

**PERSONAL SERVICES CONTRACT  
LEWIS COUNTY / MATRIX CONSULTING GROUP  
COST ALLOCATION PLAN CONSULTING**

**THIS CONTRACT** (hereinafter “Contract”) is entered into in duplicate originals between LEWIS COUNTY, a municipal corporation, by and through the Lewis County Auditor’s Office, with its principal offices at 351 NW North St, Chehalis, Washington, 98532 (hereinafter “COUNTY”), and MATRIX CONSULTING GROUP with its principal offices at 1650 S Amphlett Blvd #213, San Mateo, California, 94402 (hereinafter “CONSULTANT”).

Whereas, the COUNTY desires to accomplish the work referenced in the Scope of Services as detailed in Exhibit A of this agreement and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**1. DURATION OF CONTRACT**

The term of this Contract shall begin on the date last executed below and shall terminate on December 31, 2024 unless renewed or terminated sooner as provided herein.

**2. SERVICES PROVIDED BY THE CONSULTANT**

The CONSULTANT represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and/or certification, to perform the services set forth in this Contract.

The CONSULTANT shall perform the following services:

**DEVELOPMENT OF A COST ALLOCATION PLAN**

a. A detailed description of the services to be performed by the CONSULTANT is set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

b. The CONSULTANT agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor, or facilities will be furnished by the COUNTY.

c. The CONSULTANT shall perform the work specified by this Contract according to standard industry practice.

d. The CONSULTANT shall complete its work in a timely manner and in accordance with the schedule as outlined in the Scope of Services, see Exhibit A .

e. The CONSULTANT shall prepare a monthly progress report, in a form approved by the COUNTY, which will outline in written and graphical form the various phases and the order of

performance of the SERVICES in sufficient detail so that the progress of SERVICES can easily be evaluated.

### **3. SERVICES PROVIDED BY THE COUNTY**

In order to assist the CONSULTANT in fulfilling its duties under this Contract, the COUNTY shall provide the following:

a. All available necessary, non-confidential information, data, and material pertinent to the execution of this Agreement.

b. Coordination with other County Departments or other Consultants as necessary for the performance of the CONSULTANT'S services.

c. Documentation, or other information identified in Exhibit A.

### **4. CONTRACT REPRESENTATIVES**

Each party to this Contract shall have a contract representative. Each party may change its contract representative upon providing written notice to the other party. The parties' representatives are as follows:

a. For CONSULTANT:

Name of Representative: Richard P. Brady  
Title: President, Matrix Consulting Group  
Mailing Address: 1650 S Amphlett Blvd, #213  
City, State and Zip Code: San Mateo, CA 94402  
Telephone Number: (650) 858-0507  
Fax Number: \_\_\_\_\_  
E-mail Address: rbrady@matrixcg.net

b. For COUNTY:

Name of Representative: Grace Jimenez  
Title: Chief Accountant  
Mailing Address: PO Box 29  
City, State and Zip Code: Chehalis, WA 98532  
Telephone Number: (360) 740-1139  
Fax Number: (360) 740-2772  
E-mail Address: grace.jimenez@lewiscountywa.gov

### **5. COMPENSATION**

a. For the services performed hereunder, COUNTY shall pay the CONSULTANT based upon the mutually agreed rates contained in Exhibit B, which is attached hereto and incorporated by reference. The maximum total amount payable by the COUNTY to the CONSULTANT under this Contract shall not exceed twenty-eight thousand dollars (**\$28,000**), unless otherwise amended. No minimum amount payable is guaranteed under this Contract.

b. No payment shall be made for any work performed by the CONSULTANT except for work identified and set forth in this Contract or supporting exhibits or attachments incorporated by reference into this Contract.

c. The CONSULTANT may, in accordance with Exhibit B, submit invoices to the COUNTY not more often than once per month during the progress of the work for partial payment of work completed to date and which is satisfactory to County. Invoices shall cover the time CONSULTANT performed work for the COUNTY during the billing period. Such invoices shall be in a format approved by the COUNTY and accompanied by the monthly progress reports required under Section 2.e "SERVICES PROVIDED BY THE CONSULTANT" in this Agreement. The invoice shall be supported by an itemized listing of each service such as labor rates, labor hours, direct services, etc., not to exceed as specified in Exhibit B. The COUNTY shall pay the CONSULTANT for services rendered in the month following the actual delivery of the work and will remit payment within thirty (30) days from the date of receipt of billing.

d. CONSULTANT must submit all requests for payment for the previous month's work to the County by the 10th of each month. CONSULTANT must submit all requests for payment for work performed on or before December 31st each year to the COUNTY by January 15 of the following year. CONSULTANT must submit all requests for payment for work performed on or before June 30th each year to the COUNTY by the following July 10th of that same year. The Consultant generated invoice billing statement must include a summary of progress made through the date of billing. CONSULTANT shall submit a progress report with each billing statement. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work item.

e. COUNTY shall not pay CONSULTANT for services rendered under the CONTRACT unless and until they have been performed COUNTY's satisfaction. Provided, no such payments shall be deemed to waive any rights COUNTY has to challenge the sufficiency or quality of said services thereafter.

f. In the event the CONSULTANT has failed to perform any substantial obligation to be performed by the CONSULTANT under this Contract and such failure has not been cured within ten (10) days following written notice from the COUNTY, then the COUNTY may, in its sole discretion, CONSULTANT withhold any and all monies due and payable to the CONSULTANT without penalty until such failure to perform is cured to COUNTY's satisfaction or otherwise adjudicated. Should COUNTY so withhold any monies, COUNTY shall notify CONSULTANT in writing. "Substantial" for purposes of this Contract means faithfully fulfilling the terms of the contract with variances only for technical or minor omissions or defects.

g. Unless otherwise provided for in this Contract or any exhibits or attachments hereto, COUNTY shall not pay CONSULTANT for any billings or invoices presented for payment prior to the execution of the Contract or after its termination.

## **6. AMENDMENTS AND CHANGES IN WORK**

a. In the event of any errors or omissions by the CONSULTANT in the performance of any work required under this Contract, the CONSULTANT shall make any and all necessary corrections without additional compensation. All work submitted by the CONSULTANT shall be certified by the

CONSULTANT and checked for errors and omissions. The CONSULTANT shall be responsible for the accuracy of the work, even if the work is accepted by the COUNTY.

b. No amendment, modification, or renewal shall be made to this Contract unless set forth in a written Contract Amendment signed by both parties and attached to this Contract. Work under a Contract Amendment shall not proceed until the Contract Amendment is duly executed by the COUNTY.

## **7. HOLD HARMLESS AND INDEMNIFICATION**

a. The CONSULTANT shall hold harmless, indemnify, and defend the COUNTY (which for purposes of this Section 7 means the COUNTY as defined above together with its officers, officials, employees, volunteers, and agents) from and against any and all claims, actions, suits, liability, losses, expenses, damages, and judgments of any nature whatsoever, including costs, expenses, expert witness fees, and attorney's fees in defense thereof, for injury, sickness, disability, or death to persons or damage to property or business, caused by or arising out of the CONSULTANT'S acts, errors, or omissions or the acts, errors, or omissions of its employees, agents, subCONSULTANTS, or anyone for whose acts any of them may be liable, in the performance of this Contract. Claims shall include, but not be limited to, assertions that information supplied or used by the CONSULTANT or subCONSULTANT infringes any patent, copyright, trademark, trade name, or otherwise results in an unfair trade practice. PROVIDED HOWEVER, that the CONSULTANT'S obligations hereunder shall not extend to injury, sickness, death, or damage caused by or arising out of the sole negligence of the COUNTY. PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the CONSULTANT'S obligations hereunder shall apply only to the percentage of fault attributable to the CONSULTANT, its employees, agents, or subCONSULTANTS.

b. In any and all claims against the COUNTY by any employee of the CONSULTANT, subCONSULTANT, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT or subCONSULTANT under Worker's Compensation acts, disability benefits acts, or other employee benefits acts, it being clearly agreed and understood by the parties hereto that the CONSULTANT expressly waives any immunity the CONSULTANT might have had under Title 51 RCW. By executing the Contract, the CONSULTANT acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the CONSULTANT makes with any subCONSULTANT or agent performing work hereunder.

c. The CONSULTANT'S obligations hereunder shall include, but are not limited to, investigating, adjusting, and defending all claims alleging loss from action, error, or omission, or breach of any common law, statutory, or other delegated duty by the CONSULTANT, the CONSULTANT'S employees, agents, or subCONSULTANTS.

## **8. INSURANCE**

a. **Professional Legal Liability:** If the CONSULTANT is a licensed professional, CONSULTANT shall maintain at all times during the term of this contract Professional Legal Liability or Professional Errors and Omissions coverage appropriate to the CONSULTANT'S profession and shall be written subject to limits of not less than **\$1,000,000** per loss.

The coverage shall apply to liability for a professional error, act, or omission arising out of the scope of the CONSULTANT'S services defined in this Contract. Coverage shall not exclude bodily injury or property damage. Coverage shall not exclude hazards related to the work rendered as part of the Contract or within the scope of the CONSULTANT'S services as defined by this Contract including testing, monitoring, measuring operations, or laboratory analysis where such services are rendered as part of the Contract.

**b. Workers' Compensation (Industrial Insurance):** The CONSULTANT shall maintain workers' compensation insurance as required by Title 51 RCW and shall provide evidence thereof to County within the sooner of two (2) business days after date last executed below or the date CONSULTANT begins work under this CONTRACT.

**c. Commercial General Liability:** At all times during the term of this contract, the CONSULTANT shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than **\$1,000,000** per loss. The general aggregate limit shall apply separately to this Contract and be no less than **\$2,000,000**.

- i. Within the sooner of two (2) business days after date last executed below or the date CONSULTANT begins work under this CONTRACT, the CONSULTANT shall provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the CONSULTANT will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.
- ii. The CONSULTANT'S Commercial General Liability insurance shall include the COUNTY, its officers, officials, employees, and agents with respect to performance of services, and shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured.
- iii. Within the sooner of two (2) business days after date last executed below or the date CONSULTANT begins work under this CONTRACT, the CONSULTANT shall furnish the COUNTY with evidence that the additional insured provision required above has been met. An acceptable form of evidence is the endorsement pages of the policy showing the COUNTY as an additional insured.
- iv. If the CONSULTANT'S liability coverage is written as a claims made policy, then the CONSULTANT must evidence the purchase of an extended reporting period or "tail" coverage for a three-year period after project completion, or otherwise maintain the coverage for the three-year period.
- v. If the Contract is over \$50,000 then the CONSULTANT shall also maintain Employers Liability Coverage with a limit of not less than \$1 million.

**d. Other Insurance Provisions:**

- i. The CONSULTANT'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees, and agents.

- ii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees, or agents.
- iii. The CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- iv. The CONSULTANT shall include all subCONSULTANTS as insureds under its policies or shall furnish separate certificates and endorsements for each subCONSULTANT. All coverage for subCONSULTANTS shall be subject to all of the requirements stated herein.
- v. The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
- vi. The CONSULTANT shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.

**e. Verification of Coverage and Acceptability of Insurers:** The CONSULTANT shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

- i. Certificates of Insurance shall show the Certificate Holder as Lewis County and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.
- ii. Written notice of cancellation or change shall be mailed to the COUNTY at the following address:

Name: Lewis County Auditor's Office  
Mailing Address: PO Box 29  
City, State and Zip Code: Chehalis, WA 98532  
Telephone Number: (360) 740-1139  
Fax Number: (360) 740-2772  
E-mail Address: grace.jimenez@lewiscountywa.gov

- iii. The CONSULTANT shall furnish the COUNTY with properly executed certificates of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section prior to commencement of services. The certificate will, at a minimum, list limits of liability and coverage. The certificate

will provide that the underlying insurance contract will not be canceled or allowed to expire except on thirty (30) days prior written notice to the COUNTY.

- iv. The CONSULTANT or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of Lewis County.

#### **9. TERMINATION**

a. The COUNTY may terminate this Contract for convenience in whole or in part whenever the COUNTY determines, in its sole discretion, that such termination is in the best interests of the COUNTY. The COUNTY may terminate this Contract upon giving ten (10) days written notice by Certified Mail to the CONSULTANT. In that event, the COUNTY shall pay the CONSULTANT for all costs and services incurred by the CONSULTANT in performing the Contract that are satisfactory to the COUNTY, up to the date of such notice. Payment shall be made in accordance with Section 5 of this Contract.

b. In the event funding for this project is withdrawn, reduced, or limited in any way after the effective date of this Contract, the COUNTY may summarily terminate this Contract notwithstanding any other termination provision of the Contract. Termination under this paragraph shall be effective upon the date specified in the written notice of termination sent by the COUNTY to the CONSULTANT. After the effective date, no charges incurred under this Contract are allowable.

c. If the CONSULTANT breaches any of its obligations hereunder and fails to cure the breach within ten (10) days of written notice to do so by the COUNTY, the COUNTY may terminate this Contract, in which case the COUNTY shall pay the CONSULTANT only for the costs of services accepted by the COUNTY, in accordance with Section 5 of this Contract, less the costs, if any, to obtain performance of the work elsewhere. Upon such termination, the COUNTY, at its discretion, may obtain performance of the work elsewhere, and the CONSULTANT shall bear all costs and expenses incurred by the COUNTY in completing the work and all damage sustained by the COUNTY by reason of the CONSULTANT'S breach. If, subsequent to termination, it is determined for any reason that (1) the CONSULTANT was not in default, or (2) the CONSULTANT'S failure to perform was not its fault or its subCONSULTANT's fault or negligence, the termination shall be deemed to be a termination under subsection a of this section.

#### **10. ASSIGNMENT, DELEGATION, AND SUBCONTRACTING**

a. The CONSULTANT shall perform the terms of the Contract using only its bona fide employees or agents who have the qualifications to perform under this Contract. The obligations and duties of the CONSULTANT under this Contract shall not be assigned, delegated, or subcontracted to any other person or firm without the prior express written consent of the COUNTY in its sole discretion. Notwithstanding any assignment or delegation by CONSULTANT concerning this CONTRACT, whether with or without the COUNTY's consent, CONSULTANT shall nevertheless remain primarily liable to COUNTY for all of its obligations hereunder notwithstanding any written provision to the contrary.

b. The CONSULTANT warrants that it has not paid nor has it agreed to pay any company, person, partnership, or firm, other than a bona fide employee working exclusively for CONSULTANT,

any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

#### **11. NON-WAIVER OF RIGHTS**

The parties agree that the excuse or forgiveness of performance or waiver of any provision(s) of this Contract does not constitute a waiver of such provision(s) or future performance or prejudice the right of the waiving party to enforce any of the provisions of this Contract at a later time.

#### **12. INDEPENDENT CONSULTANT**

a. The CONSULTANT'S services shall be furnished by the CONSULTANT as an Independent CONSULTANT and not as an agent, employee, nor servant of the COUNTY. The CONSULTANT specifically has the right to direct and control CONSULTANT'S own activities in providing the agreed services in accordance with the specifications set out in this Contract.

b. The CONSULTANT acknowledges that the entire compensation for this Contract is set forth in Section 5 of this Contract, and the CONSULTANT is not entitled to any County benefits, including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, fringe benefits, or any other rights or privileges afforded to Lewis County employees.

c. The CONSULTANT shall have and maintain complete responsibility and control over all its subCONSULTANTS, employees, agents, and representatives. No subCONSULTANT, employee, agent, or representative of the CONSULTANT shall be or deem to be or act or purport to act as an employee, agent, or representative of the COUNTY.

d. The CONSULTANT shall assume full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, county, federal, or state legislation which is now or may during the term of this Contract be enacted as to all persons employed by the CONSULTANT and as to all duties, activities, and requirements by the CONSULTANT in performance of the work on this project and under this Contract and shall assume exclusive liability therefore and meet all requirements thereunder pursuant to any rules or regulations.

e. The CONSULTANT agrees to immediately remove any of its employees or agents from assignment to perform services under this Contract upon receipt of a written request to do so from the COUNTY'S contract representative or designee.

#### **13. COMPLIANCE WITH LAWS**

The CONSULTANT shall comply with all applicable federal, state, and local laws, rules, and regulations in performing this Contract.

#### **14. INSPECTION OF BOOKS AND RECORDS**

The COUNTY may, at reasonable times, inspect the books and records of the CONSULTANT relating to the performance of this Contract. The CONSULTANT shall keep all records required by this Contract for six (6) years after termination of this Contract for audit purposes.

#### **15. NONDISCRIMINATION**



The CONSULTANT, its assignees, delegates, or subCONSULTANTS shall not discriminate against any person in the performance of any of its obligations hereunder on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any disability. Implementation of this provision shall be consistent with RCW 49.60.400. The CONSULTANT agrees to follow the requirements as dictated in Exhibit C.

#### **16. OWNERSHIP OF MATERIALS/WORK PRODUCED**

a. Material produced in the performance of the work under this Contract shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by the COUNTY. This material includes, but is not limited to, books, computer programs, plans, specifications, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. The COUNTY agrees that if it uses any materials prepared by the CONSULTANT for purposes other than those intended by this Contract, it does so at its sole risk and it agrees to hold the CONSULTANT harmless therefore to the extent such use is agreed to in writing by the CONSULTANT.

b. An electronic copy of all or a portion of material produced shall be submitted to the COUNTY upon request or at the end of the job using the word processing program and version specified by the COUNTY.

#### **17. DISPUTES**

Differences between the CONSULTANT and the COUNTY arising under and by virtue of this Contract shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due the CONSULTANT shall be decided by the COUNTY’S Contract representative or designee. All rulings, orders, instructions, and decisions of the COUNTY’S contract representative shall be final and conclusive, subject to the CONSULTANT’S right to seek judicial relief pursuant to Section 18.

#### **18. CHOICE OF LAW, JURISDICTION AND VENUE**

a. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

b. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Lewis County, Washington.

#### **19. SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term, or provision of this Contract to be illegal or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties’ rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

b. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

c. Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

#### **20. ENTIRE AGREEMENT**

The parties agree that this Contract is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Contract are specifically excluded.

#### **21. NOTICES**

Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in Section 4. Notice may also be given by email with the original to follow by regular mail. Notice shall be deemed to be given three days following the date of mailing or immediately if personally served. For service by email, service shall be effective upon receipt during working hours. If an email is sent after working hours, it shall be effective at the beginning of the next working day.

#### **22. TIME IS OF THE ESSENCE**

Time is of the essence for all terms, conditions, obligations, and duties set forth or referred to in this CONTRACT.

#### **23. OPPORTUNITY TO REVIEW**

The parties hereto acknowledge, represent, warrant, and agree that they have read this CONTRACT, fully understand the terms thereof, and have had the opportunity to seek independent legal counsel with respect thereto before signing. This CONTRACT is executed by the parties without reliance upon any statement or representation by the persons or parties herein, or their attorneys or representatives, if any, other than those set forth in this agreement.

#### **24. AUTHORITY**

The parties each acknowledge, represent, and warrant that they have the full right, power, and authority to enter into this CONTRACT. Each person signing this agreement on behalf of an entity represents and warrants that he or she has the full right, power, and authority to bind their respective entity, their respective entity has approved this CONTRACT and authorized them to sign it, and their respective entity is duly formed and in good standing.

#### **25. JOINTLY DRAFTED**

This CONTRACT was negotiated and drafted jointly by the parties, and it shall not be construed against either party in case of any dispute.

#### **26. SURVIVAL OF CONTRACT**

This CONTRACT shall be binding upon and inure to the benefit of the parties hereto and all of their respective heirs, successors, and assigns. The terms, conditions, and warranties contained

in this CONTRACT that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this CONTRACT shall so survive.

### **27. CONFIDENTIALITY**

In the event that the CONSULTANT comes in contact with or obtains knowledge of confidential information, the CONSULTANT shall maintain the confidentiality of all obtained information provided by the COUNTY or acquired by the CONSULTANT in performance of this CONTRACT, except upon the prior written consent of the Lewis County Prosecuting Attorney or an order entered by a court after having acquired jurisdiction over the COUNTY. CONSULTANT shall immediately give to the COUNTY notice of any judicial proceeding seeking disclosure of such information. CONSULTANT shall indemnify and hold harmless the COUNTY, its officials, agents, or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorney's fees and costs resulting from CONSULTANT's breach of this provision.

### **28. ATTORNEY'S FEES**

Should any legal proceeding be commenced between or by the Parties concerning or related to this CONTRACT or the rights and duties of either in relation to this CONTRACT, the Party prevailing in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for such Party's reasonable attorneys' fees, expenses, and costs actually incurred and paid.

### **29. PUBLIC RECORDS ACT**

CONSULTANT agrees to cooperate with and assist COUNTY to fulfill its obligations under the Washington Public Records Act (chapter 42.56 of the Revised Code of Washington) concerning any request made to COUNTY for records possessed by either COUNTY or CONSULTANT concerning or relating to this CONTRACT. Such cooperation will include, without limitation, timely and fully responding and providing documents and records in response to COUNTY's request for records. The obligations created by this section shall survive the termination of this CONTRACT.

### **30. WORKPLACE SAFETY**

This paragraph applies if CONSULTANT or its agents, employees, subCONSULTANTS, or anyone on its behalf performs any work under or related to this CONTRACT upon COUNTY's property. COUNTY delegates to CONSULTANT, and CONSULTANT agrees to assume, any duty COUNTY has to exercise reasonable care to make the premises and work area safe, and CONSULTANT agrees to: abide by all applicable laws, be solely responsible for health and safety of all persons providing service, and create and post a site-specific worker safety plan in advance of gaining access to the work area. CONSULTANT represents that it is a professional company with the knowledge and experience to reasonably assume such a delegation and to work in the presence of any known or obvious dangers by taking appropriate precautions and by using and providing proper equipment for itself and its employees.

**31. SUSPENSION AND DEBARMENT**

CONSULTANT represents and warrants that, as of the execution of this Contract, neither CONSULTANT nor any subCONSULTANT performing work under this Contract (at any tier) is included on the federally debarred bidder's list listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." If at any point during Contract's term CONSULTANT or any subCONSULTANT performing work at any tier is included on the federally debarred bidder's list, CONSULTANT shall notify the County immediately. CONSULTANT's completed Vendor Debarment Certification is attached hereto and incorporated herein.

**The parties hereto acknowledge that the waiver of immunity set out in Section 7.b. was mutually negotiated and specifically agreed to by the parties herein.**

CONSULTANT:

For Lewis County Auditor's Office  
Lewis County, Washington

Firm: Matrix Consulting Group

By: Richard Brady

Signature: Richard Brady  
(Authorized Representative)

Date: 4-23-24

Title: President

Address: 1650 S Amphlett Blvd., #213  
San Mateo, CA 94402

By: Grace Jimenez  
Chief Accountant

Date: 4/23/2024

## EXHIBIT A

### PERSONAL SERVICES CONTRACT LEWIS COUNTY / MATRIX CONSULTING GROUP COST ALLOCATION PLAN CONSULTING

#### **SCOPE OF SERVICES**

**Task 1** – Conduct an analysis of the cost of services and prepare an indirect cost allocation plan

- Analyze indirect cost of shared administrative functions (e.g. finance, human resources, legal, facilities maintenance, information technology).
- Review current internal service fund rates and provide suggestions for improvement.
- Assist in the documentation of internal service fund rate methodology.
- Identify unallowable costs under OMB Circular A-87.
- Assist in the development of a replacement schedule for large facility maintenance and capital projects.

**Task 2** – Prepare a full cost allocation plan

- Develop a cost allocation model to include rate calculations for:
  - Shared administrative services or facilities
  - Internal service fund rates
- Prepare model in accordance with the principles of OMB Circular A-87 to include any necessary internal controls.
- Provide the County with a copy of the electronic model utilized to prepare the plans. The model shall allow for subsequent annual adjustments by County staff.
- Provide training to County staff on the model to ensure proper use of the information and future update of the plan.
- Assist in the submission of the Negotiated Indirect Cost Rate Agreement (NICRA) for approval by the federal government.

EXHIBIT B

PERSONAL SERVICES CONTRACT  
LEWIS COUNTY / MATRIX CONSULTING GROUP  
COST ALLOCATION PLAN CONSULTING

**COMPENSATION**

The CONSULTANT’S compensation under this Contract, which is described in Section 5 of the Contract (COMPENSATION), is set forth as follows:

a. The maximum amount payable under this contract is twenty-eight thousand dollars (\$28,000), unless amended.

b. Unit Rates for consultant classification roles shall be in accordance with CONSULTANT’S rate schedule below.

Matrix Consulting Group agrees to perform the tasks and services associated with cost allocation model development for a fixed fee of \$28,000. The following table provides a breakdown by task and consultant classification role for this engagement:

	<b>Project Manager</b>	<b>Analysts</b>	<b>Total Cost</b>
Data Collection	2	2	\$800
Study Objectives & Schedule	2	2	\$800
Interview Staff & Gather Data	6	10	\$3,040
Review Allocation Metrics	8	20	\$5,120
Draft Full Cost Plan	6	16	\$4,000
Finalize Full Cost Plan	4	8	\$2,240
Draft OMB Cost Plan	6	16	\$4,000
Finalize OMB Cost Plan	4	12	\$2,880
Develop Draft Indirect Rates	4	6	\$1,920
Finalize Indirect Rates	2	4	\$1,120
Staff Training	6	4	\$2,080
<b>Total Hours</b>	<b>50</b>	<b>100</b>	
Hourly Rate	\$240	\$160	
<b>Total Professional Fees</b>	<b>\$12,000</b>	<b>\$16,000</b>	<b>\$28,000</b>
<b>Total Project Cost</b>			<b>\$28,000</b>

## DEBARMENT CERTIFICATION FORM

The CONSULTANT certifies that, neither the CONSULTANT firm nor any owner, partner, director, officer, or principal of the CONSULTANT, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or

(d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

(e) The CONSULTANT is "Actively" registered or has submitted a request with SAM.Gov (Service for Award Management). The CONSULTANT further certifies that it shall not knowingly enter into any transaction with any subCONSULTANT, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Name of Firm or Individual: Matrix Consulting Group, Ltd.

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*Richard Brady*

4-23-24

Signature

Date