

February 22, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of an Intergovernmental Agreement with Oregon State University for program planning, development, and training courses. Agreement value is \$31,500 for 15 months. Funding is through Oregon Health Authority Public Health Modernization funds. No County General Funds are involved.

Previous Board Action/Review	Briefed at issue: 02/20/2024		
Performance Clackamas	1. County Health Ranking		
Counsel Review	Yes	Procurement Review	No
Contact Person	Philip Mason-Joyner	Contact Phone	503-742-5956

EXECUTIVE SUMMARY: This project will fund the development of a Program Planning course in partnership with Oregon State University’s College of Public Health and Human Sciences (OSU, to be delivered to Clackamas County Public Health Division (CCPHD) staff. This will utilize Public Health Modernization funds to provide in-person staff training for those who conduct planning for core Public Health Programs. This training will advance staff’s knowledge and capabilities to design, implement, and evaluate programs in their program areas, as well as develop tools, frameworks, and resources that will continue to be used in CCPHD past the duration of the contract.

Scope:

OSU will train CCPHD program planners on program planning and evaluation over 3 full days or 6 half days on-site for up to 20 learners. The training will:

1. Assist Program Planners and additional staff to develop skills in program design, implementation, and evaluation, emphasizing:
 - a. partnership-driven program design;
 - b. adoption of foundational program planning approaches and tools;
 - c. use of culturally and linguistically appropriate data collection methods and;
 - d. integration of evaluation from the beginning of program design.
2. Build relationships across the division, learn together in a supportive environment, and have fun!

Outcome: Develop a standardized approach to program planning across the division, including tools and approaches guided by the latest public health research.

For Filing Use Only

Considerations: OSU will seek to make content and activities relevant to ongoing Public Health Modernization efforts. We will also emphasize the roles of stakeholders and partnerships throughout the program planning and evaluation cycle.

Milestones:

1. The OSU team will develop a training syllabus and seek feedback from CCPHD at the Program Planner Meeting.
1. The OSU team will develop the curriculum, including all materials and activities.
2. The OSU team will deliver the training in 3 full days or 6 half-days.
3. The OSU team will advise the CCPHD team about integrating training components into practice and foster shared expectations about programming planning and evaluation in operations.

RECOMMENDATION: The staff respectfully recommends that the Board of County Commissioners grant approval for this Agreement (11500) and authorize Chair Smith to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney A. Cook

Rodney A. Cook
Director of Health, Housing, and Human Services

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY
AND OREGON STATE UNIVERSITY**

Contract #11500

THIS AGREEMENT (this "Agreement") is entered into and between **Clackamas County Public Health Division** ("County"), a political subdivision of the State of Oregon, and **Oregon State University** (Agency"), an Oregon municipal corporation, collectively referred to as the "Parties" and each a "Party."

RECITALS

Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

TERMS

1. **Term.** This Agreement shall be effective **upon execution**, and shall expire upon the completion of each and every obligation of the Parties set forth herein, or **June 30, 2025**, whichever is sooner. The Performance period for this Agreement is **March 1, 2024** through **June 30, 2025**.
2. **Scope of Work.** The Agency agrees to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein ("Work").
3. **Consideration.** The County agrees to pay Agency, from available and authorized funds, a sum not to exceed thirty-one thousand five hundred dollars (\$31,500) for accomplishing the Work required by this Agreement.
4. **Payment.** Unless otherwise specified, the Agency shall submit monthly invoices for Work performed and shall include the total amount billed to date by the Agency prior to the current invoice. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to Agency following the County's review and approval of invoices submitted by Agency. Agency shall not submit invoices for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above.
5. **Representations and Warranties.**
 - A. *Agency Representations and Warranties:* Agency represents and warrants to County that Agency has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of Agency enforceable in accordance with its terms.
 - B. *County Representations and Warranties:* County represents and warrants to Agency that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
 - C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Termination.

- A. Either the County or the Agency may terminate this Agreement at any time upon thirty (30) days written notice to the other party.

7. Indemnification.

- A. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the County agrees to indemnify, save harmless and defend the Agency, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the County or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the County has a right to control.

Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the Agency agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the Agency or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the Agency has a right to control.

- 8. Insurance.** The Agency agrees to furnish the County with evidence of commercial general liability insurance with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence, with an aggregate limit of \$2,000,000 for bodily injury and property damage for the protection of Clackamas County, and their officers, elected officials, agents, and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Agreement. If self-insured, Agency shall provide documentation to the County of Agency's self-insured status by completing the Self-Insurance Certification form provided by the County.

The Parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law.

- 9. Notices; Contacts.** Legal notice provided under this Agreement shall be delivered personally, by email or by certified mail to the individuals identified below. Any communication or notice so addressed and mailed shall be deemed to be given upon receipt. Any communication or notice sent by electronic mail to an address indicated herein is deemed to be received 2 hours after the time sent (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Either Party may change the Party contact information, or the invoice or payment addresses by giving prior written notice thereof to the other Party at its then current notice address.

- A. **Elizabeth Barth** or their designee will act as liaison for the County.

Contact Information:

EBarth@clackamas.us cell: (971) 442-2744

- Veronica Irvin** or their designee will act as liaison for the Agency.

Contact Information:

Veronica.Irvin@oregonstate.edu cell: 1 (541) 737-1074

10. **General Provisions.**

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and Agency that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Agency, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.
- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Access to Records.** Agency shall retain, maintain, and keep accessible all records relevant to this Agreement ("Records") for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. Agency shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, Agency shall permit the County's authorized

representatives' access to the Records at reasonable times and places for purposes of examining and copying.

- E. **Work Product.** All work performed under this Agreement shall be considered work made for hire and shall be the sole and exclusive property of the County. The County shall own any and all data, documents, plans, copyrights, specifications, working papers and any other materials produced in connection with this Agreement. On completion or termination of the Agreement, Agency shall promptly deliver these materials to the County's project manager.
- F. **Hazard Communication.** Agency shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 137, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County's request, Agency shall immediately provide Material Safety Data Sheets for the products subject to this provision.
- G. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- H. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- I. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- J. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

- K. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- L. **No Third-Party Beneficiary.** Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- M. **Subcontract and Assignment.** Agency shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve Agency of any of its duties or obligations under this Agreement.
- N. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- O. **Survival.** All provisions in Sections 5, 7, and 10 (A), (C), (D), (G), (H), (I), (J), (L), (Q), (T), and (U) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- P. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- Q. **Time is of the Essence.** Agency agrees that time is of the essence in the performance this Agreement.
- R. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- S. **Force Majeure.** Neither Agency nor County shall be held responsible for delay or default caused by events outside of the Agency or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Agency shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

OREGON STATE UNIVERSITY
Intergovernmental Agreement #11500

Page 6 of 8

- T. **Confidentiality.** Agency acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by Agency or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County (“Confidential Information”). Agency agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Agency uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.
- U. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys’ fees and expenses.

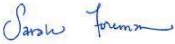
IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County

Tootie Smith, Chair,
Board of County Commissioners

Date

Approved as to Form:

 2024.01.23
11:46:39 -08'00'

County Counsel Date

Oregon State University

Cindy L. Tait-
Withrow 

Cindy L. Tait-Withrow, Senior Grant and
Contract Officer

January 22, 2024
Date

Exhibit A Scope of Work

Purpose and Overview. OSU will plan and deliver training to Clackamas County program planners on program planning and evaluation. We envision the training taking place over 3 full days or 6 half days, on-site, for up to 20 learners. The training will:

1. Assist Program Planners and additional staff to develop skills in program design, implementation, and evaluation, emphasizing:
 - a. equity and partnership-driven program design;
 - b. adoption of foundational program planning approaches and tools;
 - c. use of culturally and linguistically appropriate data collection methods, and;
 - d. integration of evaluation from the beginning of program design.
2. Build relationships across the division, learn together in a supportive environment, have fun!

Outcome.

1. Develop a standardized approach to program planning across the division, including tools and approaches guided by latest public health research.

Considerations. To the extent that it is possible to do so, the OSU will seek to make content and activities relevant to Public Health Modernization efforts that are ongoing. We will also emphasize the roles of stakeholders, partnerships, and equitable practices throughout the program planning and evaluation cycle.

Milestones. With a view to complete all activities by June 2025, we envision the following milestones. Rather than proposing a specific timeline, we will work with the Clackamas County team to set training dates and deadlines.

1. The OSU team will develop a training syllabus and seek feedback from Clackamas County at the Program Planner Meeting.
2. The OSU team will develop the curriculum, including all materials and activities.
3. The OSU team will deliver the training in 3 full days or 6 half-days.
4. The OSU team will advise the Clackamas County team about how to integrate training components into practice and foster shared expectations about programming planning and evaluation in operations.

Exhibit B
Budget

With a not to exceed amount of \$31,500, most of the budget will be dedicated to wages and fringe; we have included some incidental expenses for travel and printing. Funds are budgeted at the indirect cost rate of 26% applicable to intergovernmental agreements.

March 2024 - June 2025									
<i>Personnel</i>	<i>Person</i>	<i>Salary</i>	<i>Months</i>	<i>% FTE</i>	<i>Salaries</i>	<i>% OPE</i>	<i>Requested OPE</i>	<i>Subtotal Wage + OF</i>	
Project Director	Veronica Irvin	\$141,188	3	10.0%	\$3,530	40%	\$1,412	\$4,942	
Co-l/Senior Personnel	Sandi Phibbs	\$104,331	6	10.0%	\$5,217	53%	\$2,765	\$7,982	
Project Coordinator	Nicole Breuner	\$65,448	6	20.0%	\$6,545	69%	\$4,516	\$11,061	
Total Personnel					\$15,292		\$8,693	\$23,985	
<i>Supplies</i>								\$400	
<i>Printing</i>								\$274	
<i>Travel</i>									
motorpool X6	\$25 per day	plus mileage	\$0.23 per mile					\$206	
Per Diem (long days)								\$135	
							TOTAL DIRECT CHARGES	\$25,000	
						26% of modified total direct costs (MTDC)		\$6,500	
							TOTAL	\$31,500	