



## 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

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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.