

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202007006 – 2

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8510 Administration / 851000 Administration	
Contract or Grant Administrator:		Erika Lautenbach	
Contractor's / Agency Name:		Crossroads Consulting	
Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202007006
Does contract require Council Approval?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If No, include WCC:	3.08.100(A)(6) **Under Declaration of Emergency**
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#: 21.019
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		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: 660430
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input 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 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 :	
\$	134,000	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.	
\$	0	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	0	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 facilitation and consultation efforts of the Whatcom COVID Employer Support Task Force.			
Term of Contract:	11 Months	Expiration Date:	03/31/2021
Contract Routing:	1. Prepared by:	JT	Date: 01/06/2021
	2. Health Budget Approval	KR/JG	Date: 01/13/2021
	3. Attorney signoff:	RB	Date: 01/11/2021
	4. AS Finance reviewed:	Bbennett	Date: 01/28/2021
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Submitted to Exec.:	JT	Date: 02/010/2021
	8. Council approved (if necessary):	AB2021-094	Date: 02/09/2021
	9. Executive signed:		Date:
	10. Original to Council:		Date:



MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Crossroads Consulting – COVID Employer Task Force Support Contract Amendment #2
DATE: February 10, 2021

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

▪ **Background and Purpose**

Crossroads Consulting provides consulting and facilitation services that aid the Health Department in community planning and support of Public Health Advisory Board initiatives including the COVID Employer Support Task Force (ESTF). This contract provides funding for consulting and facilitation necessary to support the ESTF and the purpose of this amendment is to extend the contract to provide ongoing support of the campaign. Crossroads will utilize the remaining funds from their 2020 budget (\$13,215) to perform the work during the extended contract period (12/31/2020 – 03/31/2021).

▪ **Funding Amount and Source**

Funding for this contract may not exceed \$134,000. 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 Health Emergency Preparedness & Response COVID-19 Local CARES Grant (CFDA 21.019). These funds are included in the 2020-2021 budgets. Council approval is not required per Whatcom County Code 3.08.100(A)(6) for contracts executed within the declaration of a county emergency.

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

Encl.



Whatcom County Contract Number:

202007006 – 2

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

**AND CONTRACTOR:
Crossroads Consulting
PO Box 541
Deming, WA 98244**

CONTRACT PERIODS:

**Original: 04/20/2020 – 10/31/2020
Amendment #1: 11/01/2020 – 12/30/2020
Amendment #2: 12/31/2020 – 03/31/2021**

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 term of the contract through 03/31/2021.
2. Replace Exhibit A – Scope of Work, to reflect the statement of work and deliverables expected for the extended contract period.
3. Replace Exhibit B – Compensation, to reflect the budget for the extended contract period and revised Scope of Work.
4. Funding for the extended contract period (12/31/2020 – 03/31/2021) is not to exceed \$13,215.
5. Funding for the total contract period (04/20/2020 – 03/31/2021) is not to exceed \$134,000.
6. All other terms and conditions remain unchanged.
7. 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 2/10/2021
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 2/10/2021
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Holly O'Neil</u>	Holly O'Neil, Owner	2/11/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Tyler Schroeder, Deputy Executive 2/11/2021
Satpal Singh Sidhu, County Executive Date
or Tyler Schroeder, Deputy Executive

CONTRACTOR INFORMATION:

Crossroads Consulting
2728 Walnut Street
Bellingham, WA 98225
360-325-6002
Holly@crossroads.pro

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

I. Background and Purpose

Crossroads Consulting (Contractor) provides consulting and facilitation services that aid the Whatcom County Health Department (WCHD) in guiding Whatcom County's Public Health Advisory Board (PHAB) and its Task Forces. As per Whatcom County Resolution 2020-015, Convening a PHAB Task Force on Employer Infection Control and Social Distancing Guidance, the COVID Employer Support Task Force (ESTF) was developed by PHAB to provide tools, best practices, and guidance for bringing businesses back to work while maintaining and improving infection control and social distancing. The ESTF is comprised of 140 members, representing 18 sectors.

One outcome of the ESTF was the launching of a county-wide Safer Stronger Together campaign to increase effectiveness of health and safety messaging throughout the business and organizations of Whatcom County.

Since the campaign's launch, Crossroads has continued to serve businesses and organizations with resources including printed material distribution and weekly e-news with the latest COVID-related news. In addition, Crossroads and Elizabeth Boyle Consulting have supported businesses by developing materials alongside the Communications and Business Response Teams (BRT) so the community can respond more efficiently when employees test positive and/or have been exposed. Crossroads and Elizabeth Boyle Consulting have also supported special opportunities such as the Week of Wellness with 11 local fitness studios, created videos to support awareness of the BRT and a video collaboration of local elected officials.

II. Statement of Work

Working closely with Elizabeth Boyle Consulting and WCHD Leadership, Crossroads Consulting will be responsible for the strategic and on-the-ground coordination of a successful County-wide Safer Stronger Together Campaign, with an expansion into education and information regarding vaccinations. This campaign is led by the WCHD in collaboration with the Port's Regional Economic Partnership, Bellingham Whatcom County Tourism, and the Chambers of Commerce, to increase effectiveness of health and safety messaging in businesses and organizations throughout Whatcom County. The purpose of the campaign is to ensure that businesses have the tools they need to communicate correctly, consistently and effectively with their staff and customers.

Crossroads will provide consultation and coordination of the updated Safer Stronger Together Campaign plan in three main areas:

1. Research and Analysis:
 - a. Work with WCHD to identify FAQs and difficulties that people experience when contacting the WCHD or are looking for COVID-related information on their website. Gather information from individuals and employers through interviews and meetings.
 - b. Work with communications team, mitigation teams, and WCHD leadership to strategize ways to address gaps in information, inefficiencies in services, etc.
2. Marketing and Outreach:
 - a. Ensure regular communication with key partners (Port, Campaign Group, WCHD Team) through meetings, phone calls, and emails to facilitate coordination and increase collaboration to support businesses and organizations in operating safely.
 - b. Connect with the broader community about the campaign. From campaign ambassadors to individual businesses, we will continue to broaden our reach so more people have access to campaign resources.

- c. Connect with businesses and organizations via phone periodically throughout the campaign to better understand their experience thus far with the campaign, learn what the campaign can do to better support them, and strengthen community relationships.
- d. Share and/or create learning opportunities for businesses and organizations. Consider hosting opportunities for FAQ sessions related to the vaccine.

3. Campaign Maintenance and Coordination:

- a. Develop and maintain systems to accurately respond to requests for materials and information. Ensure database is efficiently maintained for ongoing communications.

Deliverables include:

- A. Collection of relevant data and resources related to impacts on the local business community from COVID-19.
- B. Materials that support the WCHD's response to businesses and organizations around the virus and the vaccine.
- C. Agendas and coordination for live events and videos to share information about vaccinations and other COVID prevention practices.
- D. Internal and external communication tools for the BRT and potentially other mitigation teams (e.g., informational tool kits for mitigation teams like schools/childcares to share with parents, teachers, administrators).
- E. Development and maintenance of information and resources on the Whatcom Together website.
- F. Distribution of information and resources to all parties engaged in the campaign.

EXHIBIT "B" – Amendment #2
(COMPENSATION)

I. Budget and Funding:

Funding for this extended contract period (12/31/2020 – 03/31/2021) may not exceed \$13,215 and funding for the entire contract period (04/20/2020 – 03/31/2021) may not exceed \$134,000. 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 the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES Grant (CFDA 21.019). The budget for this contract is estimated as follows:

Administration activities include: correspondence with Task Force Members and partners, monitoring changes in guidance, editing guidance materials, researching resources, survey data analysis, managing google folders and archives, recruitment of speakers for forums and open-houses, and ensuring they are prepared to speak, editing drafts and graphics for final presentations.

Design/Facilitation activities include: Preparation of agendas for meetings, consultations with clients, meetings with client groups, development and design of presentations, facilitation of ESTF meetings, forums, open-houses, survey design.

Item	Rate	Documentation Required with Invoice	Budget
Consulting and Coordination Administrative Activities	\$75/hour	Description of services included on invoice including total hours performed and deliverables completed.	\$13,215
Consulting and Coordination Design/Facilitation Activities	\$130/hour		
Total			\$13,215

II. Invoicing:

- The Contractor shall not submit invoices more than monthly and **final invoices for payment must be received by April 15, 2021.**
- The Contractor shall submit invoices to (include contract/PO #) HL-BusinessOffice@co.whatcom.wa.us.
- Payment to 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.
- 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.
- 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.