

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202008023 - 1

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing
Contract or Grant Administrator:	Ann Beck
Contractor's / Agency Name:	Opportunity Council

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 #:	202008023	

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#:	21.016 / 21.019
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	202006003 / 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:	134150 / 660430
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	If no, include Attachment D Contractor Declaration form.
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- 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 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 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.
\$ 273,500	
This Amendment Amount:	
\$ 35,000	
Total Amended Amount:	
\$ 308,500	

Summary of Scope: This contract provides funding for COVID-19 related prevention measures necessary to continue and increase support services during the pandemic.

Term of Contract:	10 Months	Expiration Date:	12/30/2020
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Contract Routing:	1. Prepared by:	JT	Date:	10/24/2020
	2. Health Budget Approval	KR / JG	Date:	11/03/2020 / 11/06/2020
	3. Attorney signoff:	RB	Date:	10/29/2020
	4. AS Finance reviewed:	M Caldwell	Date:	11/09/2020
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:	JT	Date:	11/30/2020
	8. Council approved (if necessary):	AB2020-537	Date:	11/24/2020
	9. Executive signed:		Date:	12-1-2020
	10. Original to Council:		Date:	12-7-2020

Whatcom County Contract Number:

202008023 – 1

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

**AND CONTRACTOR:
Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225**

AMENDMENT NUMBER: 1

CONTRACT PERIODS:

Original: 03/01/2020 – 10/31/2020

Amendment #1: 03/01/2020 – 12/30/2020

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. Extend the term of the contract through 12/30/2020.
2. Amend Exhibit B – Compensation, to increase funding by \$35,000 for additional communications and technology, and PPE and sanitation supplies and equipment expenses; revised Exhibit B is attached.
3. Funding for the total contract period (03/01/2020 – 12/30/2020) is not to exceed \$308,500.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 03/01/2020.

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.

APPROVAL AS TO PROGRAM: DocuSigned by:
Anne Deacon
67E0DB4A4E70481 11/30/2020
Anne Deacon, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by:
Erika Lautenbach
955C651A30374ED 11/30/2020
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by:
Royce Buckingham
1EE5DDBD9542404 12/1/2020
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

DocuSigned by:
Greg Winter
555C420154704A0 Greg Winter, Executive Director 12/1/2020
Contractor Signature | Print Name and Title | Date

FOR WHATCOM COUNTY:

DocuSigned by:
Satpal Sidhu
7373A1F2A58A4ED 12/1/2020
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225
360-734-5121
Greg.winter@oppco.org

**EXHIBIT "B" – Amendment #1
COMPENSATION**

I. Budget and Source of Funding: Funding for this contract may not exceed \$308,500. Funds under the 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 Local Government Coronavirus Relief Fund thru the Washington State Department of Commerce (CFDA 21.016) and the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES Grant (CFDA 21.019). COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract. The budget for this contract is as follows:

Cost Description	Documents Required Each Invoice	Budget
<i>Social Service Delivery</i>		
Technology (to include software, subscriptions, supplies, devices)	GL Detail; copies of invoices or receipts	\$45,552
Retro-fitting of Client Service Center for COVID-19 compliance including drive-up/walk-up services window and staff workstations	GL Detail; copies of invoices or receipts	\$35,000
<i>Housing Programs</i>		
Janitorial Services	GL Detail	\$68,140
Private Security Services	GL Detail; copies of invoices	\$66,340
Personnel (salaries + benefits) – additional Residential Counselors at 22 North	GL Detail	\$3,714
Supplies (including PPE and sanitation supplies/equipment)	GL Detail; copies of invoices/receipts	\$89,754
TOTAL		\$308,500

II. Invoicing

- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. The Contractor shall submit invoices to *(include contract/PO #)* HL-BusinessOffice@co.whatcom.wa.us. **Final invoices must be received by January 8, 2020.** Invoices submitted for payment must include the items identified in the table above.
- 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.
- 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.

4. 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.

WHATCOM COUNTY
Health Department



Erika Lautenbach, Director
Greg Stern, M.D., Health Officer

MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Opportunity Council – COVID-Related Support Services Contract Amendment #1
DATE: November 30, 2020

Attached is a contract amendment between Whatcom County and Opportunity Council for your review and signature.

▪ **Background and Purpose**

This contract is in response to a notification from Whatcom County Health Department to core not-for-profit behavioral and social service providers of federal grant funding available to help mitigate the impacts of COVID-19 on their organizations. Each respondent to the notification has worked with Health to specify COVID-related expenditure needs. The Opportunity Council has been adapting to operational changes necessary to observe COVID-19 risk mitigation measures while continuing efforts to access to resources and sustain housing stability for their clients. The purpose of this contract is to provide reimbursement of operating expenses that have been incurred to ensure COVID-19 risk mitigation measures are achievable. The purpose of this amendment is to increase funding by \$35,000 for additional reimbursable expenses including communications and technology, and PPE and sanitation supplies and equipment.

▪ **Funding Amount and Source**

Funding for this contract may not exceed \$308,500. Funds under the contract are made available by a grant 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, 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 Commerce Local Government Coronavirus Relief Fund (CFDA 21.016) and the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES Grant (CFDA 21.019). These funds are included in the 2020 budget. Council approval is required as additional funding increases the approved budget by more than 10%.

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

Encl.

