



**CLARK COUNTY  
STAFF REPORT**

**DEPARTMENT/DIVISION:** Environmental Services / Solid Waste & Environmental Education

**DATE:** March 3, 2015

**REQUEST:** Approve a two-year agreement with Washington Green Schools in an amount not to exceed \$70,000 to provide service to participating Clark County Washington Green Schools, including website support, program outreach, data collection and reporting and program promotion.

**CHECK ONE:**  Consent  Hearing  Chief Administrative Officer

**BACKGROUND:** Clark County established the Washington Green Schools Program with financial support from Washington State Department of Ecology and local jurisdictions across the state of Washington. The program mission is to provide Washington schools with the tools and support to take action that results in positive environmental outcomes. Since January 1, 2011, the program has functioned as an independent non-profit organization. Clark County has 67 schools participating in the program and has more certified schools (38) than any other county. Washington Green Schools is a sole source contract, as they are the only organization providing support to all schools in Washington State.


**COMMUNITY OUTREACH:** The county seeks to continue to increase program participation and increased certification levels through additional direct support from the organization. This partnership allows the non-profit organization to provide dedicated and direct service to participating schools, further promote the program in the County to increase participation, and continue to enhance program offerings through direct coordination with school district staff to further align the program with Department of Environmental Services goals.

**BUDGET AND POLICY IMPLICATIONS:** Budget for this program has been included in the 2015-16 Solid Waste Fund budget, and 75% of costs are covered by WA Department of Ecology CPG grant funding. Each program under this Agreement will be provided by Task Assignment. Each Task Assignment will be individually negotiated with the Contractor in accordance with set rates.

**FISCAL IMPACTS:**  Yes (see Fiscal Impacts Attachment)  No

**ACTION REQUESTED:** Approve an agreement with Washington Green Schools for professional services in an amount not to exceed \$70,000 to support participating Clark County schools in the Washington Green Schools Program.

**DISTRIBUTION:** Please return original copies of the agreement and the approved staff report to Environmental Services Administration.

  
\_\_\_\_\_  
Peter DuBois  
Solid Waste & Environmental Education Manager

APPROVED:   
\_\_\_\_\_  
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS

  
\_\_\_\_\_  
Don Benton  
Environmental Services Director

March 3, 2015  
SR 032-15

*man  
OK  
9.1*

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I.A - Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information.

Expenditures are for the Contractor to provide the professional services needed to support Clark County schools in the Washington Green Schools program. 75% of costs of the contract are covered under the Coordinated Prevention Grant #G1400408, Task 4, for 2013-15. This does not impact the General Fund.

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Ecology Coordinated Prevention Grant	\$0.00	\$52,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund 4014 - Solid Waste Fund	\$0.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

II.A - Describe the type of revenue (grant, fees, etc.)

Revenues are from the Department of Ecology Coordinated Prevention Grant #G1400408 (Task 4), which is deposited into the Solid Waste Fund, and from the solid waste system transfer & disposal contract and recycling contracts. This Agreement will not exceed \$70,000. The costs of this program do not impact the General Fund.

## Part III: Estimated Expenditures

III.A - Expenditures summed up

Fund 4014 - Solid Waste Fund	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Fund 4014 - Solid Waste Fund		\$0.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<b>Total:</b>		<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

III.B = Expenditure by object category

Fund 4014 - Solid Waste Fund	Current Biennium		Next Biennium		Second Biennium	
	4014	Total	4014	Total	GF	Total
Salary/Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other controllables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inter-fund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Professional Services Agreement

Agreement Purchase No. \_\_\_\_\_

THIS AGREEMENT, entered <sup>march</sup> ~~February~~ 3<sup>rd</sup> of 2015 by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and Washington Green Schools, a 501(c)3 non-profit organization, after this called "Contractor."

### WITNESSETH

WHEREAS, Clark County is requesting EDUCATIONAL SERVICES to support participating Clark County Schools in the Washington Green Schools Program.

WHEREAS, Contractor has the expertise and the unique ability to support participating schools, provide reports and feedback to the County on progress of participating schools, and develop and deliver a summit for participating Clark County Washington Green Schools participants .

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as follows:

Generally: To provide professional services for Clark County. Each program under this Agreement will be provided by Task Assignment. Each Task Assignment will be individually negotiated with the Contractor and shall be issued by writing a Formal Task Assignment Document similar in format to Exhibit "A". Task Assignments shall be approved by the Environmental Services Director, provided that payments for cumulative tasks shall not exceed \$70,000.

2. Time. The agreement shall be effective beginning February 9, 2015 and ending December 31, 2016.

3. Compensation. Fees paid to the Contractor shall in no event exceed \$70,000 without prior written approval of the County. The Contractor will submit invoices on a quarterly basis at the rates designated in each Task Assignment.

4. Termination. The County may terminate this Agreement immediately upon any breach by Contractor in the duties of Contractor as set forth in this Agreement. The

waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Further, County may terminate this Agreement upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification. The Contractor does release, indemnify and promise to defend and save harmless the County, its officers, officials, employees and agents from and against any and all liability, loss, damages, expenses, actions and claims, including costs and reasonable attorney's fees incurred by the County, its officials, officers, employees and agents in defense thereof, asserted or arising directly or indirectly on account of or out of Contractor's negligence or willful misconduct in the performance of service pursuant to this Agreement. In making these assurances, the Contractor specifically agrees to indemnify and hold harmless the County from any and all bodily injury claims brought by employees of the Contractor and expressly waives its immunity under the Industrial Insurance Act as to those claims for which Contractor has indemnity obligations hereunder and which are brought against the County; this paragraph does not purport to indemnify the County against the liability for damages arising out of bodily injuries to person or damages caused by or resulting from the negligence or willful misconduct of the County, its elected officials, officers, employees and agents or any third party.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes 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, federal or state legislation that is now or may during the term of this agreement be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Agreement and shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Contract Documents: Contract documents consist of this Agreement, Exhibit A, and eight task assignments following the form of Exhibit A.

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, and any other revisions to this Agreement, including any increase or decrease in the amount of the Contractor's compensation, shall be in the form of amendments to the Agreement, and must be in writing, mutually agreed upon by and between County and the Contractor, and signed by both parties.

12. Public Records Act: Notwithstanding the provisions of Section 14, below, to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Department of Public Works.

13. Governing Law. This Agreement shall be governed by the laws of the State of Washington. Venue for any litigation concerning performance of this Agreement shall be in Superior Court for the State of Washington in Clark County, Washington.

14. Confidentiality. Subject to the provisions in Section 12, above, the Contractor agrees to keep all information confidential that relates to County, is confidential, and is clearly designated as confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that no person having such interest shall be employed by it, or shall perform services as an independent contractor with it, in the performance of this Agreement.


16. Consent and Understanding. This Agreement, including all of the contract documents enumerated in Section 9, above, contains a complete and integrated understanding of the Agreement between the parties and supersedes any understandings, contract, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this Agreement is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

IN WITNESS THEREOF, County and the Contractor have executed this Agreement on the date first above written.

CLARK COUNTY

Washington Green Schools

BY:   
Mark McCauley, Acting County Manager


BY: \_\_\_\_\_

Title \_\_\_\_\_

APPROVED AS TO FORM ONLY

ANTHONY F. GOLIK

Clark County Prosecuting Attorney



By Christine Cook, Sr. Deputy Prosecuting Attorney

**Exhibit "A" Formal Task Assignment Document**

**Professional Services for Environmental Education Services from Washington Green Schools Non-Profit Organization**

**Task Assignment (*Enter Task Number*)**

This Task Assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools, LLC in the execution of this task order.

**Scope of Work**

*Enter program specific scope of work including:*

*Program Description*

*Deliverables*

*Schedule*

*Budget*

**Compensation**

Based on the above program budget, Washington Green Schools and the County mutually agree that the total amount of the billings for Task Assignment (*Enter Task Number*) shall not exceed \$(*Enter task amount payable*).

**Schedule**

All work associated with Task Assignment (*Enter Task Number*) will be in accordance with the above schedule. Washington Green Schools shall inform the County of any potential changes to the schedule immediately.

**Other**

Contact Rob Guttridge @ 360-397-2121 ext. 4344 or Rob.Guttridge@clark.wa.gov with any questions or concerns regarding this task order.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2015 Task Assignment #1  
Professional Services Agreement for Environmental Education Services from  
Washington Green Schools**

This Task Assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

**Program Description:** Washington Green Schools is a statewide web-based program that provides a structure for all K-12 public and private schools to reduce waste, minimize their environmental and carbon footprint, and achieve certification for their efforts.

Washington Green Schools staff will respond by email to provide technical assistance support to participating Clark County schools. In addition, Washington Green Schools Staff will provide flags, awards and certificates for Clark County to deliver to schools which achieve certification. Washington Green Schools will provide a working website for Clark County schools' use, and update it at least monthly for ongoing viability of the program.

**Deliverables:**

- A summary report that includes information such as: school contacts/inquiries, assistance provided, breakdown of schools signing up for the program and certifying broken down per school district and by program category. This information will be provided to the project manager by: March 30<sup>th</sup> 2015; July 15<sup>th</sup> 2015; December 15<sup>th</sup> 2015.
- A year-end report summary of all Clark County WA Green school status, activity, and certifications will be provided to the project manager by December 15<sup>th</sup> 2015. This report will include information listed above and also provide next steps and recommendations for improving participation and certification success for Clark County schools.
- Ongoing coordination and work with Clark County Staff to develop and pilot outreach strategies to increase participation and track/increase progress of participating schools.

**Compensation**

The billable hourly rate for Washington Green Schools Staff is \$65 and the billable rate for website updates is \$150. This Task Assignment # 1 is not to exceed \$24,000 to support current and future participating Clark County schools.



The payment schedule for Task Assignment #1 will be:  
On or before March 30<sup>th</sup> 2015 - \$7,500  
July 15<sup>th</sup> 2015 - \$9,000  
December 15<sup>th</sup> 2015 - \$7,500

If additional funding becomes available, Clark County and Washington Green Schools will review and re-evaluate program funding options. Currently, Washington Green Schools and the County mutually agree that the total amount of the billings for Task Assignment 1 shall not exceed \$24,000 without prior written approval.

**Schedule**

All work associated with Task Assignment 1 will be in accordance with the above schedule. Washington Green Schools shall inform the County of any potential changes to the schedule immediately.

**Other**

Contact Rob Guttridge @ 360-397-2121 ext.4344 with any questions or concerns regarding this task order.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2015 Task Assignment #2**  
**Professional Services Agreement for Environmental Education Services from**  
**Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will support a Clark County Teacher Session in February 2015. Washington Green Schools staff and the County will work together to develop content and agenda for the Session, and to recruit teachers able to assist their peers in successfully attaining certification. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise the event, and promote the event to registered Clark County schools.
- Post Teacher Session information on program website.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the Teacher Session.

Clark County staff will:

- Recruit teachers to attend the session.
- Provide an appropriate location.
- Provide 2 staff members to assist with the event.
- Provide refreshments during and after the session.
- Recruit facilitators to lead sessions and recruit speakers as needed.

**Timeline**

January 1<sup>st</sup> 2015 - March 31<sup>st</sup> 2015.

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #2 shall not exceed \$1,500.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2015 Task Assignment #3:  
Professional Services Agreement for Environmental Education Services from  
Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will implement the Clark County Green Schools 2015 Teacher Training and Reception, and will promote the 2015 Clark County Green Schools Summit. Washington Green Schools staff and the County will further refine the previous agenda and continue to improve the Teacher Training, and will also promote and prepare for the 2015 Summit. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise and promote the event to Clark County schools.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the training, and selected sessions at the training.
- Create, distribute, and analyze a training evaluation from participants.
- Provide training evaluation and attendee information to Clark County.

Clark County staff will:

- Provide a location and afternoon snacks for training participants.
- Provide funding for sub-reimbursement to teachers.
- Provide 1-3 staff members to assist with the event.
- Provide copies of materials as needed.
- Recruit facilitators to lead sessions and or recruit speakers as needed.

**Timeline**

July 1<sup>st</sup> 2015 - October 31<sup>st</sup> 2015.

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #3 shall not exceed \$3,500.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2015 Task Assignment #4:  
Professional Services Agreement for Environmental Education Services from  
Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will develop and implement the Clark County Washington Green Schools 2015 Summit. Washington Green Schools staff and the County will further refine the previous agenda and models and continue to improve the summit each year. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise and promote the event to Clark County schools.
- Post summit information on program website.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the summit.
- Facilitate sessions at the summit.

Clark County staff will:

- Recruit a keynote speaker or work to recruit panel speakers.
- Provide a location, morning snacks and lunch for all participants.
- Provide funding for bus transportation (if needed for schools).
- Provide funding for sub-reimbursement to teachers.
- Provide 2-3 staff members to assist with the event.
- Provide copies of materials as needed.
- Recruit facilitators to lead sessions and/ or recruit speakers if needed.

**Timeline**

August 1 – November 30 2015

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #4 shall not exceed \$6,000.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2016 Task Assignment #5**  
**Professional Services Agreement for Environmental Education Services from**  
**Washington Green Schools**

This Task Assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

**Program Description:** Washington Green Schools is a statewide web-based program that provides a structure for all K-12 public and private schools to reduce waste, minimize their environmental and carbon footprint, and achieve certification for their efforts.

Washington Green Schools staff will respond by email to provide technical assistance support to participating Clark County schools. In addition, Washington Green Schools Staff will provide flags, awards and certificates for Clark County to deliver to schools which achieve certification. Washington Green Schools will provide a working website for Clark County schools' use, and update it at least monthly for ongoing viability of the program.

**Deliverables:**

- A summary report that includes information such as: school contacts/inquiries, assistance provided, breakdown of schools signing up for the program and certifying broken down per school district and by program category. This information will be provided to the project manager by: March 30<sup>th</sup> 2016; July 15<sup>th</sup> 2016; December 15<sup>th</sup> 2016.
- A year-end report summary of all Clark County WA Green school status, activity, and certifications will be provided to the project manager by December 15<sup>th</sup> 2016. This report will include information listed above and also provide next steps and recommendations for improving participation and certification success for Clark County schools.
- Ongoing coordination and work with Clark County Staff to develop and pilot outreach strategies to increase participation and track/increase progress of participating schools.

**Compensation**

The billable hourly rate for Washington Green Schools Staff is \$65 and the billable rate for website updates is \$150. This Task Assignment #5 is not to exceed \$24,000 to support current and future participating Clark County schools.

The payment schedule for Task Assignment #5 will be:  
On or before March 30<sup>th</sup> 2016 - \$7,500  
July 15<sup>th</sup> 2016 - \$9,000  
December 15<sup>th</sup> 2016 - \$7,500

If additional funding becomes available, Clark County and Washington Green Schools will review and re-evaluate program funding options. Currently, Washington Green Schools and the County mutually agree that the total amount of the billings for Task Assignment 5 shall not exceed \$24,000 without prior written approval.

**Schedule**

All work associated with Task Assignment 5 will be in accordance with the above schedule. Washington Green Schools shall inform the County of any potential changes to the schedule immediately.

**Other**

Contact Rob Guttridge @ 360-397-2121 ext.4344 with any questions or concerns regarding this task order.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2016 Task Assignment #6**  
**Professional Services Agreement for Environmental Education Services from**  
**Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will support a Clark County Teacher Session in February 2016. Washington Green Schools staff and the County will work together to develop content and agenda for the Session, and to recruit teachers able to assist their peers in successfully attaining certification. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise and promote the event to Clark County schools.
- Post Teacher Session information on program website.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the Teacher Session.

Clark County staff will:

- Recruit teachers to attend the session.
- Provide an appropriate location.
- Provide 2 staff members to assist with the event.
- Provide refreshments during and after the session.
- Recruit facilitators to lead sessions and recruit speakers as needed.

**Timeline**

January 1<sup>st</sup> 2016 - March 31<sup>st</sup> 2016.

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #6 shall not exceed \$1,500.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director

**2016 Task Assignment #7:  
Professional Services Agreement for Environmental Education Services from  
Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will implement the Clark County Green Schools 2016 Teacher Training and Reception, and will promote the 2016 Clark County Green Schools Summit. Washington Green Schools staff and the County will further refine the previous agenda and continue to improve the Teacher Training, and will also promote and prepare for the 2016 Summit. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise and promote the event to Clark County schools.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the training, and selected sessions at the training.
- Create, distribute, and analyze a training evaluation from participants.
- Provide training evaluation and attendee information to Clark County.

Clark County staff will:

- Provide a location and afternoon snacks for training participants.
- Provide funding for sub-reimbursement to teachers.
- Provide 1-3 staff members to assist with the event.
- Provide copies of materials as needed.
- Recruit facilitators to lead sessions and or recruit speakers as needed.

**Timeline**

July 1<sup>st</sup> 2015 - October 31<sup>st</sup> 2016.

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #7 shall not exceed \$3,500.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director



**2016 Task Assignment #8:  
Professional Services Agreement for Environmental Education Services from  
Washington Green Schools**

This task assignment is provided in accordance with the Professional Services Agreement between Clark County and Washington Green Schools for 2015. All provisions outlined in the Professional Services Agreement shall apply to work performed by Washington Green Schools in the execution of this task order.

**Scope of Work**

Washington Green Schools will develop and implement the Clark County Washington Green Schools 2016 Summit. Washington Green Schools staff and the County will further refine the previous agenda and models and continue to improve the summit each year. We have identified the division of work to include:

Washington Green Schools staff will:

- Develop flyer to advertise and promote the event to Clark County schools.
- Post summit information on program website.
- Manage the online registration for the event.
- Provide content for all materials needed for the day.
- Facilitate the summit.
- Facilitate sessions at the summit.

Clark County staff will:

- Recruit a keynote speaker or work to recruit panel speakers.
- Provide a location, morning snacks and lunch for all participants.
- Provide funding for bus transportation (if needed for schools).
- Provide funding for sub-reimbursement to teachers.
- Provide 2-3 staff members to assist with the event.
- Provide copies of materials as needed.
- Recruit facilitators to lead sessions and/ or recruit speakers if needed.

**Timeline**

August 1 – November 30 2016

**Compensation**

Based on the contract budget, Washington Green Schools and the County mutually agree that the total amount of the billing for Task Assignment #8 shall not exceed \$6,000.

**CLARK COUNTY**

**WASHINGTON GREEN SCHOOLS**

\_\_\_\_\_  
By: Environmental Services Director

\_\_\_\_\_  
By: Washington Green Schools Co-Director