



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** The Language Exchange, Inc. – Translation & Interpreter Services Contract Amendment #4  
**DATE:** JUNE 5, 2023

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Attached is a contract amendment between Whatcom County and The Language Exchange, Inc. for your review and signature.

▪ **Background and Purpose**

The Language Exchange, Inc. provides language translation and interpreter services for various Health Department Programs. These services are necessary for critical communications between staff, patients, customers, and community partners. This amendment extends the contract for an additional year, increases funding by \$5,600 from the previous contract period ending on 06/30/2023, and updates funding sources.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$29,600, is provided by general funds (\$10,000), the COVID-19 Epidemiology & Laboratory Capacity Grant (CFDA 93.323) (\$4,600), and Foundational Public Health Services funding from the Washington State Department of Health (\$15,000). These funds will be included in the 2023 budget. Council authorization is required as the additional funding provided by this amendment exceeds 10% of the amount authorized by Council on 06/07/2022.

▪ **Differences from Previous Contracts**

Section	Amendment Purpose
<b>General Terms – 10.2 Extension</b>	Extends contract for an additional year
<b>Exhibit B – Compensation</b>	Updates total funding for the period and funding sources.

Please contact Kathleen Roy, Financial & Administrative Manager at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions.

Encl.

