

# Request for Proposals for Fostering Grade Level Reading: Bilingual Children's Librarian

## Closing date/time:

- November 15, 2017
- 5:00 PM (Pacific Time)
- Submit proposals to Katie Anderson
  - Email: [katiea@wccls.org](mailto:katiea@wccls.org)
  - FAX: 503-615-4135
  - Mail: 111 NE Lincoln, MS 58A, Hillsboro, OR 97124

## Compensation:

- \$14,044
- Includes travel to and from four in-person meetings in Wilsonville and/or Hillsboro
- Includes computer, software, internet connection, and all other necessary equipment
- Paid in six installments upon completion of milestone tasks (see project timeline for more info)
- Invoices submitted must include:
  - Date of invoice
  - Full name/company name
  - Address
  - Phone number
  - Email address
  - Project name: Fostering Grade Level Reading
  - List of milestone tasks and their completion date
  - Amount: \$2,809
  - Invoice number
  - Washington County Cooperative Library Services, 111 NE Lincoln, MS 58A, Hillsboro, OR, 97124

## Project description:

Washington County Cooperative Library Services is issuing five contracts for the Fostering Grade Level Reading project team.

- Bilingual Children's Librarian
- Bilingual Reading Specialist
- Children's Librarian
- Reading Specialist
- Evaluator

Fostering Grade Level Reading is a grant-funded project to provide public library staff with the resources they need to plan, implement, and evaluate evidence-based literacy programs for K-3<sup>rd</sup> grade children

who are learning how to read. During the 2015-2016 school year, 23% of students in Oregon's K-12 schools were Latino and that number is growing every year. Therefore, the resources will be linguistically and culturally responsive to Latinos and children who speak Spanish as their primary language.

Fostering Grade Level Reading will be implemented by a project team consisting of two children's librarians, two reading specialists, an evaluator, two OregonASK out-of-school time specialists, and two project managers from Washington County Cooperative Library Services. One of the children's librarians and one of the reading specialists will be bilingual (English and Spanish). The bilingual reading specialist will also have at least one year experience as a teacher of English for Speakers of Other Languages working with Spanish-speaking children.

The children's librarians and reading specialists will conduct a research/literature review on the reading process, English language learners, best practices in library and afterschool programs, evidence-based literacy activities, culturally responsive literacy activities, and how adult family members can support children who are learning how to read. Based on the results of the research/literature review, the children's librarians and reading specialists will develop resources for public library staff to plan, implement, and evaluate out-of-school time literacy-based programs for K-3<sup>rd</sup> grade students. The evaluator will work with the children's librarians and reading specialists to develop an outcome-based evaluation for the resource. The entire project team will decide together what these resources will include. However, here is an example of what the resources for library staff *may* include:

- Learn about the reading process:
  - Terminology defined
  - Research highlights
- Plan literacy activities for K-3<sup>rd</sup> grade children
  - Best practices
  - Lesson plans for fun, evidence-based literacy activities that are culturally relevant (E.g. science experiment, food preparation, learn a hobby, puppet theater, family stories, etc)
  - Ideas for additional fun, evidence-based literacy activities
  - A lesson plan template that guides library staff to write evidenced-base plans for the additional ideas included in the resources and their own ideas
  - The activities will align with Common Core Standards, but will not include explicit instruction because librarians are not licensed teachers
- Evaluate the impact on children participating in the literacy activities
  - Outcome-based evaluation overview and guidance
  - Survey for participating children
  - Survey for parents of participating children
  - Report template and ideas for sharing your results
- Talk with K-3<sup>rd</sup> grade children and their families:
  - Talking points to answer questions children and families have about beginning reader books and the reading process
  - Open-ended questions to ask children about reading that improve comprehension and promote reading enjoyment
  - Reproducible informational handouts for adult family members

- Select books for K-3<sup>rd</sup> grade children:
  - Criteria for selecting high-quality reading materials
  - Information about reading levels and readability measures, including the importance of interest level
  - Pathfinders to recommended reading materials that are regularly updated (E.g. book lists)
  
- Outreach:
  - Information about partnering with elementary schools and other community organizations
  - Marketing materials

Fostering Grade Level Reading is a one-year project funded by the Institute of Museum and Library Services through the Library Services and Technology Act administered by the State Library of Oregon. If successful, the co-project managers may apply for another grant to fund a pilot project.

### **Desired outcomes and outputs for libraries using Fostering Readers resources:**

Library staff will use Fostering Grade Level Reading resources to implement research-based literacy programs for K-3<sup>rd</sup> grade children that support local efforts to increase the number of students in third grade reading at grade level by 3<sup>rd</sup> grade.

The measureable outcomes for this project will be:

- Library staff are more knowledgeable about the reading process
- Library staff are more confident in their ability to support children learning to read
- Library staff use Fostering Grade Level Reading materials to provide research-based literacy programs for K-3<sup>rd</sup> grade children
- \*An evaluator will be contracted with to determine desired outcomes for K-3<sup>rd</sup> grade children that library staff can measure appropriately and effectively

The measureable outputs for this project will be:

- Libraries offer more literacy programs for K-3<sup>rd</sup> grade children
- Attendance at literacy programs for K-3<sup>rd</sup> grade children increases
- Circulation of reading materials for K-3<sup>rd</sup> grade children increases

### **Deliverables:**

The Bilingual Children's Librarian is required to speak, read, and write proficiently in both Spanish and English. They will work with a Children's Librarian, Reading Specialist, Bilingual Reading Specialist, and an evaluator and under the guidance from the project managers and OregonASK staff to deliver:

- A research/literature review of best practices in culturally responsive literacy-based library programs and out-of-school time programs for K-3<sup>rd</sup> grade students that support children who are learning to read.
- Resources for public library staff to plan, implement, and evaluate research-based literacy programs for K-3<sup>rd</sup> grade students. The resources will be linguistically and culturally responsive, with specific attention to Latino children and children who speak Spanish at home.

## **Timeline:**

### *December 2017*

- Receive signed contract
- Attend in-person meeting with entire project team to discuss project goals, outcomes, roles, deliverables, preferred communication, decision making process, and how the team will work together remotely. Throughout the project, all contracted members of the project team must work, communicate, and make decisions in the manner the project team decides at this meeting.
- Start researching

### *January 2018*

- Conduct research
- Participate in virtual meeting with entire project team
- Send brief update on research to-date to the project managers
- Submit invoice

### *February 2018*

- Finalize research
- Participate in virtual meeting with entire project team
- Send research review with some recommendations or ideas regarding content of the resources to the project managers, OregonASK partners, and evaluator at least one week prior to the March in-person meeting

### *March 2018*

- Submit invoice
- Attend in-person meeting with entire project team to review research and make initial decisions about content and evaluation.
- Start drafting resources

### *April 2018*

- Draft resources
- Share drafted resources with evaluator so they can start work on the evaluation
- Participate in virtual meeting with entire project team

### *May 2018*

- Draft resources
- Receive draft evaluation from evaluator
- Send draft resources to the project managers, OregonASK partners, and evaluator at least one week prior to the June in-person meeting
- Participate in virtual meeting with entire project team
- Submit invoice

### *June 2018*

- Attend in-person meeting with entire project team to review resources to ensure we are all on the same page and going in the right direction, redirect if necessary and make decisions about final product
- Start finalizing draft

### *July 2018*

- Finalize draft
- Participate in virtual meeting with entire project team
- Receive final draft evaluation from evaluator

- Send final draft to the project managers, OregonASK partners, and evaluator at least one week prior to the August in-person meeting
- Submit invoice

#### August 2018

- Attend in-person meeting with entire project team to review final draft and discuss graphic design and publication, and other final touches/edits
- Edit resources into final product

#### September 2018

- Submit final resources ready to go to publisher
- Submit final invoice no later than Friday, September 7

### Desired experience and capabilities:

- Four years of experience providing public library programs and services for children, with at least one of those years working with Latino children and children who speak Spanish as their primary language
- Experience implementing curricula-based children's library programs. For example: Motherhead®, Every Child Ready to Read®, and *Mother Goose Asks "Why?"*
- Experience using professional resources to plan, implement, and/or evaluate children's library programs. For example: The Collaborative Summer Library Program's Summer Reading Manual, Common Core State Standards, Project Outcome, and *Creating Literacy-Based Programs for Children* by R. L. Baker.
- Ability to plan workload and manage time to meet deadlines
- Ability to work independently and as part of a team
- Microsoft Word
- Google Drive
- Experience working in a small, rural public library
- Experience providing public library programs and services for children and families who do not speak English as their primary language
- Ability to communicate progress on tasks, findings/trends, resource needs, ideas, concerns, and questions
- Ability to give and receive constructive feedback from both teammates and project managers
- Ability to define a research project, plan a search strategy, find and evaluate sources, analyze information from sources, make recommendations, and write a curriculum
- Ability to write reports, informational handouts, lesson plans, and more
- Knowledge of children's language development, brain development, and socioemotional development
- Knowledge of the importance of play, background knowledge, and interest level in learning how to read
- Knowledge of how early literacy skills are necessary for learning how to read

### Proposal content and submission:

- Cover letter (one page, single-sided)
- Resume
- Required responses (Attachment 1)
- Insurance requirements certification (Attachment 2)
- Workers' compensation exemption certificate (Attachment 3)

- Certification and contract offer (Attachment 4)
- Submit proposals by November 15, 2017, at 5:00pm, to Katie Anderson
  - Email: [katiea@wccls.org](mailto:katiea@wccls.org)
  - FAX: 503-615-4135
  - Mail: 111 NE Lincoln, MS 58A, Hillsboro, OR 97124
- The two contractors who submit the highest scoring proposal will participate in an interview

**Proposal evaluation:**

All proposals will be reviewed by the project team based on the criteria noted below. Each evaluation criterion has been assigned points based on its relative value to the contract as a whole. The criteria and the associated points are:

	<b>CRITERIA</b>	<b>POINTS</b>
A.	Professional degrees/certification	10
B.	Experience implementing drop-in public library programs for diverse children	10
	Experience using curriculum and/or professional resources to implement public library programs for children	10
C.	Personal philosophy about how public libraries should support diverse K-3 <sup>rd</sup> children who are learning how to read aligns with the project managers and OregonASK staff	10
	<b>SUBTOTAL POINTS FOR PROPOSALS AS SUBMITTED VIA THE ONLINE APPLICATION</b>	<b>40</b>
D.	Interview for two contractors submitting the highest scoring	10
	<b>TOTAL POINTS</b>	<b>50</b>

# Attachment 1: Required Responses

1. Do you have an American Library Association (ALA) accredited Masters of Library Science degree?  
Yes  
No
2. Do you have at least four years of experience providing public library programs and services for children, with at least one of those years working with Latino children and children who speak Spanish as their primary language  
Yes  
No
3. If yes, describe your experience providing public library programs and services for Latino children and children who speak Spanish as their primary language. Please limit your answer to 600 words or less.
4. If no, explain why you are qualified to plan public library programs that are culturally and linguistically responsive to Latino children and children who speak Spanish as their primary language. Please limit your answer to 600 words or less.
5. Have you used published curricula for children's library programs?  
Yes  
No
6. Have you used professional resources to plan, implement, and/or evaluate children's library programs?  
Yes  
No
7. If yes, describe how you have used published curricula and/or professional resources to plan, implement, and evaluate public library programs for children. Include an example of when you followed the curriculum/resource very closely and when used the curriculum/resource just as a starting point or reference. Please limit your answer to 600 words or less.
8. If no, explain why you are qualified to write a curricula and/or lesson plans for public library programs for children. Please limit your answer to 600 words or less.
9. What language(s) can you speak, read, and write proficiently?  
English  
Spanish  
Other:
10. Describe in Spanish your personal philosophy about how public libraries should support diverse K-3<sup>rd</sup> children who are learning how to read. Please limit your answer to 600 words or less.

# Attachment 2: Insurance Requirements

## INSURANCE REQUIREMENTS CERTIFICATION

The following minimum insurance will be required of the successful responder(s). It is strongly advised that responders give this information to their insurance agent to verify that all requirements can be met. A waiver of subrogation in favor of the County shall be required on General Liability, Workers Compensation and Automobile Liability coverage.

1. **COMMERCIAL GENERAL LIABILITY INSURANCE.** The policy shall name Washington County, its agents, officers, elected officials and employees, as an **ADDITIONAL INSURED by separate endorsement**. This insurance shall include contractual liability coverage for the indemnity provided under this contract.  
 Not required.  
 **COMMERCIAL GENERAL LIABILITY INSURANCE** with limits of not less than:  \$500,000/\$1,000,000,  \$1,000,000/\$2,000,000,  \$2,000,000/\$4,000,000 or  Other: \$4,000,000 each occurrence/aggregate for Bodily Injury and Property Damage.
2. **AUTOMOBILE LIABILITY INSURANCE.** The policy will include coverage protecting Washington County during the term of this contract.  
 Not required.  
 **AUTOMOBILE LIABILITY INSURANCE** with a combined single limit, or the equivalent of not less than:  \$1,000,000, or  \$2,000,000  \$4,000,000 each accident for Bodily Injury and Property Damage for Contractor's vehicles whether owned, hired, or non-owned.  
 No requirement in excess of that required under state law.
3. **WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. No Workers' Compensation Insurance has been or will be obtained by the County for Contractor or Contractor's employees and subcontractors. Contractor shall provide and maintain workers' compensation coverage for its employees, officers, agents or partners as required by applicable workers' compensation laws including employers' liability with limits not less than \$500,000/ \$500,000/ \$500,000.
4. **OTHER COVERAGE REQUIRED**  
 **POLLUTION OR ASBESTOS LIABILITY INSURANCE** with limits of not less than \$1 million each occurrence (or each claim if coverage is afforded on a claims made basis) and \$1 million in the annual aggregate to cover damages due to Bodily Injury, Property Damage and Environmental Damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs.  
 **EMPLOYEE DISHONESTY AND MONEY AND SECURITIES** with a limit of not less than \$\_\_\_\_\_ to cover Theft, Disappearance and Destruction of County cash or negotiable securities in the care, custody or control of the contractor  
 **OTHER** (describe coverage and limits): Identified in Grant No. 15-258 (Attachment 4) Exhibit C Subagreement Insurance Requirements.

A copy of the policy or Certificate of Insurance and endorsements, where required, acceptable to the COUNTY for each policy required above shall be filed with the COUNTY prior to the effective date of any contract entered into between COUNTY and responder.

I certify that the above insurance is available to responder and that an insurance certificate and endorsement can be provided within 10 days of award of contract. The County reserves the right to go to the next responder available for award if the certificate is not received within 10 days

By: \_\_\_\_\_

Date: \_\_\_\_\_



# Attachment 3: Workers' Compensation Exemption Certificate

## WASHINGTON COUNTY SERVICES CONTRACT WORKERS' COMPENSATION EXEMPTION CERTIFICATE

Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (check the appropriate box).

SOLE PROPRIETOR

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor will not hire employees or subcontractors to perform this contract.

CORPORATION - FOR PROFIT

- Contractor's business is incorporated, and
- All employees of the corporation are officers and directors and have a substantial ownership interest\* in the corporation, and
- Officers and directors will perform all work; Contractor will not hire other employees or subcontractors to perform this contract.

CORPORATION - NONPROFIT

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor will not hire employees or subcontractors to perform this contract.

PARTNERSHIP

- Contractor is a partnership, and
- Contractor has no employees, and
- All work will be performed by the partners; Contractor will not hire employees or subcontractors to perform this contract, and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving, or demolition of an improvement to real property or appurtenances thereto.\*\*

LIMITED LIABILITY COMPANY

- Contractor is a limited liability company, and
- Contractor has no employees, and
- All work will be performed by the members; Contractor will not hire employees or subcontractors to perform this contract, and
- If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair,

improvement, moving, or demolition of an improvement to real property or appurtenances thereto.

OTHER - NO SUBJECT WORKERS

- Contractor employs no “subject workers” as that term is defined in ORS 656.027.

---

Contractor Printed Name Contractor Signature

---

Contractor Title Date Signed

**\*NOTE:** Under OAR 436-50-050 a shareholder has a “substantial ownership” interest if the shareholder owns 10% of the corporation, or if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

**\*\*NOTE:** Under certain circumstances, partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated. Consult with County Counsel before an exemption request is accepted from a contractor who will perform construction work.

### **WORKERS’ COMPENSATION INFORMATION AND FORMS**

Oregon law (ORS 656.023) states that every employer employing one or more “subject workers” is required to adhere to the workers’ compensation statutes. “Subject workers” are all employees except certain domestic workers, certain kinds of casual workers (people earning less than \$200 in a 30-day period), and certain groups of employees covered by federal compensation programs (for example, Longshore and Harborworkers). Also excluded from the definition of subject workers are sole proprietors who qualify as independent contractors, partners who are not engaged in construction-related work and who qualify as independent contractors, and certain kinds of corporate officers who are directors of the corporation and have a substantial ownership interest in the corporation. Other workers excluded from the definition of subject workers are people performing services for room and board or other nominal compensation for religious, charitable, or relief organizations, foster parents, certain sports-related workers, and volunteers participating in certain ACTION programs for seniors. Generally, most organizations with which the County contracts for services either by contract or purchase order will be required to provide proof of workers’ compensation insurance coverage. The only exceptions to this requirement are likely to be found in contracts with individuals or partners who are independent contractors.

**It is critical to obtain proof of workers’ compensation insurance prior to allowing work to begin under the contract.** By Oregon law (ORS 656.029), the person (in our case, the County) awarding the contract is responsible for providing workers’ compensation insurance “unless the person to whom the contract is awarded provides such coverage for those individuals before labor under the contract commences.” What this means is that if a worker employed by an agency with which the County contracts is injured and the contractor has failed to obtain

workers' compensation coverage, the County would become the workers' compensation coverage provider for that workers' injury. The County, because it is self-insured, would pay for the workers' medical costs, any time lost from work, and compensation for any permanent disability. Depending on the severity of the injury, this could be quite costly.

**The only way to protect the County from these kinds of losses is to require proof of workers' compensation coverage prior to executing and/or allowing work to begin under the contract.** The proof of insurance must cover the start date of the contract. If the insurance coverage will expire during the term of the contract, the contract should specify that the contractor or its insurer will notify the County at least 30 days prior to the expiration of the coverage.

**If your contractor is from out-of-state,** you do not need to require them to purchase Oregon workers' compensation coverage. You must, however, require the contractor to show proof of workers' compensation coverage in his/her home state that includes extraterritorial coverage. The contractor's workers' compensation extraterritorial coverage must pay benefits due under Oregon law if those benefits are greater than those provided for in the home state.

Sometimes, the organization with which the County is contracting will be self-insured. That is, it will have received approval from the State to be its own workers' compensation insurer, rather than being required to purchase insurance. These self-insured employers are generally governments and other large employers that can provide guarantees of their ability to fund their workers' compensation obligations under the law. In these instances, the organization should be able to provide documentation of its self-insured status, either by providing a letter from a person authorized to make such representations (for example, the chief financial officer or risk manager) or by providing a copy of its State Certification of Compliance.

In some instances, contractors will maintain that they are exempt from the requirement to provide workers' compensation insurance. In order for this to be true, the contractors must be (1) sole proprietorships, (2) partnerships, or (3) corporate officers who are directors of the corporation and have a substantial ownership interest in the corporation (subject to certain limitations). Certain limited liability companies and non-profit corporations may also qualify for exemption. When labor or services are performed under the contract or purchase order, the contractor must qualify as an independent contractor.

Independent contractors are defined by Oregon law (ORS 670.600). Generally, an independent contractor is an individual or business entity that provides labor or services under its own direction and control, obtains its own business/professional licenses and registrations, furnishes its own tools or equipment, hires and fires its own employees, and is paid upon completion of a project or by retainer. In addition, an independent contractor must operate as a business: registering with the State if appropriate, filing business tax returns, and presenting itself to the public as an independently established business.

**If a contractor states that (s)he is exempt from State requirements to provide workers' compensation coverage, the contractor must sign the "Certification Statement for Corporation or Independent Contractor" and "Workers' Compensation Exemption Certification" forms.**

**If a contractor is exempt from workers' compensation requirements, (s)he must provide the signed statement of exemption and certification statement to the County prior to any work being done on the contract. These forms, when signed prior to the commencement of the contract, protect the County from having to pay for any workers' compensation claims that might be brought by employees hired by the contractor.**

**It is not clear whether the County would be protected from a workers' compensation claim if the County had knowledge that the contractor was not exempt, even though the statement of exemption had been signed. Therefore, in the event a County employee learns that a contractor who has signed the exemption certificate has one or more employees working under the contract, (s)he should contact Risk Management for assistance.**

# Attachment 4: Certification and Contract Offer

## CERTIFICATION AND CONTRACT OFFER

**PROPOSAL TITLE:** Fostering Grade Level Reading: Bilingual Children's Librarian

**PROPOSAL DUE DATE:** 5:00 PM, Wednesday, November 15, 2017

The undersigned after having carefully examined the Request for Proposal and Contract (Attachment 1) and all other related material and information, agrees to comply with the terms set forth in those documents and to furnish the services described at the rates proposed.

The proposer hereby certifies that this proposal is genuine and that it has not entered into collusion with any other vendor(s) or any other person(s).

The proposer hereby certifies that it has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontract per ORS 279A.110.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS – The proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, or declared ineligible from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a three-year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performance of a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, tax evasion, or receiving stolen property;
3. Are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 2 of this certification;
4. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state or local public agency.

The proposer will provide immediate written notice to Washington County Cooperative Library Services if at any time prior to contract award, the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Where proposer is unable to certify to any of the statements in this certification, proposer shall attach an explanation to this offer. A certification that any of the items in the above paragraphs exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the proposer's responsibility.

The proposer agrees to all terms and conditions.

The proposer is a resident bidder as defined in ORS 279A.120\*  Yes or  No

<b>SIGNED BY:</b>	<b>DATE:</b>
<b>PRINTED NAME:</b>	<b>TITLE:</b>
<b>FIRM:</b>	<b>DUNS Number (if applicable):</b>
<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS:</b>
<b>CITY, STATE and ZIP</b>	<b>E-MAIL ADDRESS:</b>
<b>PHONE: (AREA CODE)</b>	<b>FAX: (AREA CODE)</b>

\*ORS 279A.120(1)(b) – Resident bidder means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a resident bidder. Nonresident bidders shall comply with the provisions of ORS 279A.120(3).

## Attachment 5: The Contract

## **PERSONAL SERVICES CONTRACT**

This contract is between Washington County, a political subdivision of the State of Oregon ("County"), and, BILINGUAL CHILDRENS LIBRARIAN ("Contractor").

**County and Contractor, in consideration of the mutual promises, terms and conditions provided herein, agree to the following:**

### **SECTION 1 - PURPOSE AND STANDARD OF SERVICES**

- 1.1. This contract sets forth the responsibilities and clarifies the relationship between the County and the Contractor.
- 1.2. Services performed by Contractor shall be performed to the standards described in Section 30 of the County Standard Contract Terms and Conditions below.

### **SECTION 2 - CONSIDERATION**

- 2.1. Contractor shall perform the services described in Attachment A, in consideration for which County agrees to pay for the services in the manner as further described in this contract.
- 2.2. The maximum amount payable under this contract is \$14,044; unless otherwise amended. Contractor bears the risk of non-payment for services in excess of the amount stated above without prior County approval; but County reserves the right to ratify and pay for such services in its sole discretion.
- 2.3. If applicable, payments based upon hourly rates or other measurements and provisions for travel expenses are set forth and identified in Attachment A.
- 2.4. Unless otherwise stated in Attachment A, the payment terms are thirty days after invoice approval by the County Contract Administrator.

### **SECTION 3 - CONTRACT TERM**

- 3.1. The effective date is: December 11, 2017, or upon final signature, whichever is later.
- 3.2. The expiration date is: September 30, 2018, unless otherwise amended.
- 3.3. Passage of the contract expiration date shall not extinguish or prejudice the County's right to enforce this contract with respect to any default or defect in performance that has not been cured.

## **SECTION 4 - ADDITIONAL DOCUMENTS AND ATTACHMENTS**

4.1. The following documents are incorporated into this contract:

- Solicitation # \_\_\_\_\_.
- Contractor's response dated: \_\_\_\_\_.
- Washington County Standard Contract Terms and Conditions.

4.2. The following Attachments are incorporated into and made a part of this contract:

- Attachment A - Statement of Work/Schedule/Payment Terms
- Attachment B - Modifications to Standard Contract Terms and Conditions
- Attachment C - Modifications to Standard Insurance Requirements
- Attachment D - Federal Certifications
- Attachment E - Specific Program Requirements
- Attachment F - Business Associate Agreement
- Other Workers' Compensation Exemption Certificate.

4.3. In the event there is a conflict between the documents comprising this contract, the following order of precedence shall apply: the terms and conditions in the body of this contract; Standard Contract Terms and Conditions as modified by Attachment A, Attachment B, Attachment C, Attachment D, and Attachment E; the solicitation; and Contractor's response.

## **SECTION 5 - COUNTY CONTRACT ADMINISTRATOR**

Name: Katie Anderson  
Mail Stop: MS 58A  
Address: 111 NE Lincoln  
Hillsboro, OR 97124  
Telephone: 503-681-5098  
E-Mail: katiea@wccls.org



**SECTION 6 - SIGNATURES**

**CONTRACTOR:**

By my signature below, I certify that I am authorized to execute this contract on behalf of Contractor.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed) \_\_\_\_\_  
Title

Business Name or DBA(Check Payable to):\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
E-Mail \_\_\_\_\_  
DUNS Number (if applicable)

**Contractor Contact Person:**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**COUNTY:**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title

Recording Secretary:  _____	(For use with Board items)	Minute Order #: _____
-----------------------------------	----------------------------	-----------------------

## STANDARD CONTRACT TERMS AND CONDITIONS

1. **Subcontracts and Assignment.** Contractor shall not enter into any subcontracts for any of the work required by this contract, or assign or transfer any of its interest in this contract, without the prior written notice to County. County shall have 10 working days to object. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.
2. **Third Party Beneficiaries.** County and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.
3. **Written Notice.** Any notice of change, termination, or other communication having a material effect on this contract shall be upon the County Contract Administrator and the Contractor Contact Person and served in one of the following manners: a) In-person delivery; or b) deposited in the U.S. Mail under certified or registered handling, postage prepaid. Except as provided in this contract, it is agreed that fifteen calendar days shall constitute reasonable notice for the exercise of any right in the event that applicable law specifically requires such notice.
4. **Governing Law/Venue/Attorney Fees.** This contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between County and Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim is brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Each party shall be responsible for its own costs and attorney fees for any claim, action suit or proceeding, including any appeal.
5. **Remedies Cumulative.** All rights and remedies of County and Contractor shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
6. **Severability/Waiver.** County and Contractor agree that, if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid. The failure of either party to enforce any provision of this contract shall not constitute a waiver by that party of that or any other provision of this contract.
7. **Public Contracting Statutes.**
  - 7.1 ORS 279B.220 through 279B.235 and 279C.500 through 279C.870, as applicable, are incorporated herein by reference.

- 7.2 The Contractor agrees to:
- a. Make payment promptly, as due, to all persons supplying, to Contractor, labor or material for the performance of the work provided for in this contract;
  - b. Pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of the contract;
  - c. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished pursuant to this contract; and
  - d. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

8. **Independent Contractor.**

- 8.1 Contractor shall perform the work required by this contract as an “Independent Contractor.” Although County reserves the right to determine the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the County cannot and will not control the means or manner of the Contractor’s performance. The Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to the work under this contract. Contractor is responsible for determining the appropriate means and manner of performing the work.
- 8.2 Contractor represents and warrants that Contractor is not an employee of the County, is not currently employed by the Federal Government, meets the specific independent Contractor standards of ORS 670.600, and is not an “officer”, “employee”, or “agent” of the County, as those terms are used in ORS 30.260 et. seq.
- 8.3 Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers’ compensation benefits from compensation or payments paid to Contractor under this contract.
- 8.4 Contractor agrees to immediately provide County notice of any claim made against Contractor by any third party. Contractor also agrees not to assign to any third party, without County’s written consent, any obligation of Contractor to indemnify County for any actions under this contract.

9. **Environmentally Preferred Products/Material Safety Data Sheets.** Whenever possible, the Contractor should use environmentally preferable products which present a lesser impact to the public health and the environment than competing products. Contractor agrees, upon execution of this contract, to submit a copy of the relevant material safety data sheet(s) for any chemical substance the Contractor will bring on to the County’s premises and use as part of the work described in this contract.

10. **Nondiscrimination.** No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this contract on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be considered a material defect and shall be grounds for cancellation, termination or suspension in whole or in part by the County.

11. **Termination.**

11.1 This contract may be terminated under the following conditions:

- a. By mutual consent of both parties.
- b. Contractor may terminate this contract upon a material default of County; however, Contractor must provide written notice to the County Contract Administrator and provide County with thirty days to cure the default.
- c. County may at any time terminate, the whole or any part of, this contract for default if Contractor fails to perform any of the provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the County, fails to correct such failures within seven calendar days or such other period as the County may authorize or require.

11.2 Upon receiving a notice of termination issued by County, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by County in the notice of termination.

11.3 In the event the Board of Commissioners of Washington County reduces, changes, eliminates, or otherwise modifies the funding for this contract, or if funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services, then County may terminate this contract, in whole or in part, effective upon delivery of written notice to the Contractor, or at such later date as may be established by the County, and Contractor agrees to abide by any such decision.

11.4 In addition to its other rights to terminate, County may terminate this Agreement, in whole or in part, for convenience upon thirty days' prior notice to Contractor. During this thirty-day period, Contractor shall wind down and cease its services as quickly and efficiently as possible, without performing unnecessary services or activities and by minimizing negative effects on County from such winding down and cessation of services.

11.5 The rights and remedies of the County provided in this section, are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

11.6 If this Agreement is terminated under subsections 11.3 or 11.4, County shall be liable only for payment in accordance with the terms of this contract for services satisfactorily rendered prior to the effective date of termination.

11.7 Upon termination, Contractor shall deliver to County all contract documents, information, works-in-progress, and other property that are or would be deliverables had the contract been completed.

12. **Time is of the essence.** Time is of the essence in Contractor's performance of each and every obligation and duty under this contract

13. **Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, County's or Contractor's reasonable control. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

14. **Compliance with Applicable Law.** Contractor and its subcontractor(s) shall comply with all federal, state, and local laws and ordinances applicable to the work performed under this contract including, but not limited to the following, as applicable: Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659A.142 and all regulations and administrative rules established pursuant to those laws; and all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
15. **Contractor Certification Regarding Debarment, Suspension, Proposed Debarment and other Responsibility Matters.** The Contractor certifies to the best of its knowledge and belief that neither it nor any of its principals:
  - 15.1 Are presently debarred, suspended, proposed for debarment, or declared ineligible from submitting bids or proposals by any federal, state or local entity, department or agency;
  - 15.2 Have within a three-year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performance of a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, tax evasion, or receiving stolen property;
  - 15.3 Are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 15.2 of this certification;
  - 15.4 Have within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state or local public agency.
  - 15.5 Are on the list titled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at: <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>
  - 15.6 Are out of compliance with the tax laws of Oregon and all tax laws of political subdivisions of the State of Oregon, including, but not limited to, ORS 305.620 and ORS chapters 316, 317 and 318. Washington County may terminate the contract if contractor fails to comply with any tax laws during the term of the contract.
16. **Oregon Registration.** If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this contract.
17. **Use of County Facilities.** Contractor and its employees or agents shall have the right to use only those facilities of County that are necessary to perform the services under this contract and shall have no right of access to any facility of the County without prior approval of County management. County shall have no responsibility for the loss, theft, mysterious disappearance of or damage to equipment, tools, materials, supplies, and other personal property of Contractor or its employees, subcontractors or agents which may be stored on County premises.
18. **Publicity.** Contractor shall not use in its external advertising, marketing programs or other promotional efforts, any data, pictures, or other representations of the County except on prior specific written authorization from County management.
19. **Counterparts.** This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

20. **Warranties.** Contractor represents and warrants to County that: (a) Contractor has the power and authority to enter into and perform the contract, (b) the contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, and (c) Contractor's performance under the contract shall be in a good and workmanlike manner and in accordance with the professional standards.
21. **Records.** Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that County and its duly authorized representatives shall have access to such fiscal records and all other books, documents, papers, plans, and writings of the Contractor that are pertinent to this contract for the purpose of making audits, examinations, excerpts, copies and transcriptions. In addition, Contractor shall permit authorized representatives of the County to perform site reviews for all Services Delivered by Contractor. All such fiscal records, books, documents, papers, plans, and writing shall be retained by Contractor and kept accessible for a minimum of three years, except as required longer by law, following final payment and termination of this contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this contract, whichever date is later. All subcontracts shall also comply with these provisions. If OMB Circular A-133 is applicable to this Agreement, then Contractor shall supply County with Contractor's DUNS Number.
22. **Work Product.** All work products of the Contractor which result from this contract ("the work products"), except material previously and mutually identified as confidential or proprietary, shall be provided to County upon request and shall be considered the exclusive property of the County. In addition, if any of the work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants County a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so. Such work products include, but are not limited to: databases, templates, file formats, scripts, links, procedures, materials, training manuals and other training materials, specially created key commands, and any other information, designs, plans, or works provided or delivered to the County or produced by Contractor under this contract.
23. **County Policies.** During the performance of this contract, Contractor shall follow County's Affirmative Action Program which is to promote the objectives of the Equal Opportunity Commission's guidelines as set forth in the Equal Opportunity Act of 1972, Oregon State Laws, legal mandates, and Presidential Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in Department of Labor Regulation 41 CFR part 60. Contractor shall also follow the County Harassment Free and Violence in the Workplace Policies. All subcontracts shall also comply with these provisions.
24. **Indemnification and Hold Harmless.** Contractor shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this contract, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of Contractor, or its employee, agents or subcontractors. The County agrees to promptly notify Contractor in writing of any such claim or demand to indemnify and agrees to cooperate with Contractor in a reasonable manner to facilitate the defense of such claim.

25. **Insurance.** Contractor shall provide insurance coverage and limits as described below. All insurance carried by Contractor must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the County. A waiver of subrogation in favor of the County shall be required on General Liability, Workers Compensation and Automobile Liability coverage.
- 25.1 **Workers' Compensation Insurance.** Contractor shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. No Workers' Compensation Insurance has been or will be obtained by the County for Contractor or Contractor's employees and subcontractors. Contractor shall provide and maintain workers' compensation coverage for its employees, officers, agents or partners as required by applicable workers' compensation laws including employers' liability with limits not less than \$500,000/ \$500,000/ \$500,000.
- 25.2 **Commercial General Liability Insurance.** Contractor shall at all times carry a Commercial General Liability insurance policy for at least \$1,000,000 combined single limit per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance shall include contractual liability coverage for the indemnity provided under this contract.
- 25.3 **Automobile Liability Insurance.** Contractor shall at all times carry Automobile Liability Insurance in the amount of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage for Contractor's vehicles, whether owned, hired, or non-owned, which includes coverage for Washington County, its agents, officers, elected officials and employees.
- 25.4 **Professional Liability/Errors and Omissions Insurance.** Contractor shall at all times carry a Professional Liability/Errors and Omissions type insurance policy with limits of not less than \$1,000,000 each occurrence (or each claim if coverage is afforded on a claims made basis) and \$2,000,000 in the annual aggregate. If this policy is a "claims made" type policy, the policy type and company shall be approved by Washington County prior to commencement of the Work.
- 25.5 **Extended Reporting Coverage ("Tail Coverage").** For Professional Liability/Errors & Omissions Insurance written on a "claims made" basis and for any other required liability insurance provided on a "claims made" basis, Contractor shall provide "tail" coverage at the completion of the contract for a duration of thirty-six (36) months or continuous "claims made" liability coverage provided for thirty-six (36) months following contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided the retroactive date of the coverage is on or before the effective date of this contract.
- 25.6 **Maximum Deductible/Retention.** Any deductible or retention must be disclosed on the certificate of insurance and no deductible or retention may exceed \$25,000 without the prior written consent of the County. Contractor is responsible to pay any amounts within the deductible or retention amount.
- 25.7 **Additional Insureds.** The County, its agents, officers, elected officials and employees must be named as additional insureds with respect to Contractor's services to be provided under this Contract. All liability insurance policies, with the exception of professional and/or workers compensation policies, must be endorsed to show this additional coverage.

- 25.8 **Insurance Certificates.** Contractor shall deliver to the County, prior to the commencement of the work, a certificate of insurance evidencing all policies required by this contract including additional insured provisions afforded by the policy. This requirement can be satisfied by providing a copy of the coverage form and/or the endorsement(s). Further, it is an affirmative obligation upon the Contractor to advise the Contract Administrator within two business days of any substantive change of any insurance policy or endorsement set out herein, and failure to do so shall be construed to be a breach of this contract.
- 25.9 **Subcontractor Insurance.** Contractor shall require and verify that all of its subcontractors of any tier provide insurance coverage and limits identical to the insurance required of the Contractor under this contract, unless this requirement is expressly modified or waived by the County.
26. **Survival.** The terms, conditions, representations, and all warranties contained in this contract shall survive the termination or expiration of this contract.
27. **Amendment.** This contract may only be amended by a written amendment signed by authorized agents of both parties.
28. **Protecting the Federal Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment.** The Federal Government suspends or debar Contractors to protect the Federal Government's interests. The Contractor shall not enter into any subcontract in excess of \$25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$25,000 to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government. A corporate officer or a designee of the Contractor shall notify the Contract Administrator, in writing, before entering into a subcontract with a party that is debarred, suspended or proposed for debarment.
29. **Security of Information**
- 29.1 The County is required to notify its customers if any electronically stored information or written document that contains personal information has been subject to a security breach. Any Contractor of the County who becomes aware of any potential breach of a document or electronic file containing personal information of client of the County will immediately notify the Contract Administrator, who will work with the County Public Information Officer to notify the affected persons. A breach occurs when any unauthorized individual or entity gains access to personal information or when unintended disclosure of personal information is made, for example loss or theft of a electronic device containing personal information, loss or theft of a paper document containing personal information, unauthorized access to a network containing personal information, or a document containing personal information being sent to the wrong address.
- 29.2 No County Contractor will print a person's full Social Security Number (SSN) on any document that will be sent through the mail, without a written request from the person whose SSN will be printed on the document, except as required by law. The Contractor will use only the last 4 digits of a SSN on all documents unless there is a compelling business reason to use the entire SSN. If a document contains a full SSN, the Contractor will take steps to protect the document from unauthorized disclosure. Contractors will not provide copies of a document containing a full SSN to anyone other than the person whose SSN is listed on the document, except as allowed by State or Federal law. The Contractor may provide a copy of a document to a third party with the SSN redacted if the document is otherwise allowed to be released. No Contractor will publicly post or display a document containing a full SSN.



29.3 Any County Contractor that collects personal information must develop, implement and maintain reasonable safeguards to protect the security and confidentiality of the information. Employees of the Contractor with access to personal information must take reasonable steps to prevent a breach of the information. Reasonable steps include locking file cabinets, monitoring who has access to areas containing personal information, locking computer workstations if leaving the area, and maintaining physical control over files, computer workstations, thumb drives, cds or other media which contains personal information. Contractors must also ensure the proper disposal of documents or other media which contains personal information. Contracting with a document shredding company will be considered proper disposal of paper documents. The Contractor will be responsible for properly disposing of or erasing electronically stored personal information on hard drives, CDs, thumb drives or other devices under their control.

30. **Performance Standards.** Unless the Contractor is providing architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services, as defined in ORS 279C.100, the Contractor must meet the highest standards prevalent in the industry or business most closely involved in providing the goods or services.

31. **Remedies.** The consequences of the Contractor's failure to perform the scope of work or to meet the performance standards established by this contract may include, but are not limited to:

- a. Reducing or withholding payment;
- b. Requiring the Contractor to perform, at the Contractor's expense, additional work necessary to perform the identified scope of work or meet the established performance standards; and
- c. Declaring a default, terminating the contract and seeking damages and other relief available under the terms of the contract or other applicable law.

32. **Whole Contract.** THIS CONTRACT CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE CONTRACT BETWEEN THE PARTIES RELEVANT TO THE PURPOSE DESCRIBED HEREIN AND SUPERSEDES ALL PRIOR AGREEMENTS OR PROPOSALS, ORAL OR WRITTEN, AND ALL OTHER COMMUNICATION BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS CONTRACT.

## ATTACHMENT A

### STATEMENT OF WORK

Contractor is responsible for:

- Attend four (4) in-person project team meetings in Wilsonville and seven (7) monthly virtual project team meetings
- Provide expert advice regarding children's librarianship
- Provide expert advice regarding working with Latino and Spanish-speaking children
- Use Google Drive for document sharing among the project team
- Conduct a research/literature review of best practices in culturally responsive literacy-based library programs and out-of-school time programs for K-3rd grade students that support children who are learning to read.
- Create resources (i.e. curriculum) for public library staff to plan, implement, and evaluate research-based literacy programs for K-3rd grade students. The resources will be linguistically and culturally responsive, with specific attention to Latino children and children who speak Spanish at home.

### TIMELINE

December 2017

- Receive signed contract
- Attend in-person meeting with entire project team to discuss project goals, outcomes, roles, deliverables, preferred communication, decision making process, and how the team will work together remotely. Throughout the project, all contracted members of the project team must work, communicate, and make decisions in the manner the project team decides at this meeting.
- Start researching

January 2018

- Conduct research/literature review
- Participate in virtual meeting with entire project team
- Send brief update on research to-date to the project managers
- Submit invoice

February 2018

- Finalize research/literature review
- Participate in virtual meeting with entire project team
- Send research/literature review with some recommendations or ideas regarding content of the resources to the project managers, OregonASK partners, and evaluator at least one week prior to the March in-person meeting

March 2018

- Submit invoice
- Attend in-person meeting with entire project team to review research and make initial decisions about content and evaluation.
- Start drafting resources

April 2018

- Draft resources
- Share drafted resources with evaluator so they can start work on the evaluation
- Participate in virtual meeting with entire project team

May 2018

- Draft resources

- Receive draft evaluation from evaluator
- Send draft resources to the project managers, OregonASK partners, and evaluator at least one week prior to the June in-person meeting
- Participate in virtual meeting with entire project team
- Submit invoice

June 2018

- Attend in-person meeting with entire project team to review resources to ensure we are all on the same page and going in the right direction, redirect if necessary and make decisions about final product
- Start finalizing draft

July 2018

- Finalize draft
- Participate in virtual meeting with entire project team
- Receive final draft evaluation from evaluator
- Send final draft to the project managers, OregonASK partners, and evaluator at least one week prior to the August in-person meeting
- Submit invoice

August 2018

- Attend in-person meeting with entire project team to review final draft and discuss graphic design and publication, and other final touches/edits
- Edit resources into final product

September 2018

- Submit final resources ready to go to publisher
- Submit final invoice no later than Friday, September 7

**PAYMENT TERMS**

Contractor will be paid a total of \$14,044. This includes travel, equipment, and all other costs the Contractor may incur while working on Fostering Grade Level Reading. Contractor will submit invoices upon completion of deliverables, approximately every-other month. Invoices must include:

- Date of invoice
- Full name/company name
- Address
- Phone number
- Email address
- Project name: Fostering Grade Level Reading
- List of milestone tasks and their completion date
- Amount: \$2,809
- Invoice number
- Washington County Cooperative Library Services, 111 NE Lincoln, MS 58A, Hillsboro, OR

97124