**Sole Source Contract between the**

**State of Washington**

**Office of Financial Management, Office of the Chief Information Officer and**

**NOREX**

This Contract is made and entered into by and between the state of Washington, Office of Financial Management, Office of the Chief Information Officer herein after referred to as the **"AGENCY",** and the below named firm, hereinafter referred to as **"CONTRACTOR."**

Company Name: Norex

**Address: 5505 Cottonwood Lane Address: Prior Lake, MN 55372**

**Phone: 952-447-8898**

**FAX: 952-447-8854**

**Email:** [**norexmembercare@norex.net**](mailto:norexmembercare@norex.net)

**BACKGROUND**

NOREX is a known & trusted collaboration network familiar to many Washington State agencies and have used the service during a trial membership period. NOREX provides several valuable services including a clearinghouse of internal IT documentation; the ability to collaborate online with peers from other states and the private sector; a personal assistant to network the Washington State Office of the Chief Information Officer (OCIO) customer organizations with other companies/government entities across the US and Canada; and professionally moderated local networking platforms. NOREX currently has over 1,100 member companies including approximately 300 government entities and 800 private sector companies that participate in the NOREX collaborative effort.

PURPOSE

OCIO wants to subscribe to the NOREX peer-to-peer networking and collaboration service and provide membership access for OCIO customer organizations. Empowering

IT employees and providing the tools and resources needed to help them be successful is part of OCIO's strategic objectives. The NOREX website is [www.norex.net.](http://www.norex.net/)

NOREX will provide a Washington NOREX account to authorized OCIO customer organizations including a user name and password for online access to NOREX services. For each individual person who uses the NOREX site, they will logon on once with the

Washington NOREX account and then create their own individual account and credentials for future access to the NOREX service site.

Along with the member-contributed documents, transcripts and polls, agencies will have access to registering for WebForums and participating in one-on-one connections with other companies through the "Networking" or "Contact" tabs on the website.

##### SCOPE OF WORK

1. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the CONTRACTOR, and specific obligations of both parties.
2. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

For a flat annual fee, OCIO customer organizations with IT staff shall have unlimited access to the NOREX member resources and services including but not limited to:

* 1. **Peer-to-Peer Networking and Feedback -** The Contractor shall provide peer-to­ peer networking professionally facilitated by the NOREX service team with all member-to-member contacts by permission only. The Contractor will ensure that strict confidentiality is maintained.
  2. **WebForums** - The Contractor shall provide weekly member online/phone interactive collaboration opportunities addressing current IT "hot topics." The Contractor shall transcribe these discussions for downloading by the membership.
  3. **Roundtables and Forums** - The Contractor shall facilitate forums for addressing real-world IT issues and building professional relationships where members gather face-to-face and share candid discussions between members.
  4. **Shared Documents** - The Contractor shall provide online access to a repository of policies, procedures, standards, RFPs, RFls, contracts, SLAs, job descriptions, strategic plans, etc., contributed by and available to all NOREX members.
  5. **Transcripts and Survey Results** - The Contractor shall provide online access to a repository of previous WebForum transcripts and results from member-requested surveys that provide a snapshot of how peers are dealing with current IT issues and challenges.
  6. **CIO/CTO Group -** The Contractor shall provide quarterly CIO/CTO TeleForums to explore strategic issues of particular interest to member C-level IT executives
  7. **Organizational profile and Member Profile** - The Contractor shall provide a database searchable by NOREX employees to make cross organization networking and connections relating but not limited to applications, hardware, projects and expertise.

PERIOD OF PERFORMANCE

The period of performance under this contract will be from June 21, 2013, or date of execution, whichever is later, through June 30, 2014.

DES FILING REQUIREMENT

The provisions of Chapter 39.26 RCW require the AGENCY to file this personal service contract with the Department of Enterprise Services (DES) for review. No contract so filed is effective nor shall work commence under it until the tenth (101 ) working day

h

following the date of filing.

COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed Eighty Five Thousand Dollars ($85,000.00).

BILLING PROCEDURES AND PAYMENT

AGENCY will pay CONTRACTOR upon acceptance of the subscription services and a properly completed invoice, which shall be submitted to the Contract Manager.

The invoice shall describe and document, to the AGENCY'S satisfaction, a description of the work performed and fees. The invoice shall include the contract reference number K1259.

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AGENCY.

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

|  |  |
| --- | --- |
| **CONTRACTOR Contract Manager** | **AGENCY Contract Manager** |
| Laela Erickson NOREX, Inc  5505 Cottonwood Lane Prior Lake, MN 55372  *Phone :* (952) 447.8898 x 241 | Bob Zych  Washington State Office of Financial Management/OCIO  210 11th Ave. SW, Suite 300  Olympia, WA 98504 |

*Fax:* (952) 447.8854

*Email address:* [LaelaE@norex.net](mailto:LaelaE@norex.net)

*Phone:* (360) 902.2885

*Fax:* (360) 664. 0495

*Email address:* [bob.zych@ofm.wa.gov](mailto:bob.zych@ofm.wa.gov)

ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes and regulations

1. Special terms and conditions as contained in this basic contract instrument
2. Exhibit A - General Terms and Conditions
3. Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

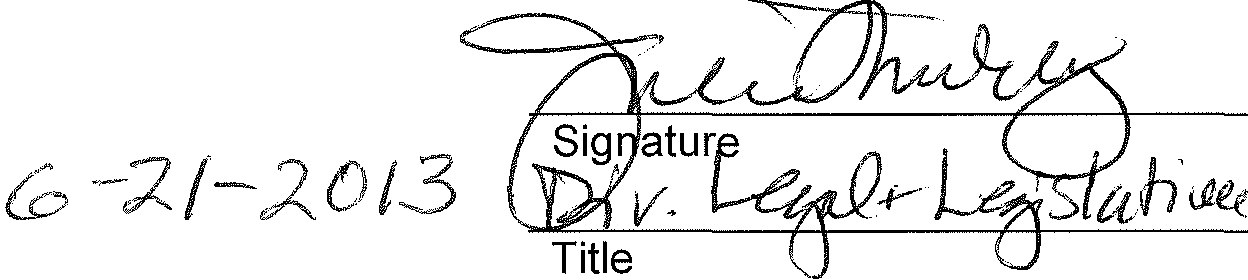
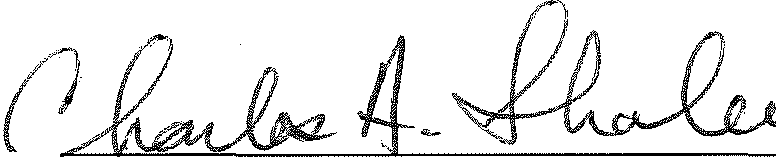
If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

APPROVAL

This contract shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

**NOREX WASHINGTON STATE OFFICE OF**

**FINANC M AGEMENT/OCIO**



Signature

*U r?*

Title Date

Date



EXHIBIT A -

**GENERAL TERMS AND CONDITIONS**

**DEFINITIONS**

As used throughout this contract, the following terms shall have the meaning set forth below:

1. "AGENCY" shall mean the (AGENCY TITLE) of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
2. "AGENT" shall mean the Director, and/or the delegate authorized in writing to act on the Director's behalf.
3. "CONTRACTOR" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract, and shall include all employees of the CONTRACTOR.
4. "SUBCONTRACTOR" shall mean one not in the employment of the CONTRACTOR, who is performing all or part of those services under this contract under a separate contract with the CONTRACTOR. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" means SUBCONTRACTOR(s) in any tier.

ACCESS TO DATA

In compliance with RCW 39.29.080, the CONTRACTOR shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the CONTRACTOR'S reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the AGENCY.

AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also

**referred to as the "ADA" 28 CFR Part 35**

The CONTRACTOR must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the CONTRACTOR without prior written consent of the AGENCY.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The CONTRACTOR shall not use or disclose any information concerning the AGENCY, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the AGENCY, or as may be required by law.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONTRACTOR terminate this contract if it is found after due notice and examination by the AGENT that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the AGENCY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of a breach of the contract by the CONTRACTOR. The rights and remedies of the AGENCY provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the AGENT makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the AGENCY. The AGENCY shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, CONTRACTOR hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the AGENCY effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, CONTRACTOR hereby grants to the AGENCY a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The CONTRACTOR warrants and represents that

CONTRACTOR has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the AGENCY.

The CONTRACTOR shall exert all reasonable effort to advise the AGENCY, at the time

of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The AGENCY shall receive prompt written notice of each notice or claim of infringement received by the CONTRACTOR with respect to any data delivered under this contract. The AGENCY shall have the right to modify or remove any restrictive markings placed upon the data by the CONTRACTOR.

### COVENANT AG NST CONTING ENT FEES

The CONTRACTOR warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the CONTRACTOR for securing business.

The AGENCY shall have the right, in the event of breach of this clause by the CONTRACTOR, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

### DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

### DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with AGENT.

* 1. The request for a dispute hearing must:
     + Be in writing;
     + State the disputed issue(s);
     + State the relative positions of the parties;
     + State the CONTRACTOR'S name, address, and contract number; and
     + Be mailed to the AGENT and the other party's (respondent's) contract manager within 3 working calendar days after the parties agree that they cannot resolve the dispute.
  2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working calendar days.
  3. The AGENT shall review the written statements and reply in writing to both parties within 1O working days. The AGENT may extend this period if necessary by notifying the parties.

4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable ADR method in addition to the dispute resolution procedure outlined above.

DUPLICATE PAYMENT

The AGENCY shall not pay the CONTRACTOR, if the CONTRACTOR has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

GOVERNING LAW

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 the Superior Court for Thurston County.

INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

CONTRACTOR'S obligations to indemnify, defend, and hold harmless includes any claim by CONTRACTORS' agents, employees, representatives, or any subcontractor or its employees.

CONTRACTOR expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to CONTRACTOR'S or any subcontractor's performance or failure to perform the contract. CONTRACTOR'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

CONTRACTOR waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

INDEPENDENT CAPACITY OF THE 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 AGENCY. The CONTRACTOR will not hold himself/herself out as or claim to be an officer or employee of the AGENCY or of the State of Washington by reason hereof, nor will the CONTRACTOR make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the CONTRACTOR.

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&l's rights to collect from the CONTRACTOR.

LICENSING, ACCREDITATION AND REGISTRATION

The CONTRACTOR shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

LIMITATION OF AUTHORITY

Only the AGENT or AGENT'S delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment,

modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the AGENT.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

In the event of the CONTRACTOR'S non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts with the AGENCY. The CONTRACTOR shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION

During the performance of this contract, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations and policies.

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. CONTRACTOR shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The CONTRACTOR agrees to indemnify and hold harmless the AGENCY for any damages related to the CONTRACTOR'S unauthorized use of personal information.

PUBLICITY

The CONTRACTOR agrees to submit to the AGENCY all advertising and publicity matters relating to this contract wherein the AGENCY'S name is mentioned or language used from which the connection of the AGENCY'S name may, in the AGENCY'S judgment, be inferred or implied. The CONTRACTOR agrees not to publish or use such advertising and publicity matters without the prior written consent of the AGENCY.

RECORDS MAINTENANCE

The CONTRACTOR shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

CONTRACTOR shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the AGENCY, personnel duly authorized by the AGENCY, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

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.

REGISTRATION WITH DEPARTMENT OF REVENUE

The 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.

RIGHT OF INSPECTION

The CONTRACTOR shall provide right of access to its facilities to the AGENCY, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate

performance, compliance, and/or quality assurance under this contract.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the AGENCY may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the AGENCY'S discretion under those new funding limitations and conditions.

SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY

While on AGENCY premises, CONTRACTOR, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

SUBCONTRACTING

Neither the CONTRACTOR nor any SUBCONTRACTOR shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Department for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the CONTRACTOR is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

TERMINATION FOR CAUSE

In the event the AGENCY determines the CONTRACTOR has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the CONTRACTOR shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the CONTRACTOR from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the CONTRACTOR or a decision by the AGENCY to terminate the contract. A termination shall be deemed a ''Termination for Convenience" if it is determined that the

CONTRACT NO.K1259 Page 12 of 14

CONTRACTOR: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the AGENCY may, by 10 calendar days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the AGENCY shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the CONTRACTOR the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the CONTRACTOR and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services,

(iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the CONTRACTOR such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the AGENT, the CONTRACTOR shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;

2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

3. Assign to the AGENCY, in the manner, at the times, and to the extent directed by the AGENT, all of the rights, title, and interest of the CONTRACTOR under the orders and subcontracts so terminated, in which case the AGENCY has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

CONTRACT NO. K1259 Page 13 of 14

4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AGENT to the extent AGENT may require, which approval or ratification shall be final for all the purposes of this clause;

1. Transfer title to the AGENCY and deliver in the manner, at the times, and to the

extent directed by the AGENT any property which, if the contract had been completed, would have been required to be furnished to the AGENCY;

1. Complete performance of such part of the work as shall not have been terminated by the AGENT; and
2. Take such action as may be necessary, or as the AGENT may direct, for the protection and preservation of the property related to this contract, which is in the possession of the CONTRACTOR and in which the AGENCY has or may acquire an interest.

TREATMENT OF ASSETS

* 1. Title to all property furnished by the AGENCY shall remain in the AGENCY. Title to all property furnished by the CONTRACTOR, for the cost of which the CONTRACTOR is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the AGENCY upon delivery of such property by the CONTRACTOR. Title to other property, the cost of which is reimbursable to the CONTRACTOR under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the AGENCY in whole or in part, whichever first occurs.

1. Any property of the AGENCY furnished to the CONTRACTOR shall, unless otherwise provided herein or approved by the AGENCY, be used only for the performance of this contract.
2. The CONTRACTOR shall be responsible for any loss or damage to property of the AGENCY that results from the negligence of the CONTRACTOR or which results from the failure on the part of the CONTRACTOR to maintain and administer that property in accordance with sound management practices.
3. If any AGENCY property is lost, destroyed or damaged, the CONTRACTOR shall immediately notify the AGENCY and shall take all reasonable steps to protect the property from further damage.
4. The CONTRACTOR shall surrender to the AGENCY all property of the AGENCY prior to settlement upon completion, termination or cancellation of this contract
5. All reference to the CONTRACTOR under this clause shall also include CONTRACTOR'S employees, agents or SUBCONTRACTORS.

WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the AGENCY.

RECE.lV ED

JUN 2 6 2014 R ECE:i V£::: o

OFM DIRECTOR'S OFFICE

## JUN 16 20!4

##### State of Washington Office of Financial Management,

**Office of the Chief Information Officer AMENDMENT #1**

**to AGREEMENT K1259**

OFM D!R CTOR'S OFFICE:

OFM/OCIO contract number K1259 by and between the State of Washington, Office of Financial Management, Office of the Chief Information Officer Norex is amended as follows:

##### COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed One Hundred Seventy Five Thousand Dollars ($175,000.00) Ei§hty five Thetisam:I Dellars ($85,000.00).

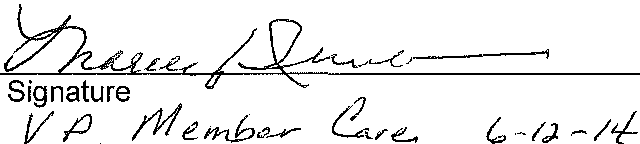
##### PERIOD OF PERFORMANCE

The period of performance under this contract will be from June 21, 2013 or date of execution, whichever is later, through Ji;ly 1, 2014 June 30, 2015. OFM reserves the right to amend and extend this contract for up to 3 more terms of one year each.

|  |  |
| --- | --- |
| **CONTRACTOR Contract Manager** | **AGENCY Contract Manager** |
| Laela Erickson NOREX, Inc  5505 Cottonwood Lane Prior Lake, MN 55372  *Phone :* (952) 447.8898 x 241  *Fax:* (952) 447.8854  *Email address:* [LaelaE@norex.net](mailto:LaelaE@norex.net) | 8el:J Zyeh Michael DeAnqelo  Washington State Office of Financial Management/OCIO  210 11th Ave. SW, Suite 300  Olympia, WA 98504  *Phone:* (360) 902. 0965  *Fax:* (360) 664. 0495  *Email address:* [l:Jel:l.i!yeh@efrn.wa.§e](mailto:l.i!yeh@efrn.wa)\I [Michael.deangelo@ofm.wa.gov](mailto:Michael.deangelo@ofm.wa.gov) |

ALL OTHER TERMS AND CONDITIONS OF CONTRACT NUMBER K1259 REMAIN IN FULL FORCE AND EFFECT.

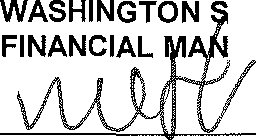
NOREX



Title Date

TATE CE OF 11/lAWIG'EMENT/OCIO

Signature



## Dert;,, Cl o

Title Date

# AMENDMENT NUMBER TWO TO

WASHINGTON STATE

OFM AGREEMENT NUMBER K1259 ASSIGNMENT TO

CONSOLIDATED TECHNOLOGY SERVICES

###### This Amendment number two ("Amendment") is entered into by and between OFM ("Assignor"), and the Consolidated Technology Services ("Assignee") for the purposes of amending the term of the agreement and assigning the rights, duties, and obligations of the Assignor under contract #K l 259 to the Assig11ee.

Therefore, the parties agree that subject to paragraph *Assignment* of the Contract and by this Amendment:

1. Assignor confirms the transfer of all its rights, title, interest, benefits, duties and obligations under the Contract to Assignee, and waives any claims and rights that it now has or in the future may have against Vendor, Norex, in connection with the Contract.
2. Assignee hereby accepts the assignment and agrees to be bound by the term and conditions of the Contract. Assignee also assumes all obligations and liabilities of, and all claims against, Assignor under the Contract as if Assignee were the original party to the Contract. Assignee warrants it is in a position and promises to fully perfotm all obligations that may exist under the Contract.
3. Vendor recognizes Assignee as the Assignor's successor in interest in and to the Contract. Assignee by this Agreement becomes entitled to all of Assignor's rights, titles, and interests in and to OFM Contract K l259 as if Assignee were the original patty to the Contract.
4. This assignment shall be binding upon and inure to the benefit of the patties, their successors and assigns.

*5.* The patties hereby agree to delete all references to OFM/OCIO in OFM Contract K l259 and replace them with Consolidated Technology Services.

This Assignment shall be effective as of July 1, 2015, regardless of date of execution.

Further, the agreement is hereby amended as follows:

PERIOD OF PERFORMANCE

The period of performance under amendment will be from July I, 2015, regardless of date of execution, through June 30, 2016

###### CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract. ·

|  |  |
| --- | --- |
| CONTRACTOR Contract Mana11:er | AGENCY Contract Mana11:er |
| Laela Erickson NOREX, Inc  5505 Cottonwood Lane Prior Lake, MN 55372  *Phone :* (952) 447.8898 x 241  *Email address:* [LaelaE@norex.net](mailto:LaelaE@norex.net) | Rob St. John  Consolidated Technology Services 1500 Jefferson St. SE  Olympia, WA 98501  *Phone:* (360) 407.9150  *Email address:* [rob.st.john@cts.wa.gov](mailto:rob.st.john@cts.wa.gov) |

ALL OTHER TERMS AND CONDITIONS OF AGREEMENT K1259 AND ALL AMENDMENTS REMAIN IN FULL FORCE AND EFFECT.

Approved

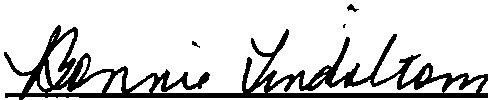
State of Washington OFM/OCIO

Assignor

Approved

State of Washington

Consolidated Technology Services Assignee



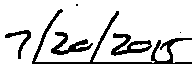
Signature



###### Bonnie Lindstrom Print or Type Name

Contracts Coordinator

Print or Type Name



*D1D\..i D\$*

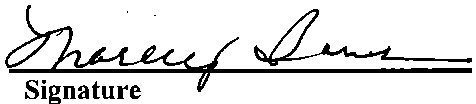
###### Title

Date

Title

1 **Date**

###### Approved Vendor



|  |  |  |
| --- | --- | --- |
| Print or Type Na me |  | |
| *Vt!L I!*  Titlc | */h* | *--- e..\_-<-- ?lt,, //,S-*  Date |