

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202503022-01

Originating Department:	Superior Court Administration
Division/Program: (i.e. Dept. Division and Program)	Superior Court
Contract or Grant Administrator:	Stephanie Kraft, Administrator
Contractor's / Agency Name:	Whatcom Dispute Resolution Center

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes ☒ No ☐
 Yes ☐ No ☒ If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____

Does contract require Council Approval? Yes ☒ No ☐ 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 ☐ No ☒ If yes, grantor agency contract number(s): _____ CFDA#: _____

Is this contract grant funded? Yes ☐ No ☒ If yes, Whatcom County grant contract number(s): _____

Is this contract the result of a RFP or Bid process? Yes ☒ No ☐ If yes, RFP and Bid number(s): RFP 24-11 Contract Cost Center: 10007050

Is this agreement excluded from E-Verify? No ☒ Yes ☐ If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).
<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.
<input type="checkbox"/> Interlocal Agreement (between Governments).	

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>\$111,000</u> This Amendment Amount: \$ <u>\$115,000</u> Total Amended Amount: \$ <u>\$226,000</u>	Council approval required for; all property leases, contracts or bid awards 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: <ol style="list-style-type: none"> 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.
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Summary of Scope: This contract provides for the administration of supervised visitation, including volunteer recruitment, screening, training and retention, and all other aspects of administering the program. Supervised visitation is generally court ordered and requires a third-party to observe parent/child visitation and ensure the safety of those involved. WDRC was the sole respondent to the RFP for this service and has demonstrated the ability to provide this service in the past.

Term of Contract:	01/01/2026	Expiration Date:	12/31/2026
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Contract Routing:	1. Prepared by: <u>Mallory Hamilton</u>	Date: <u>12/8/2025</u>
	2. Attorney signoff: <u>Christopher Quinn (electronic approval)</u>	Date: <u>1/9/2026</u>
	3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>1/14/26</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Amendment No. 01
 Whatcom County Contract No. 202503022
CONTRACT BETWEEN WHATCOM COUNTY AND
Whatcom Dispute Resolution Center (WDRC)

THIS AMENDMENT is to the Contract between Whatcom County and Whatcom Dispute Resolution Center (WDRC), dated January 1, 2026 and designated "Whatcom County Contract No. 202503022". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through December 31, 2026, and increases the maximum consideration by \$115,000 to a total consideration of \$226,000

This Amendment also changes *Exhibit B: Compensation* to reflect the Amendment for the 2026 calendar year:

2026 compensation for services shall not exceed \$115,000, as follows:

1. Supervised Visitation Program Administration: The contract shall be paid for supervised visitation administration based on actual costs plus 10% overhead not to exceed a total of \$115,000 for calendar year 2026.
2. WDRC 2025 Projected Program Budget is updated to reflect 2026 WDRC Projected Program Budget Supervised Visitation, in the following ways:

WDRC 2026 Projected Program Budget Supervised Visitation	
Income	
Whatcom County Superior Court	\$115,000
Total Whatcom County Superior Court Income	\$115,000
Expenses	
Portion of total program wages, taxes, benefits funded by WCSC	\$104,545
Admin rate @ 10% funded by WCSC	\$10,455
Total Program Expenses	\$115,000

Remainder of Exhibit B shall remain unchanged.

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: January 1, 2026, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Whatcom Dispute Resolution Center have executed this Amendment on the date and year below written.

DATED this ____ 14th _____ day of ____ January ____, 20__ 26__.

CONTRACTOR:

CONTRACTOR NAME

 1/14/26


Moonwater, Executive Director Date

CONTRACTOR INFORMATION:

Contact:
Moonwater, Executive Director
Whatcom Dispute Resolution Center
206 Prospect Street Bellingham, WA 98225
(360) 676- 0122

WHATCOM COUNTY:

Recommended for Approval:

 1/14/20

Stephanie Kraft, Administrator, Superior and Juvenile Court Date

Approved as to form:

Christopher Quinn, Civil Attorney Date

Approved:

Accepted for Whatcom County:

By: _____
Satpal Singh Sidhu, Whatcom County Executive