



SERVICES CONTRACT
Tahoma Peak Solutions
Tribal Needs Assessment

DSHS Contract Number:
2434-60054
Resulting From Procurement Number:
2434-856

This Contract is between the state of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is governed by chapter 39.26 RCW.

Program Contract Number:

Contractor Contract Number:

CONTRACTOR NAME Tahoma Peak Solutions		CONTRACTOR doing business as (DBA)	
CONTRACTOR ADDRESS 12732 3rd Ave. NW Seattle, WA 98177		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) 604-781-519	DSHS INDEX NUMBER 252826
CONTRACTOR CONTACT Valerie Segrest	CONTRACTOR TELEPHONE (360) 471-8384	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS valerie@tahomapeak.com
DSHS ADMINISTRATION Economic Services Administration	DSHS DIVISION Community Services Division	DSHS CONTRACT CODE 3000PC-34	
DSHS CONTACT NAME AND TITLE Chris Mornick Program Manager		DSHS CONTACT ADDRESS 724 Quince St SE Olympia, WA 98501	
DSHS CONTACT TELEPHONE Click here to enter text.	DSHS CONTACT FAX Click here to enter text.	DSHS CONTACT E-MAIL ADDRESS chris.mornick@dshs.wa.gov	
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? No		ASSISTANCE LISTING NUMBER(S)	
CONTRACT START DATE 12/13/2024	CONTRACT END DATE 09/30/2025	CONTRACT MAXIMUM AMOUNT \$300,000.00	
EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): No Data Security Exhibit Exhibit A: Contractor's Budget Proposal Worksheet <input type="checkbox"/> No Exhibits.			
The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS.			
CONTRACTOR SIGNATURE <i>Valerie Segrest</i>		PRINTED NAME AND TITLE Valerie Segrest	DATE SIGNED 12/13/24
DSHS SIGNATURE <i>Lauren Bragazzi</i>		PRINTED NAME AND TITLE Lauren Bragazzi, Contracts Consultant	DATE SIGNED 12/13/2024

DSHS General Terms and Conditions

1. **Definitions.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
 - a. "Central Contracts and Legal Services" means the DSHS central headquarters contracting office, or successor section or office.
 - b. "Confidential Information" or "Data" means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.
 - c. "Contract" or "Agreement" means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
 - d. "CCLS Chief" means the manager, or successor, of Central Contracts and Legal Services or successor section or office.
 - e. "Contractor" means the individual or entity performing services pursuant to this Contract and includes the Contractor's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, "Contractor" includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.
 - f. "Debarment" means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.
 - g. "DSHS" or the "Department" means the state of Washington Department of Social and Health Services and its employees and authorized agents.
 - h. "Encrypt" means to encode Confidential Information into a format that can only be read by those possessing a "key;" a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.
 - i. "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.
 - j. "Physically Secure" means that access is restricted through physical means to authorized individuals only.
 - k. "Program Agreement" means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.
 - l. "RCW" means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at <http://apps.leg.wa.gov/rcw/>.

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- m. "Regulation" means any federal, state, or local regulation, rule, or ordinance.
 - n. "Secured Area" means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.
 - o. "Subcontract" means any separate agreement or contract between the Contractor and an individual or entity ("Subcontractor") to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.
 - p. "Tracking" means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.
 - q. "Trusted Systems" include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service ("USPS") first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system. For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.
 - r. "WAC" means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at <http://apps.leg.wa.gov/wac/>.
- 2. Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.
- 3. Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.
- 4. Billing Limitations.**
- a. DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.
 - b. DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.
 - c. The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.
- 5. Compliance with Applicable Law and Washington State Requirements.**
- a. **Applicable Law.** Throughout the performance of this Agreement, Contractor shall comply with all federal, state, and local laws, regulations, and executive orders to the extent they are applicable to this Agreement.
 - b. **Civil Rights and Nondiscrimination.** Contractor shall comply with all federal and state civil rights and nondiscrimination laws, regulations, and executive orders to the extent they are applicable to

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this Agreement, including, but not limited to, and as amended, Titles VI and VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA); Executive Order 11246; the Health Insurance Portability and Accountability Act of 1996 (HIPAA); the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 49.60 of the Revised Code of Washington, Washington's Law Against Discrimination. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

In the event of the Contractor's noncompliance or refusal to comply with any applicable nondiscrimination laws, regulations, and executive orders, this Agreement may be rescinded, canceled, or terminated in whole or in part.

c. **Nondiscrimination.**

(1) **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.

(2) **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).

d. **Certification Regarding Russian Government Contracts and/or Investments.** Contractor shall abide by the requirements of Governor Jay Inslee's Directive 22-03 and all subsequent amendments. The Contractor, by signature to this Contract, certifies that the Contractor is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia's invasion of Ukraine. The Contractor also agrees to include the above certification in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor does not comply with this certification. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor does not comply with this certification during the term hereof.

6. **Confidentiality.**

a. The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor's performance of the services contemplated hereunder, except:

(1) as provided by law; or,

(2) in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.

b. The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:

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- (1) Allowing access only to staff that have an authorized business requirement to view the Confidential Information.
- (2) Physically Securing any computers, documents, or other media containing the Confidential Information.
- (3) Ensure the security of Confidential Information transmitted via fax (facsimile) by:
 - (a) Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.
 - (b) Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.
 - (c) Verifying after transmittal that the fax was received by the intended recipient.
- (4) When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:
 - (a) Use a Trusted System.
 - (b) Encrypt the Confidential Information, including:
 - i. Encrypting email and/or email attachments which contain the Confidential Information.
 - ii. Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.

Note: If the DSHS Data Security Requirements Exhibit is attached to this contract, this item, 6.b.(4), is superseded by the language contained in the Exhibit.

- (5) Send paper documents containing Confidential Information via a Trusted System.
 - (6) Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.
- c. Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.
 - d. Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.
 - e. Notification of Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.
- 7. Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded

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by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.

8. **E-Signature and Records.** An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.
9. **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.
10. **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.
11. **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor's place of business, Contractor's records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor's performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract's termination or expiration.
12. **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
13. **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.
14. **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the Contract remains valid and in full force and effect.
15. **Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

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16. Contract Renegotiation, Suspension, or Termination Due to Change in Funding.

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

- a. At DSHS's discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.
- b. At DSHS's discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed prior to the normal completion date of this contract.
 - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
 - (2) When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsection, "written notice" may include email.
 - (3) If the Contractor's proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.
- c. DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

17. **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

Additional General Terms and Conditions – Professional Service Contracts:

18. **Advance Payment.** DSHS shall not make any payments in advance or anticipation of the delivery of services to be provided pursuant to this Contract.
19. **Construction.** The language in this Contract shall be interpreted as to its fair meaning and not strictly for or against any party. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Contract.
20. **Contractor Certification Regarding Ethics.** The Contractor certifies that the Contractor is now, and shall remain, in compliance with Chapter 42.52 RCW, Ethics in Public Service, throughout the term of this Contract.

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- 21. DES Filing Requirement.** Under RCW 39.26, sole source contracts and amendments must be filed with the State of Washington Department of Enterprise Services (DES). If this Contract is one that must be filed, it shall not be effective nor shall work commence or payment be made until the fifteenth (15th) working day following the date of filing subject to DES approval. In the event DES fails to approve the Contract or any amendment hereto, the Contract or amendment shall be null and void.
- 22. Health and Safety.** Contractor shall perform any and all of its obligations under this Contract in a manner that does not compromise the health and safety of any DSHS client with whom the Contractor has contact.
- 23. Indemnification and Hold Harmless.**
- a. The Contractor shall be responsible for and shall indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines, of whatsoever kind of nature, arising out of or relating to a) the Contractor's or any Subcontractor's performance or failure to perform this Contract, or b) the acts or omissions of the Contractor or any Subcontractor.
 - b. The Contractor's duty to indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines shall include DSHS' personnel-related costs, reasonable attorney's fees, court costs, and all related expenses.
 - c. The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.
 - d. Nothing in this term shall be construed as a modification or limitation on the Contractor's obligation to procure insurance in accordance with this Contract or the scope of said insurance.
- 24. Industrial Insurance Coverage.** The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.
- 25. Publicity.** The Contractor shall not name DSHS as a customer, nor use any information related to this Contract, in any format or media, in any Contractor's advertising or publicity without prior written consent from DSHS.
- 26. Notice of Overpayment.** If the Contractor receives a vendor overpayment notice or a letter communicating the existence of an overpayment from DSHS, the Contractor may protest the overpayment determination by requesting an adjudicative proceeding. The Contractor's request for an adjudicative proceeding must:
- a. Be *received* by the Office of Financial Recovery (OFR) at Post Office Box 9501, Olympia, Washington 98507-9501, within twenty-eight (28) calendar days of service of the notice;
 - b. Be sent by certified mail (return receipt) or other manner that proves OFR received the request;
 - c. Include a statement as to why the Contractor thinks the notice is incorrect; and

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- d. Include a copy of the overpayment notice.

Timely and complete requests will be scheduled for a formal hearing by the Office of Administrative Hearings. The Contractor may be offered a pre-hearing or alternative dispute resolution conference in an attempt to resolve the overpayment dispute prior to the hearing.

Failure to provide OFR with a written request for a hearing within twenty-eight (28) days of service of a vendor overpayment notice or other overpayment letter will result in an overpayment debt against the Contractor. DSHS may charge the Contractor interest and any costs associated with the collection of this overpayment. DSHS may collect an overpayment debt through lien, foreclosure, seizure and sale of the Contractor's real or personal property; order to withhold and deliver; or any other collection action available to DSHS to satisfy the overpayment debt.

- 27. Site Security.** While providing services at a DSHS location, the Contractor, its agents, employees, or Subcontractors shall conform in all respects with physical, fire, or other security regulations specific to the DSHS location.
- 28. Subcontracting.** Except as otherwise provided in this Contract, the Contractor shall not Subcontract any of the contracted services without the prior written approval of DSHS. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. Any failure of Contractor or its Subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations hereunder or diminish DSHS' rights or remedies available under this Contract.
- 29. Subrecipients.**
 - a. General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Contractor shall:
 - (1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Assistance Listing Numbers (ALN) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
 - (2) Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
 - (3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
 - (4) Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;
 - (5) Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and
 - (6) Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to <https://ojp.gov/about/offices/ocr.htm> for additional information and access to the aforementioned

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Federal laws and regulations.)

- b. **Single Audit Act Compliance.** If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:
 - (1) Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
 - (2) Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a "Summary Schedule of Prior Audit Findings" reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.
- c. **Overpayments.** If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

30. Termination for Convenience. DSHS may terminate this Contract in whole or in part when it is in the best interest of DSHS by giving the Contractor at least thirty (30) calendar days' written notice.

31. Termination for Default. The CCLS Chief may immediately terminate this Contract for default, in whole or in part, by written notice to the Contractor if DSHS has a reasonable basis to believe that the Contractor has:

- a. Failed to meet or maintain any requirement for contracting with DSHS;
- b. Failed to protect the health or safety of any DSHS client;
- c. Failed to perform under, or otherwise breached, any term or condition of this Contract; and/or
- d. Violated any applicable law or regulation.

If it is later determined that the Contractor was not in default, the termination shall be considered a termination for convenience.

32. Termination or Expiration Procedure. The following terms and conditions apply upon Contract termination or expiration:

- a. The Contractor shall cease to perform any services required by this Contract as of the effective date of termination or expiration.
- b. If the Contract is terminated, the Contractor shall comply with all instructions contained in the termination notice.
- c. The Contractor shall immediately deliver to the DSHS contact named on page one of this Contract, or to his or her successor, all DSHS property in the Contractor's possession. The Contractor grants DSHS the right to enter upon the Contractor's premises for the sole purpose of recovering any DSHS property that the Contractor fails to return within ten (10) calendar days of the effective date of termination or expiration of this Contract. Upon failure to return DSHS property within ten (10) calendar days, the Contractor shall be charged with all reasonable costs of recovery, including transportation.

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- d. DSHS shall be liable only for payment required under the terms of this Contract for service rendered up to the effective date of termination or expiration.
- e. DSHS may withhold a sum from the final payment to the Contractor that DSHS determines necessary to protect DSHS against loss or additional liability.
- f. The rights and remedies provided to DSHS in this Section are in addition to any other rights and remedies provided at law, in equity, and/or under this Contract, including consequential and incidental damages.

33. Treatment of Property. All property purchased or furnished by DSHS for use by the Contractor during this Contract term shall remain with DSHS. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by DSHS under this Contract shall pass to and vest in DSHS. The Contractor shall protect, maintain, and insure all DSHS property in its possession against loss or damage and shall return DSHS property to DSHS upon Contract termination or expiration.

34. Taxes.

- a. Where required by statute or regulation, Contractor shall pay for and maintain in current status all taxes that are necessary for Contract performance. DSHS will pay sales or use taxes, if any, imposed on the services and materials acquired hereunder. Contractor must pay all other taxes including without limitation Washington Business and Occupation Tax, other taxes based on Contractor's income or gross receipts, or personal property taxes levied or assessed on Contractor's personal property. DSHS, as an agency of Washington State government, is exempt from property tax.
- b. Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract in accordance with the requirements of [Title 82 RCW](#) and [Title 458 WAC](#). Out-of-state Contractors must contact the Department of Revenue to determine whether they meet criteria to register and establish an account with the Department of Revenue. Refer to WAC 458-20-101 (Tax registration and tax reporting) and call the Department of Revenue at 800-647-7706 for additional information. When out-of-state Contractors are not required to collect and remit sales tax, DSHS shall be responsible for paying use tax, if applicable, directly to the Department of Revenue.
- c. All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance, or other expenses for Contractor or Contractor's staff shall be Contractor's sole responsibility.

Special Terms and Conditions

1. **Definitions Specific to Special Terms.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
 - a. “Agencies” means any state office or activity of the executive and judicial branches of the state government, including state agencies, departments, offices, divisions, boards, commissions, and educational, correctional, and other types of institutions.
 - b. “Basic Food Program” means Washington’s version of the Supplemental Nutrition Assistance Program, also referred to as SNAP or Food Stamps.
 - c. “CSD” means the DSHS, Economic Services Administration (ESA), Community Services Division (CSD).
 - d. “CSO” means a DSHS Economic Services Administration Community Services Division Community Services Office.
 - e. “DSHS Contact” means the person named as the DSHS Contact listed on page one (1) of this Contract.
 - f. “ESA” means the DSHS Economic Services Administration.
 - g. “FNS” means Food and Nutrition Service, a government agency that is part of the United States Department of Agriculture.
 - h. “SNAP-Ed” means the Supplemental Nutrition Assistance Program – Education. This FNS funded program focuses on providing nutrition education and obesity prevention programming to low-income, SNAP eligible populations.
 - i. “SNAP-Ed Evaluation” means the contracted team of evaluators who support statewide and local SNAP-Ed data collection, evaluation, and reporting to meet program need and federal funding requirements.
 - j. “SNAP-Ed Leadership Team” means the guiding body of the Washington SNAP-Ed program, made up of members from each SNAP-Ed Implementing Agency—Washington State University Extension and Department of Health— and two Statewide Support Programs—SNAP-Ed Evaluation, and Curriculum, Training, and Websites.
 - k. “Unsupervised Access” means that an individual will or may be left alone with a child or vulnerable adult, as defined in RCW Chapter 74.34, at any time for any length of time.
2. **Purpose.** The purpose of this Contract is to implement a tribal needs assessment on nutrition security and food sovereignty for the Washington Supplemental Nutrition Assistance Program Education (SNAP-Ed) program.
3. **Statement of Work.** The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
 - a. Key Personnel
 - (1) The Contractor shall assign Key Personnel to provide consultation or technical assistance who will be available to DSHS’ SNAP-Ed Program Manager and Program consultants at reasonable and convenient times, during standard business hours, as is mutually agreed upon. Meeting places may include a virtual setting. Except as otherwise provided in this Contract, the time,

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place and manner of performance of consulting services or technical assistance, including the amount of time to be allocated by the Contractor to any specific service, shall be determined in the sole discretion of DSHS.

- b. Contractor shall provide at least ten (10) business days written Notice (which may be by email) of any permanent or temporary changes to Contractor's Key Personnel, as set forth in the Contractor's response to RFP #2434-856.
 - (1) This notice must include the justification for the change, the proposed replacements' resumes, qualifications, and proposed role for approval by DSHS.
 - (2) All Key Personnel proposed replacements by Contractor must have comparable or greater skills for performing the activities as performed by the Key Personnel being replaced.
 - (3) DSHS reserves the right to approve, disapprove, or remove Contractor's Key Personnel assigned to this Contract.
- c. Needs Assessment Plan
 - (1) Identify priority research topics regarding food sovereignty, food and nutrition security, and community food systems.
 - (2) Develop assessment questions, in collaboration with DSHS, that are meaningful for native communities and for the SNAP-Ed program
 - (3) Create an outreach and data collection plan that:
 - (a) Engages a representative sample of tribes, urban Indian communities, and non-federally recognized indigenous communities within Washington's borders.
 - (b) Includes outreach to key groups and individuals, including but not limited to tribal councils, elders, youth, families, and the SNAP-Ed eligible population.
 - (c) Incorporates culturally appropriate data collection tools, and research methods.
 - (4) Utilize SNAP-Ed Needs Assessment toolkit, as appropriate. The toolkit can be located on the USDA's SNAP-Ed Connection Website (<https://snaped.fns.usda.gov/library/materials/snap-ed-needs-assessment-toolkit>).
- d. Needs Assessment Implementation
 - (1) Complete needs assessment activities in accordance with priority topics, questions, outreach and data collection plans outlined in the Needs Assessment Plan.
 - (2) Collaborate with SNAP-Ed Evaluation program and DSHS to ensure the Needs Assessment adheres to federal guidance and builds upon work already conducted by the Evaluation team.
 - (3) When requested by DSHS, provide updates for SNAP-Ed Leadership Team.
- e. Report Development and Recommendations
 - (1) Synthesize findings in a way that honors data sovereignty and highlights the assets, needs and priorities of tribal communities.

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- (2) Develop recommendations for a tribal SNAP-Ed state plan.
 - (3) Review findings, prioritization of needs, and recommendations with tribal representatives before submitting final report to DSHS.
 - f. Compliance. Be in full compliance with the approved **FFY 2024–2026 Washington SNAP-Ed State Plan** and **FFY 2025 SNAP-Ed Plan Guidance** (<https://snaped.fns.usda.gov/administration/snap-ed-guidance-and-policy>). DSHS reserves the right to complete any additional monitoring activities deemed necessary in the contract year to ensure full compliance with the program.
4. **Consideration.** Total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of \$300,000, including any and all expenses, and shall be based the above statement of work and the **Contractor’s Budget Proposal Worksheet, Phase 1 and 2** (Exhibit A).
 5. **Annual Budget Approvals.** By signing this Contract, Contractor acknowledges and agrees the continuation of this Contract upon close of the federal fiscal year, which ends on September 30th of each year, is subject to FNS approval of a budget that includes an appropriation for the work and services contemplated herein as an expenditure. The Contractor shall submit an Annual Budget, utilizing the DSHS SNAP-Ed Contractor Workbook, provided by DSHS, to itemize the work and services contemplated for the ensuing federal Fiscal Year. To be considered for an extension of contract into the Federal Fiscal Year 2026, an updated annual budget must be submitted to DSHS no later than the **July 15th, 2025**.
 6. **Period of Performance.** The term of the Contract shall commence on December 13, 2024, or date of execution, whichever comes later, and be completed on September 30, 2025, unless terminated sooner as provided herein. The term of the Contract may be extended for one (1) additional year term, at the option of DSHS, and subject to the provisions set forth by Section 5. above. For any extension made pursuant to this section, DSHS may allot up to an additional \$200,000 to the Contract consideration. The extension shall be effected by DSHS giving written notice of its intent to extend the Contract to the Contractor and the Contractor accepting such extensions.
 7. **Billing and Payment.**
 - a. Billing and Invoicing
 - (1) The contractor’s invoice to DSHS is for payment of services provided as outlined in this contract.
 - (2) The Contractor shall submit invoices using State Form A-19 Invoice Voucher, or such other form as designated by DSHS. Consideration for services rendered shall be payable upon receipt of properly completed invoices submitted to DSHS by the Contractor, according to the following schedule:
 - (a) Invoices may be submitted on a quarterly or monthly basis.
 - (b) Invoices submitted more than ninety (90) days after the quarter in which services were rendered are not guaranteed to be approved for payment.
 - (c) All services rendered before June 30th, 2025, must be submitted for payment by no later than **July 22, 2025**.
 - (d) All services rendered by September 30th, 2025, must be submitted for payment by

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November 15th, 2025.

- (3) Detailed documentation outlining all costs reflected on the A19, including (but not limited to) goods, services, time and efforts and other approved categories in the contractor's budget template.
 - (a) Supporting documentation and details of cost must be consistent with totals outlined on the A19 and budget categories from the contractors approved **Contractor's Budget Proposal Worksheet, Phase 1 and 2** (Exhibit A).
 - (b) If deemed insufficient, DSHS may request additional documentation or information to support the A19. DSHS will notify the contractor of the pending corrections and required information.
 - (c) If costs incurred outside the billing period are included in the invoice, the cover page must include subtotals for each billing period of performance (i.e., monthly or quarterly).

b. Payment.

- (1) Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by the SNAP-Ed Program Manager and Program Consultant of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

8. Background Checks.

Require a DSHS executed criminal background check for each employee and volunteer who will provide direct, one-on-one services to DSHS clients under this contract.

The Contractor must:

- a. Immediately obtain a Non-disclosure statement DSHS form 03-374D and Background authorization DSHS form 09-653. Section 2 on the Background authorization form must be completed and signed by the new employee or volunteer. Email or fax to the DSHS Contract Contact listed on page one of this contract completed 03-374D and 09-653 forms, to request a background inquiry from the Background Check Central Unit (BCCU.)
- b. Require if the employee has lived outside the State of Washington at any time during the past three years, an FBI background check must be completed which requires that the employee be fingerprinted.
- c. Provide the DSHS contract contact listed on page one of this contract with a list of employees, subcontractors and/or volunteers who will be providing direct, one-on-one services to DSHS clients. Send an updated list to the DSHS contract contact when there are changes in personnel providing direct, one-on-one client services under this contract.
- d. Verify that for personnel who have a criminal record that the crime is not "disqualifying" as described on the DSHS Secretary's List of Crimes & Negative Actions. Personnel with a disqualifying crime are prohibited from providing direct, one-on-one services to DSHS clients under this contract. The Contractor can review what crimes are "disqualifying" as listed in the following link to the DSHS Secretary's List of Crimes & Negative Actions:

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[SecretarysCrimesListforALLPrograms.pdf](#)

- e. DSHS Contract Contact listed on page one of this contract will receive the background check results and will determine if the applicant “passed” the background check. DSHS will notify the Contractor if Contractor staff or volunteers:
 - (1) Have a record of disqualifying crime(s). The Contractor shall not hire or retain, directly or by contract, any individual having direct contact with vulnerable adults to work under this contract if the individual has a record of disqualifying crime(s).
 - (2) In the case of an employee or volunteer having a record of a past crime that is not a disqualifying crime, the Contractor will need to consider character, competence and suitability of this individual. The contractor would then weigh the risks before allowing them to have unsupervised access to DSHS clients.
 - (3) Copy of Criminal Background Check result is not provided to the Contractor. Criminal Background Check results are kept confidential between DSHS and the Contractor’s staff or volunteers.
 - (4) Background Check results will remain in effect for the period of performance of the contract.

9. Insurance.

The Contractor shall obtain and maintain for the duration of the Contract, at Contractor’s expense, the following insurance coverages, and comply with the following insurance requirements.

a. General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance or Business Liability Insurance, no less comprehensive than coverage under Insurance Service Offices, Inc. (ISO) form CG 00-01, including coverage for bodily injury, property damage, and contractual liability. The amount of coverage shall be no less than \$500,000 per occurrence and \$1,000,000 General Aggregate. The policy shall include liability arising out of the parties’ performance under this Contract, including but not limited to premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, shall be named as additional insureds.

- b. In lieu of general liability insurance mentioned in Subsection a. above, if the Contractor is a sole proprietor with less than three contracts, the contractor may choose one of the following three general liability policies, but only if attached to a professional liability policy. If selected the policy shall be maintained for the life of the contract:

Supplemental Liability Insurance, including coverage for bodily injury and property damage that will cover the contractor wherever the service is performed with minimum limits of \$500,000 per occurrence; and \$1,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds;

or

Workplace Liability Insurance, including coverage for bodily injury and property damage that provides coverage wherever the service is performed with minimum limits of \$1,000,000 per occurrence; and \$2,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials,

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agents, and employees shall be named as additional insureds:

Or

Premises Liability Insurance if services are provided only at their recognized place of business, including coverage for bodily injury, property damage with minimum limits of \$1,000,000 per occurrence; and \$2,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.

c. Workers' Compensation

The Contractor shall comply with all applicable Workers' Compensation, occupational disease, and occupational health and safety laws and regulations. The State of Washington and DSHS shall not be held responsible for claims filed for Workers' Compensation under Title 51 RCW by the Contractor or its employees under such laws and regulations.

d. Employees and Volunteers

Insurance required of the Contractor under the Contract shall include coverage for the acts and omissions of the Contractor's employees and volunteers. In addition, the Contractor shall ensure that all employees and volunteers who use vehicles to transport clients or deliver services have personal automobile insurance and current driver's licenses.

e. Subcontractors

The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract. Failure of Subcontractors to comply with the insurance requirements in this Contract does not limit the Contractor's liability or responsibility.

f. Separation of Insureds

All insurance policies shall include coverage for cross liability and contain a "Separation of Insureds" provision.

g. Insurers

The Contractor shall obtain insurance from insurance companies identified as an admitted insurer/carrier in the State of Washington, with a current Best's Reports' rating of A-, Class VII, or better.

h. Evidence of Coverage

The Contractor shall, upon request by DSHS, submit a copy of the Certificate of Insurance, policy, and additional insured endorsement for each coverage required of the Contractor under this Contract. The Certificate of Insurance shall identify the Washington State Department of Social and Health Services as the Certificate Holder. A duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Contract, shall execute each Certificate of Insurance.

The Contractor shall maintain copies of Certificates of Insurance, policies, and additional insured endorsements for each subcontractor as evidence that each subcontractor maintains insurance as required by the Contract.

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i. Material Changes

The insurer shall give the DSHS point of contact listed on page one of this Contract 45 days advance written notice of cancellation or non-renewal of any insurance policy required under this Contract. If cancellation is due to non-payment of premium, the insurer shall give DSHS 10 days advance written notice of cancellation. Failure to provide notice as required may result in termination of the Contract.

j. Waiver of Subrogation

Contractor waives all rights of subrogation against DSHS for the recovery of damages to the extent such damages are or would be covered by insurance required under the Contract. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies whether or not DSHS receives the waiver of subrogation endorsement from the insurer.

k. Coverage Limits

By requiring insurance, the State of Washington and DSHS do not represent that the coverage and limits required in this Contract will be adequate to protect the Contractor. Such coverage and limits shall not limit the Contractor's liability in excess of the required coverage and limits, and shall not limit the Contractor's liability under the indemnities and reimbursements granted to the State and DSHS in this Contract.

l. Primary Coverage

All Contractor's insurance provided in compliance with this Contract shall be primary and shall not seek contribution from insurance or self-insurance programs afforded to or maintained by the State. Insurance or self-insurance programs afforded to or maintained by the State shall be in excess of, and shall not contribute with, insurance required of the Contractor and Subcontractors under this Contract.

m. Waiver

The Contractor waives all rights, claims and causes of action against the State of Washington and DSHS for the recovery of damages to the extent said damages are covered by insurance maintained by Contractor.

n. Liability Cap

Any limitation of liability or liability cap set forth in this Contract shall not preclude DSHS from claiming under any insurance maintained by the Contractor pursuant to this Contract, up to the policy limits.

o. Business Automobile Liability Insurance

The Contractor shall maintain a Business Automobile Policy on all vehicles used to transport clients, including vehicles hired by the Contractor or owned by the Contractor's employees, volunteers or others, with the following minimum limits: \$1,000,000 per accident combined single limit. The Contractor's carrier shall provide DSHS with a waiver of subrogation or name DSHS as an additional insured.

p. Professional Liability (errors & omissions)

The Contractor shall maintain insurance of at least \$500,000 per occurrence, \$1,000,000 General Aggregate for malpractice or errors and omissions coverage against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use, and damages

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because of negligent acts, errors, and omissions in any way related to this contract.

10. Disputes.

Either party may submit a request for resolution of a Contract dispute (rates set by law, regulation or DSHS policy are not disputable). The requesting party shall submit a written statement identifying the issue(s) in dispute and the relative positions of the parties. A request for a dispute resolution must include the Contractor's name, address, and Contract number, and be mailed to the address listed below within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue in dispute.

DSHS/Community Services Division
Attention: Contracts Unit
PO Box 45470
Olympia, WA 98504-5470

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Exhibit A: Contractor’s Budget Proposal Worksheet

Timeframe for Budget: December 2024 - May 2026

Maximum Funding: \$500,000

Contract Budget Form		
Bidders Name:	Tahoma Peak Solutions	
Total Proposed Funding:	\$500,000	
<p>Please complete the following budget template and include (a) proposed timeline for each phase, (b) estimated costs for each stage by SNAP-Ed budget category, (c) a brief description of costs, (d) total expenses for each stage, and (e) total expenses by federal fiscal year. The SNAP-Ed budget categories can be found on the "SNAP-Ed Budget Categories" tab. Any expenses that don't fit within the categories can be added as "other" with a more detailed description. Not all budget categories will be used, and it's okay to add a category more than once if the expenses described are different. You may add more rows if needed.</p>		
Phase 1: Planning and Outreach		December 2024 - March 2025
Cost Category (see SNAP-Ed Budget Categories Tab)	Description (include a brief description of how costs are determined)	Total
Salary and Wages	Key Staff: Valerie Segrest, Nora Frank-Buckner and Lisa Wilson will commit up to 20 hours per week for the duration of Phase 1 at \$75 per hour, for no more than 1,400 hours.	\$ 105,000
Travel	Covers travel expenses necessary to carry out research activities, including travel for data collection, stakeholder meetings, and community engagement sessions.	\$ 3,000
Supplies	Covers office equipment, supplies, and materials necessary to support the project’s operations. Items include printing, postage, clipboards, stationery, and general office supplies essential for data collection, communication, and project administration.	\$ 2,000
Indirect	Includes administrative support, facilities, and operational costs— are captured without exceeding the allowable threshold.	\$ 10,000
Total for Phase 1		\$ 120,000
Phase 2: Research and Data Gathering		April - September 2025
Cost Category (see SNAP-Ed Budget Categories Tab)	Description (include a brief description of how costs are determined)	Total
Salary and Wages	Key Staff: Valerie Segrest, Nora Frank-Buckner and Lisa Wilson will commit up to 20 hours per week for the duration of Phase 1 at \$75 per hour, for no more than 2000 hours.	\$ 150,000
Participant Compensation	Allocating \$50 stipends for participants involved in focus groups, surveys, interviews, and other data-gathering activities. Compensation ensures fair recognition of participants' time and contributions. We estimate up to 200 participants	\$ 10,000.00
Supplies	Covers office equipment, supplies, and materials necessary to support the project’s operations. Items include printing, postage, clipboards, stationery, and general office supplies essential for data collection, communication, and project administration.	\$ 2,000

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Building/Space Lease or Rental	Space rental fees for convening focus groups and listening sessions.	\$ 5,000.00
Travel	Covers travel expenses necessary to carry out research activities, including travel for data collection, stakeholder meetings, and community engagement sessions.	\$ 3,000
Indirect Costs	Includes administrative support, facilities, and operational costs— are captured without exceeding the allowable threshold.	\$ 10,000
Total for Phase 2		\$ 180,000.00
Phase 3: Analysis and Summary		October 2025 - January 2026
Cost Category (see SNAP-Ed Budget Categories Tab)	Description (include a brief description of how costs are determined)	Total
Salary and Wages	Key Staff: Valerie Segrest, Nora Frank-Buckner and Lisa Wilson will commit up to 20 hours per week for the duration of Phase 1 at \$75 per hour, for no more than 1,000 hours.	\$ 90,000
Indirect Costs	Includes administrative support, facilities, and operational costs— are captured without exceeding the allowable threshold.	\$ 10,000
Total for Phase 3		\$ 100,000.00
Phase 4: Soliciting Feedback, Finalizing Report and Making Recommendations		February - May 2026
Cost Category (see SNAP-Ed Budget Categories Tab)	Description (include a brief description of how costs are determined)	Total
Salary and Wages	Key Staff: Valerie Segrest, Nora Frank-Buckner and Lisa Wilson will commit up to 20 hours per week for the duration of Phase 1 at \$75 per hour, for no more than 1,000 hours.	\$ 90,000
Indirect Costs	Includes administrative support, facilities, and operational costs— are captured without exceeding the allowable threshold.	\$ 10,000
Total for Phase 4		\$ 100,000.00
Total Project Budget (Auto-calculates)		
	Phase 1	\$ 120,000
	Phase 2	\$ 180,000
	Phase 3	\$ 100,000
	Phase 4	\$ 100,000
	Total Budget	\$ 500,000.00

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Total Project Budget by Federal fiscal year			
FFY	Phases completed during FFY (list partial phases with a percent or fraction)	Total (Enter the sum of all phase totals that will take place within each fiscal year)	Maximum Funding Available in this Procurement
FFY 2025 (Dec. 6 th 2024 -Sept. 30, 2025)			\$300,000
FFY 2026 (Oct 1, 2025- May 30, 2026)			\$200,000
Total		\$ -	\$500,000