

WHATCOM COUNTY
CONTRACT INFORMATION SHEET

Whatcom County Contract Number:
202406023 – 2

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		8510 Administration / 851000 Administration	
Contract or Grant Administrator:		Charlene Ramont	
Contractor's / Agency Name:		Glyph Language Services, Inc.	
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 #:		202406023
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):		202501019 / 202304013 / 202309033 / 202307016 /
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Method of Procurement:	RFP Solicitation 24-25	Contract Cost Centers:	10008566.6655 (\$4,000) / 10008619.6655 (\$3,000) / 10008617.6655 (\$10,000) / 18538520.6655 (\$1,000) / 18538510.6655 (\$1,500) / 18538516.6655 (\$3,000) / 18538503.6655 (\$2,000) / 10008581.6655 (\$6,000) / 10008517.6655 (\$2,000) / 1858002.6655 (\$10,000) / 10008544.6655 (\$1,750) / 18571001.6655 (\$3,000) / 10008539.6655 (\$1,079)
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):		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:	
\$	93,000	1. Exercising an option contained in a contract previously approved by the council.	
This Amendment Amount:		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.	
\$	48,329	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	141,329	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.	
Summary of Scope: This amendment extends the contract for six months and provides funding for the extended contract period.			
Contract Term Ends:		12/31/2025	
Contract Routing:	1. Prepared by:	J. Thomson	Date: 04/29/2025
	2. Health Budget Approval	PL/CR	Date: 05/06/2025
	3. Attorney signoff:	Christopher Quinn	Date: 05/06/2025
	4. AS Finance reviewed:	Bbennett	Date: 05/08/2025
	5. Contractor signed:	DS	Date:
	6. Executive Contract Review:	AK	Date: 5/28/2025
	7. Council approved (if necessary):	AB2025-374	Date: 05/28/2025
	8. Executive signed:		Date: 5/31/2025
	9. Original to Council:		Date:



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Charlene Ramont, Interim Director
RE: Glyph Language Services, Inc. – Language Interpretation and Translation Services
Contract Amendment #2
DATE: MAY 28, 2025

Attached is a contract amendment between Whatcom County and Glyph Language Services, Inc. for your review and signature. This amendment extends the contract for six months and updates the budget and funding source for the extended contract period.

- **Background and Purpose**
This contract provides funding for language interpretation and translation services for various Whatcom County Health and Community Services' programs. These services are necessary for critical communications between staff, patients, customers, and community partners.
- **Funding Amount and Source**
Funding for this contract period (07/01/2025 – 12/31/2025), in an amount not to exceed \$48,329, is provided by the funding sources indicated in the table below. These funds are included in the 2025 budget. Council authorization is required as the funding added by this amendment cumulatively exceeds 10% of the amount authorized by Council.

Funding Source	Allocation
<i>General Funds</i>	
Communicable Disease	\$4,000
Nurse-Family Partnership	\$2,000
Food Protection	\$1,750
<i>Behavioral Health Fund</i>	
GRACE	\$1,500
Mental Health Court	\$2,000
<i>Solid Waste Fund</i>	\$3,000
<i>Healthy Children's Fund</i>	\$10,000
<i>Washington State Department of Social & Human Services, DDA Grant Funds</i>	\$6,000
<i>Foundational Public Health Services Grant Funds – passed through the Washington State Department of Health</i>	
Communications	\$3,000
Partnerships & Strategies	\$10,000
Environmental Health	\$1,079
<i>North Sound Behavioral Health Administrative Services Organization – Co Responder Grant Funds</i>	\$1,000
<i>Washington State Health Care Authority – LEAD Grant Funds</i>	\$3,000
Total Funding	\$48,329

Please contact Charlene Ramont, Interim Director at 360-778-6169 (CRamont@co.whatcom.wa.us) if you have any questions.



Whatcom County Contract Number:

202406023 – 2

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

AND CONTRACTOR:
Glyph Language Services, Inc.
316 West Boone Avenue, Suite 375
Spokane, WA 99201-2326

CONTRACT PERIODS:

Original: 07/01/2024 – 12/31/2024
Amendment #1: 01/01/2025 – 06/30/2025
Amendment #2: 07/01/2025 – 12/31/2025

**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:

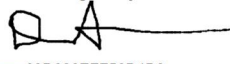
1. Extend the duration and other terms of this contract for six months, as per the original contract "Section 8.1 - Term".
2. Funding for this contract period (07/01/2025 – 12/31/2025) is not to exceed \$48,329.
3. Funding for the total contract period (07/01/2024 – 12/31/2025) is not to exceed \$141,329.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 07/01/2025.

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.

Signed by: 		5/28/2025
DEPARTMENT HEAD APPROVAL:	10C96CF66701466...	
	Charlene Ramont, Interim Director	Date

Signed by: 		5/28/2025
APPROVAL AS TO FORM:	EC466EF5C8B4FD...	
	Christopher Quinn, Chief Civil Deputy Prosecutor	Date

FOR THE CONTRACTOR:

DocuSigned by: 		5/28/2025
	Douglas Arbuthnot, Director of HR and General Counsel	
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: 		5/31/2025
	1192C7C18B664E3...	
Satpal Singh Sidhu, County Executive		Date

CONTRACTOR INFORMATION:

Glyph Language Services, Inc.
 316 West Boone Avenue, Suite 375
 Spokane, WA 99201-2326