

**AGREEMENT**  
**Between**  
**SKILLSOURCE and OIC of Washington**  
**In Regards To**  
**One Stop Operator Consortium**  
**Amendment #1**

The agreement between SkillSource, located at 240 N Mission Street, Wenatchee WA 98801, and OIC of Washington ("OIC"), located at 815 Fruitvale Blvd., Yakima, WA 98902, dated October 21, 2022, is hereby amended, under the provision addressing changes and modifications, by the mutual consent of all parties hereto, as follows.

1. Agreement is hereby extended to December 31<sup>st</sup>, 2024.
2. Consideration is \$70,000 for the 12-month period (January 1, 2024 – December 31, 2024)
3. Scope of Work Amendment:
  - a. Support with scheduling meetings, taking and posting meeting notes and other communication will be performed in-kind by Employment Security.
  - b. Convening of Wenatchee WorkSource Affiliate will be added to the scope of work and offset costs in a).
4. Annual work plan is due by January 31, 2024, including staffing plan of convener duties.
5. Quarterly expenditure plan is added as Attachment B.

This Amendment shall become effective January 1, 2024, regardless of date of signature.

All other terms and conditions of the original contract and any subsequent amendments thereto remain in full force and effect.

IN WITNESS WHEREOF, the parties have agreed to amend this contract,

OIC of Washington

SkillSource

By: Anthony Peterson  
Title: Executive Director

By: Lisa Romine  
Title: CEO

Signature: 

Signature: 

Date: 1/5/24

Date: 1/26/2024

Washington State UBI Number: **600-514-067**

Federal Employer ID Number: **91-0873024**

**EXHIBIT A-1**

Expense Item	Admin	Program	Total
	(not to exceed 10%)		
Salaries	3,755.00	\$29,162.00	32,917.00
Benefits	1,845.00	13,428.00	15,273.00
Travel		\$2,000.00	2,000.00
Communications			-
Facilities			-
Office Supplies			-
Equipment			-
Staff Training		\$5,810.00	5,810.00
<b>Indirect</b>	\$1,400.00	12,600.00	\$14,000.00
<b>TOTAL</b>	<b>\$7,000.00</b>	<b>\$63,000.00</b>	<b>\$70,000.00</b>

63 000

**Budget Justification by Line Item**

Expense Item	Justification
Staff Salaries	Anticipated staffing salary costs for the lead/fiscal agent at .3 FTE to coordinate and convene the consortium. Additional duties include organizing and facilitating OSO certification training. Staff salaries of employees in non-lead agencies represented in the consortium are considered in-kind/leverage.
Staff Benefits	Anticipated staffing benefit costs for the lead/fiscal agent at .3 FTE to coordinate and convene the consortium. Additional duties include organizing and facilitating OSO certification training. Staff benefits of employees in non-lead agencies represented in the consortium are considered in-kind/leverage.
Staff Travel	Anticipated travel costs for the .3 FTE staff to coordinate and facilitate onsite training at the North Central Region's two comprehensive WorkSource centers located in Moses Lake and Omak. This figure is based on approximately \$600 per month. Staff travel of employees in non-lead agencies represented in the consortium are considered in-kind/leverage.
Communications	Anticipated communications cost includes office telephone services, internet services and cellular phone services for the lead/fiscal agent.
Facilities	Anticipated facilities costs are in-kind/leverage costs among all partners.
Office Supplies	Anticipated costs for training supplies and general office supplies for the lead/fiscal agent use.
Equipment	No equipment will be purchased.
Staff Training	Anticipated staff training cost including train-the-trainer and training for OSO certifying. Some costs will be in-kind/leverage costs among all partners.
Indirect	OIC's current Negotiated Indirect Cost Rate is 20% and will be applied to both Admin and Program cost categories
Other	No other costs budgeted

Quarterly Expenditure Plan

Attachment B

**Name of Contract:** NCW One Stop Operator Consortium  
**Name of Contractor:** OIC of Washington

Mod 1 - 2024

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Planned Jan-Mar 2024	Actual Jan-Mar 2024	Planned Apr-Jun 2024	Actual Apr-Jun 2024	Planned Jul-Sept 2024	Actual Jul-Sept 2024	Planned Oct-Dec 2024	Actual Oct-Dec 2024
Quarterly Planned Budget								
<i>Quarter Only</i>	\$ 17,500.00		\$ 17,500.00		\$ 17,500.00		\$ 17,500.00	
<i>Cumulative</i>	\$ 17,500		\$ 35,000		\$ 52,500		\$ 70,000	

Total: \$ 70,000