

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202309006 - 2

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:	Ann Beck
Contractor's / Agency Name:	Central Consulting LLC

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 #:	202309006	

Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	3.08.100
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"/>		

Is this contract the result of a RFP or Bid process?	Contract Cost Center:	145110
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, RFP and Bid number(s):	Roster Solicitation	

Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
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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 checked="" 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):	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> :
\$ 15,000	
This Amendment Amount:	
\$ 30,000	
Total Amended Amount:	
\$ 45,000	<ol style="list-style-type: none"> <li>Exercising an option contained in a contract previously approved by the council.</li> <li>Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>Bid or award is for supplies.</li> <li>Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>

Summary of Scope: This amendment increases funding to support completion of documents necessary for Healthy Children's Fund implementation efforts.

Term of Contract:	16 Months	Expiration Date:	12/31/2024
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Contract Routing:	1. Prepared by:	JT	Date:	01/29/2024
	2. Health Budget Approval	JS	Date:	02/12/2024
	3. Attorney signoff:	RB	Date:	02/06/2024
	4. AS Finance reviewed:	A Martin	Date:	2/29/2023
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2024-188	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

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

**AND CONTRACTOR:**  
**Central Consulting LLC**  
2915 E Pike Street  
Seattle, WA 98122

### CONTRACT PERIODS:

**Original:** 08/28/2023 – 12/31/2023  
**Amendment #1:** 11/01/2023 – 12/31/2024  
**Amendment #2:** 02/12/2024 – 12/31/2024

**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**

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### DESCRIPTION OF AMENDMENT:

1. Amend Exhibit A – Scope of Work, to support continued HCF implementation efforts including completion of an Internal Implementation Guide and 'Early Learning Hub' plan, drafting an RFP for an outreach and communication campaign and developing policy options for a child care subsidy program.
2. Amend Exhibit B – Compensation, to increase funding by \$30,000 to support the expansion of services described above.
3. Funding for the total contract period (08/28/2023 – 12/31/2024) is not to exceed \$45,000.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 02/12/2024.



**EXHIBIT "A" – Amendment #2**  
**(SCOPE OF WORK)**

**i. Background and Purpose**

In November of 2022, Proposition 5, the Healthy Children’s Fund (HCF) was approved by Whatcom County voters. Proposition 5 establishes a dedicated fund to support young children and their families. As stated in Ordinance 2022-045, Whatcom County Health and Community Services (WCHCS) is the fund administrator. This contract provides funding for consultation services necessary for WCHCS to effectively sequence proposed HCF strategies and projects and identify interconnections between state and local projects and opportunities.

**ii. Statement of Work**

The Contractor will support implementation of the Healthy Children’s Fund, as follows:

**Task A – Planning and Consultation Services – Estimated at 156 Hours**

1. Review evolving and prioritized HCF strategies and provide written and verbal feedback on the effectiveness of their sequencing and ongoing plans for funding. The Contractor will:
  - a. Participate in weekly HCF issue-lead meetings and other meetings with County staff (as requested).
  - b. Respond to emerging questions identified by the County.
2. Identify and provide written summary of the interconnections between projects and opportunities to capitalize on related initiatives occurring at the state level. The Contractor will:
  - a. Provide written and verbal updates on key policy change in 2024 state legislative session.
  - b. Provide written and verbal preview of opportunities and challenges anticipated in 2025 state legislative session.
3. Update, as needed, a written summary that synthesizes relevant state policies, programs and funding streams related to the ten priorities indicated in the HCF Implementation Plan.
4. Consult with County strategy teams and advise on project creation as needed, by:
  - a. Preparing meeting agendas
  - b. Supporting planning activities for community convening opportunities
  - c. Conducting policy review and edits
  - d. Preparing community talking points for County staff
  - e. Preparing updates to short/long-term planning recommendations
  - f. Providing additional consultation and summaries of consultation sessions to County staff related to early childhood systems, policies, policy design, communications, strategies, outreach, requests for proposals, and other topics, as needed.
  - g. Provide additional services as requested by the County and agreed to by the Contractor.

## **Task B – Early Learning Hubs – Estimated at 44 hours**

Early Learning Hubs are intended as regional centers that will provide supports to vulnerable children and families. Examples of services that might be provided through these hubs include early learning and care resource navigation and connection to services, on-site childcare for low-income children, on-site behavioral health, space for early parenting supports.

1. Develop a brief and detailed, internal implementation plan outline for geographically specific early learning hubs that support shared administrative services for providers that serve families receiving Working Connections subsidies, co-located early learning and other services for children and families, and support for smaller providers in the County (i.e. the “hub and spoke model.”). This document will be used to develop a scope of work for a future Request for Proposals (RFP). The Contractor will:
  - a. Include synthesized research on best practices and recommendations from other municipalities and states.
  - b. Build from previous stakeholder planning processes and incorporate stakeholder feedback.
  - c. Provide project descriptions to the Director of Administrative Services for coordination with other County departments.
  - d. Review proposals from RFP process and provide feedback to WCHCS on potential implementation opportunities and challenges.
  - e. Draft implementation framework based on proposals received and existing stakeholder feedback.
  - f. Provide meeting and written summaries to County staff, as requested.
  - g. Complete development of the internal implementation plan with recommendations for geographically specific early learning hubs.
2. Hub and spoke planning will take place regionally and in partnership with community stakeholders within that area to ensure the expansion plan reflects the unique demands and needs of the region. Key assets of the hub may include shared services determined by the needs of the early learning & care community. Examples include:
  - Onsite early learning & care service delivery, including onsite mental and behavioral health providers to provide targeted interventions to children during working hours in early learning & care centers, and early parenting supports.
  - Shared administrative services including accounting, contract management, and accessing local and state child care resources. Helping programs manage licensing needs and expectations with DCYF.
  - Support for business development, contract management, etc.

The Contractor will ensure priorities are incorporated into the regional demands and needs review and implementation framework described above.

### **Task C – Working Connections Outreach and Communications Campaign Planning – Estimated at 55 Hours**

1. Undertake initial work to plan the development of an outreach and communications campaign plan to increase awareness and enrollment in Working Connections Child Care and the Early Childhood Education and Assistance Program focused on potentially eligible families. The target audience of the campaign is families who qualify for working connections but are not aware of the opportunity to sign-up. The campaign will provide an opportunity to leverage state funding for low-income children and families.

Campaign plans will build on the Fair Start for Kids Act Partnership Table's Yakima Pilot in coordination with the Washington State Department of Children, Youth and Families. The campaign will likely be ongoing and could include paid media, in-person navigation, etc.

- a. Facilitate meetings and work with DCYF and consultants to ensure coordination on outreach tasks.
- b. Identify timeline, priorities, and other key implementation needs with a focus on opportunities for staff team engagement.
- c. Identify the process for monitoring impacts in enrollment and additional outreach needs.
  - i. Identify and refine metrics for success.
  - ii. Identify process and timeline for adjusting implementation plans based on results.
- d. Complete final outreach and communications campaign plan.
- e. Draft an RFP for the selection of the agency who will execute the campaign plan in Whatcom County.

### **Task D – Subsidy Program – Estimated at 45 Hours**

1. Lead policy discussions with County Council, Task Force, and stakeholders and provide a formal summary describing considerations for administering a child care subsidy program for eligible families. The subsidy program will improve access to early learning and care by providing program subsidies for low-income families with children ages 0 – 5.
  - a. The Contractor will develop policy options and presentation materials at the direction of the County, as needed.
2. Based on policy discussions, develop and refine a programs implementation outline with considerations that address:
  - a. Target population
  - b. Subsidy rate
  - c. Subsidizing providers to better meet the needs of children and families
  - d. Community benefits (stable staffing, improved hours, etc.)
  - e. Universal Pilot Program design with assistance from a cohort of providers.

**EXHIBIT “B” – Amendment #2**  
(COMPENSATION)

I. **Budget and Source of Funding**: The source of funding for this contract, in an amount not to exceed \$45,000, is provided by the Healthy Children’s Fund. The budget for this contract is as follows:

Task	Cost Description	Rate/Hour	*Estimated # of Hours	Documents Required Each Invoice	Budget
A	Planning and Consultation Services	\$150	156	<ul style="list-style-type: none"> <li>• Summary documentation of activities performed including dates/hours.</li> <li>• Time must be billed by quarter hours.</li> </ul>	\$23,400
B	Early Learning Hubs		44	<ul style="list-style-type: none"> <li>• Summary documentation of activities performed including dates/hours.</li> <li>• County approved Implementation Plan</li> </ul>	\$6,600
C	Outreach/Communication Campaign Facilitation		55	<ul style="list-style-type: none"> <li>• Summary documentation of activities performed including dates/hours</li> </ul>	\$8,250
D	Subsidy Program Facilitation		45	<ul style="list-style-type: none"> <li>• Summary documentation of activities performed including dates/hours.</li> </ul>	\$6,750
<b>TOTAL</b>					<b>\$45,000</b>

\* Changes to the line item budget that exceed 10% of the total budget must be pre-approved in writing by the County.

II. **Invoicing**

1. The Contractor shall submit invoices to (include contract #) [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
2. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. 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.**
5. **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.