

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202306007-3**

**AB 2024-083**

Originating Department:	Public Defender's Office
Division/Program: (i.e. Dept. Division and Program)	
Contract or Grant Administrator:	Julie Wiles
Contractor's / Agency Name:	Stephen Jackson Law, PLLC
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>202306007</u>	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract Cost Center: <u>2650</u>	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>20,000.00</u> This Amendment Amount: \$ <u>18,000.00</u> Total Amended Amount: \$ <u>38,000.00</u>	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when</b> : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: To provide professional legal representation for RALJ appeal cases at a rate of \$2,000.00 each, in Superior Court for those seeking relief from a District Court case decision under the Washington State Rules: Rule for Appeal of Decisions of Courts of Limited Jurisdiction, rule 2.1(a) (RALJ Appeals).	
Term of Contract: 1/1/24 to 12/31/24      Expiration Date: 12/31/24	

Contract Routing:	1. Prepared by: Julie Wiles	Date: 12/22/23
	2. Attorney signoff: <u>Karen Frukes</u>	Date: <u>12/22/23</u>
	3. AS Finance reviewed: Andrew Tan	Date: 12/22/23
	4. IT reviewed (if IT related):	Date: _____
	5. Contractor signed: <u>✓</u>	Date: <u>1/10/24</u>
	6. Executive contract review: <u>✓</u>	Date: <u>1/12/24</u>
	7. Council approved, if necessary: <u>AB2024-083</u>	Date: <u>1/23/24</u>
	8. Executive signed: <u>✓</u>	Date: <u>1/25/24</u>
	9. Original to Council:	Date: _____



# Whatcom County Public Defender's Office

*We listen. We care. We fight.*

Starck Follis, Director

Maialisa Vanyo, Chief Deputy

Thomas Fryer, Assistant Chief Deputy

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## MEMORANDUM

RECEIVED

**DATE:** January 11, 2024

JAN 12 2024

**TO:** Satpal Sidhu  
Whatcom County Executive

WHATCOM COUNTY  
EXECUTIVE'S OFFICE

Whatcom County Council Members

**FROM:** Julie Wiles *JW*  
Office Administrator, Public Defender's Office

**RE:** 3rd Amendment to: RALJ Appeal Contract #202306007  
*AB 2024-083*

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### ▪ **Background and Purpose**

The RALJ appeals are cases where clients who have been convicted in District Court on misdemeanor charges request to appeal the District Court decision up to the Superior Court level. We currently have 10 cases already being handled by Stephen Jackson Law, PLLC, but we propose to add two more cases this month and we project 7 more appeals will be filed by the end of 2024 for a possible total of 19 cases.

### ▪ **Funding Amount and Source**

We propose to continue to pay \$2,000.00 per case for each appeal. The funding source for this 2<sup>nd</sup> amended contract comes from the professional services account in our department's cost center 2650.

I have enclosed 2 originals for contract #202306007-3 for review and signature by the Whatcom County Executive after County Council approval.





