

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202010119 - 4

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8560 Communicable Disease / 856010 Communicable Disease Admin
Contract or Grant Administrator:	Cindy Hollinsworth
Contractor's / Agency Name:	Northwest Workforce 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 #:	202010119	

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

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

Is this contract the result of a RFP or Bid process?	Contract Cost Center:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, RFP and Bid number(s):	627500

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 <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> :
Varies depending on number of participants. Not to exceed \$495,000.	<ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>

Summary of Scope: This contract provides reimbursement for employment of eligible disaster relief and humanitarian assistance program participants certified by the Northwest Workforce Council.

Term of Contract:	19 Months	Expiration Date:	05/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	10/20/2021
	2. Health Budget Approval	KR/JG	Date:	11/01/2021
	3. Attorney signoff:	RB	Date:	11/03/2021
	4. AS Finance reviewed:	M Caldwell	Date:	11/1/21
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	11/24/2021
	8. Council approved (if necessary):	AB2021-662	Date:	11/23/2021
	9. Executive signed:		Date:	11/24/2021
	10. Original to Council:		Date:	



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Northwest Workforce Council – Disaster Relief Employment Contract Amendment #4

**DATE:** November 24, 2021

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

▪ **Background and Purpose**

Northwest Workforce Council (NWC) provides disaster relief and humanitarian assistance employment to minimize the employment and economic impact of the COVID-19 pandemic. NWC certifies eligibility for services under the Workforce Innovation and Opportunity Act COVID-19 Disaster Recovery Subsidized Employment Program and the Health Department temporarily employs eligible participants for various COVID-related positions including Nurses, Case/Contact Investigators, and testing site support staff. NWC will reimburse Whatcom County for the total cost of wages and fringe benefits per participant, for up to eleven positions. This amendment extends the contract through 05/31/2022, increases the maximum reimbursement for all eleven positions from \$330,000 to \$495,000 and increases the overall funding per position from \$30,000 to \$45,000.

▪ **Funding Amount and Source**

NWC will reimburse Whatcom County for the total cost of wages and fringe benefits for up to eleven participants, at a rate of up to \$45,000 per participant, for a total contract amount not to exceed \$495,000. These funds are included in the 2021-2022 budgets. Council approval is required as additional funding exceeds 10% of the approved budget.

Please contact Cindy Hollinsworth, Communicable Disease & Epidemiology Manager at 360-778-6160 ([CHollins@co.whatcom.wa.us](mailto:CHollins@co.whatcom.wa.us)) or Kathleen Roy, Assistant Director at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)) if you have any questions regarding this agreement.



Whatcom County Contract Number:

202010119 – 4

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

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

**AND CONTRACTOR:**  
**Northwest Workforce Council**  
**PO Box 2009**  
**Bellingham, WA 98227**

### CONTRACT PERIODS:

**Original: 10/28/2020 – 06/30/2021**  
**Amendment #1: 10/28/2020 – 06/30/2021**  
**Amendment #2: 10/28/2020 – 12/31/2021**  
**Amendment #3: 07/22/2021 – 12/31/2021**  
**Amendment #4: 10/15/2021 – 05/31/2022**

**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**

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### DESCRIPTION OF AMENDMENT:

1. Revise Terms and Conditions – Reimbursement/Pay Schedule, as follows:
  - a. The NWC agrees to reimburse the Employer the total cost of each Participant's wage and fringe benefit during the contract performance period for up to eleven positions, in an amount not to exceed \$495,000.
  - b. The parties have agreed that the total compensation payable to the Employer, for satisfactorily accomplishing the work set forth in the related Whatcom County job descriptions, will not exceed \$45,000 per position.
2. Funding for the total contract period (10/28/2020 – 05/31/2022) is not to exceed \$495,000.
3. All other terms and conditions remain unchanged.
4. The effective start date of the amendment is 10/15/2021.

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 11/24/2021  
F6E8B2DF2E44463...  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 11/24/2021  
1EE5DDBD9542404...  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<small>DocuSigned by:</small> <u>Alex Kosmides</u> <small>F6E8B2DF2E44463...</small>	Alex Kosmides, Deputy Director	11/24/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 11/24/2021  
1192C7C18B664E3...  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Northwest Workforce Council  
Alex Kosmides, Deputy Director  
360-676-3207  
[Akosmides@workforcenorthwest.org](mailto:Akosmides@workforcenorthwest.org)