



MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Lara Welker Consulting – COVID-19 Community Healthcare Coalition
Coordination and Facilitation Contract Amendment #2
DATE: January 13, 2021

Attached is a contract amendment between Whatcom County and Lara Welker Consulting for your review and signature.

▪ **Background and Purpose**

The Community Healthcare Coalition has been convened by leaders of healthcare organizations across Whatcom County in response to the COVID-19 pandemic. Lara Welker Consulting supports the coordination and facilitation of the Coalition, whose goal is to promote county-wide healthcare communication, forecasting, and planning necessary to respond to COVID-19 effectively. The purpose of this amendment is to extend the contract for an additional six months.

▪ **Funding Amount and Source**

Funding for this contract may not exceed \$50,000. Funds under this contract are made available by a grant awarded by the US Department of Treasury and subject to Section 601(a) of the Social Security Act, as amended by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), and Title V and VI of the CARES Act, passed through the Washington State Department of Commerce Local Government Coronavirus Relief Fund (CFDA 21.016) and the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES (CFDA 21.019) and Epidemiology & Laboratory Capacity (CFDA 93.323) Grants. These funds are included in the 2020 budget and will be included in the 2021 budget. Council approval is required as funding exceeds \$40,000.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202006024 – 2

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8510 Administration / 851000 Administration	
Contract or Grant Administrator:		Cindy Hollinsworth	
Contractor's / Agency Name:		Lara Welker Consulting	
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 #:		202006024
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):		CFDA#: 21.016 / 21.019/93.323
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202006003 / 201801023
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):		Contract Cost Center: 134624 / 660430 / 660440
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	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 checked="" 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):		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:	
\$	25,000	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.	
\$	25,000	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	50,000	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 contract provides funding for coordination and facilitation of the COVID-19 Community Healthcare Coalition.			
Term of Contract:	13 Months	Expiration Date:	06/30/2021
Contract Routing:	1. Prepared by:	JT	Date: 12/08/2020
	2. Health Budget Approval	KR/JG	Date: 12/14/2020
	3. Attorney signoff:	RB	Date: 12/10/2020
	4. AS Finance reviewed:	M Caldwell	Date: 12/10/2020
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Submitted to Exec.:	JT	Date: 01/13/2021
	8. Council approved (if necessary):	AB2021-002	Date: 01/12/2021
	9. Executive signed:		Date:
	10. Original to Council:		Date:

Whatcom County Contract Number:

202006024 – 2

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
Lara Welker Consulting
2531 Williams Street
Bellingham, WA 98225

AMENDMENT NUMBER: 1

CONTRACT PERIODS:

Original: 06/01/2020 – 10/31/2020
Amendment #1: 11/01/2020 – 12/30/2020
Amendment #2: 12/31/2020 – 06/30/2021

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 6 months, as per the original contract "General Terms, Section 10.2, Extension".
2. Amend Exhibit B – Compensation, to reflect a budget for the extended contract period and update the final invoicing date; revised Exhibit B is attached.
3. Funding for the extended contract period (12/31/2020 – 06/30/2021) is not to exceed \$25,000.
4. Funding for the total contract period (06/01/2020 – 06/30/2021) is not to exceed \$50,000.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 12/31/2020.

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.

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 1/13/2021
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 1/13/2021
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Lara Welker, Owner</u>	Lara Welker, Owner	1/13/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Sidhu 1/14/2021
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Lara Welker Consulting
2531 Williams Street
Bellingham, WA 98225
360-383-8024
larawelkerconsulting@gmail.com

EXHIBIT “B” – Amendment #2
COMPENSATION

I. Budget and Funding

Funding for this contract may not exceed \$50,000. Funds under the contract are made available and are subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), and Title V and VI of the CARES Act. This project was supported by a grant awarded by the US Department of Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Commerce (CFDA 21.016) and the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES (CFDA 21.019) and Epidemiology & Laboratory Capacity (CFDA 93.323) Grants. COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor’s performance of this contract. The budget for this contract is as follows:

Dates	Item/Rate	Documentation Required with Invoice	TOTAL Budget
June 1 – December 30, 2020	Coordination and Facilitation Services @ \$60/hour	Description of activities and total hours spent	\$25,000
December 31, 2020 – June 30, 2021			\$25,000

II. Invoicing

1. The Contractor shall not submit invoices more than monthly. Invoices submitted for payment must include the hours worked and a brief description of the activity for each date of service. **Final invoices for payment must be submitted by July 15, 2021.**
2. The Contractor shall submit invoices to (include LOA #) HL-BusinessOffice@co.whatcom.wa.us.
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 provided under this contract if the Contractor has been or will be paid by any other source. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.