includes the signature page)
 3. Statement of Work (Exhibit A)

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.

NONDISCRIMINATION –

- A. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- B. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- C. Default. Notwithstanding any provision to the contrary, DOH may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until DOH receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), DOH may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. The contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
- D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference

between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DOH shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe DOH for default under this provision.

PRIVACY: Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

DOH reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the Contractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to "salting" by DOH. Contractor shall certify the return or destruction of all personal information upon expiration of this Agreement. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the Agreement and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless DOH for any damages related to the Contractor's unauthorized use of personal information.

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.

RIGHTS IN DATA/COPYRIGHT:

Copyrights. The University shall use its best efforts to prepare the copyrightable DELIVERABLES ("DELIVERABLES") as described in Statement of Work. The University agrees that the deliverables shall be work-for-hire as defined under US copyright law and DOH shall be the owner and author of the deliverables. To the extent the deliverables are not deemed to be works-for-hire owned and authored by DOH, the University hereby assigns all right, title, and interest under copyright in the deliverables to DOH, and shall cooperate as DOH may request in order to secure DOH's ownership and/or copyright registration. DOH agrees that the University shall retain the non-exclusive, royalty-free right to use the deliverables for research, training, scholarly, and educational purposes. For copyrightable materials produced under the Agreement but other than the deliverables, DOH shall have a non-exclusive, royalty-free right to access and use such materials. Any proposed commercial activity with respect to the deliverables shall be subject to mutually agreed-upon terms.

Information. DOH may provide information to the University to enable the university to produce deliverables under this agreement (“DOH-supplied Information”). The University shall acquire no rights in such “DOH-supplied Information” and, except as required by law, may use it for purposes other than producing deliverables under this Agreement only with the advance written permission of DOH Contracting Officer. Some “DOH-supplied Information” and some information developed under this agreement may be subject to privacy or confidentiality restrictions. DOH and the University shall obey all applicable privacy and confidentiality restrictions. Subject to the foregoing, both DOH and the University shall be free to use all information developed by the University.

Tangible Materials. All tangible materials, which are not deliverables, (including but not limited to preliminary notes, draft reports, working notebooks, computer disks, films, tapes, and/or sound reproductions of a similar nature) produced in the course of this Agreement shall be the property of the University and subject to standard the University procedures, including as applicable those regarding retention and public disclosure. DOH shall have reasonable access to and use of all such materials and upon request shall be entitled to copies, at DOH expense

SECURITY OF INFORMATION – Unless otherwise specifically authorized by the DOH Chief Information Security Officer, Contractor receiving confidential information under this contract assures that:

- Encryption is selected and applied using industry standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program against all information stored locally and off-site. Information must be encrypted both in-transit and at rest and applied in such a way that it renders data unusable to anyone but authorized personnel, and the confidential process, encryption key or other means to decipher the information is protected from unauthorized access.
- It is compliant with the applicable provisions of the Washington State Office of the Chief Information Officer (OCIO) policy 141, Securing Information Technology Assets, available at: <https://ocio.wa.gov/policy/securing-information-technology-assets>.
- It will provide DOH copies of its IT security policies, practices and procedures upon the request of the DOH Chief Information Security Officer.
- DOH may at any time conduct an audit of the Contractor’s security practices and/or infrastructure to assure compliance with the security requirements of this contract.
- It has implemented physical, electronic and administrative safeguards that are consistent with OCIO security standard 141.10 and ISB IT guidelines to prevent unauthorized access, use, modification or disclosure of DOH Confidential Information in any form.

This includes, but is not limited to, restricting access to specifically authorized individuals and services through the use of:

- Documented access authorization and change control procedures;
- Card key systems that restrict, monitor and log access;
- Locked racks for the storage of servers that contain Confidential Information or use AES encryption (key lengths of 256 bits or greater) to protect confidential data at rest, standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program (CMVP);
- Documented patch management practices that assure all network systems are running critical security updates within 6 days of release when the exploit is in the wild, and within 30 days of release for all others;
- Documented anti-virus strategies that assure all systems are running the most current anti-virus signatures within 1 day of release;

- Complex passwords that are systematically enforced and password expiration not to exceed 120 days, dependent user authentication types as defined in OCIO security standards or follow updated National Institute of Standards and Technology passphrase recommendations;
- Strong multi-factor authentication mechanisms for external access to network that assure the identity of individuals who access Confidential Information;
- Account lock-out after 8 failed authentication attempts, until administrator reset;
- AES encryption (using key lengths 128 bits or greater) session for all data transmissions, standard algorithms validated by NIST CMVP;
- Firewall rules and network address translation that isolate database servers from web servers and public networks;
- Regular review of firewall rules and configurations to assure compliance with authorization and change control procedures;
- Log management and intrusion detection/prevention systems;
- A documented and tested incident response plan

Any breach of this clause may result in termination of the contract and the demand for return of all personal information.

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.

SUBCONTRACTING: Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the sub operate to release or reduce the liability of the Contractor to DOH for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this Agreement.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law.

If, at any time during the progress of the work, DOH determines in its sole judgment that any subcontractor is incompetent, DOH shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by DOH of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to DOH.

SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE: In the event contract funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may include notice by facsimile or email to Contractor's representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the original date of termination. If the date Contractor gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

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 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 the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

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.

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.

IN WITNESS WHEREOF, the parties have executed this Agreement.

<p>CONTRACTOR SIGNATURE</p> 	<p>DATE</p> <p>Mar 14, 2025</p>
<p>PRINT OR TYPE NAME</p> <p>Heather Davison</p>	<p>TITLE</p> <p>Contract Manager, Procurement & Contract Service</p>
<p>DOH CONTRACTING OFFICER SIGNATURE</p> 	<p>DATE</p> <p>Mar 14, 2025</p>

This contract has been approved as to form by the attorney general.

EXHIBIT A, DOH CONTRACT HED31058-0
STATEMENT OF WORK
Washington State University dba
WSU Professional Education

Period of Performance: Date of Execution through September 30, 2025

PURPOSE: The purpose of the agreement is to contract with Washington State University Professional Education (WSU-PE) to provide conference management services to the DOH for the Youth Summit.

Contract amount: \$90,000

Task #	Task/Activity Description	Deliverables	Due Date	Total budget
1	Venue Negotiation and Management 1. Coordinate venue selection based on criteria provided by DOH. 2. Contract negotiation with selected venue as directed by DOH. 3. Contract signature execution at direction of the DOH. 4. Manage contract obligations for venue.	Written confirmation of venue booking Copies of any executed sub agreements & subcontracts	6/30/2025	\$15,000
2	Hotel Sourcing, Negotiation, and Management. <i>It is understood DOH will sign and pay their own contract should the contract exceed \$10,000.00</i> 1. Create and distribute the hotel sourcing request for proposal. 2. Coordinate hotel(s) selection based on criteria provided by DOH. 3. Manage contract obligations for hotel. 4. Manage room bookings for participants who require overnight stays.	Written confirmation of hotel booking & participants' booking information Copies of any executed sub agreements & subcontracts	6/30/2025	\$15,000
3	Management for additional vendors for contracts valued at up to \$10,000: Transportation Sourcing, Negotiation, and Management 1. Create and distribute the transportation sourcing request for proposal. 2. Coordinate transportation selection based on criteria provided by DOH. 3. Manage contract obligations for transportation vendors. <i>Food and Beverage Negotiation and Management It is understood DOH will sign</i>	Written confirmation of actual costs prior to purchase of vendor goods & services Copies of any executed sub agreements & subcontracts	9/30/2025	\$15,000

**EXHIBIT A, DOH CONTRACT HED31058-0
STATEMENT OF WORK
Washington State University dba
WSU Professional Education**

Period of Performance: Date of Execution through September 30, 2025

	<p><i>and pay their own contract should the contract exceed \$10,000.00</i></p> <ol style="list-style-type: none"> 1. Work with in-house or venue selected caterer. 2. Provide DOH with an estimate on food and beverage costs in line with conference goals. 3. Review final billing for accuracy. 4. Collect dietary restrictions from attendees and communicate those to the catering provider. <p>Audio Visual Negotiation and Management</p> <ol style="list-style-type: none"> 1. Work with in-house audio-visual provider. 2. Assess audio visual needs with DOH and coordinate appropriate arrangements. 			
4	<p>Registration, logistics & attendee management <i>The budget for this deliverable includes a \$17 fee per registration record received.</i></p> <p>Registration Management <i>It is understood that attendees will not be paying to attend.</i></p> <ol style="list-style-type: none"> 1. Design and facilitate online registration for attendees, exhibitors, and sponsors. 2. Collect name, address, email, phone, accessibility needs, and dietary restrictions for each registrant. 3. Receive and process registrations online. 4. Email registration confirmation emails upon receipt of registration. 5. Prepare standard attendee nametags, including basic lanyard and name badge holder with conference logo, first and last name, company, and one other data item from registration questions. 6. Provide DOH with final registration list including responses to questions asked in registration. 	<p>Registration system</p> <p>Draft and final registration lists with accessibility needs, dietary restrictions, and other attendee details.</p> <p>Copies of any executed sub agreements & subcontracts</p>	9/30/2025	\$15,000

EXHIBIT A, DOH CONTRACT HED31058-0

STATEMENT OF WORK

**Washington State University dba
WSU Professional Education**

Period of Performance: Date of Execution through September 30, 2025

	<p>Customer Service and Attendee Communication</p> <ol style="list-style-type: none"> 1. Provide and manage email and phone number for potential participant registration questions. 2. Handle customer questions related to conference activities. 3. Send reminder information to registered attendees as needed. <p>Travel Reimbursement</p> <ol style="list-style-type: none"> 1. Secure paperwork and issue reimbursement for travel for speakers, committee, and other attendees as determined appropriate by DOH. <p>ADA Coordination</p> <ol style="list-style-type: none"> 1. Add accessibility question to registration to collect accessibility needs. 2. Distribute accessibility guidelines to speakers for any papers or presentations to be posted on a WSU-PE hosted website. 3. Coordinate accessibility needs with selected venue. 			
5	<p>Onsite Management, In Person and Virtual</p> <ol style="list-style-type: none"> 1. Information Desk—provide 2 staff onsite for 1 day to provide support, plus 2 half days of travel for each staff member to get to and from the selected venue. 2. Venue <ol style="list-style-type: none"> a. Serve as onsite liaison for venue arrangements to ensure rooms sets are as ordered for one venue. b. Review final bill for accuracy in what was provided. 3. Caterer <ol style="list-style-type: none"> a. Serve as onsite liaison for catering arrangements to ensure sets are as ordered. 	Written confirmation of completed event day tasks.	9/30/2025	\$15,000

EXHIBIT A, DOH CONTRACT HED31058-0

STATEMENT OF WORK

**Washington State University dba
WSU Professional Education**

Period of Performance: Date of Execution through September 30, 2025

	<ul style="list-style-type: none"> b. Review final bill for accuracy in what was provided. 4. Audio-Visual <ul style="list-style-type: none"> a. Serve as liaison for audio-visual arrangements to ensure sets are as ordered. b. Review final bill for accuracy in what was provided. 5. Accessibility Coordination <ul style="list-style-type: none"> a. Serve as onsite liaison for accessibility arrangements to ensure arrangements are as ordered. b. Review final bill for accuracy in what was provided. 6. Speakers <ul style="list-style-type: none"> a. Preload speaker presentations for those received by the submission deadline. b. Manage terms of speaker contract as it pertains to onsite terms. 7. Sponsors <ul style="list-style-type: none"> a. Serve as onsite liaison to ensure sponsorship deliverables are accomplished. 			
6	<p>Provide ongoing programmatic & financial support:</p> <p>Program Development Support</p> <ul style="list-style-type: none"> 1. Serve as a non-voting member of the Conference Planning Committee and attend Committee meetings in person or by teleconferencing as required. 2. Provide timelines as needed to Committee members at Committee meetings. 3. Maintain a running draft of the program with updates of speakers, sessions, and other information. 4. Create agenda, with direct input from the Chair, for Committee meetings. 	<p>Draft & final agendas</p> <p>Copies of all budget documents and billing paperwork</p>	9/30/2025	\$15,000

EXHIBIT A, DOH CONTRACT HED31058-0

STATEMENT OF WORK

Washington State University dba

WSU Professional Education

Period of Performance: Date of Execution through September 30, 2025

	<p>5. Attend calls or in-person meetings and set action items that need to be completed.</p> <p>Financial Management</p> <ol style="list-style-type: none"> 1. In conjunction with the Conference Planning Committee, establish an event budget. 2. Maintain budget by tracking revenue and expenses managed by WSU-PE. 3. Pay bills associated with contracts signed by WSU-PE, providing supporting paperwork. 4. Disburse and track community compensation to youth participants 			
				Total: \$90,000.00
Reporting, Payment, and Staffing				
Organizational information for contracting	<p>Please provide DOH with the following information:</p> <ul style="list-style-type: none"> • Name and email of organizational contact with contract signature authority: • WA Unified Business Identifier (UBI) # (if applicable): • Unique Entity ID (UEI) # (required): • Federal tax ID # • Washington State vendor number (SWV): • Organization’s number for this contract: 31058 			
Staffing	<p>Brittany Hollingshead, brittany.labbe@wsu.edu</p> <ul style="list-style-type: none"> • Brittany will serve as lead project contact, contract manager. 			
Billing instructions	<ul style="list-style-type: none"> • Payment will be reimbursement for allowable costs and billed on an A19 provided by DOH. • Documentation of costs and justifications will accompany each A19. This will include documentation of staff time and effort for each staff member billed to this contract. • Contractor will invoice no more than monthly, but no less than quarterly. • All invoices for the budget period must be submitted no later than 60 days after the end of the budget period which ends 9/30/25. • Final invoices must be submitted no later than 11/30/25. • The completed, signed, and dated A-19 invoice form should be emailed to: 			

EXHIBIT A, DOH CONTRACT HED31058-0
STATEMENT OF WORK
Washington State University dba
WSU Professional Education

Period of Performance: Date of Execution through September 30, 2025

	<p>Contract Manager: Nicole Casanova Email Address: Nicole.Casanova@doh.wa.gov</p>	
Closeout requirement	<p>Contractor will submit invoices to the DOH Project Manager for all amounts to be paid no more often than monthly and no less often than quarterly. Invoices must reference this contract number and provide detailed information as requested. All invoices must be approved by DOH prior to payment; approval will not be unreasonably withheld. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget. DOH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance. The Contractor will not invoice for services if they are entitled to payment, have been, or will be paid by any other source for that service.</p> <p>DOH will issue payment for actual costs within 30 days of receiving a correct and complete invoice and approving the deliverable(s).</p> <p>DOH must receive correct and complete invoices within 60 days of the contract expiration date. Late invoices will be paid at the discretion of DOH and are contingent upon the availability of funds. Failure to submit a properly completed IRS form W-9 may result in delayed payments.</p> <p>Submit all final billings within 60 days of the end of the contract.</p> <p>Submit all required program reports and deliverables within 60 days of the end of the contract.</p>	
Budget	Maximum consideration from DOE to September 30, 2025	\$90,000

Budget	
Salaries	\$0
Benefits	\$0
travel	\$3,000.00
supplies	\$2,500.00
contracts	\$0
Other*	\$81,499.80
Subtotal	\$86,999.80
Indirect**	\$3,000.00
Total	\$90,000.00

***In lieu of charging indirects, WSU-PE is charging a 8.7% administrative service fee on the management fee, \$17 per person fee, and overtime costs.*

EXHIBIT A, DOH CONTRACT HED31058-0
STATEMENT OF WORK
Washington State University dba
WSU Professional Education

Period of Performance: Date of Execution through September 30, 2025

This table includes only active funding sources.

Federal Grant Information Sheet								
Subrecipient/Contractor:	Washington State University – Professional Education			DOH Contract Manager:			Contact Information:	
Contract Number:	HED31058			Nicole.Casanova@doh.wa.gov			dohcon.mgmt@doh.wa.gov	
UEI Number:	XRJSGX384TD6			Approved Indirect Rate: n/a				
Period of Performance:	Start Date: 1/1/2025		End Date: 9/30/2025		Limiting Indirect Cost Rate: N/A		Research and Development? (If YES, check box) <input type="checkbox"/>	
Project Description:	Conference management services for WA DOH Youth Summit.							

Federal Award Identification Number	Federal Award Date	Federal Agency Name	Total Amount of the Federal Award to DOH	CFDA #	CFDA Program Title	Name of Pass-Through Agency	Amount of Federal Funds Obligated by This Action	Total Amount of Federal Funds Obligated for This Funding Source
6 B04MC52960	12/11/23	HRSA	3,138,394.00	93.994	Maternal and Child Health Services	n/a	90,000	90,000

The information below is included for program awareness and possible inclusion of additional language in the SOW. Remove the language below as necessary and if addressed in the SOW.

Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency: **The contract boilerplate covers all standard certifications and assurances.**

Are there any additional requirements imposed by the pass through entity (DOH) to meet its own responsibilities to the awarding agency? Yes No **If applicable, this is identified by the DOH program staff writing the contract. This can also be found in the “Statement of Work” section of the contract.**

All subrecipients are required to make their accounting records available and accessible to the awarding agency: **This requirement can be found in the “Records Maintenance” section of the contract.**

Closeout Requirements:

- (1) Submit all final billings within 60 days of the end of the contract (This is required per standard contract language.)
- (2) Submit all required program reports and deliverables within 60 days (This is required per standard contract language.)
- (3) Dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements.)
- (4) Additional DOH program specific contract closeout requirements (If applicable, see statement of work for additional closeout requirements.)