

REQUEST FOR PROPOSALS

Executive Search Firm / Consultant

Position of: Executive Director
Edmonds Public Facilities District /
Edmonds Center for the Arts

www.ec4arts.org

Re-posted on October 31, 2022

Closing Date & Time: Monday, November 14, 2022 - 5:00pm PT

Single Point of Contact: Lori Meagher, Director of Finance & Operations

Address: 410 4th Ave N
Edmonds, WA 98020

Email: Lori@ec4arts.org

Electronic Submissions: Must be delivered to the above email address.

Printed Submissions: Five (5) copies.
At least one (1) copy unbound and copy ready.
Must be submitted to the above address.

Summary

Edmonds Public Facilities District / Edmonds Center for the Arts (EPFD/ECA) seeks to retain a consultant or firm to help guide its Board of Directors and Staff through the recruitment and hiring of the organization's next Executive Leader. This Request for Proposals outlines the expectations and timeline for the scope of work.

The selected consultant or firm will possess the capacity and relevant competencies to:

- conduct a successful executive search for similar-sized not-for-profit and/or municipal organizations,
- show evidence of success in implementing equitable and inclusive recruiting and hiring practices and presenting a diverse and qualified candidate pool,
- identify prospective leaders ready to carry forward the mission, vision and values of our organization and lead it through its next phase of development.

EPFD/ECA's next Executive will be assuming this leadership role from the organization's current Executive Director, Joe McIalwain, who has served in this role since 2006. Mr. McIalwain's anticipated separation date will be August 31, 2023.

Attached to this RFP is an Executive Director Objectives, Skills and Attributes listing which outlines the strategic objectives and the desired skills and attributes for EPFD/ECA's next Executive. This is a planned transition through which we anticipate the successful candidate will begin their service no later than early August 2023, allowing for several weeks of transition with the current Executive Director. While the current title for this position is Executive Director, the selected firm or consultant should be aware that the EPFD/ECA, guided by the Leadership Team, may modify that title and role prior to initiating the executive search process (for example, establishing a co-executive director staffing model).

The EPFD/ECA Leadership Transition Team, after careful review of the responses received from this Request for Proposals, will select one consultant or firm to perform the Executive Search Services as more fully described below. **Any firm or consultant interested in providing the Executive Search Services requested in this RFP must respond to this request by the established deadline on the cover page of this RFP.**

About Edmonds Public Facilities District / Edmonds Center for the Arts

The Edmonds Public Facilities District ("EPFD" or "The District") is located in Snohomish County, in the heart of downtown Edmonds, WA, approximately 17 miles north of Seattle and 18 miles south of Everett. The District was established in April 2001 and is the municipal corporation

that owns and operates Edmonds Center for the Arts (“ECA or “The Center”), a 700-seat, premier regional performing arts venue and a historically significant facility that provides for an array of outstanding performing artists from around the world. The Center, originally constructed in 1939, was renovated and reopened in 2006. The Center provides space, production management, and technical expertise for a variety of community partners and rental clients and serves more than 85,000 patrons who enjoy the facility annually.

A five-member Board, appointed by the Edmonds City Council, governs the District. The District is managed by an Executive Director, appointed by the Board. The Center is overseen by a separate Board of Directors and is comprised of a diverse mix of business and community leaders. The District and the Center work in partnership to help develop, sustain, improve and promote the Center’s programs, services, and facilities while lending important expertise and support to the Executive Director and Staff in the areas of fundraising, marketing, financial management, operations, and human resources, as well as long-range planning for the Center and its services.

Our organization is poised for growth. We are seeking to expand the programs and services we offer, and we are carefully considering opportunities for campus redevelopment. In addition, we have made a clear and unequivocal commitment to racial equity, diversity, and inclusion across our organization, and to ensuring equitable access to our events and programs. As we look ahead to our third decade of operation, The Boards of Directors of The District and The Center, in partnership with the Staff, are eager to build an exciting new direction for the organization.

ECA’s current Vision, Mission, and Values are set forth on our website, <https://www.edmondscenterforthearts.org/about-edmonds-center-for-the-arts>

Scope of Services

The services that will be required from the entity selected to conduct the search shall include:

- Work in close coordination with the Leadership Transition Team, an ad hoc committee consisting of members of the District and Nonprofit Boards, and Staff. The primary contact for the selected firm will be Lori Meagher, Director of Finance and Operations.
- Perform an extensive, nationwide search to identify qualified candidates for this critical leadership position.
- Provide guidance and structure for the recruitment and hiring process, with emphasis on setting compensation parameters, developing and implementing recruitment strategy, sourcing and screening qualified candidates, supporting all executive search team meetings (scheduling, setting agendas, preparing materials), scheduling and preparing the Leadership Transition Team for interview sessions, completing reference

and background checks, and maintaining clear and timely communications with the Leadership Transition Team and all applicants.

- Negotiating employment terms (or providing support for the negotiation process) with the successful finalist.

Proposal Requirements

All Proposals must include the following to be considered:

- **Statement of Firm Qualifications:** Describe the background, experience, and capabilities of your firm as it relates to the Scope of Services outlined above – and specifically include the firm’s current and historical expertise in providing the services requested herein. Highlight successful placements in similar organizations during the last five years as well as any involvement that your firm has had specifically in the performing arts industry.
- **Commitment to Diversity, Equity & Inclusion:** Please outline your firm’s commitment to diversity, equity and inclusion within your own organization, and in your systems and approach to the executive search process. Describe your approach to sourcing a robust and diverse pool of candidates. Provide specific examples of non-traditional methods and/or communication tools you use to reach out to diverse communities to attract candidates.
- **Staff Qualifications:** Identify the primary consultant for this project and provide a brief description of their qualifications and experience, as well as the qualifications and experience of each individual who will be supporting the search services.
- **Scope of Services:** Provide a scope of services that outlines the firm’s approach and identifies activities, deliverables, schedules, communication with the Leadership Transition Team, and anticipated project duration. Please also outline where the Leadership Transition Team is to be engaged in the process. Please add any alternative tasks or areas of work (in addition to the scope of services outlined above) that you believe will better enable our organization to reach its search objectives.
- **Timeline:** Please provide a summary timeline, using August 2023 as the prospective start date for the new Executive Director.
- **Communications:** Please describe the firm’s approach to communication with the Leadership Transition Team and with applicants/candidates in the search process.
- **Background and Reference Checks:** Please describe the type of background and reference checks that will be completed.
- **Subcontractors:** Identify all subcontractors you may intend to use for the proposed scope of work, and identify what products or services are to be supplied by that subcontractor.

- **Cost:** Provide a detailed cost proposal for the scope of services, including fixed costs, fees, expenses, reimbursable costs, and any other anticipated costs.
- **Guarantees:** Describe any guarantees that are part of the firm’s executive search services.
- **Standard Contract Language:** EPFD/ECA’s standard Consultant Agreement for this project is included as an attachment to this RFP. Each firm must affirm in its Proposal that the terms and conditions of this Agreement are acceptable, or if the firm takes exception to any of the proposed language in the Agreement, the firm must specifically describe the reasons for the exceptions and propose in its RFP alternative language for review and consideration by EPFD/ECA.
- **References:** Provide three recent references for comparable searches your firm has completed. Indicate the organization name, a brief description of the type of search and position, and a telephone number and email address for a reference who is knowledgeable about the search and who may be contacted by proposal evaluators.
- **RFP Contact:** Provide the name and contact information for an individual within your firm who can answer any follow-up clarifications or questions we may have after receipt of your RFP response.
- **Authorized Signature and Acceptance Form:** All proposals must include the following authorized signature and acceptance form:

AUTHORIZED SIGNATURE AND ACCEPTANCE FORM:

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all the terms and conditions of the RFP are mandatory, and that Respondent’s response is compliant with such requirements.

Respondent agrees that the entire bid response will remain valid for sixty (60) days after receipt by Edmonds Public Facilities District / Edmonds Center for the Arts.

I certify that Respondent is following all corporate filing requirements and State tax laws.

I further certify that the statements made in this Response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Printed Name of Authorized Representative: _____

Title: _____

Firm/Organization: _____

Signature: _____

Date: _____

Submission of Responses

The RFP process will proceed according to the following anticipated schedule:

Tuesday, October 25, 2022 – Publication of RFP

Friday, November 4, 2022 -- Deadline to submit questions via email to: lori@ec4arts.org

Monday, November 14, 2022 -- Responses due by 5 pm Pacific Time to lori@ec4arts.org
Responses received later than this time will not be considered.

Week of December 5th, 2022 – Finalists to present video-conference presentations to Leadership Transition Team.

Week of December 12th, 2022 – Successful Consultant or Firm notified of selection. Contract negotiation commences.

Wednesday, December 21, 2022 – Parties sign contract, services commence.

Please submit proposals electronically to: Lori@ec4arts.org.

Proposals must not exceed 20 pages, not including a cover letter, team bios/resumes, examples of previous related work, and other attachments.

All communications concerning this RFP must be directed to:

Lori Meagher
Director of Finance and Operations
Edmonds Public Facilities District / Edmonds Center for the Arts
Email: lori@ec4arts.org

Evaluation and Selection Process

Written proposals will be reviewed and evaluated in accordance with the following selection criteria:

<u>Demonstrated experience with projects similar in scope</u> (Non-profit, public/government sector, performing arts industry, DEI lens, national search)	30 points
<u>Proposed approach</u> <ul style="list-style-type: none"> - Recruitment strategy - hiring process - sourcing diverse candidate pool - project planning - facilitation - reference check process - communications with organization & candidates - alignment with ECA values 	35 points
Qualifications of team members	15 points
Budget	10 points
Proposed timeline	05 points
Technical compliance with the RFP	05 points
TOTAL POSSIBLE POINTS FOR PROPOSAL	100 POINTS
Finalist Interviews	50 points
TOTAL AVAILABLE POINTS	150 POINTS

Additional Terms and Conditions of this RFP:

1. Waiver of Minor Administrative Irregularities

The District reserves the right, at its sole discretion, to waive minor administrative regularities contained in any proposal.

2. Single Response

A single response to the RFP may be deemed a failure of competition, and in the best interest of the District, the RFP may be cancelled.

3. Proposal Rejection; no obligation to buy

The District reserves the right to reject any or all proposals at any time without penalty. The District reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the District to select any vendor. The District of Edmonds may elect to proceed further with this project by interviewing firm(s) well suited to this project, conducting site visits, or proceeding with an award.

4. Withdrawal of Proposals

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.

5. Non-endorsement

As a result of the selection of a vendor to supply products and/or services to the District, the District is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.

6. Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a vendor's proposal, the District will comply according to the Open Public Records Act, chapter 42.56 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

7. Response Property of the District

All materials submitted in response to this request become the property of the District. Selection or rejection of a response does not affect this right.

8. Errors in Proposal

The District will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

The District reserves the right to make corrections or amendments due to errors identified in proposals by the District or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

9. Response Information

Information regarding this Request for Proposals, including any addenda, is available by contacting Lori Meagher, Director of Finance & Operations, Edmonds Public Facilities District at 425-275-4485 or lori@ec4arts.org.

10. Contract Award and Execution

The District will select the proposal that, in its sole discretion, is the most advantageous to the District. The District reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer.

Attachments:

- Attachment A: Executive Director Objectives, Skills and Attributes
- Attachment B: SAMPLE Standard Consultant Agreement for EPFD/ECA

END OF RFP INSTRUCTIONS

Attachment A Executive Director Objectives, Skills and Attributes

Strategic Objectives for Executive Director Position

- * Steward ECA's broader community engagement to tell our story and inspire support for our mission, vision, and values.
- * Strengthen ECA's organizational stability and the sustained achievement of financial goals
- * Extend ECA's growth trajectory with further development of capital and revenue opportunities.
- * Enhance ECA's regional leadership role and furtherance of our equity work

Desired Skills and Attributes for New Executive Director

Demonstrated success as an effective leader — adept experience in leading a complex, mid-sized organization, characterized by dynamic, innovative programs, and ambitious growth plans.

Competency to lead a complex organizational structure — a quick study, who can demonstrate necessary skills to operate within the auspices of a public facilities district, provide expert oversight of capital assets, and work with both a public agency board and a non-profit board.

Extensive experience in financial management — a proven record of accomplishment of creating and fulfilling budgets, driving revenues, and controlling expenses, delivering on varied fundraising efforts, and managing the teams tasked with these responsibilities.

Fully engaged approach to personnel management — an open, collaborative leader with significant understanding in cultivating people, fostering organizational culture, and advancing processes of the business.

Community leader and change agent — a dynamic relationship-builder inside and outside the organization and a model of intercultural competence.

Respect for diverse artistic expression — a passion for the power of the arts to build community and partnerships within the deep culture of the Edmonds community and beyond.

Attachment B

**EDMONDS PUBLIC FACILITIES DISTRICT
SAMPLE PROFESSIONAL SERVICES AGREEMENT**

Contract Title:

Contract #:

THIS AGREEMENT made and entered into on this ___ day of _____, _____, by and between the Edmonds Public Facilities District, a Washington municipal corporation (the "District"), and _____, the Consultant.

Consultant Business:

Consultant Address:

Consultant Phone:

Consultant Fax:

Contact Name

Consultant e-mail:

Federal Employee ID No.:

Authorized District: Representative
for this contract:

WHEREAS, the District desires to undertake various projects pertaining to the development of District property; and

WHEREAS, public convenience and necessity require the District to obtain the services of a consultant with architectural and engineering experience; and

WHEREAS, the District finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the District desires to engage the Consultant;

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. **Employment of Consultant.** The District retains the Consultant to provide the services described in “Exhibit A- Scope of Work” (the “Work”). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Services according to the terms and conditions of this Agreement.

The District may revise the Work and the compensation only by a written Change Order signed by the authorized District representative that shall become a part of this Agreement.

The project manager(s) of the Work shall be _____. The project manager(s) shall not be replaced without the prior written consent of the District.

Work shall commence when the District issues a notice to proceed and it shall be completed no later than _____, unless the completion date is extended in writing by the District.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed _____ (\$____) as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the District when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. “Eligible Expenses” means those types and amounts of expenses listed in Exhibit C or those expenses that are approved for reimbursement by the District in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of the City of Edmonds.

2. Term of Contract.

A. The term of this contract shall be [x years] through [month day, year].

B. At the end of each [x year] period, this contract may be renewed for another [x year] period by executing an addendum. Such renewal [shall/shall not] require approval by the District Council.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the District justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

Edmonds Public Facilities District
Attn: Accounting
410 Fourth Avenue N
Edmonds, WA 98020

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the District, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the District may withhold from any payment due an amount that the District reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the District and may be used by the District for any purpose; provided that re-use without Consultant's permission shall be at the District's sole risk.

5. Termination of Contract. District may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the District in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the District.

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the District from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the District compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the District only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE District AND CONSULTANT.

As used in this paragraph: (1) "District" includes the District's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3)

“Claims” include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney’s fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the District to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

- A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant’s expense, the following
- B. policies of insurance with companies authorized to do business in the State of Washington. The Consultant’s insurance shall be rated by A. M. Best Company at least “A” or better with a numerical rating of no less than seven (7) and otherwise acceptable to the District.

- 1. Workers’ Compensation Insurance as required by Washington law and Employer’s Liability Insurance with limits not less than \$1,000,000 per occurrence. If the District authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers’ Compensation Insurance for its employees, unless the Consultant covers such employees.
- 2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
- 3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4 Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The District may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the District.

Upon written request to the District, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

- C. Before the Consultant performs any Work, Consultant shall provide the District with a Certificate of Insurance acceptable to the District Attorney evidencing the above-required insurance and naming the District of Edmonds, its officers, employees and agents as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance

policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds. Receipt by the District of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

- D. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the District with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
- E. In case of the breach of any provision of this section, the District may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the District may demand Consultant to promptly reimburse the District for such cost.

9. **Independent Contractor.** The Consultant is an independent contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the District.

10. **Employment.** The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. **Audits and Inspections.** The Consultant shall make available to the District during normal business hours and as the District deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. **City of Edmonds Business License.** Consultant shall obtain a District of Edmonds business license before performing any Work.

13. **Compliance with Federal, State and Local Laws.** Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. **Waiver.** Any waiver by the Consultant or the District of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. **Modification of Agreement.** This Agreement may be modified by a Change Order as provided in ¶1, or by a writing that is signed by authorized representatives of the District and the Consultant.

1. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.
2. **Notices.**

A. Notices to the District shall be sent to the following address:

Edmonds Public Facilities District
Attn: Lori Meagher, Director of Finance & Operations
410 Fourth Avenue N
Edmonds, WA 98020

B. Notices to the Consultant shall be sent to the following address:

18. **Venue.** This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in Snohomish County.

IN WITNESS WHEREOF, the District and Consultant have executed this Agreement as of the date first above written. **RETAIN ONLY THE CORRECT CONTRACTOR SIGNATURE BLOCK AND DELETE OTHERS.**

	<i>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</i>	
<p>Edmonds Public Facilities District WASHINGTON</p> <p>By: _____ , Executive Director</p>	<p>Corporation</p>	<p>[Consultant's Complete Legal Name]</p> <p>By: _____ _____</p>

<p>_____</p> <p>Date</p>	<p>Typed/Printed Name: _____</p> <p>Its _____ _____ _____</p> <p>Date</p>
<p>ATTEST:</p> <p>By: _____</p> <p>_____</p> <p>_____</p> <p>Date</p>	<p><i>OR</i></p> <p><i>Partnership (general)</i></p> <p>[Consultant's Complete Legal Name] a Washington general partnership</p> <p>By: _____</p> <p>_____</p> <p>Typed/Printed Name: _____</p> <p>General Partner _____</p> <p>_____</p> <p>Date</p>
<p>APPROVED AS TO FORM:</p> <p>By: _____</p>	<p><i>OR</i></p> <p><i>Partnership (limited)</i></p> <p>[Consultant's Complete Legal Name] a Washington limited partnership</p>

Matthew R. Hendricks, District
Attorney

Date

By:

Typed/Printed Name:

General Partner

Date

OR
Sole
proprietorship

**[Consultant's Complete Legal
Name]**

Sole proprietor

By:

Typed/Printed Name:

Date

<p>OR</p> <p>Limited Liability Company</p>	<p>[Consultant's Complete Legal Name] a Washington limited liability company</p> <p>By: _____</p> <p>_____</p> <p>Typed/Printed Name: _____</p> <p>Managing Member _____</p> <p>_____</p> <p>Date _____</p>
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REVIEW

This sample Agreement has been reviewed and

() is acceptable

() is acceptable as noted

_____ Signed

_____ Printed Name

_____ Vendor

_____ Date