

**INTERAGENCY AGREEMENT  
BETWEEN  
THE DEPARTMENT OF PERSONNEL  
AND  
PUGET SOUND CLEAN AIR AGENCY**

**RECEIVED**

AUG 31 2007

PUGET SOUND CLEAN  
AIR AGENCY

**1.0 PARTIES TO THE AGREEMENT**

This Interagency Agreement is made and entered into by and between the Washington State Department of Personnel, hereinafter referred to as "DOP," and the Puget Sound Clean Air Agency, hereinafter referred to as "PSCAA", pursuant to the authority granted by Chapter 39.34 RCW.

**2.0 PURPOSE**

The purpose of this Agreement is to reimburse DOP for services to be provided to the PSCAA, by Versoria, DOP External Consultant, hereinafter referred to as "the Consultant".

**3.0 PERIOD OF PERFORMANCE**

Regardless of the date signed, this Agreement shall become effective on August 10, 2007 and will expire on February 29, 2008, unless terminated sooner or extended as provided herein.

**4.0 STATEMENT OF WORK**

The Consultant will provide coaching and consulting services to Walter Voegtlin, PSCAA, Air Quality Inspector, to enhance writing and communication skills. The Consultant will create and implement a personalized support mechanism for Mr. Voegtlin to independently meet ongoing performance requirements.

Desired Outcomes

1. Initial determination by the Consultant that Mr. Voegtlin is willing to engage fully in the performance improvement process outlined in this Agreement;
2. Clear action plans, short and long term, developed for performance goal attainment specifically related to written communication;
3. Demonstrated ability by Mr. Voegtlin to complete investigation reports consistently per PSCAA guidelines, in a timely manner, and with minimal re-writes.

## Measurements

Subsequent written reports by Mr. Voegtlin will conform to PSCAA guidelines for content, initial submission quality and timeliness.

The Consultant will perform the following services on a schedule developed and agreed upon by the Project Manager and the Consultant:

### A. Data Collection and Feedback Process (approximately 3.5 hours)

1. Establish rapport. Conversations will cover personal satisfaction with performance level and interest in change.
2. Gather information: Review of Mr. Voegtlin's written reports against examples deemed well done by his supervisor and review the relevant performance evaluations.
3. Provide the DISC assessment and review the resulting profile with Mr. Voegtlin and compare the resulting profile against position requirements.
4. Define the revealed performance challenges and the specific strategies for improvement.

### B. Coaching and Individual Action Planning (approximately 6.5 hours)

1. Develop strategies to immediately improve quality of written reports.
2. Develop written coaching summary for the Project Manager and Mario Pedroza, Mr. Voegtlin's supervisor, outlining timeframe and expected improvements, and expected on-going support needs.
3. Develop individualized support mechanisms for ongoing quality review and self-improvement.
4. Set up personal review schedule to self-monitor level of commitment, engagement and personal satisfaction.
5. Set up regular meetings (in two week and then four week intervals) with supervisor to review quality improvement goals and performance.

## **Cost Estimate**

The estimated time of services performed under this Agreement is 10 hours, to be billed at \$150.00 per hour for a total of \$ 1,500.00.

## **Billing and Payment**

The Consultant will bill PSCAA on a monthly basis for expenses and for satisfactory completion of the work performed as outlined under this Agreement.

## **PSCAA Project Manager:**

Maryann Renzi

Phone: (206) 689-4041

E-mail: [MaryannR@psc Cleanair.org](mailto:MaryannR@psc Cleanair.org)

NOTE: Both PSCAA and the Consultant are responsible for ensuring that the work performed is within the scope of this Agreement.

## **5.0 TERMS AND CONDITIONS**

**5.1** Scheduling flexibility will be allowed through mutual agreement between DOP and the PSCAA Project Manager.

## **6.0 COMPENSATION**

**6.1** PSCAA shall reimburse DOP up to \$1,500 for consultant services, including expenses plus \$45 for DOP administrative fees (3% of the total contractor dollar amount). The total amount paid by PSCAA under this Agreement will not exceed \$1,545.

**6.2** Travel expenses are all inclusive under Section 6.1 of this Agreement.

**6.3** Requests for payment under this Agreement shall be submitted no more often than monthly. Upon receipt and approval of the properly executed invoices, PSCAA will remit payment to DOP in a total amount not to exceed the value of this Agreement.

## **7.0 DISPUTES**

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from DOP, one representative from PSCAA and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing.

## **8.0 TERMINATION**

Either party may terminate this Agreement upon 10 days written notification to the other party. In such event, the terminating party shall be liable only for performance rendered prior to the effective date of termination.

## **9.0 NONDISCRIMINATION**

The parties mutually assure that they are in compliance and will remain in compliance with the terms of federal and state laws and regulations.

## **10. INDEMNIFICATION**

Each party shall defend, protect, and hold harmless the other party from and against all claims, suits, and/or actions arising from any negligent or intentional act or omission of that party's employees, agents and/or authorized subcontractor(s) while performing this Interagency Agreement. In case of joint negligence, any damages allowed shall be levied in proportion to the percentage of negligence attributed to each party.



Puget Sound Clean Air Agency  
110 Union Street, Suite 500  
Seattle, WA 98101

### Certification Regarding Debarment, Suspension and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Terry Taylor, President  
Typed Name & Title of Authorized Representative

Terry Taylor  
Signature of Authorized Representative

9/4/07  
Date

I am unable to certify to the above statements. My explanation is attached