



STATE OF WASHINGTON
PUGET SOUND CLEAN AIR AGENCY
 ORGANIZATIONAL DEVELOPMENT WORK REQUEST

AGENCY WORK ORDER
 No.

201000020

CONTRACTOR'S DOP OD
 MASTER CONTRACT NO.

EC PSCAA 110209

SECTION 1: PARTIES

This Work Order ("Contract") is entered into by and Puget Sound Clean Air Agency located 1904 Third Avenue, Seattle, WA 98101, and Mary Campbell & Associates LLC licensed to conduct business in the state of Washington, for the purpose of providing *Team Development*

SECTION 2: PURPOSE

The Puget Sound Clean Air Agency (PSCAA) is seeking the services of a seasoned consultant with proven expertise in strengthening workplace relationships within teams and successfully moving past workplace differences.

SECTION 3: STATEMENT OF WORK

The planned sessions are for two co-workers in a team located in Seattle. Objectives for the teambuilding sessions are to:

- Provide a framework and process to help build and sustain a collaborative climate of trust and mutual respect
- Provide a framework and process for strengthening communications
- Provide the team with practical tools for successfully working through workplace differences and conflict

The consultant must be able to begin work by November 30, 2009 and be available periodically for a few months.

It's estimated that the consultant may require: up to a day to meet separately with each person and finalize the project approach; a couple of half day sessions with both individuals; and one or two follow up sessions to assess progress and skills. All sessions will take place in Seattle.

WORK PERIOD OF PERFORMANCE START DATE

END DATE

February 28, 2010

This Work Order may be extended by one (1) additional month or otherwise amended at the sole discretion of the Agency by written agreement between the parties hereto.

SECTION 4: COMPENSATION

Check the appropriate Box:

- Compensation for work associated with this engagement will be based on completion or percentage completion of deliverables.
- The deliverables associated with this Project cannot be clearly defined in advance. The Contractor will be compensated based on hourly rate(s) for work actually performed.

BUDGET

| TASKS/DELIVERABLES (SEE ATTACHED) | ESTIMATED HOURS (IF APPLICABLE) | HOURLY RATE (IF APPLICABLE) | FLAT FEE (IF APPLICABLE) |
|--|---------------------------------|-----------------------------|--|
| 1: Phone meetings; access to DISC tool (cost of tool included) | | \$ | \$ |
| 2: Face to face meetings: staff, manager and staff and manager--individual and joint | | \$ | \$ |
| 3: Follow-up e-mails and phone calls | | \$ | \$ |
| (MAXIMUM COMPENSATION OF THIS WORK ORDER) TOTAL COST | | | \$2600 max plus travel and referral fee of \$250 |



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AGENCY COST CODES

| MASTER INDEX | FUND | APPN INDEX | OBJECT | SUB-OBJECT | DOLLARS |
|---|------------------------|------------|--------|------------|---|
| | Legal Dept. Reserve | | | | \$ |
| | | | | | \$ |
| (MAXIMUM COMPENSATION OF THIS WORK ORDER) TOTAL COST | | | | | \$2600 max plus travel and referral fee of \$250. |

SECTION 5: TERMS AND CONDITIONS

1. **General Terms and Conditions:** The general terms and conditions contained in the Contractor's Organizational Development Services Master Contract #EC PSCAA 110209 with the Department of Personnel are hereby incorporated into this Work Order.
 2. **Order of Precedence:** The items listed below are incorporated by reference herein. In the event of an inconsistency in this Work Order, or conflict with the Contractor's OD Master Contract with the Department of Personnel, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 1. Applicable Federal and Washington State Statutes and Regulations;
 2. Terms & Conditions as contained in this Work Order;
 3. Puget Sound Clean Air Agency Referral No#10-40 ;
 4. Contractor's proposal (*response to Work Request*), dated 11-23-09;
 5. Contractor's Organizational Development Services Master Contract #K469 with the Department of Personnel;
 6. Any other provisions of the Work Order incorporated by reference or otherwise.
- B. Special Terms and Conditions:**
 The work will be performed by Terry Taylor, MA MCC, *Versoria*, 1910 E 4th Ave, PMB 99
 Olympia, WA 98506

IN WITNESS WHEREOF, the parties have executed this Work Order.

By signing below AGENCY and the Contractor acknowledge that this Work Order is issued under the provisions of the State of Washington Department of Personnel Organizational Services Master Contract Program. The services authorized are within the scope of services set forth in the *Purpose* of the Master Contract between DOP and the Contractor. All rights and obligations of the parties are subject to and governed by the Master Contract including any subsequent modifications incorporated herein. The persons signing below warrant that they have the authority to execute this Work Order.

| | |
|--|---|
| CONTRACTOR NAME Mary Campbell | AGENCY PUGET SOUND CLEAN AIR AGENCY |
| ADDRESS 4431 65 th Avenue NE Olympia 98516 | ADDRESS 1904 THIRD AVENUE, SUITE 105 SEATTLE, WA 98101 |
| EMAIL mary@marycampbell.org | |
| PHONE 360-491-8990 | |
| <i>Mary Campbell</i> (Signature) | <i>Dennis J. McLerran</i> (Signature) |
| 12/16/09 (Date) | 12/17/09 (Date) |
| PRINT NAME MARY CAMPBELL | PRINT NAME DENNIS J. MCLERRAN |
| TITLE Principal and Consultant | TITLE EXECUTIVE DIRECTOR |
| CERTIFICATE OF INSURANCE PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| ENDORSEMENT PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO | |

Agency's Work Order Manager and the Contractor's Work Order Manager
 are responsible for and shall be the contact person for all communications/billings regarding performance of this
 Work Order.

| | |
|---|---|
| CONTRACTOR PROJECT MANAGER Terry Taylor | AGENCY WORK ORDER MANAGER Maryann Renzi |
| ADDRESS 1119 Pacific Avenue, Suite 1104 Tacoma, WA | ADDRESS 1904 Third Avenue, Suite 105 Seattle, WA 98101 |
| TELEPHONE NO. 360-789-3711 | TELEPHONE NO. 206-689-4041 |
| E-MAIL Terry@versoriaonline.com | E-MAIL maryannr@psc cleanair.org |



Puget Sound Clean Air Agency
1904 3rd Ave., Ste 105
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
Typed Name & Title of Authorized Representative

Terry Taylor
Signature of Authorized Representative

12/16/09
Date

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