

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202502004 – 1

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8530 Community Health / 853020 Healthy Children & Families
Contract or Grant Administrator:	Carrie-Ann Deguzman
Contractor's / Agency Name:	Peace Centers

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202502004	
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	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?	If yes, grantor agency contract number(s):		ALN#:	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Method of Procurement:	24-26	Contract Cost Center(s):	18581003.6610	
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			

If YES, indicate exclusion(s) below:

<input 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):	
\$	499,921
This Amendment Amount:	
\$	290,676.84
Total Amended Amount:	
\$	790,597.84

Council approval required for; all property leases, all Interlocal agreements, contracts or bid awards **exceeding \$75,000**, and grants exceeding \$40,000 and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, **except when:**

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.

Contract Term Ends:	10/31/2026			
Contract Routing:	1. Prepared by:	CD	Date:	04/10/2026
	2. Health Budget Approval	G. Iturria	Date:	04/13/2026
	3. Attorney signoff:	JCW	Date:	04/14/2026
	4. AS Finance reviewed:	D.Kemph	Date:	4/15/2026
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2026-329	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

WHATCOM COUNTY CONTRACT AMENDMENT
Healthy Children's Fund Drop-In Care

PARTIES:

Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
Peace Centers
1417 Cornwall Avenue
Bellingham, WA 98225

CONTRACT PERIODS:

Original: 01/29/2025 – 04/30/2026
Amendment #1: 05/01/2026 – 10/31/2026

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

- 1) Extend the duration and other terms of this contract for six months, as per the original contract "General Terms, Section 10.1, Term".
- 2) Amend the original contract "General Terms, Section 37.1 Administration of Contract" and "General Terms, Section 37.2, Notice" to replace the County Contract Administrator's contact information, as follows:

Whatcom County Health and Community Services
Carrie-Ann Deguzman, Program Specialist
509 Girard Street
Bellingham, WA 98225
360-366-6818
CDeguzma@co.whatcom.wa.us
- 3) Per the original contract "General Terms, Section 40.1 Modifications", amends Exhibits A – Scope of Work and B – Compensation to:
 - a) Remove the development of a drop-in care system done in the previous contract period. (Exhibit A - A.1.)
 - b) Add length of waiting period as up to 60 consecutive days of services available to eligible families. (Exhibit A – B.1.b.iii.)
 - c) Add privacy requirement of the addresses of family child care centers. (Exhibit A – C.1.)
 - d) Remove initial three to six-month progress updates completed in previous contract period. (Exhibit A – C.)
 - e) Add maximum amount of incentives provided through a limit of dedicated drop-in slots per center. (Exhibit A – D.1.c-d.)
 - f) Add Scope Limitations to further define the work. (Exhibit A – E.)
 - g) Update reporting requirements to reflect changes in the Scope of Work and to increase frequency of data shared.
 - h) Reflect the budget for modifications to Exhibit A and for the extended contract period (Exhibit B).
- 4) Funding for this contract period (05/01/2026 – 10/31/2026) is not to exceed \$290,676.84.
- 5) Funding for the total contract period (01/29/2025 – 10/31/2026) is not to exceed \$790,597.84.
- 6) All other terms and conditions remain unchanged.
- 7) The effective start date of the amendment is 05/01/2026.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: _____
Ann Beck, Community Health & Human Services Manager Date

DEPARTMENT HEAD APPROVAL: _____
Champ Thomaskutty, Director Date
Whatcom County Health and Community Services

APPROVAL AS TO FORM: _____
Janelle C. Wilson, Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

_____ Angelique Burrell, Executive Director
Contractor Signature | Printed Name and Title | Date

FOR WHATCOM COUNTY:

_____ Date
Satpal Singh Sidhu, County Executive

CONTRACTOR INFORMATION:

Peace Centers
1417 Cornwall Avenue
Bellingham, WA 98225
901-628-3604
peacecenters@gmail.com

EXHIBIT "A" – Amendment #1
(SCOPE OF WORK)

I. Background and Purpose

The purpose of this contract is to implement a coordinated system of licensed drop-in childcare within Whatcom County. Utilizing existing licensed home-based childcare and/or childcare centers, the Contractor will create and maintain a system to match licensed childcare providers interested in offering drop-in care with low-income families in need of drop-in childcare. This contract is awarded as a result of RFP 24-26 and aligns with Strategy 5 of the Healthy Children's Fund Implementation Plan to increase access to early learning opportunities by increasing the number of child care slots across Whatcom County, prioritizing slots for underserved children.

According to the latest census¹, there are approximately 10,500 children under the age of five living in Whatcom County. Of these, approximately 8,463 children need at least part-time childcare according to a recent childcare demand study conducted by Western Washington University². According to the same report, the total current child care capacity in the County is, however, 4,436 children enrolled in 106 programs, leaving a substantial gap of over 4,000 children. Access to safe and affordable childcare is more salient among families at or below the federal poverty line. High-quality childcare and early learning programs are fundamental to promoting long-term and positive social and school readiness outcomes among children and families. They are also pivotal for participation in the workforce and local economic development.

II. Statement of Work

A. General Program Details

1. The Contractor will maintain and expand a system to match licensed childcare providers with low-income children in need of drop-in and/or short-term childcare.
 - a. The system will include a mechanism to get real-time availability of drop-in slots, match families in need of those slots, and compensate providers for eligible care provided to low-income children.
 - b. If there are slots unclaimed by low-income children, then slots could be available to all children on a first come, first served basis at the guardian's expense.
 - c. The provider will accept payments from private pay families directly. The system will prioritize licensed home-based childcare providers but may allow for ECEAP, Head Start, and other licensed centers to participate as well.
2. The Contractor will pay providers for dedicated drop-in slots and for temporarily available slots that are utilized. Once the provider and guardian verify that a slot was used, the provider will receive payment from the Contractor within 30 days of the receipt of invoice.
3. The Contractor will provide onboarding training to approved providers to orient them to the program, website, expectations, reimbursement, reporting, etc.
 - a. Provider slots will only become available once the onboarding training is complete.

B. Eligibility:

1. The system will include a registration section for guardians and providers in order to determine eligibility for program participation.
 - a. Providers will:
 - i. Provide a copy of their current Washington State Department of Children, Youth, and Families (DCYF) childcare center or family care license.
 - ii. Propose the number of dedicated drop-in slots, including the days, hours, and age of children they intend to dedicate slots for.

¹ <https://www.census.gov/quickfacts/whatcomcountywashington>

² <https://cbe.wvu.edu/files/2021-11/2021%20Whatcom%20Child%20Care%20Demand%20Report.pdf>

- iii. Sign an agreement acknowledging the drop-in program's expectations in detail and that they will notify the Contractor if their DCYF license status changes.
 - a. Monthly, the Contractor will confirm the license status of approved providers.
- b. Legal Guardians will:
 - i. Provide documentation of one of the following:
 - a. Working connections and/or local Whatcom subsidy approval email or letter
 - b. Referral email or letter from foster agency
 - c. Current food/EBT approval email or letter
 - d. Signed attestation, attesting to mental and behavioral health crisis for child and or guardian.
 - e. Signed private pay agreement
 - ii. Complete DCYF required child intake paperwork.
 - a. Forms can be filled out online or in person at the Contractor's office.
 - b. The Guardian will have access to the online, fillable forms on the website: <https://www.childcarespaces.com>
 - iii. Sign an agreement created by the Contractor acknowledging the drop-in program's expectations and that they will notify the Contractor if their financial status changes.
 - a. The agreement will indicate that the drop-in program is for emergency situations such as job interviews, court, new foster placements, during a waiting period of up to 60 consecutive days while finding permanent childcare, provider illness, etc.
 - b. The Contractor will verify financial status once per year, in alignment with the annual financial verifications performed by Working Connections Child Care.
- c. The Contractor will:
 - i. Review eligibility paperwork from providers and guardians and send notification of application determination.
 - a. The Contractor will consider the individual situation of each guardian proposed on the eligibility paperwork to determine the emergency situation that merits program approval.
 - ii. Verify that approved providers meet all DCYF regulations including payment, medical, immunization, and emergency contact information for enrolled children.
 - iii. Maintain regular contact with providers to determine if guardians are following their rules. The Contractor will:
 - a. Verify monthly, DCYF licensing status;
 - b. Conduct a yearly review of the program with each provider; and
 - c. Conduct ad hoc monitoring, as necessary.
 - iv. Provide compassionate support and guidance to guardians to ensure that they do not lose their ability to continue program participation.
 - v. Remove a provider or guardian from the program at any time if they are determined to be out of compliance with program expectations.

C. Program Availability and Usage

1. Available slots will be shown and updated in real time on the Drop-In Care website, by region/zip code clusters so that users may select an option based on distance from their location.
 - a. Following RCW.42.56.640 FCC providers addresses will not be publicly available until children are confirmed for care.
2. Working Connections, approved low-income guardians and foster families, will be given priority for open slots. Only after all Working Connections families have accessed slots who are in the queue can private pay families access care. The Contractor will establish MOU's with local foster care placement agencies and arrange for drop-in placements of foster youth.
3. All users, guardians and providers, will be able to view the availability of slots in real time.
4. Every evening at 4:00 PM, the Contractor will send a reminder email to providers to notify the Contractor if there are changes to their openings for the following day, by 6:00 PM.
 - a. If the provider does not notify the Contractor, the Contractor will confirm their current openings are accurate.
 - b. Providers that have dedicated slot(s) for drop-in care will have the ability to make them unavailable when necessary.
5. The Contractor will approve and confirm open slots and update the website.

D. Receiving and Making Payments

1. The Contractor will track dedicated slots that are available or unavailable and providers will receive payment for program slots, as follows:
 - a. Dedicated drop-in slots that are filled by a child will be paid the daily region 3 subsidy rate (<https://dcyf.wa.gov/news/child-care-subsidy-base-rate-increases-center-and-ffn-providers-beginning-july-1-2022>), plus a 10% incentive.
 - b. Dedicated drop-in slots that are open and do not get filled for up to 60 days will still be paid the daily region 3 subsidy rate, without an additional incentive. After 60 days and the slot is not filled, no incentive will be paid.
 - c. No more than 10% of any child care centers slots can receive dedicated drop-in slot incentives.
 - d. No more than 25% of any Family Child Care center can receive dedicated drop-in slot incentives.
 - e. Dedicated drop-in slots that are closed by the provider will not be paid.
 - f. Dedicated drop-in slots filed by children approved through working connections will be paid at a rate of 10% of daily region 3 subsidy rate.
2. Temporary and additional drop-in slots (from a regular child who is out sick, on vacation, etc.) that are filled by the drop-in program will be paid the daily region 3 subsidy rate, without an additional incentive.
 - a. Approved Child Care providers will be responsible for seeking payment through the Contractor within 30 days.
 - i. Providers will report any incentive payments due from the Contractor.
 - ii. The Contractor will maintain an online fillable form with all of the information necessary to submit invoices each month.
 - iii. The Contractor will pay Child Care providers by check or online ACH payments, per the Child Care provider's preference within 30 days of submission and approval of each invoice.

E. Scope Limitations

1. Geographic Scope

This contract funds Local Drop-In Care Services exclusively within Whatcom County. It does not authorize or fund statewide service delivery. Any proposed expansion beyond Whatcom County must be supported by clearly identified funding sources, defined full-time equivalent (FTE) allocations, and executed through a formal contract amendment.

2. Service Scope

This contract supports licensed drop-in child care services within Whatcom County only. The Drop-In Care Network established under this agreement is not intended to function as a universal child services referral platform or search engine.

3. Prohibition on Retroactive Payments

Program funds may not be used to pay past-due balances or outstanding child care invoices, including for families participating in Working Connections Child Care (WCCC) or other subsidy programs.

4. Time-Limited Assistance

Services funded under this program are temporary in nature. Eligible families may access drop-in care consistently, including multiple days per week. Families may use up to 60 days of care within a 12-month period, after which a break in service or reassessment is required and county approval is required for continued temporary service. The drop-in care service is not as a mechanism to pay their full-time provider if they have lost subsidy.

- a. Families requiring drop-in child care beyond the 60-day limit will be referred to appropriate longer-term assistance programs, including coordination with the Opportunity Council's Emergency Voucher Program, as applicable.
- b. In cases where families are referred to drop-in care because they have lost their subsidy, those families need to be referred to the Opportunity Council's Emergency Voucher Program. These families can be served temporarily under this contract with county approval.

F. Outreach

1. The Contractor will conduct outreach to potential providers by contacting them via phone and email, to provide information about the program and reimbursement system, and answer any questions.
2. The Contractor will conduct outreach to potential guardians through online marketing, Childcare Aware, DCYF, materials provided to and through providers, local agencies providing services to guardians, local events, and local business HR departments.

G. Performance Benchmarks (Initial 3-Month Period)

The following benchmarks are intended to guide early implementation and better assess initial program growth. These targets serve to support continuous improvement and program development in line with the initial proposal and scope of work. At the end of the first 3-months, the County will review programmatic data to assess progress towards benchmarks.

1. **Increase in Registered Families.** The Contractor will aim to achieve a 20% increase in families registered on the website compared to the end of the prior contract period.
2. **Enrollment / Approval Rate.** The Contractor will aim for at least 50% of registered families to be enrolled and approved to access drop-in care services (i.e., all required documentation is complete).
3. **Monthly Slot Utilization.** The Contractor will aim to reach 200-250 filled drop-in care slot-days per month by the end of the initial 3-month period.

III. Reporting Requirements

The Contractor shall submit performance data and reports sufficient for the County to monitor implementation and assess progress using the Results-Based Accountability (RBA) framework (“How much did we do?”, “How well did we do it?”, and “Is anyone better off?”). Reporting will support continuous quality improvement, equitable access, and effective system performance.

A. Reporting Cadence and Deadlines

1. **Monthly Service and Progress Data** – Submitted with invoices, due the 15th calendar day of each month
2. **Quarterly Surveying** – Done in partnership with the County

B. Monthly Reports

In a County-approved format, the Contractor shall submit monthly data updating the County on service utilization and program development updates.

1. How Much Did We Do? (Outputs / Service Volume)

- a. Provider Capacity and Availability – For each participating site, the Contractor will report out:
 - i. Total number of dedicated licensed drop-in slots available during the reporting month. For each slot, report:
 - a. Days availability
 - b. Age range served
 - c. Number of days per slot that dedicated drop-in slots were closed (count each slot for each day closed)
 - ii. Total number of daily slot openings available during the reporting month (count each slot for each day it is available; this may exceed the number of days in the month)
 - a. Example: 2 slots available daily for 30 days = 60 openings; +1 slot for 10 days = 70 openings
- b. Utilization – For each participating site, the Contractor will report out:
 - i. Total number of daily licensed slot openings filled during the reporting month (each use counts as one)
 - ii. Number of filled openings used by:
 - a. Low-income qualifying families
 - b. Private pay families
- c. Family Utilization
 - i. Number of unduplicated families served this month. Meaning they used at minimum, one drop-in slot this month.
 - a. Number of unduplicated children served this month
 - ii. Average and range of drop-in visits for all children served this month
 - iii. Number of new families successfully enrolled this month disaggregated by zip code and eligibility criteria
 - iv. Number of families who withdrew or lost enrollment

2. How Well Did We Do It?

- a. Active Provider Roster
 - i. Provider name and location
 - ii. Zip code

- iii. Program start date
- iv. Status (active, paused, inactive)
- v. Confirmation of active DCYF licensure
- vi. Date of most recent annual review
 - a. Summary of review findings (strengths and corrective actions)
- b. System Utilization
 - i. Slot utilization rate (filled openings ÷ total openings)
 - ii. Monthly website visits
 - iii. Provider and caregiver visits to Peace Centers and summary of services
 - iv. Total number of active families registered (defined by completed paperwork) on the website
 - a. Percent of families who are still not enrolled and eligible for services (i.e., paperwork is not yet completed)
 - v. Total number of inactive users removed from the system.
 - vi. Total unduplicated count of families and children enrolled in drop-in care
 - vii. Distribution of enrolled families by total number of days licensed drop-in care was used (cumulative):
 - a. % of families with 0 days of use
 - b. % of families with 1–5 days of use
 - c. % of families with 6–15 days of use
 - d. % of families with 16–30 days of use
 - e. % of families with 31-60 days of use
 - f. % of families with 60+ days of use
- c. Provider Stability and Outreach
 - i. Summary of provider changes (onboarding, exits, closures)
 - ii. Summary of outreach efforts conducted this month.
- d. Program Development and Milestones
 - i. Summary of program development progress and any key milestones including website development, caregiver participation, program support, etc.

C. Quarterly Surveying

The County will administer quarterly surveys to families and providers. The Contractor may support distribution. Both the County and the Contractor will be able to review this data to support continuous quality improvement.

3. Is Anybody Better Off?

- a. Family Experience – The County will collect and summarize feedback from families utilizing drop-in care services, including:
 - i. Ease of finding and accessing available care
 - ii. Barriers encountered when using the system

- iii. Perceived usefulness of services in meeting family needs
- b. Provider Experience – The County will collect and summarize feedback from families utilizing drop-in care services, including:
 - i. Ease of participation in the program
 - ii. Administrative burden associated with participation
 - iii. Experience with payment and reimbursement processes

IV. Additional Requirements

As a recipient of funding from the Whatcom Healthy Children's Fund, the Contractor will be required to display digital and/or physical recognition of this funding. This may be in the form of a digital badge or icon on the Contractor's website and the Drop-In Care website, a physical banner outside its facility, interior or exterior signs, or similar materials. Whatcom County Health and Community Services will provide these materials at no cost to the Contractor. This recognition will acknowledge the support of HCF and inform the public how their tax dollars are being used to expand services that benefit the community.

EXHIBIT "B" – Amendment #1
(COMPENSATION)

Budget and Source of Funding: Funding for this contract period (05/01/2026 – 10/31/2026), in an amount not to exceed \$290,676.84, is provided by the Healthy Children’s Fund. The budget for this contract is as follows:

¹Cost Description	Documents Required with Each Invoice	Budget
Personnel (wages + benefits)	Composite hourly billing rate worksheets and signed timesheets	\$123,748
Occupancy	Copies of paid invoices or receipts; cost allocation plan where applicable	\$17,161.60
Supplies (including marketing and ² food) and ³ Equipment		\$5,924
Other program costs [utilities (including internet/phone), insurance, printing, etc.]		\$1,450.80
Website Development (\$4,450) and Maintenance (\$3,100)		\$23,000
Staff Travel, Mileage	See Exhibit B.1 (6.c and 6.d)	\$3,000
⁴ Provider Reimbursement	Documentation of provider name and dates of slots filled, identified as follows: a. Dedicated slots filled b. Dedicated slots unfilled c. Temporary or additional slots (from a regular child who is out sick, on vacation, etc.) filled	\$90,000
SUBTOTAL		\$264,248.40
Indirect @ 10%		\$26,428.44
TOTAL		\$290,676.84

- ¹ All direct costs must be directly attributable to the program funded by this contract.
 - Occupancy compensation is limited to dedicated program space.
 - Utilities, rent and depreciation may be charged proportionally, based on square footage
 - Copier costs may be charged based on actual program usage.
 - If the insurance premium identifies a cost attributable to the contracted program, it may be charged as a direct expense.
- ² Food expenses are for provider onboarding and guardian outreach events and may not exceed \$150 per event. Food expenses include light refreshments, defined as nonalcoholic beverages and light meals, typically sandwiches, wraps, sides such as salad, chips, fruit, vegetables, etc.
- ³ Equipment purchases may not exceed \$500 without pre-approval from the County’s Contract Administrator.
- ⁴ Providers will be reimbursed at the current daily region 3 subsidy rate (+ 10%, for dedicated slots filled): <https://dcyf.wa.gov/news/child-care-subsidy-base-rate-increases-center-and-ffn-providers-beginning-july-1-2022>. Dedicated slots closed by the Provider or available temporary/additional slots unfilled, are not eligible for reimbursement.

Refer to Exhibits B.1 and B.2 for additional invoicing requirements and information.

Contractor’s Invoicing Contact Information:	
Name	
Phone	
Email	

EXHIBIT "B.1" – Invoicing – General Requirements

1. When applicable, the Contractor may transfer funds among budget line items in an amount not to exceed 10% of the total budget. Line item changes that exceed 10% must be pre-approved by the County Contract Administrator, prior to invoicing.
2. When applicable, indirect costs and fringe benefit cost rates may not exceed the amount indicated in Exhibit B or the Contractor's federally approved indirect cost rate.
3. The Contractor shall submit invoices indicating the County-assigned contract number to:
HL-BusinessOffice@co.whatcom.wa.us and CDeguzma@co.whatcom.wa.us
4. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County and by the 15th of the month, following the month of service, except for January and July where the same is due by the 10th of the month.
5. When applicable, the Contractor will utilize grant funding sources in the order of their expiration date as indicated by the County, prior to spending local funding sources, when no funding restrictions prevent doing so.
6. The Contractor shall submit the required invoice documentation identified in Exhibit B.
 - a. The County reserves the right to request additional documentation in order to determine eligible costs. Additional documentation must be received within 10 business days of the County's request.
 - b. When applicable, if GL reports for personnel reimbursement do not specify position titles, additional documentation must be provided that includes staff name and position title.
 - c. When applicable, mileage will be reimbursed at the current GSA rate (www.gsa.gov). Reimbursement requests for mileage must include:
 1. Name of staff member
 2. Date of travel
 3. Starting address (including zip code) and ending address (including zip code)
 4. Number of miles traveled
 - d. When applicable, travel and/or training expenses will be reimbursed as follows:
 1. Lodging and meal costs for training are not to exceed the current GSA rate (www.gsa.gov), specific to location.
 2. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts.
 3. Reimbursement requests for allowable travel and/or training must include:
 - a. Name of staff member
 - b. Dates of travel
 - c. Starting point and destination
 - d. Brief description of purpose
 - e. Receipts for registration fees or other documentation of professional training expenses.
 - f. Receipts for meals are not required.
7. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the Contractor. The County may withhold payment of an invoice if the Contractor submits it or the required invoice documentation, more than 30 days after the month of services performed and/or the expiration of this contract.
8. Invoices must include the following statement, with an authorized signature and date: **I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.**
9. Duplication of billed costs or payments for service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

EXHIBIT "B.2" – Invoice Preparation Checklist for Vendors

The County intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

Send the invoices to the correct address:

HL-BusinessOffice@co.whatcom.wa.us and CDeguzma@co.whatcom.wa.us

Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- invoices include the following statement, with an authorized signature and date: **I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.**
- the time period for services performed is clearly stated and within the contract term beginning and end dates. Also verify any other dates identified in the contract, such as annual funding allocations;
- invoice items have not been previously billed or paid, given the time period for which services were performed;
- enough money remains on the contract and any amendments to pay the invoice;
- the invoice is organized by task and budget line item as shown in Exhibit B;
- the Overhead or Indirect Rate costs match the most current approved rate sheet;
- the direct charges on the invoice are allowable by contract. Eliminate unallowable costs.
- personnel named are explicitly allowed for within the contract and the Labor Rates match the most current approved rate sheet;
- back-up documentation matches what is required as stated in Exhibit B and B.1;
- contract number is referenced on the invoice;
- any pre-authorizations or relevant communication with the County Contract Administrator is included; and
- Check the math.

Whatcom County will not reimburse for:

- Alcohol or tobacco products;
- Traveling Business or First Class; or
- Indirect expenses exceeding 10% except as approved in an indirect or overhead rate agreement.