



RECEIVED
ORGANIZATIONAL & EMPLOYEE DEVELOPMENT SERVICES

FEB 23 2011

STATE OF WASH
DEPT OF PERSONNEL

February 16, 2011

Mrs. Maryann Renzi
Puget Sound Clean Air Agency
1904 Third Avenue Suite 105
Seattle, WA 98101-3317

Dear Mrs. Renzi:

Thank you for the opportunity to arrange this training. Enclosed is a single agency agreement (SAA) for your signature. Please sign and return the SAA and Attachment #1 to me by February 23, 2011.

We value your feedback. Please take a few minutes to complete the evaluation form included in this packet. Thank you

If you have any questions, please feel free to contact me.

Sincerely,

Colleen Bray
Department of Personnel Organizational & Employee Development Services (OEDS)
PH:(360) 664-1937

Enclosures



February 04, 2011

SINGLE AGENCY AGREEMENT

This agreement is between Puget Sound Clean Air Agency and the Department of Personnel, Organizational & Employee Development Services (OEDS).

This agreement is entered into pursuant to the Interagency Reimbursement Agreement between the parties, and is subject to all terms of that agreement which are consistent with the terms of this agreement.

1. Course Information - Attachment #1.
2. Agency's total cost for services contained in this SAA - \$10,050.00

3. **Cancellation:**

OEDS must be notified on or before the cancellation date indicated on Attachment #1 if any changes to this agreement are needed. Failure to notify OEDS of changes may result in the agency being charged for costs that are not recoverable.

4. **Agency is Responsible for:**
 - a. Identifying any areas that need special emphasis.
 - b. Registering participants in HRDIS before the class date.
 - c. Sending participants confirmation notification before the class date. If the agency wants OEDS to send confirmation letters they will register participants in HRDIS 15 working days before the first day of the class and notify OEDS.
 - d. Distributing pre-course materials as required.
 - e. Providing accommodations if persons of disability are attending the class.
 - f. Returning the class roster and evaluation forms to OEDS in a timely manner.
 - g. Paying for the class upon receipt of billing.

5. **OEDS is Responsible for:**
 - a. Assisting in the coordination and delivery of the classes listed in this agreement.
 - b. Assisting in identifying qualified contractors.
 - c. Overseeing vendor contracts and related payments.
 - d. Sending participant confirmation letters, if requested by the agency. See 6c above.
 - e. Providing class rosters when participants have been registered in HRDIS.
 - f. Insuring participants receive training credit to their individual HRDIS profile, as long as the agency provides participant personnel ID numbers.

6. Additional Requirements and Responsibilities

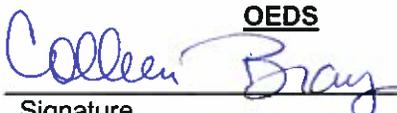
OEDS Provides:

The Instructor who will bring all course materials, name cards, evaluation forms, and class roster or sign-in sheet for the class. DSD will provide all contracting work needed between your Agency and the Contractor.

Agency Provides:

Classroom and equipment to include two easels with easel paper and marking pens. If you do not pre-register participants in HRDIS, please make sure participants bring their Personnel ID Number with them to class. This number will need to be entered on the class sign-in sheet. If participants do not enter their Personnel ID Number on the class sign-in sheet, you will need to provide DSD with those Numbers within three working days after completion of the class. If missing Personnel ID Numbers are not provided, DSD will not be able to enter the participants in HRDIS.

This agreement must be signed and returned to Colleen Bray, OEDS, P.O. Box 47530, Olympia, Washington 98504-7530, Mail Stop 47530, by February 23, 2011

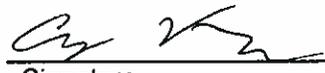
OEDS


Signature
2/23/11

Date

APPROVAL AS TO FORM ONLY
ASSISTANT ATTORNEY GENERAL

AGENCY


Please Print Your Name


Signature
2/17/2011

Date
206 689-4041

Telephone Number
Puget Sound Clean Air Agency
1904 Third Avenue Suite 105
Seattle, WA 98101-3317

Mailstop/Mailing Address

E-Mail Address

PREQUALIFIED LIST OF VENDORS FOR

FIRM NAME	TRAINER NAME	FEE
Peabody Communication	Jordan Peabody	\$3,350.00*
Write Words Inc	Sharon Bridwell	\$3,350.00
Evantec Corporation	Various Trainers	\$3,150.00
Business Coach Northwest	Various Trainers	\$3,150.00

This course is only used for single agency classes.

The fee listed for each vendor includes DOPs administrative fee.

TO BE COMPLETED BY YOUR AGENCY:

Date: February 7, 2011

Agency Name: Puget Sound Clean Air Agency

Name of person making the selection: Maryann G. Renzi, Director

Telephone number and/or email address of the person making the selection:
206-689-4041 (direct); maryannr@pscleanair.org

Name of Firm you have selected: Peabody Communication

Selection Criteria

1. Consistency or continuity for agency learning
2. Reasonableness of cost
3. This firm has past experience working with our agency & understands our culture
4. Training style matches our needs
5. Other:

Which criteria did you use to make your selection (if #5 please state what the criteria is):

#2 and #3

A number of staff members have attended the program in the past and highly recommend the program. A couple of those staff members are now managers and specifically requested the Peabody program for their staff members because of the program content and the match with the needs of their staff. And, as a former writing coach myself and now as agency director, I am confident the content of the course is in line with the best way to approach the joy or pain of writing.

\$2,500 per class, plus 30books (max) @\$20 per plus DOP processing fee of \$250 for each of the three planned classes. Each class will be a MAX of 15 so the book charge will be \$300 versus \$600.

SCHEDULE OF SERVICES AND COMPENSATION

AGENCY NAME: Puget Sound Clean Air Agency

AGREEMENT NUMBER: SA00033214, Attachment #1

Date: February 04, 2011

COURSE TITLE & INSTRUCTOR or FIRM	COURSE CODE	DATE	TIME	LOCATION	CLASS SIZE	COST PER SESSION	CANCEL DATE	CONTACT PERSON
ADD Writing Skills (2 Days) - Jordan Peabody	01-03-EW04	Mar 14-15, 2011	8:00 AM-4:30 PM	Seattle	30	\$3,350.00	2/24/2011	C. Bray
Writing Skills (2 Days) - Jordan Peabody	01-03-EW04	Apr 25-26, 2011	8:00 AM-4:30 PM	Seattle	30	\$3,350.00	4/7/2011	C. Bray
Writing Skills (2 Days) - Jordan Peabody	01-03-EW04	May 16-17, 2011	8:00 AM-4:30 PM	Seattle	30	\$3,350.00	4/28/2011	C. Bray
Agreement Total						\$10,050.00		

The trainer will be Jordan Peabody. His contact information is jordan@peabodycommunications.com or 360.280=2317.

The AGENCY will notify OEDS in advance of any changes or cancellations to this agreement