



MEMORANDUM

TO: Whatcom County Council

FROM: Tawni Helms, Office Administrator

RE: Domestic Violence and Sexual Assault Services (DVSAS)

DATE: April 1, 2025

Enclosed is the Contract for Services between Whatcom County and DVSAS for your review and signature.

- **Background and Purpose**

This is a historical agreement in support of the Domestic Violence Commission. This 2-year agreement was initiated in December, 2024 for the 2025-2026 biennium. The agreement was submitted to the contractor for review and was approved by legal and then routed to finance for sign off. That sign off did not occur and unfortunately, the contract fell through the cracks. With the implementation of the new financial system sensitive timelines were a factor for many of us. Ordinarily, communication between the contractor and myself would have flagged that the contract had not been fully executed. For whatever reason both parties lost track of the agreement and it never came forward for council approval. This contract allows for an inception date of January 1, 2025. Once approved by council we can finalize the signature routing process and proceed with processing accounts payable.

We have reinforced our contract review process and do not expect to see an occurrence like this in the future.

- **Funding Amount and Source**

Maximum consideration of the contract is \$180,000 for two years. \$90,000 is dedicated for year one (2025) and \$90,000 for year two (2026). The funding sources is the General Fund as approved in the 2025-2026 biennial budget.