

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

201906018

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855060 Substance Abuse Programs
Contract or Grant Administrator:	Joe Fuller
Contractor's / Agency Name:	Communities In Schools

Is this a New Contract? Yes No If not, is this an Amendment or Renewal to an Existing Contract? 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): In process

Is this contract the result of a RFP or Bid process? Yes No If yes, RFP and Bid number(s): sole source Contract Cost Center: 677260 / 124100

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.
- Contract work is for less than \$100,000.
- Contract work is for less than 120 days.
- Interlocal Agreement (between Governments).
- Contract for Commercial off the shelf items (COTS).
- Work related subcontract less than \$25,000.
- Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):

\$ 136,000

This Amendment Amount:

\$ _____

Total Amended Amount:







\$ _____

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: This contract provides funding for the Communities In Schools Program which assists students experiencing challenges with poor mental health, substance use, basic needs, academics, life skills, and similar issues. Services have been designed to support a range of needs and to increase access to critical school and community services.

Term of Contract: 1 Year Expiration Date: 06/30/2020

Contract Routing:	1. Prepared by: <u>JT</u>	Date: <u>04/29/2019</u>
	2. Attorney signoff: <u>RB</u>	Date: <u>05/03/2019</u>
	3. AS Finance reviewed: <u>M Caldwell</u> 	Date: <u>6/7/19</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____ 	Date: <u>6-4-19</u>
	6. Submitted to Exec.: _____ 	Date: <u>6-13-19</u>
	7. Council approved (if necessary): _____ 	Date: <u>6-18-19</u>
	8. Executive signed: _____ 	Date: <u>6-19-19</u>
	9. Original to Council: _____ 	Date: <u>6-21-19</u>

CONTRACT FOR SERVICES AGREEMENT
Student Support Services

Whatcom County Contract No.
201906018

Communities In Schools, hereinafter called Contractor, and Whatcom County, hereinafter referred to as County, agree and contract as set forth in this Agreement, including:

- General Conditions, pp. 3 to 8
Exhibit A (Scope of Work), pp. 9 to 10
Exhibit B (Compensation), p. 11
Exhibit C (Certificate of Insurance), p. 12
Exhibit D (E-Verify Declaration), p. 13
Exhibit E (Service Delivery Model), pp. 14 to 16

Copies of these items are attached hereto and incorporated herein by this reference as if fully set forth herein.

The term of this Agreement shall commence on the 1st day of July, 2019, and shall, unless terminated or renewed as elsewhere provided in the Agreement, terminate on the 30th day of June, 2020.

The general purpose or objective of this Agreement is to operate the Communities In Schools Program at Bellingham, Blaine and Ferndale School Districts, as more fully and definitively described in Exhibit A hereto. The language of Exhibit A controls in case of any conflict between it and that provided here.

The maximum consideration for the initial term of this agreement or for any renewal term shall not exceed \$136,000. The Contract Number, set forth above, shall be included on all billings or correspondence in connection therewith.

Contractor acknowledges and by signing this contract agrees that the Indemnification provisions set forth in Paragraphs 11.1, 21.1, 30.1, 31.2, 32.1, 34.2, and 34.3, if included, are totally and fully part of this contract and have been mutually negotiated by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 4th day of June, 2019.

CONTRACTOR:

Communities In Schools
[Signature]
Elmer (Ario) W. Salazar, Executive Director

STATE OF WASHINGTON)
COUNTY OF Whatcom) ss.

On this 4 day of June, 2019, before me personally appeared Ario Salazar to me known to be the Executive Director of Communities In Schools and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



[Signature]
NOTARY PUBLIC in and for the State of Washington, residing at
Notary. My commission expires 5/5/2022.

WHATCOM COUNTY:
Recommended for Approval:

Anne Deacon 4/10/19
Anne Deacon, Human Services Manager Date

Regina Delahunt 6/10/19
Regina Delahunt, Director Date

Approved as to form:
Royce Buckingham 6-10-19
Royce Buckingham, Prosecuting Attorney Date

Approved:
Accepted for Whatcom County:
By: Jack Louws
Jack Louws, Whatcom County Executive

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this 19th day of June, 2019, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Suzanne M. Mildner
NOTARY PUBLIC in and for the State of Washington, residing at
Bellingham. My commission expires 12-31-22.

CONTRACTOR INFORMATION
Communities In Schools
Ario Salazar, Executive Director
2717 Alderwood Avenue
Bellingham, WA 98225

GENERAL CONDITIONS

Series 00-09: Provisions Related to Scope and Nature of Services

0.1 Scope of Services:

The Contractor agrees to provide to the County services and any materials as set forth in the project narrative identified as Exhibit "A", during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

Series 10-19: Provisions Related to Term and Termination

10.1 Term:

Services provided by Contractor prior to or after the term of this contract shall be performed at the expense of Contractor and are not compensable under this contract unless both parties hereto agree to such provision in writing. The term of this Agreement may be extended by mutual agreement of the parties; provided, however, that the Agreement is in writing and signed by both parties.

10.2 Extension:

The duration of this Agreement may be extended by mutual written consent of the parties, for a period of up to one year, and for a total of no longer than three years.

11.1 Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, first class postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. Termination shall be effective upon Contractor's receipt of the written notice, or within three (3) days of the mailing of the notice, whichever occurs first. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

11.2 Termination for Reduction in Funding:

In the event that funding from State, Federal or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, and prior to its normal completion, the County may summarily terminate this Agreement as to the funds withdrawn, reduced, or limited, notwithstanding any other termination provisions of this Agreement. If the level of funding withdrawn, reduced or limited is so great that the County deems that the continuation of the programs covered by this Agreement is no longer in the best interest of the County, the County may summarily terminate this Agreement in whole, notwithstanding any other termination provisions of this Agreement. Termination under this section shall be effective upon receipt of written notice as specified herein, or within three days of the mailing of the notice, whichever occurs first.

11.3 Termination for Public Convenience:

The County may terminate the Agreement in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the County at any time during the term, whether for default or convenience, shall not constitute breach of contract by the County.

Series 20-29: Provisions Related to Consideration and Payments

20.1 Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by the County, payment shall be based upon written claims supported, unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including, where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested, so as to comply with municipal auditing requirements.

Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for the County or his designee (hereinafter referred to as the "Administrative Officer") the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract. Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, in accordance with the County's customary procedures, pursuant to the fee schedule set forth in Exhibit "B."

21.1 Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to withhold for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes, including, but not limited to, Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

22.1 Withholding Payment:

In the event the County's Administrative Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Administrative Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Administrative Officer set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Administrative Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

23.1 Labor Standards:

The Contractor agrees to comply with all applicable state and federal requirements, including but not limited to those pertaining to payment of wages and working conditions, in accordance with RCW 39.12.040, the Prevailing Wage Act; the Americans with Disabilities Act of 1990; the Davis-Bacon Act; and the Contract Work Hours and Safety Standards Act providing for weekly payment of prevailing wages, minimum overtime pay, and providing that no laborer or mechanic shall be required to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous to health and safety as determined by regulations promulgated by the Federal Secretary of Labor and the State of Washington.

Series 30-39: Provisions Related to Administration of Agreement

30.1 Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent contractor, and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to employees of the County. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

30.2 Assignment and Subcontracting:

The performance of all activities contemplated by this agreement shall be accomplished by the Contractor. No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.

30.3 No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

31.1 Ownership of Items Produced:

When the Contractor creates any copyrightable materials or invents any patentable property, the Contractor may copyright or patent the same, but the County retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover, or otherwise use the materials or property and to authorize other governments to use the same for state or local governmental purposes. Contractor further agrees to make research, notes, and other work products produced in the performance of this Agreement available to the County upon request.

31.2 Patent/Copyright Infringement: Not Applicable

32.1 Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the County or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

33.1 Right to Review:

This contract is subject to review by any Federal, State or County auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Administrative Officer or by the County Auditor's Office. Such review may occur with or without notice and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Whatcom County, State of Washington, upon request. Contractor also agrees to notify the Administrative Officer in advance of any inspections, audits, or program review by any individual, agency, or governmental unit whose purpose is to review the services provided within the terms of this Agreement. If no advance notice is given to the Contractor, then the Contractor agrees to notify the Administrative Officer as soon as it is practical.

34.1 Proof of Insurance:

The Contractor shall carry for the duration of this Agreement general liability and property damage insurance with the following minimums:
Property Damage per occurrence - \$500,000.00 (this amount may vary with circumstances)
General Liability & Property Damage for bodily injury- \$1,000,000.00 (this amount may vary with circumstances)

A Certificate of insurance, that also identifies the County as an additional insured, is attached hereto as Exhibit "C". This insurance shall be considered as primary and shall waive all rights of subrogation. The County insurance shall be noncontributory.

a. Professional Liability - \$1,000,000 per occurrence:

If the professional liability insurance is a claims made policy, and should the contractor discontinue coverage either during the term of this contract or within three years of completion, the contractor agrees to purchase tail coverage for a minimum of three years from the completion date of this contract or any amendment to this contract.

34.2 Industrial Insurance Waiver: Not Applicable

34.3 Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its successor or assigns, or its agents, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County or its appointed or elected officials or employees. In case of damages caused by the concurrent negligence of Contractor, its subcontractors, its successors or assigns, or its agents, servants, or employees, and the County, its appointed or elected officers, employees or their agents, then this indemnification provision is enforceable only to the extent of the negligence of the Contractor, its agents, or its employees.

It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement shall create no rights in any third party.

35.1 Non-Discrimination in Employment:

The County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status. The Contractor shall comply with all laws prohibiting discrimination against any employee or applicant for employment on the

grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status, except where such constitutes a bona fide occupational qualification.

Furthermore, in those cases in which the Contractor is governed by such laws, the Contractor shall take affirmative action to insure that applicants are employed, and treated during employment, without regard to their race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status, except where such constitutes a bona fide occupational qualification. Such action shall include, but not be limited to: advertising, hiring, promotions, layoffs or terminations, rate of pay or other forms of compensation benefits, selection for training including apprenticeship, and participation in recreational and educational activities. In all solicitations or advertisements for employees placed by them or on their behalf, the Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The foregoing provisions shall also be binding upon any subcontractor, provided that the foregoing provision shall not apply to contracts or subcontractors for standard commercial supplies or raw materials, or to sole proprietorships with no employees.

35.2 Non-Discrimination in Client Services:

The Contractor shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status; or deny an individual or business any service or benefits under this Agreement; or subject an individual or business to segregation or separate treatment in any manner related to his/her/its receipt any service or services or other benefits provided under this Agreement; or deny an individual or business an opportunity to participate in any program provided by this Agreement.

36.1 Waiver of Noncompetition: Not Applicable

36.2 Conflict of Interest:

If at any time prior to commencement of, or during the term of this Agreement, Contractor or any of its employees involved in the performance of this Agreement shall have or develop an interest in the subject matter of this Agreement that is potentially in conflict with the County's interest, then Contractor shall immediately notify the County of the same. The notification of the County shall be made with sufficient specificity to enable the County to make an informed judgment as to whether or not the County's interest may be compromised in any manner by the existence of the conflict, actual or potential. Thereafter, the County may require the Contractor to take reasonable steps to remove the conflict of interest. The County may also terminate this contract according to the provisions herein for termination.

37.1 Administration of Contract:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington. The Contractor also agrees to comply with applicable federal, state, county or municipal standards for licensing, certification and operation of facilities and programs, and accreditation and licensing of individuals.

The County hereby appoints, and the Contractor hereby accepts, the Whatcom County Executive, and his or her designee, as the County's representative, hereinafter referred to as the Administrative Officer, for the purposes of administering the provisions of this Agreement, including the County's right to receive and act on all reports and documents, and any auditing performed by the County related to this Agreement. The Administrative Officer for purposes of this agreement is:

Joe Fuller, Program Specialist
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225
360-778-6045
JFuller@co.whatcom.wa.us

37.2 Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement except service of process, notice shall be given by the Contractor to the County's Administrative Officer under this Agreement. Notice to the Contractor for all purposes under this Agreement shall be given to the address provided by the Contractor herein above in the "Contractor Information" section. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

38.1 Certification of Public Works Contractor's Status under State Law: Not Applicable

38.2 Certification Regarding Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions: Not Applicable

38.3 E-Verify:

The E-Verify contractor program for Whatcom County applies to contracts of \$100,000 or more and sub contracts for \$25,000 or more if the primary contract is for \$100,000 or more. Contractor represents and warrants that it will, for at least the duration of this contract, register

and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work for Whatcom County. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor/Seller agrees to maintain records of such compliance and, upon request of the County, to provide a copy of each such verification to the County. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Washington. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of this Agreement and ineligibility for any Whatcom County contract for up to three (3) years, with notice of such cancellation/termination being made public. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the County due to contract cancellation or loss of license or permit." Contractor will review and enroll in the E-Verify program through this website: www.uscis.gov

Series 40-49: Provisions Related to Interpretation of Agreement and Resolution of Disputes

40.1 Modifications:

Either party may request changes in the Agreement. Any and all agreed modifications, to be valid and binding upon either party, shall be in writing and signed by both of the parties.

40.2 Contractor Commitments, Warranties and Representations: Not Applicable

41.1 Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

41.2 Waiver:

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto. The failure of the County to insist upon strict performance of any of the covenants and agreements of this Agreement, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.

42.1 Disputes:

a. General:

Differences between the Contractor and the County, arising under and by virtue of the Contract Documents, shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Administrative Officer shall be final and conclusive.

b. Notice of Potential Claims:

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Administrative Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

c. Detailed Claim:

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

d. Arbitration:

Other than claims for injunctive relief brought by a party hereto (which may be brought either in court or pursuant to this arbitration provision), and consistent with the provisions hereinabove, any claim, dispute or controversy between the parties under, arising out of, or related to this Agreement or otherwise, including issues of specific performance, shall be determined by arbitration in Bellingham, Washington, under the applicable American Arbitration Association (AAA) rules in effect on the date hereof, as modified by this Agreement. There shall be one arbitrator selected by the parties within ten (10) days of the arbitration demand, or if not, by the AAA or any other group having similar credentials. Any issue about whether a claim is covered by this Agreement shall be determined by the arbitrator. The arbitrator shall apply substantive law and may award injunctive relief, equitable relief (including specific performance), or any other remedy available from a judge, including expenses, costs and attorney fees to the prevailing party and pre-award interest, but shall not have the

power to award punitive damages. The decision of the arbitrator shall be final and binding and an order confirming the award or judgment upon the award may be entered in any court having jurisdiction. The parties agree that the decision of the arbitrator shall be the sole and exclusive remedy between them regarding any dispute presented or pled before the arbitrator. At the request of either party made not later than forty-five (45) days after the arbitration demand, the parties agree to submit the dispute to nonbinding mediation, which shall not delay the arbitration hearing date; provided, that either party may decline to mediate and proceed with arbitration.

Unless otherwise specified herein, this Agreement shall be governed by the laws of Whatcom County and the State of Washington.

43.1 Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Whatcom. This Agreement shall be governed by the laws of the State of Washington.

44.1 Survival:

The provisions of paragraphs 11.1, 11.2, 11.3, 21.1, 22.1, 30.1, 31.1, 31.2, 32.1, 33.1, 34.2, 34.3, 36.1, 40.2, 41.2, 42.1, and 43.1, if utilized, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

45.1 Entire Agreement:

This written Agreement, comprised of the writings signed or otherwise identified and attached hereto, represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

EXHIBIT "A"
(SCOPE OF WORK)

I. Background

Students that experience challenges with poor mental health, substance use, academics, life skills, and similar issues attend school less regularly and drop out of school at higher rates. This, in turn, contributes to a number of other long-term, and often life-long, problems. The services provided under this contract will provide a support system for students who have obstacles for achieving at school, and in life. These services have been designed to support a range of needs and to increase access to critical school and community services. Research also demonstrates that youth who are connected and 'bonded' to their school demonstrate less risk for using drugs, committing crimes, joining gangs, and engaging in other unhealthy behaviors.

The use of evidence-based Communities In Schools (CIS) services will help achieve positive behavioral outcomes that increase the ability for academic success. The CIS model (see Exhibit E-Service Delivery Model) surrounds students with a community of support, empowering them to stay in school and achieve in life. CIS staff provides case management and one-on-one support through connections with students. Needs are used to develop a plan and progress is monitored through connections with the students, family, teachers, and service providers. This evidence-based approach is intentionally adapted to meet each community's unique needs.

The benefits of these services have been nationally documented. The CIS Program has demonstrated the following outcomes:

- 93% of CIS students graduate
- 88% of CIS students met academic improvement goals
- 94% of CIS students were promoted to the next grade
- 99% of CIS students stayed in school

Beyond the positive behavioral outcomes of the program, the CIS model also demonstrates financial benefits to the public, including:

- The average annual rate of return to society is 18.4%.
- The benefit/cost ratio is 11.6, which means that every dollar invested in Communities In Schools creates \$11.60 of economic benefit for the community.
- High school graduates will be net contributors to their communities for an average of 44 years of their working life, using their increased income to purchase homes and cars and paying taxes that will support police officers, firefighters and teachers.

A full report of the economic impact quantifying the costs and benefits of the CIS model can be found at <https://www.communitiesinschools.org/our-data/publications/publication/economic-impact-communities-schools>.

II. Statement of Work

The target locations for this contract are Bellingham, Blaine and Ferndale School Districts. Bellingham and Ferndale are identified as Community Prevention & Wellness Initiative (CPWI) sites through the Division of Behavioral Health & Recovery and the services outlined below are part of strategic prevention plans for both locations, and Blaine follows the same model.

The Contractor will:

1. Provide case management services at Shuksan Middle School to 30 – 40 students.
2. Provide case management services in the Ferndale School District to 20 – 30 students.
3. Provide case management services in the Blaine School District to 20 – 30 students.
4. Conduct school specific needs assessments, planning, program monitoring, and evaluation.

5. Provide additional Tier 1 'Universal' (i.e., school-wide, classroom, etc.) and Tier 2 'Targeted' (i.e., small group) supports in addition to individualized services for youth in Tier 3 'Intensive'.
6. Maintain full time CIS services at each site.
7. Provide supervision to ensure services are meeting the CIS model and standards.
8. Provide student case management services that may include, but are not limited to, the following activities:
 - a. One-on-one student support
 - b. Screenings to identify support needs
 - c. Individual student plan development
 - d. Progress monitoring through connections with students, family, teachers, and service providers
 - e. Referring youth and families to available local resources
 - f. Engaging with staff weekly and with each identified student at least every other week
 - g. Tutoring
 - h. Group activities
9. Based on individual need, student services may include support in academic success, behavioral interventions, basic needs, mentoring, family engagement, life skills, or other related areas.
10. Coordinate services with other school-based and community-based programs and services.
11. Promote services to teachers and school staff to facilitate referrals and strengthen supports.
12. Encourage youth to participate in school prevention clubs where youth can engage in healthy social opportunities through community service and leadership activities.

I. Reporting

1. Report service activity, including dates of service, participant demographics, and descriptions of service, into the Division of Behavioral Health & Recovery's (DBHR) Performance-Based Prevention System (PBPS) by the 15th of each month, following the month in which services were delivered. Outcome data required by DBHR will also be reported if collected within the same service month. If the reports required by DBHR change during the biennium, the County will communicate and coordinate with the Contractor to implement required changes in the reports and/or changes in format. In addition to any DBHR required outcome reporting, provide any additional outcome data that demonstrates program success. This could include any CIS specific instruments for measuring outcomes. DBHR-specific reporting is required for Bellingham and Ferndale. Blaine must report services and outcomes utilizing CIS instruments, or instruments agreed upon by the County, as reporting to DBHR is not required.
2. Keep documentation of services for at least three years. This can include files, tracking sheets, screenings, school assessments, referral forms, or other program records that demonstrate the work being performed.
3. In the event the Contractor fails to meet its reporting obligations, the County reserves the right to withhold reimbursements or order payment stopped in an amount proportional to the amount of data estimated to be outstanding, until such time that data entry is current.

EXHIBIT "B"
(COMPENSATION)

The source of funding for this contract, in an amount not to exceed \$136,000, is the Washington State Health Care Authority, Division of Behavioral Health & Recovery and the local Behavioral Health Program fund.

The contract budget for July 1, 2019 – June 30, 2020 is as follows:

ITEM	DOCUMENTATION REQUIRED W/ INVOICE	BUDGET
Contractor Services – Site Counselor & Executive Director (salary, benefits, taxes)	Approved hourly billing rate and timesheet showing total hours and hours charged to this contract.	\$134,600
Mileage	Mileage log to include name of traveler, dates, start and end point, and purpose. Reimbursement will be at the federal rate (www.gsa.gov)	\$200
Professional development, training and travel	Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts. Mileage log to include name of traveler, dates, start and end point, and purpose. Reimbursement will be at the federal rate (www.gsa.gov). Reimbursement requests for professional development, training, and allowable travel must include name of staff member, dates of travel, travel starting point and destination, and a brief description of purpose. Receipts for registration fees or other documentation of professional training expenses. Lodging and meal costs for training are not to exceed the U.S. General Services Administration Domestic Per Diem Rates (www.gsa.gov), specific to location. Receipts for meals are not required.	\$1,000
Supplies, Materials, Printing	Receipts	\$200
TOTAL		\$136,000

The Contractor may transfer funds between budget line items with prior County approval. Professional development must be pre-approved by the County.

Invoicing

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th day of the month following the month of service.
2. The Contractor shall submit invoices to (include contract #):

Business Office – HL-BusinessOffice@co.whatcom.wa.us
 Whatcom County Health Department
 509 Girard Street
 Bellingham, WA 98225

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 the 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.

EXHIBIT "C"
(INSURANCE)


EXHIBIT "D"
E-Verify Declaration

Contractor Name: Communities In Schools of Whatcom-Skagit

The undersigned declares, under **penalty of perjury** under the laws of Washington that:

1. The above named firm is currently enrolled in and using the E-Verify system for all employees hired on or after the contract inception date and will continue to use the E-Verify system for so long as work is being performed on the above named project.
2. I certify that I am duly authorized to sign this declaration on behalf of the above named contractor.
3. I acknowledge that Whatcom County requires a copy of the Memorandum of Understanding between the contractor listed above and the Department of Homeland Security certifying enrollment in the E-Verify program. Failure to provide the required Memorandum of Understanding could lead to suspension of this contract.

DATE: 06/04/2019

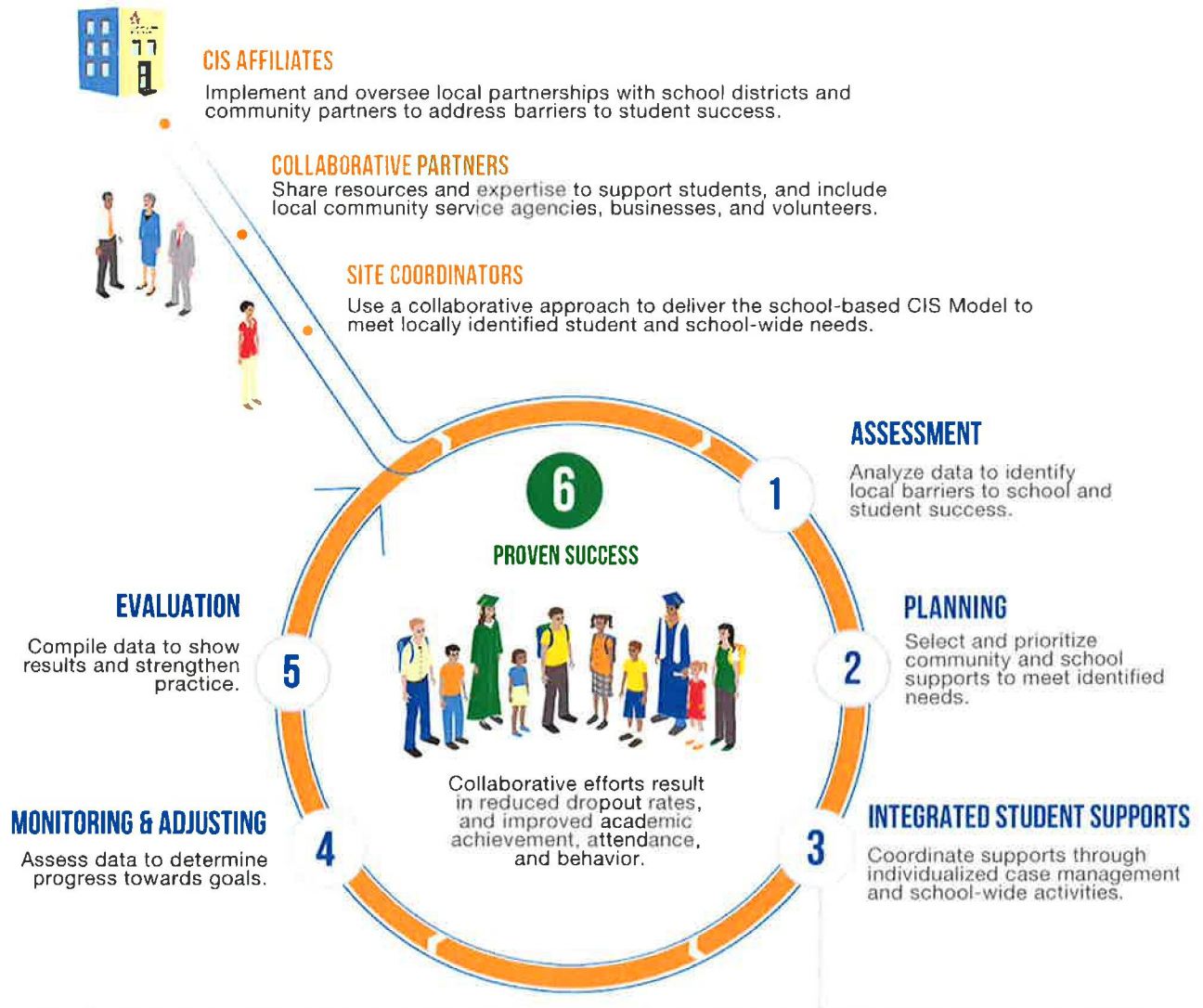
SIGNATURE: 

PRINTED NAME: Ario E. Salazar

EXHIBIT "E"
Service Delivery Model



CIS MODEL OF INTEGRATED STUDENT SUPPORTS



TYPES OF COMMUNITY SUPPORTS LEVERAGED TO MEET LOCAL NEEDS

- ACADEMIC ASSISTANCE
- BASIC NEEDS
- BEHAVIORAL INTERVENTIONS
- COLLEGE & CAREER PREP
- COMMUNITY & SERVICE LEARNING
- ENRICHMENT
- FAMILY ENGAGEMENT
- LIFE SKILLS
- MENTORING
- PHYSICAL & MENTAL HEALTH



Communities
In Schools

Whatcom-Skagit

Partnering with
**Blaine, Ferndale,
and Bellingham
School Districts
2018-19**

Partnering to help youth succeed in school

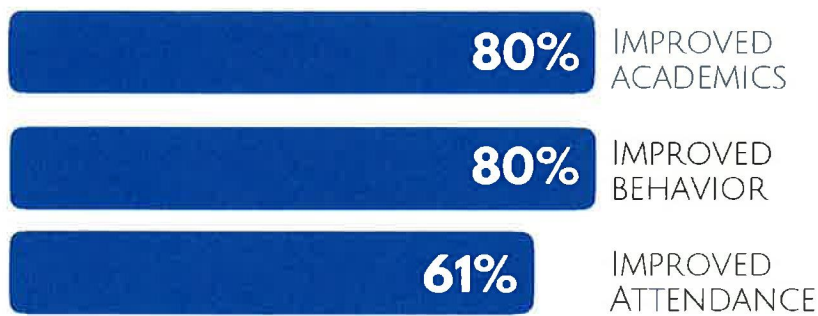
SERVING
3
DISTRICTS

4 SCHOOLS
1 PRIMARY
1 ELEMENTARY
2 MIDDLE

2,044 students currently being served through whole-school supports aimed to increase attendance.

106 students being provided intensive, individualized supports focused on increasing attendance, academics, and positive behavior.

OF THOSE INDIVIDUALLY SUPPORTED IN 2017-18



The **MISSION** of Communities in Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

CIS of Whatcom-Skagit **ENVISIONS** our schools as a community in which all students and families feel safe, supported, and inspired to reach their full potential.

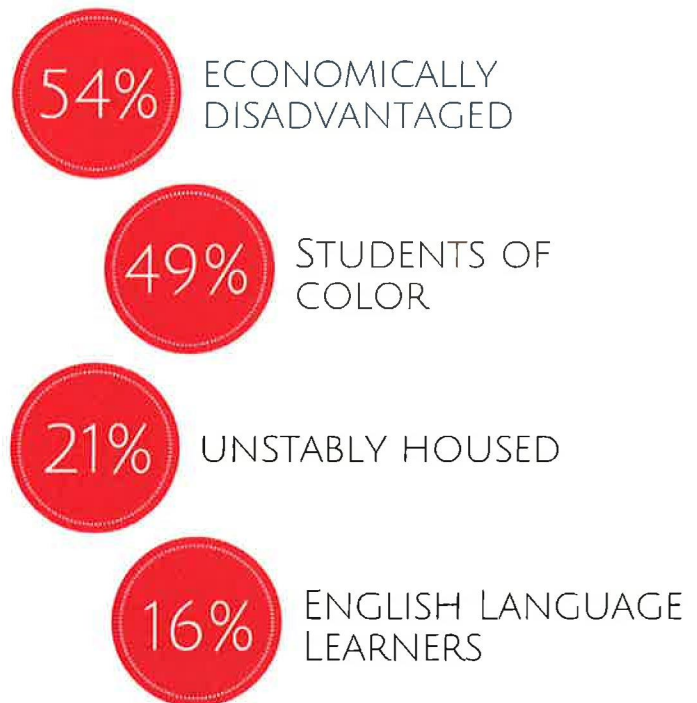
Supports we offer include:

- **Consistent, goal-oriented check-ins with students**
- **Connection to community resources for students and families**
- **Relationship building with parents to help families feel connected to other families and to school staff**
- **Academic support, including in-class support**
- **Conflict resolution and restorative justice coaching and facilitation for students**
- **Small groups focused on skill-building and social/emotional development**
- **Student and family support at Community Truancy Board hearings**
- **Basic needs resources for students, including food, clothing, and hygiene items**
- **School-wide attendance competitions and assemblies**
- **Connection to Pre-K resources for district families with young children**



Working with school leaders and community partners, CIS Site Coordinators provide at-risk students with supports needed for academic success, including food, school supplies, health care, counseling, academic assistance, mentorship, and guidance.

Of the students served in 2017-18:





RECEIVED

JUN 12 2019

JACK LOUWS
COUNTY EXECUTIVE

MEMORANDUM

TO: Jack Louws, County Executive
FROM: Regina A. Delahunt, Director
RE: Communities In Schools – Student Support Services Contract
DATE: June 10, 2019

Enclosed are two (2) originals of a contract amendment between Whatcom County and Communities In Schools for your review and signature.

▪ **Background and Purpose**

Students that experience challenges with poor mental health, substance use, basic needs, academics, life skills, and similar issues attend school less regularly and drop out of school at higher rates. This, in turn, contributes to a number of other long-term and often life-long problems. The services provided under this contract will provide a support system for students who have obstacles for achieving at school and in life. The Communities In Schools (CIS) Program is an evidence-based and cost-beneficial program designed to support a range of behavioral health needs and to increase access to critical school and community services. The CIS model surrounds students with a community of support, empowering them to stay in school and achieve in life. This program is currently operating in the Bellingham, Blaine and Ferndale School Districts. Whatcom County has provided funding for these services under a similar contract since 2016. CIS continues to exceed expected services levels and to demonstrate positive outcomes that meet identified goals.

▪ **Funding Amount and Source**

This contract, in an amount not to exceed \$136,000, is funded by the Washington State Healthcare Authority – Division of Behavioral Health and Recovery and the local Behavioral Health Program fund. These funds are included in the 2019 budget. Council approval is required as funding exceeds \$40,000.

Please contact Joe Fuller at extension #6045 if you have any questions regarding this agreement.

Encl.

