

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202202018-1**

Originating Department:	Executive Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Non-Departmental
Contract or Grant Administrator:	Tyler Schroeder, Deputy Executive
Contractor's / Agency Name:	Crossroads Consulting

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? Contract \_\_\_\_\_  
 Yes  No  If yes, RFP and Bid number(s): \_\_\_\_\_ Cost Center: 345100

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

If YES, indicate exclusion(s) below:

- Professional services agreement for certified/licensed professional.  Goods and services provided due to an emergency
- Contract work is for less than \$100,000.  Contract for Commercial off the shelf items (COTS).
- Contract work is for less than 120 days.  Work related subcontract less than \$25,000.
- Interlocal Agreement (between Governments).  Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ 39,950  
 This Amendment Amount:  
 \$ 111,000  
 Total Amended Amount:  
 \$ 150,950

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:**

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.

Summary of Scope:  
 The contractor will continue providing facilitation and consultation services to assist the Whatcom County Public Health, Safety, and Justice Initiative - Stakeholder Advisory Committee (SAC)

Term of Contract: February 1, 2022      Expiration Date: September 31, 2023

Contract Routing:

1. Prepared by: <u>Tawni Helms</u>	Date: <u>August 22 2022</u>
2. Attorney signoff: <u>Christopoher Quinn</u>	Date: <u>August 25, 2022</u>
3. AS Finance reviewed: <u>BBennett</u>	Date: <u>August 25, 2022</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: _____

DocuSigned by:  
  
 1192C7C18B664E3...

COUNTY COURTHOUSE  
311 Grand Avenue, Suite #105  
Bellingham, WA 98225-4038  
(360) 778-5010



CLERK OF THE COUNCIL  
Dana Brown-Davis, C.M.C.

## MEMORANDUM

**TO:** Satpal Sidhu, County Executive

**FROM:** Council Staff

**RE:** Contract Amendment for meeting facilitation and project coordination for Justice Project

**DATE:** September 2, 2022

---

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

- **Background and Purpose**

Whatcom County entered into a contract with Crossroads Consulting to provide facilitation and consulting services to assist the Stakeholder Advisory Committee (SAC) in development of a needs assessment. The contract also included work with data teams and Incarceration Prevention and Reduction Task Force (IPRTF) teams as well creating the needs assessment report ([Contract #202202018](#); \$39,950). Additional assistance is needed, including survey research, coordination with the communications consultant, facilitation of additional SAC meetings and community forums, GARE analysis, and general project coordination and administration.

- **Funding Amount and Source**

The original contract amount for Phase 1 was \$39,950. The contract amendment is for \$111,000 for a total amended amount of \$150,950. Funding is available through the New Health, Safety & Justice Facility fund.

- **Differences from Previous Contract**

The timeframe of the proposed contract amendment is extended to September 2023. The proposed contract amendment increases the contract by \$111,000 for a total amount of \$150,950. Consulting assistance is needed for additional tasks, see above, to support the Planning Team and SAC in development of the needs assessment report for the Justice Project.

Encl.

Whatcom County Contract No.  
202202018-1

Amendment No. 1  
Whatcom County Contract No. 202202018  
CONTRACT BETWEEN WHATCOM COUNTY AND  
**Crossroads Consulting**

THIS AMENDMENT is to the Contract between Whatcom County and Crossroads Consulting, dated March, 17, 2022 and designated "Whatcom County Contract No.202202018". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment adds activities to the Scope of Work, as defined in Exhibit A, Scope of Work.

This Amendment also extends the term of this Agreement through August 31, 2023, and increases the maximum consideration by \$111,000 to a total consideration of \$150,950 as further defined in Exhibit B, Compensation.

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: September 1, 2022, regardless of the date of signature.

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 to bind the party thereto.

IN WITNESS WHEREOF, Whatcom County and Crossroads Consulting have executed this Amendment on the date and year below written.

DATED this \_\_\_\_\_ day of 9/14/2022, 20\_\_\_\_.

**CONTRACTOR:**

Crossroads Consulting

DocuSigned by:

Holly O'Neil 9/14/2022  
8832020C7C274E0...  
Holly O'Neil

**CONTRACTOR INFORMATION:**

Crossroads Consulting  
P.O. Box 541  
Deming, WA 98244  
360-303-3217  
holly@crossroads.pro

Mailing Address:  
2728 Walnut Street  
Bellingham, WA 98225

**WHATCOM COUNTY:**

Recommended for Approval:

**Approved as to form:**

Christopher Quinn per email 08/25/2022  
Prosecuting Attorney Date

**Approved:**

Accepted for Whatcom County:

DocuSigned by:  
By: Holly O'Neil 9/14/2022  
8833020C7C274E0  
Satpal Singh Sidhu; Whatcom County Executive

## **EXHIBIT "A"** **(SCOPE OF WORK)**

The purpose of this amendment is to provide additional consulting, research, and facilitation services to support the Whatcom County Public Health, Safety, and Justice Initiative.

### **Activities**

1. Conduct additional survey research for developing Needs Assessment
2. Continue Coordinating with Communication Consultant Team
3. Continue Supporting Planning Team (meeting agendas, notes, facilitation)
4. Facilitate meetings to identify and implement improvements for correctional facilities and services
5. Facilitate up to five additional community forums to gather input on the Needs Assessment
6. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation
7. Provide project coordination and administration

### **Deliverables:**

- Survey instruments
- Survey reports of findings
- Agendas for meetings
- Notes of meetings and forums
- Final Needs Assessment – designed and formatted for public distribution
- Slide decks of Survey Findings and Needs Assessment

**EXHIBIT "B"**  
**(COMPENSATION)**

**Budget:**

The source of funding for this agreement, in an amount not to exceed \$111,000., is the Jail Improvement Fund. Invoices will be submitted to Whatcom County c/o Project Manager, Barry Buchanan and should include actual costs for billed activities. Invoice will also reflect total number of activities (ex: completed 2 of 5 five forums) fulfilled at the time of the invoice so as not to exceed contractual limitations.

<b>ACTIVITIES</b>	<b>HOURS</b>	<b>BUDGET 9/1/22 - 9/1/23</b>
1. Conduct additional survey research for developing Needs Assessment	106 hours at \$150/hr.	\$16,000
2. Continue coordinating with Communication Consultant Team	26 hours at \$150/hr.	\$4,000
3. Continue supporting Planning Team (meeting agendas, notes, facilitation)	48 hours at \$150/hr.  60 hours at \$75/hr.	\$12,000
4. Facilitate 2 additional SAC meetings	2 meetings at \$1,200 each	\$2,400
5. Facilitate stakeholder meetings to further develop and refine improvements for correctional facilities and services as articulated in the Needs Assessment (number of meetings and participants to be determined by the Planning Team)	184 hours at \$150/hr.	\$27,600
6. Facilitate up to five community forums to gather input on the Needs Assessment and implementation strategies	100 hours at \$150/hr.	\$15,000
7. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation	152 hours at \$125/hr.	\$19,000
8. Continue to provide Project coordination and administration	200 hours at \$75/hr.	\$15,000
<b>TOTAL BUDGET</b>		<b>\$111,000</b>