

**PROFESSIONAL SERVICES AGREEMENT**

THIS CONTRACT is between **Worksystems Inc.**, hereafter called Worksystems, and **Name of Contractor**, hereafter called CONTRACTOR. In the event of any conflict between the stated provisions of this contract and its attached documents, the provisions of this contract shall control.

**THE PARTIES AGREE:**

1. **Description of Services and Deliverables** — Refer to Exhibit A: Statement of Work.
2. **Acceptance** — Acceptance under these contract terms is defined as written notification from Worksystems of receipt of a satisfactory work product. Written notification may be in the form of electronic communication and may come from the Worksystems staff assigned oversight for the contracted work.
3. **Term** — Services will begin **DATE** and terminate upon completion and acceptance of the deliverables outlined within this contract, but no later than **DATE** unless earlier termination as provided for in Section 10 herein.
4. **Compensation** — Payment amount not to exceed **\$XXX**. Refer to Exhibit A: Statement of Work for details and limitations. Payments shall be made as invoiced upon completion and acceptance by Worksystems of the deliverables.

CONTRACTOR shall submit an invoice to Worksystems itemizing deliverable addressed with dates, amounts, and rates applied if applicable. Invoices must be submitted at least quarterly. Due to the requirements of many of Worksystems' funding sources, payment shall be processed in the normal course and manner for Worksystems' accounts payable, not to exceed thirty (30) days from the date of Worksystems' receipt of payment from the project's funder or pass-through entity.

Final payment shall be invoiced within 30 days of completion and acceptance of all deliverables. The maximum amount payable by Worksystems to the CONTRACTOR shall not exceed the contract total.

No charges submitted after **45 days after end date** will be paid. Submit invoices to [fiscal@worksystems.org](mailto:fiscal@worksystems.org).

5. **Independent Contractor Status** — CONTRACTOR is an independent contractor and is not an employee of Worksystems. CONTRACTOR is responsible for all federal, state and local taxes, employee benefits, Worker's Compensation coverage, and fees applicable to services provided under the terms of this agreement.
6. **Subcontracts and Assignment** — CONTRACTOR shall neither subcontract with others for any of the services prescribed herein nor assign any of CONTRACTOR rights acquired hereunder without the prior written consent of Worksystems. Worksystems is not liable to any third person for payment of any compensation payable to CONTRACTOR as provided in this agreement.
7. **Access to and Retention of Records** — Worksystems' authorized representatives shall have access to the documents, papers and records of CONTRACTOR which are directly pertinent to this contract for the purpose of process documentation or making audit, examination, excerpts and transcripts.

Documents, papers and records directly pertinent to this contract must be retained for the longer of six (6) years or a specific date communicated by Worksystems at any time during the six (6) year period. Retention period begins with the termination of the contract.

8. **Ownership of Work Product** — All work products of the CONTRACTOR which result from this contract are the exclusive property of Worksystems, including native files created by CONTRACTOR.
9. **Intellectual Property Rights** — To ensure that the Federal funds invested through this contract have as broad an impact as possible and to encourage innovation in the development of new learning materials, CONTRACTOR must license to the public all work (except for computer software source code, discussed below) created with the Federal funds provided through this contract under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with Federal funds and modifications made to pre-existing, CONTRACTOR-owned content using Federal funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the CONTRACTOR. CONTRACTOR will affix notice of the license to the work. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at [http://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license). Questions about CC BY as it applies to specific applications should be submitted in writing to Worksystems.

Only work that is developed by the CONTRACTOR with Federal funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the CONTRACTOR from third parties, including modifications of such materials, remain subject to the intellectual property rights the CONTRACTOR receives under the terms of the particular license or

purchase. In addition, works created by the CONTRACTOR without Federal funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with Federal funds result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, CONTRACTOR will respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Further, the Department of Labor requires, and CONTRACTOR will ensure, that all computer software source code developed or created with Federal funds will be released under an intellectual property license that allows others to use and build upon them. Specifically, the CONTRACTOR will release all new source code developed or created with Federal funds under an open license acceptable to either the Free Software Foundation and/or the Open Source Initiative.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal purposes the copyright in all products developed with Federal funds, including a purchase ownership (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. CONTRACTOR may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department of Labor has a license or rights of free use in such work. If revenues are generated through selling products developed with Federal funds, including intellectual property, these revenues are program income. Program income is added to the contract and must be expended for allowable activities.

CONTRACTOR will apply the following statement on all products developed in whole or in part with Federal funds: "This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership."

CONTRACTOR represents and warrants that it has secured all rights, licenses, consents and approvals necessary for Worksystems to use, upload, or otherwise make accessible perpetually and throughout the world, all Third-Party Materials. "Third-Party Materials" means content in any form or media, including but not limited to documents, data, know-how, ideas, specifications and software code, in which any person other than CONTRACTOR or Worksystems holds any intellectual property or proprietary rights including but not limited to copyright, patent, or trademark.

CONTRACTOR shall secure for the benefit of Worksystems, at CONTRACTOR'S sole cost and expense, all rights, licenses, consents and approvals necessary for Worksystems to use the Third-Party Materials in connection with this Contract, and to freely sublicense such rights as necessary to allow end users to access and use the Third-Party Materials as contemplated in this Contract. All royalties, license fees or other consideration payable in respect of such licenses are included in the compensation described in Section 4.

10. **Early Termination** — This contract may be terminated by mutual consent of both parties, or by either party upon 30 days written notice. In the case of CONTRACTOR breach of the terms of this agreement, Worksystems may terminate or modify this contract, in whole or in part, in writing, immediately upon notice to CONTRACTOR, or at such later date as Worksystems may establish in such notice.
11. **Compliance** — CONTRACTOR shall comply with all applicable federal, state, and local laws, regulations, rules, policies, and procedures, as well as the terms of this agreement. If CONTRACTOR is a Contracting agency as defined by ORS 279A.010(b), or will be providing services to a public body as defined by ORS 279A.010(y), then CONTRACTOR shall comply with all requirements of ORS 279B.020 and 279B.200 to 279B.240 applicable to personal services contracts in the performance of services under this Agreement.

## 12. **Security of Information**

**Breach Notification** — Any CONTRACTOR who becomes aware of any potential or actual breach of a document or electronic file containing participant personal information will immediately notify Worksystems. A breach occurs when any unauthorized individual or entity gains access to personal information or when unintended disclosure of personal information is made, for example loss or theft of an electronic device containing personal information, loss or theft of a paper document containing personal information, unauthorized access to a network containing personal information, or a document containing personal information being sent to the wrong address.

**Social Security Number Use** — CONTRACTOR will not print a participant's full Social Security Number (SSN) on any document that will be sent through the mail (U.S. or electronic) without a written request from the person whose SSN will be printed on the document, except as required by law. CONTRACTOR will use only the I-Trac Customer ID, the Jobseeker ID, or the last 4 digits of

a SSN on documents unless there is a compelling business reason to use the entire SSN. If a document contains a full SSN, CONTRACTOR will take steps to protect the document from unauthorized disclosure. CONTRACTOR will not provide copies of a document containing a full SSN to anyone other than the person whose SSN is listed on the document, except as allowed by State or Federal law. The CONTRACTOR may provide a copy of a document to a third party with the SSN redacted if the document is otherwise allowed to be released. No CONTRACTOR will publicly post or display a document containing a full SSN.

**Confidentiality** — Confidential Information means (i) all information, however documented, that is a trade secret of Worksystems within the meaning of the Oregon Trade Secret Act; (ii) all information marked or designated by Worksystems as “confidential” or “proprietary”; (iii) all information, whether or not in written form and whether or not designated as confidential or proprietary, which is known to CONTRACTOR as being treated by Worksystems as confidential or proprietary; (iv) all information provided to Worksystems by third parties which Worksystems is obligated to keep confidential; and (v) all other information that has been created, discovered, developed or otherwise become known to Worksystems, and/or in which property rights have been assigned or otherwise conveyed to Worksystems, that has commercial value to Worksystems. Confidential Information shall include information in any form in which such information exists, whether oral, written, filmed, taped, computer disk, or other form of media. Confidential Information shall include, by way of illustration and not limitation, names of participants and customers.

**Ownership** — CONTRACTOR acknowledges that, in the course of performing the Services under this Agreement, he/she will have access to, and become conversant with, certain Confidential Information of Worksystems, the ownership and confidential status of which are highly important to Worksystems, and that it would be unfair and irreparably damaging to Worksystems for CONTRACTOR to disclose or use any of such Confidential Information. CONTRACTOR acknowledges and agrees that all Confidential Information is and shall continue to be the exclusive and permanent trade secret and proprietary property of Worksystems, whether or not prepared in whole or in part by CONTRACTOR, and whether or not disclosed or entrusted to CONTRACTOR in connection with the performance of the Services under this Agreement.

**Covenants of Non-Disclosure and Non-Use** — CONTRACTOR agrees that he/she will maintain the confidentiality of all Confidential Information, and will not, during the term of this Agreement or thereafter, reveal, communicate or disclose any Confidential Information, directly or indirectly, under any circumstance or by any means, to any person, entity or third party. CONTRACTOR agrees to exercise the highest degree of care in safeguarding the Confidential Information against loss, theft, or other inadvertent disclosure, and agrees generally to take all steps necessary to ensure the maintenance of confidentiality. CONTRACTOR further agrees that he/she will not, during the term of this Agreement or thereafter, directly or indirectly, copy, reproduce, summarize, quote or make any commercial or other use whatsoever of any Confidential Information, except as may be necessary to perform the Services under this Agreement.

**Return of Confidential Information** — CONTRACTOR agrees, upon termination of this Agreement, or otherwise as requested by Worksystems, to promptly deliver to Worksystems all documents or other materials containing, reflecting or constituting Confidential Information that may be in his/her possession or under his/her control, together with CONTRACTOR’s written certification of compliance. CONTRACTOR shall not retain any copies, extracts or other reproductions, in whole or in part, of any Confidential Information, and shall destroy all documents, memoranda, notes and other writings whatsoever prepared by CONTRACTOR based on the Confidential Information.

**Remedies; Equitable Relief** — CONTRACTOR acknowledges that a breach of any of the provisions of this Section 11 will cause Worksystems irreparable and continuing injury and damage, for which there will be no adequate remedy at law. By reason thereof, CONTRACTOR agrees that Worksystems shall be entitled, in the event of a breach or threatened breach of the provisions of this Section, to specific performance, including immediate issuance of a temporary restraining order and/or preliminary or permanent injunctive relief enforcing this Agreement, without the necessity of proof of actual damages and without posting bond for such relief, in addition to any and all other remedies provided by applicable law or equity.

13. **Non-Discrimination** — CONTRACTOR agrees to comply with all applicable requirements of federal and state employment law, civil rights and rehabilitation statutes.
14. **Indemnification** — CONTRACTOR shall hold Worksystems harmless from liability arising, in whole or in part, from the acts, performances, errors, or omissions of the CONTRACTOR.
15. **Modifications** — Worksystems may unilaterally modify or terminate this contract if its grants are suspended, reduced, or terminated before or during the contract period, or in order to accommodate any change in the Workforce Innovation and Opportunity Act or in the interpretation of the Act, or in any applicable local, State, or Federal laws, regulations, rules, policies, or grant terms.

Worksystems may unilaterally modify this contract whenever such action may be required by significant changes in Worksystems priorities, as indicated by direct action of the Board of Directors of Worksystems. In this event, notification of intent shall be provided to CONTRACTOR no less than thirty (30) calendar days prior to the effective date of the modification.

16. **Notices** — All contract-related notices and payments shall be in writing and shall either be personally delivered, or sent by express delivery service, certified mail, or first class U.S. mail postage pre-paid, and addressed to the contact information outlined in this contract.



17. **Contacts** — For purposes of this contract, all communication will be directed to:

**Worksystems' Program Contact**

Name  
Title  
503.478.73XX  
name@worksystems.org

**Worksystems' Fiscal Contact**

Marcia Norrgard  
Chief Financial Officer  
503.478.7318  
fiscal@worksystems.org

**CONTRACTOR Program Contact**

Name  
Title  
Phone  
Email

18. **Signatures** — Worksystems and CONTRACTOR, by signature below, hereby agree to be bound by all the terms and conditions of this contract. No waiver, consent, modification, or change of terms of this contract shall bind either party unless in writing and signed by both parties.

19. **Waiver** — Waiver of any default under this contract by Worksystems shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this contract.

20. **Governing Law** — The provisions of this contract shall be construed in accordance with the laws of the State of Oregon and, rules of Worksystems, as they appear at the time of signing or any subsequent addenda. Any legal action involving any question arising under this contract must be brought in Multnomah County Circuit Court. If the claim must be brought in a federal forum, then it shall be brought and conducted in the United States District Court for the State of Oregon.

21. **Severability** — If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held invalid.

22. **Merger Clause** — This contract and the attached exhibits constitute the entire agreement between the parties. All understandings and agreements between the parties and representations by either party concerning this contract are contained in this contract. No waiver, consent, modification or change in the terms of this contract shall bind either party unless in writing signed by both parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

**CONTRACTOR NAME**

Street Address  
City, State, ZIP  
Phone

**WORKSYSTEMS, INC.**

1618 SW First Ave., Suite 450  
Portland, OR 97201  
Phone 503.478.7300

By: \_\_\_\_\_

Name  
Title

By: \_\_\_\_\_

Andrew McGough  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_