

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202007047 – 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:		North Sound Accountable Communities of Health	
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?	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 checked="" type="checkbox"/>			
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"/> Contract for Commercial off the shelf items (COTS).	
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
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>	
\$	40,000	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	
\$	55,000	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 contract provides funding for Whatcom Unified Command strategic planning support and volunteer supervision services.			
Term of Contract:	13 Months	Expiration Date:	06/30/2021
Contract Routing:	1. Prepared by:	JT	Date: 03/05/2021
	2. Health Budget Approval	KR/JG	Date: 03/18/2021
	3. Attorney signoff:	RB	Date: 03/18/2021
	4. AS Finance reviewed:	M Caldwell	Date: 3/18/21
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Submitted to Exec.:	JT	Date: 04/07/2021
	8. Council approved (if necessary):	AB2021-189	Date: 04/06/2021
	9. Executive signed:		Date:
	10. Original to Council:		Date:



## **MEMORANDUM**

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** North Sound Accountable Communities of Health (ACH) – COVID-19  
Whatcom Unified Command (WUC) Support Services Amendment #2  
**DATE:** April 7, 2021

---

Attached is a contract amendment between Whatcom County and North Sound ACH for your review and signature.

▪ **Background and Purpose**

The North Sound ACH has provided volunteer and strategic planning support services to Whatcom County Unified Command during the COVID-19 pandemic. ACH's staff have provided supervision of WUC's Volunteer Branch and coordinated COVID-19 modeling and strategic planning efforts between WUC and the Health Department. The Health Department took over administration of this contract in January and extended it through June 30<sup>th</sup> without adding additional funds. Once all of the invoices were reconciled by Finance, a need to increase funding for the extended contract period was identified. The purpose of this amendment is to increase funding by \$15,000 and revise invoicing requirements.

▪ **Funding Amount and Source**

Funding for this contract is not to exceed \$55,000. Funds under this contract are made available by grants 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 COVID-19 Local Cares Grant (CFDA 21.019). These funds are included in the 2021 budget. Council approval is required as funding exceeds \$40,000.

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

Encl.



Whatcom County Contract Number:

202007047 – 2

## WHATCOM COUNTY CONTRACT AMENDMENT

### **PARTIES:**

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

**AND CONTRACTOR:**  
**North Sound Accountable Communities of Health**  
**PO Box 4256**  
**Bellingham, WA 98227**

### **CONTRACT PERIODS:**

**Original: 06/01/2020 – 12/31/2020**  
**Amendment #1: 01/01/2021 – 06/30/2021**  
**Amendment #2: 02/01/2021 – 06/30/2021**

**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. Add Exhibit C – Additional Compensation, to reflect additional funding for the budget for the contract period (02/01/2021 – 06/30/2021) and to revise invoicing requirements.
2. Funding for the total contract period (06/01/2020 – 06/30/2021) is not to exceed \$55,000.
3. All other terms and conditions remain unchanged.
4. The effective start date of the amendment is 02/01/2021.

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 4/7/2021  
955C651A30374BD...  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 4/12/2021  
1EE6DDBD9642404...  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Elizabeth Baxter</u> 19BD1D3116C6437	Elizabeth Baxter, CEO	4/12/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Sidhu 4/13/2021  
7373A1E2A59A4ED  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

North Sound Accountable Community of Health  
PO Box 4256  
Bellingham, WA 98227  
[Liz@northsoundach.org](mailto:Liz@northsoundach.org)

**EXHIBIT “C” – Amendment #2**  
(ADDITIONAL COMPENSATION)

- I. Budget and Source of Funding:** Additional funding for the contract period (02/01/2021 – 06/30/2021) may not exceed \$15,000. Funds under this 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 Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES Grant (CFDA 21.019).

Task	Documents Required Each Invoice	Total Budget
WUC Support: Volunteer Branch Director – Erica Littlewood	Composite billing rate worksheet and timesheet for the period. Time must be documented by quarter hour.	\$15,000
<b>TOTAL</b>		<b>\$15,000</b>

**II. Invoicing**

1. The Contractor shall submit invoices to *(include contract/PO #)* [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
2. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
3. Payment by 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.
4. 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.**

5. 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.