



State of Washington DEPARTMENT OF ENTERPRISE SERVICES Attn: Contracts & Procurement P.O. Box 41411 Olympia, WA 98504-1411		MASTER CONTRACT USAGE AGREEMENT	
		MCUA No.: _____	
INSERT ELIGIBLE PURCHASER NAME _____ _____ Tax Identification No.: _____ Business Contact: _____ Tel: _____ Email: _____	Type of Eligible Purchaser		Effective Date: _____
	<input type="checkbox"/>	Washington state agency	
	<input type="checkbox"/>	Washington local governmental agency or entity	
	<input type="checkbox"/>	Federal governmental agency or entity	
	<input type="checkbox"/>	Tribe located in the State of Washington	

MASTER CONTRACT USAGE AGREEMENT

This Master Contract Usage Agreement (“Agreement”) is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and the _____, a _____ governmental agency (“Eligible Purchaser”) and is dated and effective as _____.

R E C I T A L S

- A. Enterprise Services, pursuant to its authority set forth in RCW 39.26.050(1), RCW 43.19.005(2), or the Interlocal Cooperation Act (RCW chap. 39.34), is authorized to enter into agreements with Washington state agencies, Washington local governmental agencies or entities, federal governmental agencies or entities, and tribes located in Washington state (each an “Eligible Purchaser”) to enable such entities to utilize certain contracts for purchases of goods and/or services administered by Enterprise Services.
- B. The available contracts include competitively solicited and awarded (1) contracts developed and implemented by Enterprise Services on behalf of the State and (2) cooperative purchasing agreements developed or joined by Enterprise Services on behalf of the state (collectively “Master Contracts”). Enterprise Services maintains a list of all such Master Contracts at its [Master Contracts Webpage](#).
- C. All of the Master Contracts administered by Enterprise Services are available for use by Eligible Purchasers who execute a Master Contract Usage Agreement with Enterprise Services. Eligible Purchasers must comply with the contractual terms and conditions set forth in the Master Contract executed by Enterprise Services and the counterparty (“Contractor”).
- D. Eligible Purchaser desires to contract with Enterprise Services to access and use the available Master Contracts subject to their terms and conditions.
- E. The purpose of the Agreement is to establish the terms and conditions to authorize Eligible Purchaser to use the available Master Contracts.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **DURATION.** This Agreement is effective as of the effective date stated herein and shall continue in force unless terminated by either party upon thirty (30) calendar days prior written notice.
2. **ELIGIBLE PURCHASER REPRESENTATIONS AND WARRANTIES.** Eligible Purchaser makes each of the following representations and warranties as of the effective date of this Agreement and at the time any order is placed pursuant to any Master Contract that it uses. If, at the time of any such order, Eligible Purchaser cannot make such representations and warranties, Eligible Purchaser shall not place any such order and shall, within three (3) business days notify Enterprise Services, in writing, and terminate this Agreement.
 - a. **ELIGIBLE PURCHASER STATUS.** Eligible Purchaser represents and warrants that, as set forth in RCW 39.26.050(1), RCW 43.19.005(2), or the Interlocal Cooperation Act (RCW chap. 39.34), it is an entity that is eligible to utilize Enterprise Services' Master Contracts.
3. **AUTHORIZED USE; FINANCIAL RESPONSIBILITY.** Eligible Purchaser understands and agrees that it shall: (a) deal directly with the Master Contract awarded Contractor (i.e., the vendor, supplier, service supplier, etc.) for any purchases it makes under the Master Contract, as authorized by this Agreement; and (b) assume full and complete responsibility, financial and otherwise, for any purchases made pursuant to any Master Contract.
4. **SEPARATE RESPONSIBILITY.** Each party shall be responsible for the acts, errors, and omissions of itself and its own officers, employees, and agents acting within the scope of the performance of this agreement and within the scope of their authority.
5. **RESOLVING PURCHASE DISPUTES.** The parties agree that, if there are any disputes between Eligible Purchaser and a Master Contract Contractor, Eligible Purchaser shall: (a) provide Enterprise Services written notice of the nature of the dispute including the efforts undertaken to resolve the dispute; and (b) unless otherwise provided in the Master Contract, work in good faith with the Contractor to resolve the dispute without the involvement of Enterprise Services. Enterprise Services may, upon request, review and assist in the resolution of a dispute, and, if Enterprise Services chooses to do so, Eligible Purchaser will cooperate with Enterprise Services in that resolution process. Enterprise Services, in its sole discretion, may elect to resolve disputes with a Contractor on behalf of Eligible Purchaser and all other users of the applicable Master Contract. In such event, Enterprise Services' resolution shall be binding.
6. **MASTER CONTRACT AUDITS COOPERATION.** Eligible Purchaser agrees to cooperate with Enterprise Services, the Office of the State Auditor, federal officials, or any third party authorized by law or contract, in any audit conducted by such party pertaining to any Master Contract(s) that Eligible Purchaser has made purchases from pursuant to this Agreement, including providing records related to any purchases from a Master Contract. Eligible Purchaser also agrees to provide, upon request from Enterprise Services, documentation to confirm its eligibility to use Master Contracts.
7. **GENERAL PROVISIONS.**
 - a. **AGREEMENT AVAILABILITY.** Prior to its entry into force, this Agreement shall be posted on the Enterprise Services' website or other electronically retrievable public source as required by RCW 39.34.040.
 - b. **INTEGRATED AGREEMENT.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
 - c. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
 - d. **AUTHORITY.** Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement

and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. ASSIGNMENT. Public Benefit Nonprofit may not assign its rights under this Agreement without Enterprise Services' prior written consent and Enterprise Services may consider any attempted assignment without such consent to be void.
- g. GOVERNING LAW. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- h. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to submit to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

A _____ GOVERNMENT AGENCY

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: _____
Name: _____
Title: _____

By: _____
Name: Jaime Rossman
Title: Assistant Director, Contracts & Procurement