



Amendment No. 3  
Whatcom County Contract No. 202202018  
CONTRACT BETWEEN WHATCOM COUNTY AND  
Crossroads Consulting

THIS AMENDMENT is to the Contract between Whatcom County and Crossroads Consulting, dated March 17, 2022 and designated "Whatcom County Contract No. 202202018". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment revises Exhibit A-1 (Scope) as follows, and replaces Exhibit A-1 with Exhibit A-2:

1. Under Activities, item 8 is added to read: "8. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations, prepare focus group report, compile Town Hall input, conduct surveys)."
2. Under Activities, item 9 is added to read: "9. Prepare Implementation Plan Report (draft report, gather stakeholder input, revisions, final formatting)."
3. Under "Deliverables," a list of Implementation Plan deliverables is added.

This Amendment revises Exhibit B-1 (Compensation) as follows, and replaces Exhibit B-1 with Exhibit B-2:

1. Revise Activity 3 budget amount from \$14,700 to \$28,350 and adjust corresponding hours and rates.
2. Revise Activity 5 budget amount from \$27,600 to \$53,850 and adjust corresponding hours and rates.
3. Revise Activity 6 to read, "6. Facilitate one community town hall to gather input on the Needs Assessment"
4. Revise Activity 6 budget amount from \$15,000 to \$1,650 and adjust corresponding hours and rates.
5. Revise Activity 8 budget amount from \$15,000 to \$22,500 and adjust corresponding hours and rates.
6. Add Activity 9, "Gather input on Implementation Plan" with corresponding hours/rates and \$21,075 budget.
7. Add Activity 10, "Prepare Implementation Plan Report" with corresponding hours/rates and \$6,250 budget.
8. Add Activity 11, "Reimbursable Expenses" including focus group participant compensation, focus group supplies, and total budget of \$5,400.

This Amendment also increases the maximum consideration by \$66,750 to a total consideration of \$217,700 as further defined in Exhibit B-2, Compensation.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: March 1, 2023, regardless of the date of signature. The contract end date is August 31, 2023, which is unchanged.

IN WITNESS WHEREOF, Whatcom County and Crossroads Consulting have executed this Amendment on the date and year below written.

DATED this \_\_\_\_\_ day of March, 2023.

Each person signing this Contract represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Contract.

**CONTRACTOR:**

Crossroads Consulting

\_\_\_\_\_  
Holly O'Neil

**CONTRACTOR**

Crossroads Consulting  
P.O. Box 541  
Deming, WA 98244  
360-303-3217  
[holly@crossroads.pro](mailto:holly@crossroads.pro)

Mailing Address:  
2728 Walnut Street  
Bellingham, WA 98225

**WHATCOM COUNTY:**

Recommended for Approval:

\_\_\_\_\_  
Department Supervisor                      Date

**Approved as to form:**

\_\_\_\_\_  
Prosecuting Attorney                      Date

**Approved:**  
Accepted for Whatcom County:

By: \_\_\_\_\_  
Satpal Singh Sidhu, Whatcom County Executive

**EXHIBIT “A-2”**  
**(SCOPE OF WORK)**

The purpose of this amendment is to provide additional consulting, research, and facilitation services to support the Whatcom County Public Health, Safety, and Justice Initiative.

**Activities**

1. Conduct additional survey research for developing Needs Assessment
2. Continue Coordinating with Communication Consultant Team
3. Continue Supporting Planning Team (meeting agendas, notes, facilitation)
4. Facilitate meetings to identify and implement improvements for correctional facilities and services
5. Design and facilitate stakeholder meetings and/or workshops to further develop and refine improvements for correctional facilities and services for the Needs Assessment and implementation plan.
6. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation
7. Provide project coordination and administration
8. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations, prepare focus group report, compile Town Hall input, conduct surveys)
9. Prepare Implementation Plan Report (draft report, gather stakeholder input, revisions, final formatting)

**Deliverables:**

- Survey instruments
- Survey reports of findings
- Agendas for meetings
- Notes of meetings and forums
- Final Needs Assessment – designed and formatted for public distribution
- Slide decks of Survey Findings and Needs Assessment

**Implementation Plan Deliverables:**

- Planning Team meeting agendas and notes
- Surveys and survey results
- Workshop agendas and summaries
- Focus Group Report
- Town Hall agenda and meeting notes
- Slide decks for presentations
- Draft Implementation Plan
- Final Implementation Plan

**EXHIBIT "B-2"**  
**(COMPENSATION)**

**Budget:**

The source of funding for this agreement, in an amount not to exceed \$217,700, is the Jail Improvement Fund. Invoices will be submitted to Whatcom County c/o Project Manager, Barry Buchanan and should include actual costs for billed activities. Invoice will also reflect total number of activities (ex: completed 2 of 5 five forums) fulfilled at the time of the invoice so as not to exceed contractual limitations.

<b>ACTIVITIES</b>	<b>HOURS</b>	<b>BUDGET</b>
1. Conduct additional survey research for developing Needs Assessment	106 hours at \$150/hr.	\$16,000
2. Continue coordinating with Communication Consultant Team	7 hours at \$150/hr. 3 hours at \$75/hr.	\$1,275
3. Continue supporting Planning Team (meeting agendas, notes, facilitation)	85.5 hours at \$150/hr. 207 hours at \$75/hr.	\$28,350
4. Facilitate 2 additional SAC meetings	2 meetings at \$1,200 each	\$2,400
5. Design and facilitate stakeholder meetings and/or workshops to further develop and refine improvements for correctional facilities and services for the Needs Assessment and implementation plan (number of meetings and participants to be determined by the Planning Team)	184 hours at \$150/hr. 190 hours at \$75/hr Up to 6 workshops at \$2000/workshop	\$53,850
6. Facilitate one community town hall to gather input on the Needs Assessment	11 hours at \$150/hr.	\$1,650
7. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation	152 hours at \$125/hr.	\$19,000
8. Continue to provide Project coordination and administration	300 hours at \$75/hr.	\$22,500
9. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations,	63 hours at \$150/hr.	\$21,075

prepare focus group report, compile Town Hall input, conduct surveys)	43 hours at \$75/hr.  Up to 6 focus groups at \$1,200/group  1 Town Hall at \$1,200	
10. Prepare Implementation Plan Report	20 hrs @\$150  10 hrs @ \$100  30 hrs @ \$75	\$6,250
11. Reimbursable Expenses:  Up to 6 focus group events Focus Group Participants will be compensated for their time at no more than \$100/person for participation and attendance at focus group events.  Focus group supplies for in-person groups	8 participants per group @ \$100/person  \$100/group	\$5,400
<b>TOTAL BUDGET</b>		<b>\$177,750</b>