

Agreement Number: 56487

DES Use Only

### MASTER CONTRACT USAGE AGREEMENT

This Master Contract Usage Agreement (the "Agreement") is made pursuant to Chapter 39.34 of the Revised Code of Washington, and other applicable laws, by and between the state of Washington (the "State"), acting by and through the Department of Enterprise Services ("DES"), an agency of the State, and Encompass NW,  
*Organization Name*

a state agency, local, federal agency or entity, or public benefit nonprofit corporation, or any tribe located in the State ("Buyer").

1. **Purpose:** The purpose of the Agreement is to establish the terms and conditions for when Buyer purchases or acquires goods and services for its direct use under contracts entered into by DES that permit such use ("Master Contracts").
2. **Duration:** This Agreement will become effective on date of execution, and will continue in full force and effect until 30 days following receipt of written notice from either party cancelling this Agreement.
3. **Agreement Contact Information:** Contact person to whom contract documents and related communications are to be e-mailed.

Organization Name:	<u>Encompass NW</u>		
Tax Identification Number:	<u>91 0825232</u>		
Unified Business Identifier: <i>Required for Non-Profit:</i>	<u>600 696 872</u>		
Contact Name:	<u>Melissa Hammond</u>		
Title:	<u>Early Intervention Program Director</u>		
Address:	<u>1407 Boalch Ave NW</u>		
City:	<u>North Bend</u>	State:	<u>WA</u>
		Zip:	<u>98045</u>
Phone Number:	<u>425-888-3347</u>		
Email Address:	<u>melissa.hammond@encompassnw.org</u>		

4. **Cancellation of Agreement:** This agreement can be terminated by either party upon 30 days written notice provided to DES at:  
**Email to:** mcua@des.wa.gov or Mail to: WA Dept. of Enterprise Services  
Attn: Contracts Resource Center  
P.O. Box 41411  
Olympia, WA 98504-1411
5. **Financial Responsibility:** Buyer will deal directly with Master Contract contractor, supplier, or service supplier ("Contractor") for any purchases Buyer makes pursuant to this Agreement and under a Master Contract. DES does not accept any responsibility, financial or otherwise, for any purchase Buyer makes under a Master Contract.

- 6. Compliance with Other Laws: Each of the parties will comply with all applicable federal, state, and local laws and regulations governing its own purchases.
- 7. Master Contract Audits: Buyer agrees to cooperate with DES, Office of the State Auditor, federal officials, or any third party authorized by law, rule, regulation or contract, in any audit conducted by such party related to any Master Contract(s) that Buyer has made purchases from pursuant to this Agreement, including providing records related to any purchase from a Master Contract. In addition, Buyer agrees to provide, upon request from DES, documentation to confirm its eligibility to use Master Contracts.
- 8. Dispute Resolution: If there are any disputes between Buyer and a Contractor, Buyer agrees to (a) provide DES written notice of the nature of the dispute; and (b) unless otherwise provided in the Master Contract or as set forth below, work in good faith with the Contractor to resolve the dispute without the involvement of DES. DES may, upon request, review and assist in the resolution of a dispute, and if DES chooses to do so, the Buyer will cooperate with DES in that resolution process.

In its sole discretion, DES may, but is not obligated to, upon written notice to Buyer, resolve disputes with a Contractor on behalf of Buyer and all other state, local, and federal agencies, local governments, and public benefit nonprofit corporations with similar or related disputes with such Contractor.

- 9. No Separate Entity: No separate legal or administrative entity is intended to be created by, or for the administration of, this Agreement.
- 10. Hold Harmless: Each party agrees to defend, indemnify, and hold the other party harmless from any claim arising from such party's sole negligent, reckless, or willful misconduct.
- 11. Entire Agreement: This Agreement sets forth the entire agreement between the parties, and supersedes any other prior written agreements between the parties, with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties having read this Agreement, agree to it in each and every particular, and have executed it below.

**APPROVED**

**WASHINGTON STATE DEPARTMENT  
OF ENTERPRISE SERVICES**

Name: <u>Janne Rossman</u>	Organization Name: <u>Encompass NW</u>
Assistant Director Signature: <u>Assistant Director</u>	Signature: <u>[Signature]</u>
Name/Title: <u>2/24/20</u>	Name/Title: <u>Melissa Hammond</u>
Date: _____	Date: <u>11/25/19</u>

Internal Revenue Service

Date: June 7, 2005

ENCOMPASS NORTHWEST  
1407 BOALCH AVE NW  
NORTH BEND WA 98045-7994

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**  
Viola Wahoff 31-07420  
Customer Service Specialist  
**Toll Free Telephone Number:**  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
91-0825232

Dear Sir or Madam:

This is in response to your request of June 7, 2005, regarding your organization's tax-exempt status.

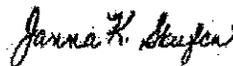
In June 1994 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufoa, Director, TE/GE  
Customer Account Services





Filed  
Secretary of State  
State of Washington  
Date Filed: 11/18/2019  
Effective Date: 11/18/2019  
UBI #: 600 396 872

## Annual Report

### BUSINESS INFORMATION

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Business Name:  
**ENCOMPASS NORTHWEST**

UBI Number:  
**600 396 872**

Business Type:  
**WA PUBLIC BENEFIT CORPORATION**

Business Status:  
**ACTIVE**

Principal Office Street Address:  
**1407 BOALCH AVE NW, NORTH BEND, WA, 98045, UNITED STATES**

Principal Office Mailing Address:  
**1407 BOALCH AVE NW, NORTH BEND, WA, 98045, UNITED STATES**

Expiration Date:  
**11/30/2020**

Jurisdiction:  
**UNITED STATES, WASHINGTON**

Formation/Registration Date:  
**11/09/1966**

Period of Duration:  
**PERPETUAL**

Inactive Date:

Nature of Business:  
**CHARITABLE, EDUCATIONAL, MEDICAL THERAPY, PEDIATRIC**

**REGISTERED AGENT    RCW 23.95.410**

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Registered Agent Name	Street Address	Mailing Address
TERRY GRANILLO	1407 BOALCH AVE NW, NORTH BEND, WA, 98045-7994, UNITED STATES	

### PRINCIPAL OFFICE

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Phone:  
**4256526124**

Email:

This document is a public record. For more information visit [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

Work Order #: 2019111800568340 - 1  
Received Date: 11/18/2019  
Amount Received: \$10.00



# Secretary of State

*Tim Wiegman*

Washington Secretary of State  
Corporations and Charities Division  
801 Capitol Way South  
PO Box 40234  
Olympia, WA 98504-0234  
(360) 725-0377  
[corps@sos.wa.gov](mailto:corps@sos.wa.gov)

11/18/2019

ENCOMPASS NORTHWEST  
TERRY GRANILLO  
1407 BOALCH AVE NW  
NORTH BEND WA 98045-7994

**UBI Number: 600 396 872**

**Business Name: ENCOMPASS NORTHWEST**

Dear TERRY GRANILLO,

Thank you for your recent submission. This letter is to confirm that the following documents have been received and successfully filed:

ANNUAL REPORT

You can view and download your filed document(s) for no charge at our website, [www.sos.wa.gov/ccfs](http://www.sos.wa.gov/ccfs).

If you haven't already, please sign up for a user account on our website, [www.sos.wa.gov/ccfs](http://www.sos.wa.gov/ccfs), to file online, conduct searches, and receive status updates.

Please contact our office at [corps@sos.wa.gov](mailto:corps@sos.wa.gov) or (360) 725-0377 if you have any questions.

Sincerely,

Corporations and Charities Division  
Office of the Secretary of State  
[www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

Effective Date:  
11/18/2019

## CONTROLLING INTEREST

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1. Does your company own real property (including leasehold interests) in Washington?

**YES**

2. Has there been a transfer of stock, other financial interest change, or an option agreement exercised during the last 12 months that resulted in a transfer of controlling interest?

**NO**

3. Has an option agreement been executed in the last 12 months allowing for the future purchase or acquisition of the entity, that, if exercised would result in a transfer of controlling interest?

**NO**

You must contact the Washington State Department of Revenue to report a Controlling Interest Transfer **IF**:

\* This company owns land, buildings or other real estate in Washington State,

**AND**

\* Answered "YES" to questions 2 or 3 above.

Failure to report a Controlling Interest Transfer is subject to penalty provisions of RCW 82.45.220.

For more information on **Controlling Interest**, please call the Department of Revenue at (360) 534-1503, option 1, or visit [www.dor.wa.gov/REET](http://www.dor.wa.gov/REET)

## RETURN ADDRESS FOR THIS FILING

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Attention:

**TERRY A GRANILLO**

Email:

**TERRY.GRANILLO@ENCOMPASSNW.ORG**

Address:

**1407 BOALCH AVE NW, NORTH BEND, WA, 98045-7994, USA**

## UPLOAD ADDITIONAL DOCUMENTS

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Do you have additional documents to upload? No

## AUTHORIZED PERSON

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I am an authorized person.

Person Type:

**INDIVIDUAL**

First Name:

**TERRY**

Last Name:

**GRANILLO**

Title:

**FINANCE DIRECTOR**

This document is hereby executed under penalty of law and is to the best of my knowledge, true and correct.

**TERRY.GRANILLO@ENCOMPASSNW.ORG**

Street Address:

**1407 BOALCH AVE NW, NORTH BEND, WA, 98045, USA**

Mailing Address:

**1407 BOALCH AVE NW, NORTH BEND, WA, 98045, USA**

## **GOVERNORS**

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<b>Title</b>	<b>Type</b>	<b>Entity Name</b>	<b>First Name</b>	<b>Last Name</b>
GOVERNOR	INDIVIDUAL		ROBIN	PASQUARELLA
GOVERNOR	INDIVIDUAL		KATHERINE	ROSS
GOVERNOR	INDIVIDUAL		AMY	WRIGHT
GOVERNOR	INDIVIDUAL		ART	ZYLSTRA
GOVERNOR	INDIVIDUAL		CLAUDIA	CASTLE
GOVERNOR	INDIVIDUAL		BRAD	HUTT
GOVERNOR	INDIVIDUAL		GAYLE	BENNETT
GOVERNOR	INDIVIDUAL		JOAN	VAUGHN
GOVERNOR	INDIVIDUAL		JANICE	EVANS .
GOVERNOR	INDIVIDUAL		SANDRA	RAMSEY
GOVERNOR	INDIVIDUAL		ROY	SIMPERMAN
GOVERNOR	INDIVIDUAL		JASON	COLE
GOVERNOR	INDIVIDUAL		ALYSSA	DIRIENZO
GOVERNOR	INDIVIDUAL		ANDREA	HEUSTON
GOVERNOR	INDIVIDUAL		VICTORIA	HEYDON
GOVERNOR	INDIVIDUAL		TAVISH	MACLEAN
GOVERNOR	INDIVIDUAL		TERRY	GRANILLO
GOVERNOR	INDIVIDUAL		NELA	CUMMING
GOVERNOR	INDIVIDUAL		KRISTIN	WEBB
GOVERNOR	INDIVIDUAL		ROCHELLE	CLAYTON STRUNK
GOVERNOR	INDIVIDUAL		LISA	YAMASAKI
GOVERNOR	INDIVIDUAL		MELISSA	HAMMOND
GOVERNOR	INDIVIDUAL		MARTY	BOHN
GOVERNOR	INDIVIDUAL		CASEY	ELMQUIST

## **NATURE OF BUSINESS**

- 
- CHARITABLE
  - EDUCATIONAL
  - MEDICAL THERAPY, PEDIATRIC

## **EFFECTIVE DATE**

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This document is a public record. For more information visit [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

Work Order #: 2019111800568340 - 1  
Received Date: 11/18/2019  
Amount Received: \$10.00



# Snoqualmie Valley

## *Public Schools*

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8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065  
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ [www.svsd410.org](http://www.svsd410.org)

January 27, 2020

Re: Encompass Funding Source

To Whom it May Concern:

Snoqualmie Valley School District contracts with Encompass to provide support services to qualified students from Birth to three years of age who reside in our boundary area. This funding comes from state allocations and is distributed to Encompass by the school district.

SVSD pays a per child per month rate of \$1,040.57 for approximately 75-80 students to Encompass monthly for their services.

If you have further questions regarding this matter, please feel free to contact me.

Sincerely,

Nancy Meeks  
Executive Director of Student Services  
425.831.8015





## King County

### **Developmental Disabilities and Early Childhood Supports Division**

Department of Community and Human Services

810 Third Avenue, Suite 820

Seattle, WA 98104

Phone 206-263-9105 Fax 206-205-1632

TTY Relay 711

January 31, 2020

To whom this may concern:

Encompass Northwest provides Early Support for Infants and Toddlers (ESIT) Services under a contract with King County Department of Community and Human Services.

Currently we are paying up to \$237.00 per child per month. Our billing records reflect Encompass served 175 children during the month of December 2019.

If you should have questions or concerns, please feel free to contact us.

Sincerely,

**Soledad Carrillo**

Operations and Contracts Coordinator

*Developmental Disabilities and Early Childhood Supports (DDECS) Division*

*Department of Community and Human Services (DCHS)*

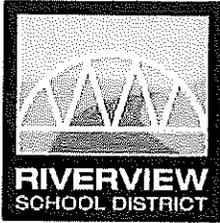
810 3<sup>rd</sup> Ave, 8<sup>th</sup> floor, Seattle, 98104

P: 206-468-8509

[scarrillo@kingcounty.gov](mailto:scarrillo@kingcounty.gov)

*Pronouns: she/her*





Building Bridges to the Future

15510 1<sup>st</sup> Avenue NE (PO Box 519) • Duvall, WA 98019 • 425.844.4500 • 425.844.4521 FAX

[www.riverview.rsd407.org](http://www.riverview.rsd407.org)

January 23, 2020

To Whom it may concern,

Riverview School District has contracted with Encompass Pediatric Therapy Services since for the last 13 years, that I know of. Encompass provides Special Education services for children from birth – 2 years of age for us.

Currently we are paying \$1026.12 per child per month. Typically, there are about 30 children per month, September through June, on our roster.

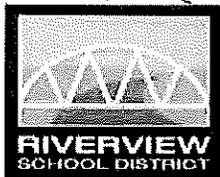
Sincerely,

**Kim Canady**

Administrative Secretary, Student Services

PO Box 519 • 15510 1<sup>st</sup> Ave NE Duvall, WA 98019

(425) 844.4516 (p) • (425) 844- 4521 (f) - [canadyk@riverview.wednet.edu](mailto:canadyk@riverview.wednet.edu)



Building Bridges to the Future

**Riverview School District Mission, Vision, and Focus**

**Mission:** Educate Children

**Vision:** To become a national model of educational excellence

**District Focus:** Personalize student learning with an equity lens

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**ISSAQUAH**  
**SCHOOL DISTRICT 411**

5150 220<sup>th</sup> Ave SE, Issaquah, WA 98029  
(425) 837-7000  
[www.issaquah.wednet.edu](http://www.issaquah.wednet.edu)

**Dr. Dana Bailey, Executive Director of Special Services**

February 6, 2020

To whom it may concern:

Issaquah School District pays Encompass a per child rate of \$1,035.18 for 60 students per month from September through June.

  
Ursula Baba

Assistant to Director – Special Services Dept.  
Issaquah School District

**Board of Directors**

Harlan Gallinger • Marnie Maraldo • Anne Moore • Sydne Mullings • Suzanne Weaver

