

**WHATCOM COUNTY**  
**CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202501018 – 1

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		Response Systems Division	
Contract or Grant Administrator:		Robin Willins	
Contractor's / Agency Name:		Lifeline Connections	
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 #:		
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?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	ALN#:	
Is this contract grant funded?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process?			Contract Cost Center:
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	24-81	124111
Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" 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 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>	
\$	10,000	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.	
\$	15,000	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	25,000	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 amendment increases the estimated amount of funding for 2025.			
Term of Contract:	1 Year	Expiration Date:	12/31/2025
Contract Routing:	1. Prepared by:	J. Thomson	Date: 12/13/2024
	2. Health Budget Approval	S. Houck	Date: 12/17/2024
	3. Attorney signoff:	Christopher Quinn	Date: 12/30/2024
	4. AS Finance reviewed:	bbennett	Date: 12/30/2024
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 2/24/2025
	8. Council approved (if necessary):	AB2025-083	Date: 01/28/2025
	9. Executive signed:		Date: 2/24/2025
	10. Original to Council:		Date:



# Memorandum

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Lifeline Connections – Mental Health Court Case Coordination Contract Amendment #1

**DATE:** JANUARY 29, 2025

Attached is a contract amendment between Whatcom County and Lifeline Connections for your review and signature. This amendment increases the estimated amount of funding for 2025.

▪ **Background and Purpose**

This contract funds Mental Health Court case coordination services Lifeline Connections provides for clients enrolled in the program. This funding reimburses Lifeline Connections for services not covered by other sources like Medicaid. The Mental Health Court Program is a partnership between Whatcom County and City of Bellingham that diverts Whatcom County residents who are challenged with mental illness and charged with crimes, to treatment and supportive services. The goals of this program are to promote public safety, engage, and retain defendants in treatment services, reduce contact with the criminal justice system, and efficiently use scarce public resources.

▪ **Funding Amount and Source**

This amendment increases the estimated amount of funding available for this contract period (01/01/2025 – 12/31/2025) by \$15,000, for a total amount not to exceed \$25,000. Council authorization is required as cumulative funding for all contract periods is expected to exceed \$40,000.

▪ **Differences from Previous Contracts**

Section	Differences
Exhibit B – Compensation	Increases total funding by \$15,000

Please contact Malora Christensen, Response Systems Manager at 360-778-6131 ([MChriste@co.whatcom.wa.us](mailto:MChriste@co.whatcom.wa.us)) if you have any questions.

Encl.



Whatcom County Contract Number:

202501018 – 1

**WHATCOM COUNTY CONTRACT AMENDMENT**  
**Mental Health Court Case Coordination**

**PARTIES:**

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

**AND CONTRACTOR:**  
**Lifeline Connections**  
**PO Box 1678**  
**Vancouver, WA 98661**

**CONTRACT PERIODS:**

**Original: 01/01/2025 – 12/31/2025**

**Amendment #1: 01/15/2025 – 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. Amend Exhibit B – Compensation, to increase the estimated amount of funding by \$15,000.
2. Funding for the total contract period (01/01/2025 – 12/31/2025) is not to exceed \$25,000.
3. All other terms and conditions remain unchanged.
4. The effective start date of the amendment is 01/15/2025.

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.

APPROVAL AS TO PROGRAM:	Signed by:	<i>Malora Christensen</i>	2/13/2025
	<small>00E05E4A7809409...</small>	Malora Christensen, Response Systems Manager	Date
DEPARTMENT HEAD APPROVAL:	Signed by:	<i>Charlene Ramont</i>	2/13/2025
	<small>10C96CF66701466...</small>	Assistant Director for Erika Lautenbach, Health and Community Services Director	Date
APPROVAL AS TO FORM:	Signed by:	<i>Christopher Quinn</i>	2/24/2025
	<small>EC466EF5C88B4FD...</small>	Christopher Quinn, Chief Civil Deputy Prosecutor	Date

FOR THE CONTRACTOR:

Signed by:	<i>Andrea Brooks</i>	Andrea Brooks, President & CEO	2/13/2025
<small>5F58263616B44BB...</small>			
Contractor Signature		Printed Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by:	<i>Satpal Singh Sidhu</i>	2/24/2025
<small>1192C7C18B664E3...</small>		
Satpal Singh Sidhu, County Executive		Date

**CONTRACTOR INFORMATION:**

**Lifeline Connections**  
 PO Box 1678  
 Vancouver, WA 98661  
[abrooks@lifelineconnections.org](mailto:abrooks@lifelineconnections.org)

**EXHIBIT “B” – Amendment #1**  
(COMPENSATION)

**Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$25,000, is provided by the Behavioral Health Program Fund.

The County will authorize the Contractor to perform a specified not-to-exceed level of service during the contract period. The County will reimburse the Contractor for services that the County authorizes, up to the not to exceed level of authorization.

The County will not reimburse the Contractor for services and service levels that are not authorized.

<b>Cost Description</b>	<b>Documents Required with Each Invoice</b>
Case Coordination – \$120/hour billable in 15-minute increments	Monthly invoices must include a detailed log showing the date, time, and brief description of the activity
Jail SDH Assessments – \$240 per completed assessment	Documentation of date, time, staff name, and client ID
Jail Mental Health or SUD Assessments – \$360 per completed assessment	
Mileage	See Exhibit B.1 (6.c)
Flex Funds	Flex fund spreadsheet + copies of receipts

<b>Contractor’s Invoicing Contact Information:</b>	
<b>Name</b>	Andrea Brooks
<b>Phone</b>	(360) 397-8246
<b>Email</b>	<a href="mailto:abrooks@lifelineconnections.org">abrooks@lifelineconnections.org</a>

**Refer to Exhibits B.1 and B.2 for additional invoicing requirements and information.**

## EXHIBIT “B.1” – Invoicing – General Requirements

1. When applicable, the contractor may transfer funds among budget line items in an amount not to exceed 10% of the total budget. Line item changes that exceed 10% must be pre-approved by the County Contract Administrator, prior to invoicing.
2. When applicable, indirect costs and fringe benefit cost rates may not exceed the amount indicated in Exhibit B or the Contractor's federally approved indirect cost rate.
3. The Contractor shall submit invoices indicating the County-assigned contract number to:  
[HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us) and [RWillins@co.whatcom.wa.us](mailto:RWillins@co.whatcom.wa.us)
4. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County and by the 15<sup>th</sup> of the month, following the month of service, except for January and July where the same is due by the 10<sup>th</sup> of the month.
5. When applicable, the Contractor will utilize grant funding sources in the order of their expiration date as indicated by the County, prior to spending local funding sources, when no funding restrictions prevent doing so.
6. The contractor shall submit the required invoice documentation identified in Exhibit B.
  - a. The County reserves the right to request additional documentation in order to determine eligible costs. Additional documentation must be received within 10 business days of the County's request.
  - b. When applicable, if GL reports for personnel reimbursement do not specify position titles, additional documentation must be provided that includes staff name and position title.
  - c. When applicable, mileage will be reimbursed at the current GSA rate ([www.gsa.gov](http://www.gsa.gov)). Reimbursement requests for mileage must include:
    1. Name of staff member
    2. Date of travel
    3. Starting address (including zip code) and ending address (including zip code)
    4. Number of miles traveled
  - d. When applicable, travel and/or training expenses will be reimbursed as follows:
    1. Lodging and meal costs for training are not to exceed the current GSA rate ([www.gsa.gov](http://www.gsa.gov)), specific to location.
    2. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts.
    3. Reimbursement requests for allowable travel and/or training must include:
      - a. Name of staff member
      - b. Dates of travel
      - c. Starting point and destination
      - d. Brief description of purpose
      - e. Receipts for registration fees or other documentation of professional training expenses.
      - f. Receipts for meals are not required.
7. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the Contractor.
8. The County may withhold payment of an invoice if the Contractor submits it or the required invoice documentation, more than 30 days after the month of services performed and/or the expiration of this contract.
9. 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.**
10. 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.

## EXHIBIT "B.2" – Invoice Preparation Checklist for Vendors

The County intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

☐ Send the invoices to the correct address:

[HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us) and [RWillins@co.whatcom.wa.us](mailto:RWillins@co.whatcom.wa.us)

☐ Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- ☐ invoices 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.**
- ☐ the time period for services performed is clearly stated and within the contract term beginning and end dates. Also verify any other dates identified in the contract, such as annual funding allocations;
- ☐ invoice items have not been previously billed or paid, given the time period for which services were performed;
- ☐ enough money remains on the contract and any amendments to pay the invoice;
- ☐ the invoice is organized by task and budget line item as shown in Exhibit B;
- ☐ the Overhead or Indirect Rate costs match the most current approved rate sheet;
- ☐ the direct charges on the invoice are allowable by contract. Eliminate unallowable costs.
- ☐ personnel named are explicitly allowed for within the contract and the Labor Rates match the most current approved rate sheet;
- ☐ back-up documentation matches what is required as stated in Exhibit B and B.1;
- ☐ contract number is referenced on the invoice;
- ☐ any pre-authorizations or relevant communication with the County Contract Administrator is included; and
- ☐ Check the math.

Whatcom County will not reimburse for:

- Alcohol or tobacco products;
- Traveling Business or First Class; or
- Indirect expenses exceeding 10% except as approved in an indirect or overhead rate agreement.