

Alliance for Child Welfare Excellence

Statement of Work - Contracted Training – Addendum #1 Washington State Criminal Justice Training Commission Child Abuse Interviewing and Assessment

Date: 10-12-2020

Agency Contact Information (Contractor):

BPO #50142

Washington State Criminal Justice Training Commission Financial Office

P. O. Box 41465

Olympia WA 98504-1465

206-369-0174

dbgates@cjtc.wa.gov

Purpose:

The purpose of this addendum is to add one additional class to be held in November 2020. All other terms and condition remain the same.

Scope of Work: This contract is updated to provide a total of 13 classes. Of these 12 classes, 7 will be provided as web-based courses.

Rate of Payment: The total budget for this contract is increased by \$12,200 to a total budget of \$197,061. The original budget amount was \$184,861. See attached budget addendum.

Period of Service: July 1, 2020 through June 30, 2021

Contractor Responsibilities:

Administrative and fiscal activities:

1. The Contractor will provide the Alliance with the course curriculum, including attachments related to activities and additional materials used, if any.
2. The contractor will provide a course description, and vitae summarizing your expertise upon signing the contract, to be included with course marketing materials.
3. The Contractor will schedule training delivery with the Alliance Contracts Monitor. Classes for each quarter must be scheduled at a minimum 90 days prior to the start of a quarter.
4. For evaluation purposes, the Contractor will be observed by an Alliance staff member for at a minimum once per fiscal year. Data collected will be shared with the Contractor, and may be used to inform changes to deliverables and expectations under this Statement of Work.

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In Person Training Delivery Activities:

1. The Contractor will provide the technology required to deliver training activities, including, but not limited to: a laptop computer and cable attachments and setup for all technology, including overhead projector / display screen.
2. The Contractor is responsible for setup and cleanup of the training space, particularly when using third party or community spaces.
3. The Contractor will use the registration list/sign-in sheet to verify registration for the class. The attendee must sign the list next to their name. If the attendee did not register in advance, the Contractor will have the attendee print their name and email address on the list and sign next to it and they must be advised to then register immediately following the class.
4. No later than 48 hours following the class, the Contractor will email the registration/sign-in sheet to the Contracts Monitor as an attachment in a .pdf file format.
5. The Contractor will instruct class attendees to complete the CJTC evaluation and share this data each month with the Alliance Contracts Monitor.

Web-based Training Delivery

1. For trainings delivered via webinar, the Contractor will provide their own technology for transmission and instruction.
2. The Alliance may provide the Contractor access to, and the use of, a WebEx platform for training delivery. This contractor must advise Contract Monitor if Alliance WebEx license is needed to present class, or whether contractor will use their own online classroom modality.
3. The Contractor must email a class link to all training attendees and provide materials in advance as needed. The Contractor will provide technical support for class participants.
4. The Contractor will instruct class attendees to complete the CJTC evaluation and share this data each month with the Alliance Contracts Monitor.
5. The Contractor is responsible for verifying attendance. The Contractor must also attest to attendance by printing and signing a registration sheet to be provided to the Contract Monitor within 48 hours of the completion of the class.

Training Delivery Cancellations:

1. If the Contractor is unable to provide the agreed upon training due to emergent circumstances beyond their control, the Contractor shall provide immediate verbal notification to the Contracts Monitor.
2. The Contractor shall not cancel any scheduled training session unless approved by the Alliance.
3. In the case of inclement weather which requires a class to be rescheduled, during weekdays the Contractor will contact the Contracts Monitor prior to 3:00 pm so that they can notify the scheduled attendees. For weekend classes, the Contracts Monitor will provide the Contractor with the emails and phone numbers of the attendees in order to contact them regarding rescheduling. The Contractor will need to email the Contracts Monitor with information regarding why the class needed to be rescheduled.
4. If the Alliance cancels a scheduled training for reasons other than stated above, the Contractor will be notified as soon as possible. If the Contractor incurred any pre-paid and/or nonrefundable expenses (including salary payments to contracted instructors who are not CJTC employees) prior to the date of cancellation, these will be reimbursed by the Alliance. This does not include class preparation time for CJTC employees.
5. The Contractor is required to be present at the date and time a class is scheduled even if there is no one registered for the course. The Contractor will remain at the location for 30 minutes following the start time in case there are walk-ins. If no one has appeared after 30 minutes, a

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sign must be posted on the door and the Contractor may then leave. The Contractor will be paid for the scheduled course.

Invoices and Payments:

1. Each fiscal quarter, the Contractor will prepare a detailed invoice which will be uploaded into Ariba as part of the electronic invoice. The detailed invoice should include the following information: training date(s), times, training titles, location, and rate of pay and a unique invoice number for each payment request. Payment for work performed under this Contract shall be made upon satisfactory completion of each training session.
2. Claims for payment submitted by the Contractor shall be paid if received by the Fiscal Tech no later than thirty (30) days from the date service(s) were rendered. University of Washington Accounts Payable shall make payment within net thirty (30) days of receipt of a properly completed invoice for training services. Receipt of invoice occurs once the Fiscal Tech has approved the payment request for processing in Ariba.
3. Invoices containing errors will be rejected and the Contractor will be responsible for resubmitting a corrected version with all appropriate attachments in Ariba.
4. If the invoice is missing documents, the invoice will be rejected. The Contractor will be responsible for forwarding those documents to the Fiscal Tech for uploading into Ariba.
5. Invoices will not be paid until they are complete and accurate. No exceptions will be made on invoice payments lacking documentation or including errors.

Alliance Responsibilities:

Activities performed by Alliance to support Contractor in completion of Scope of Work and fiscal activities.

1. The Contracts Monitor will email to the Contractor a request to schedule courses including the number to schedule, where (city and county), whether the class will be online and potential dates/times and weekday or weekend. It will also include a list of dates or specific locations to avoid. The Contracts Monitor will create the class flyer and recruit students and post the class(es) to the Alliance website.
2. Once the Contractor has returned the flyer as approved or with corrections, the Contracts Monitor will distribute the flyer and post the class(es) to the Alliance website.
3. Approximately 3-5 business days prior to a class, the Contracts Monitor will provide the registration/sign-in sheet to the Contractor.
4. The Fiscal Tech will monitor the progress of the Contractor's Ariba registration to ensure that all necessary steps are completed and the Contractor has a valid and active Blanket Purchase Order in place for invoicing.
5. Claims for payment submitted by the Contractor shall be paid if received by the Alliance Fiscal Tech no later than thirty (30) days from the date services were rendered. University of Washington Accounts Payable shall make payment within net thirty (30) days of receipt of a properly completed invoice for training services.

Modification:

1. This Statement of Work may be supplemented, amended, or modified only by the mutual agreement of the parties.
2. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.

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Alliance Contact Information:

Contract Monitor:

Aidan Ramos

206-221-8991/206-293-9179 ramosaa@uw.edu

Fiscal Tech:

Menbere Mulate

Phone Number – 206-221-0308

Email Address – mm83@uw.edu

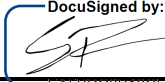
Alliance Address:

4101 15th Ave NE

Box 354900

Seattle WA 98105

Approved:

DocuSigned by:


10/12/2020

Contractor Signature

Date

University of Washington Name and Title – UW Procurement

University of Washington Signature

Date

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Additional Child Abuse Interviewing and Assessment (CAIA) Session

To be held in November 2020 online over four days

20 Alliance students

3 Instructors (4 days)	\$500/day	\$2000/class	\$6000
Prep time	\$50/hour	12 hours each	\$1800
6 Actors (2 days)	\$200/day	\$400/class	\$2400
5 Facilitators (2 days)	\$200/day	\$400/class	\$2000
Total			\$12,200

All other costs associated with this class session (program manager, administrative assistant, delivery platform) to be covered under the current FY 2021 Statement of Work already in effect.