

# WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Whatcom County Superior Court Administration
Division/Program: (i.e. Dept, Division and Program)	Juvenile Court- Parents for Parents Program
Contract or Grant Administrator:	Stephanie Kraft
Contractor's / Agency Name:	Akin
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> 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 <input checked="" type="radio"/> No <input type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): _____ New Grant and Contract	
Is this contract the result of a RFP or Bid process? Contract Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 10007010	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 112,757.00 This Amendment Amount: \$ _____ Total Amended Amount: \$ 112,757.00	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> 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: Akin will reimburse Whatcom County Superior Court up to \$112,757.00 for the contract period for services rendered in support of the Parents for Parents Program. Whatcom County Superior Court has received reimbursement for the Parents for Parents (P4P) program since 2015.	
Term of Contract: 2 years	Expiration Date: June 30, 2027

Contract Routing:	1. Prepared by: Stephanie Kraft	Date: 6/11/25
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: 6/12/25
	3. AS Finance reviewed: <u>Approved via email/DK/SK</u>	Date: 6/30/25
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Executive contract review: _____	Date: _____
	7. Council approved, if necessary: _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____



## **Independent Contractor Agreement**

**BETWEEN**  
**Akin**  
**Parents for Parents (P4P) Program**  
**AND**  
**Whatcom County Superior Court**

This Agreement, made by and between Children's Home Society of Washington dba Akin, hereinafter referred to as **Akin**, and **Whatcom County Superior Court** hereinafter referred to as the **Contractor**, governs the provision of work, the collection of data and payment of authorized services rendered.

**Contractor:**

Whatcom County Superior Court.  
311 Grand Ave # 501  
Bellingham, WA 98225

### **TERMS AND CONDITIONS**

#### **Exhibits Incorporated by Reference:**

In addition to the rights and obligations of the parties set forth below in this Agreement, the rights and obligations of the parties to this Agreement shall be subject to, and governed by, the following attached exhibits:

- Exhibit A: Statement of Work
- Exhibit B: Budget
- Exhibit C: Parents for Parents Program Description
- Exhibit D: Parents for Parents Parent Ally Qualifications
- Exhibit E: P4P Coordinator Job Description

#### **IT IS MUTUALLY AGREED THAT:**

##### **Section A. Statement of Work**

The Contractor will provide Parents for Parents services to families in Whatcom county as outlined in the attached Statement of Work, Exhibit A.

##### **Section B. Term and Period of Performance**

The Contractor will perform services under this Agreement from the period starting on 7/1/2025 until 6/30/2027 unless earlier terminated, in writing.

## **Section C. Service Fees/Budget**

Akin will pay the Contractor up to \$112,757.00, for all services provided under this Agreement, as described in the Statement of Work, attached as Exhibit A, and according to the Budget, attached as Exhibit B. Administrative fees for this Agreement should not exceed 15 percent of the contracted Budget.

## **Section D. Subcontract Subject to Current/Future Support**

Akin is funded through a contract from the Washington State Office of Public Defense. This Agreement between Akin and the Contractor is a subcontract of such work and is subject to continuing funding from the funding organization. In the event that funding is withdrawn, reduced, or limited in any way after the effective date of this Agreement, Akin may unilaterally terminate this Agreement or may reduce its scope and budget.

## **Section E. Reports/Invoices/Documentation**

### Invoices

The Contractor will submit invoices to Akin on a monthly basis and not more frequently than once per month. Invoices should be emailed to Akin Accounts Payable - [Accounting@akinfamily.org](mailto:Accounting@akinfamily.org)

### Reports

The Contractor will submit to Akin within 20 days following the end of each month:

- Parents for Parents Monthly Online Data Report, internet link provided by Akin

The Contractor will submit the following to Akin within 20 days following the end of each calendar year:

- P4P Intake Storage Spreadsheet, template provided by Akin

Contractor will provide email address(es) of parties uploading data to who will provide access to a secure SharePoint storage system.

Payment is conditional on the Contractor meeting the requirements of the Statement of Work, Exhibit A and Akin's receipt of completed monthly data report and annual P4P Intake Storage Spreadsheet submission and will be made thirty (30) days after Akin's receipt of an invoice.

The Contractor understands and expressly agrees that Akin is the payer of last resort for services under this Agreement, and that it will not bill Akin for services that are eligible for payment by another funding source. The Contractor will provide Akin with documentation of all services provided by the Contractor related to this Agreement, upon request.

## **Section F. Financial Audit Requirements**

The Contractor is required to follow applicable accounting procedures and practices, and to complete an annual independent audit that meets generally accepted accounting

standards and OMB Circular A-133, if applicable. A copy of the audit will be available to Akin, upon request.

## **Section G. Nondiscrimination**

It is our policy that all decisions involving any aspect of the mutual partnership will be made without regard to sex, sexual orientation, gender identity, color, race, religion, creed, national origin, citizenship or immigration status, age, the presence of any physical, mental, or sensory disability, the use of a trained service animal by a person with a disability, marital status, honorably discharged veteran or military status, familial status and source of income, status as a victim of domestic violence, sexual assault, harassment or stalking, political ideology, genetic information, ancestry, caste, and actual, potential, perceived, or alleged pregnancy outcomes or any other status or characteristic protected by local, state, or federal law.

## **Section H. Confidentiality and Data Privacy Compliance**

### Confidentiality

The Contractor acknowledges that it may, in the course of performing its obligations under this Agreement, create, receive or have access to non-public information identified as confidential or which the Contractor should reasonably understand to be confidential (the “**Confidential Information**”), including Retained Materials and Personal Information (each as defined below).

The Contractor shall use no less than reasonable care to prevent the unauthorized use or disclosure and to protect the confidentiality of the Confidential Information. The Contractor agrees that it will not disclose or use the Confidential Information except as necessary to perform its obligations under this Agreement and, in each case, solely as specifically authorized herein. The Contractor may use and disclose relevant aspects of the Confidential Information to its personnel, representatives and agents, in each case, (a) who need to know such Confidential Information and only to the extent reasonably necessary to perform its obligations or enforce its rights under this Agreement and (b) provided the Contractor (i) has enforceable agreements with such recipients requiring them to adhere to obligations to protect the Confidential Information at least as stringent as those set forth in this Section H and (ii) is responsible if they fail to do so.

### Data Privacy and Data Security

The Contractor also acknowledges that it may, in the course of performing its obligations under this Agreement, create, receive or have access to personal information (as that term, or similar terms, may be used and defined under applicable law) (“**Personal Information**”). The Contractor will comply with all applicable data privacy and data security statutes, laws, and regulations in connection with its creation, receipt, access, disclosure and use of that Personal Information. Any breach of this Section H by the Contractor or any of its personnel, representatives or agents will be grounds for immediate termination of this Agreement by Akin.

Without limiting the foregoing, the Contractor will:

- keep and maintain all Personal Information in strict confidence;
- maintain commercially reasonable administrative, technical and physical safeguards designed to protect the Personal Information from unauthorized access, acquisition, disclosure, destruction, alteration, accidental loss, misuse or damage that are no less rigorous than accepted industry practices, using a degree of care that is appropriate to avoid unauthorized access, use, alteration, loss or disclosure;
- not create, collect, receive, access or use Personal Information in violation of applicable law or this Agreement; and
- use and disclose Personal Information solely for the purposes for which the Personal Information, or access to it, is provided in connection with this Agreement, and not use, sell, distribute, transfer or otherwise disclose or make the Personal Information available for the Contractor's own purposes outside of the scope of this Agreement or for the benefit of anyone other than the person to whom the Personal Information relates.

The Contractor will notify Akin of any Security Incident (defined below) as soon as practicable, but no later than 24 hours after the Contractor becomes aware of it. The Contractor agrees to fully cooperate with Akin in Akin's handling of the matter, including assisting with any investigation, providing physical access to facilities and personnel, and making available all relevant records and materials. The Contractor agrees that it will not inform any third party of any Security Incident without Akin's prior written approval. In the event of any Security Incident, the Contractor will promptly use its best efforts to prevent a recurrence of any such Security Incident. The term "**Security Incident**" means (i) any event that materially compromises either the security, confidentiality, availability or integrity of the Personal Information or the physical, technical, administrative or organizational safeguards that relate to the protection of the security, confidentiality, availability or integrity of the Personal Information, or (ii) receipt of a complaint in relation to the privacy and data security practices of the Contractor or a breach or alleged breach of this Agreement relating to such privacy and data security practices. Without limiting the foregoing, a material compromise shall include any unauthorized access to or disclosure, loss, alteration, access to, or acquisition of Personal Information.

## **Section I. Independent Contractor Status**

In providing services under this Agreement, the Contractor is an independent contractor, and neither Contractor nor its officers, agents or employees (including for the avoidance of doubt, P4P Coordinators and Parent Allies) or any subcontractor and its respective officers or employees, are employees or agents of Akin for any purposes and will not be held up as such. The Contractor will be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services.

## **Section J. Criminal History**

Waived, due to the fact that Contractor is not working with children.

## **Section K. Compliance with Law, Licenses, Registrations, Accreditation**

The Contractor will comply with all applicable local, state, and federal laws, including applicable employment laws and as required to maintain its legal status as an entity and conduct its operations and activities, and will comply with all applicable law, licensing, accreditation and registration requirements and standards necessary for the performance of this Agreement.

## **Section L. Responsible Party; Subcontracting**

The Contractor shall not subcontract any of the work contemplated under this Agreement without obtaining prior written approval of Akin. The Contractor is responsible for compliance with this Agreement by all personnel or approved subcontractors.

## **Section M. Insurance**

Prior to the commencement of any work under this Agreement, the Contractor shall procure and maintain, at its sole expense, throughout the term of the Contract in this Section M and in accordance with the requirements and limits set forth here. By obtaining the insurance required by this Section M, Contractor shall in no manner lessen, diminish, or affect Contractor's obligations or liability to Akin under this Agreement.

Before proceeding with any Work, Contractor shall furnish Certificates of Insurance and all applicable endorsements thereto as requested by Akin, and otherwise in form satisfactory to Akin, as necessary to certify and evidence the existence of the required insurance policies, coverage, terms, limits of insurance, and conditions required hereby. A certificate that does not meet the requirements indicated in this Section M will be returned for resubmission by Contractor's insurer. Contractor shall be liable for any and all costs and damages incurred by Contractor or Akin as a result of Contractor's failure or neglect to maintain the minimum insurance limits as required hereunder.

In addition to the insurance required by this Section M, Contractor shall provide any insurance it deems necessary to protect its interest in the Work and any insurance required to be maintained by Contractor under applicable law.

Akin now uses Ebix, Inc for our certificate of insurance monitoring needs. Ebix will reach out via email to acquire the documentation needed to keep your agreement in compliance. Please reach out to your contracts manager at Akin with any concerns as you navigate the insurance requirements.

**Certificate Holder:**  
Children's Home Society of Washington dba Akin  
12360 Lake City Way NE  
Seattle, WA 98125

**General Liability:**

*Minimum Insurance Requirement:*

\$ 1,000,0000    Per Occurrence

**Workers' Compensation:**

*Statutory Limits or a Minimum Requirement of:*

\$ 1,000,000	Employer's Liability – Each Accident
\$ 1,000,000	Employer's Liability – Each Employee
\$ 1,000,000	Employer's Liability – Policy Limit

**Auto:**

*Hired and Non-Owned Vehicles:*

\$ 1,000,000    Per Occurrence - CSL

**Certificate of Insurance should contain the following language or contain:**

- Additional Insured: Children's Home Society of Washington dba Akin, its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis, on the General Liability policy.
- Coverage should include Contractual Liability in its broadest form and be written on an Occurrence form.
- Waiver of Subrogation in favor of Children's Home Society of Washington dba Akin its subsidiaries, affiliates, partners, agents, employees, and assigns.
- 30 Days' Notice of Cancellation endorsement in favor of Children's Home Society of Washington dba Akin its subsidiaries, affiliates, partners, agents, employees, and assigns. **\*This is frequently missed on COIs, please ensure it is noted, or certificate may be found deficient\***
- All endorsements must be attached to the Certificate of Insurance.
- All carriers must hold a minimum rating of A- (Excellent), by A.M. Best.
- Certificate of Insurance to be signed by an authorized, licensed representative.

**Satisfaction of Insurance Requirements by County's Membership in the Washington Counties Risk Pool.**

Contractor may satisfy its insurance obligations in Section M. through its participation in a joint insurance program, through the Washington Counties Risk Pool. (WCRP).

Contractor is a member of the Washington Counties Risk Pool (the "Pool"), as authorized by RCW 48.62.031, and the is covered by the Pool's Joint Self-Insurance Liability Program. The Pool's Joint Self-Insurance Liability Program was created by interlocal cooperative agreement amongst the Pool's member counties to share risks by "jointly, self-insuring" certain third-party liabilities. The Pool is not an insurance company. Claims that are covered under a Memorandum of Liability Coverage ("MLS") from the Pool and were submitted under Chapter 4.96 RCW ("Actions against political subdivisions, municipal and quasi-municipal corporations") against Whatcom County, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of an agreement/contract which the County and/or its officers, employees or volunteers are found to be liable for will be paid by the Pool and/or the County.

## **Section N. Hold Harmless/Indemnification**

To the fullest extent permitted by law, the Contractor shall hold harmless Akin and its subsidiaries, affiliates, and each of their respective officers, directors, employees, agents, and each of their respective heirs, successors, and assigns (collectively, the "Indemnified Parties"), from and against claims, demands, complaints, suits, causes of action, proceedings, damages, liabilities, losses, costs, fines, liens, including mechanics' liens, penalties, judgments, and expenses arising out of the performance of the services and under this Agreement, including, reasonable, attorneys' fees and expenses (individually, a "Claim," and collectively, "Claims"), whether such Claims are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use or economic loss resulting therefrom, or otherwise. Contractor's obligation to indemnify and hold harmless the Indemnified Parties shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Indemnified Parties, and such obligation is in addition to and not in lieu of common law indemnification to which any Indemnified Parties are entitled.

In case of damages caused by the concurrent negligence of the Contractor, its successors or assigns, or its agents, servants, or employees, and Akin, its 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. Notwithstanding any provision to the contrary, Akin and its subsidiaries agree that it will not seek indemnity or hold harmless the Contractor for any claims or damages arising solely out of Akin's own negligence or intentional misconduct.

Contractor's obligation to indemnify and hold the Indemnified Parties harmless under this Section N shall survive the expiration or earlier termination of this Agreement, and shall apply and pertain until it is determined by final judgment that an action against all of the Indemnified Parties for any Claim is fully and finally barred by the applicable statute of limitations.

In addition, in order to render the parties' intent and the indemnification granted under this Section N fully enforceable, Contractor hereby expressly and without reservation waives any defense or immunity it may have under any applicable Worker's



Compensation Laws or any other statute or judicial decision disallowing or limiting such indemnification and consents to a cause of action for indemnity, in the event of a Claim made by an employee of Contractor or as otherwise applicable. Such waiver and consent to indemnification is made by Contractor irrespective of and specifically waiving any defense or immunity under any statute or judicial decision disallowing or limiting such indemnification.

If any word, clause or provision of Section N is determined not to be in compliance with applicable law or is otherwise not enforceable, it shall be stricken and the remaining words, clauses and provisions shall remain in full force and effect. It is the intent of the parties that this Section N be construed in a manner as necessary to comply with applicable law, in all respects.

### **Section O. Federal Programs**

Contractor represents and warrants that Contractor has not been excluded from federal programs. Contractor will immediately notify Akin if Contractor becomes excluded from any federal program or is subject to proceedings that may lead to exclusion. Exclusions from any federal program are a basis for immediate termination of this Agreement.

### **Section P. Governing Law**

This Agreement and the right and obligations of the parties shall be governed by the laws of the State of Washington. Venue shall be King County, Washington, and each party hereby submits to jurisdiction of the state courts in King County and agrees that it will not commence any action or proceeding in any other forum.

### **Section Q. Agreement Modifications**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

This Agreement shall be subject to the written approval of the SVP of Finance at Akin and the approved delegate of the Contractor. Only the SVP of Finance or their delegate shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Changes are not effective or binding, unless made in writing and signed by the SVP of Finance or their delegate and the approved delegate of the Contractor.

## **Section R. Notification of Significant Changes**

The Contractor will notify Akin in writing of changes in key personnel, including for the P4P Coordinator, or other issue or development that has or is expected to have a significant impact on Contractor activities.

## **Section S. Severability**

If any part, term, or provision of this Agreement is held by a court to be illegal, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the invalid portion. If it should appear that any part, term, or provision conflicts with statutes, then that part, term, or provision shall be deemed inoperative, and this Agreement shall be modified to such statutory provision.

## **Section T. Corrective Action**

The Contractor is required to meet the terms and conditions of this Agreement. If Akin identifies a violation or a performance deficiency that does not rise to the level of termination of this Agreement, Akin will provide written notice and a request for corrective action by the Contractor. The Contractor must submit a corrective action plan within thirty (30) days from the written notice from Akin, unless a shorter notice period is requested by Akin. In the case of a significant breach, however, Akin is not required to request corrective action and may immediately terminate this Agreement.

Akin will approve or disapprove the Contractor's corrective action plan in writing within fourteen (14) days of receipt of the plan. If approved, the Contractor will be required to implement the plan and ensure correction of the deficiency. If the Contractor does not correct the deficiency, submit a corrective action plan within thirty (30) days, or Akin deems the plan unsatisfactory, Akin will take the necessary action. Such action may include, but is not limited to, reduction in Contractor payment or termination in whole or in part of the Agreement. All corrective action correspondence shall be delivered by certified mail, return receipt requested.

## **Section U. Termination of Agreement**

Akin may terminate the agreement immediately, without notice, in the event of a significant breach or violation of the terms of this Agreement, including with respect to confidentiality of information, or in the event that funding for the P4P Program is withdrawn, reduced, or limited.

Either party may terminate this Agreement for any reason, or no reason, with thirty (30) days written notification to the other party.

Akin will pay for all services rendered up to the date of termination of this Agreement, less prior interim payments, if any. Upon payment of such sums, Akin shall be discharged from all liability to the Contractor hereunder, and this Agreement shall be considered terminated unless extended in writing by mutual agreement between the parties.

## **Section V. Document Retention; Offboarding - Return and Destruction of Data and Documentation**

During the term of this Agreement, and for the longer of seven (7) following the termination of this Agreement and the retention period required by applicable law (collectively, the “**Retention Period**”), the Contractor shall maintain and retain all books, records, documents, and other materials and evidence in any form produced or created by or on behalf of the Contractor relating to or regarding the provision of services and performance of this Agreement, including copies thereof and notes derived therefrom (the “**Retained Materials**”). If any litigation, claim or audit is started before the expiration of the Retention Period, the Contractor shall retain the Retained Materials until all litigation, claims or audit findings involving the records have been resolved. All Retained Materials will remain subject to the obligations described in Section H for so long as the Retained Materials are retained. Any person authorized by Akin shall have full access to and the right to inspect excerpts, audit or examine any of these records at all reasonable times during the Retention Period. The Contractor shall ensure that any subcontractors or other personnel providing services under this Agreement comply with these requirements.

At any time during the Retention Period, but no later than immediately following the expiration of the Retention Period, the Contractor shall, at Akin’s election and direction, return the Retained Materials to Akin or securely dispose of the Retained Materials.

Without limiting its retention obligations, and by no later than the date that is thirty (30) days after the termination of the Agreement, the Contractor shall promptly deliver to Akin (either electronically and/or through the delivery of hard copies) originals or copies of any and all data and documentation collected and gathered by the Contractor through the course of its services under the Agreement including, without limitation, all Personal Information and any other data collected by the Contractor pursuant to Section E of the Agreement and Section 15 of Exhibit A to the Agreement..

Contractor will provide email address(es) of parties uploading data to who will provide access to a secure SharePoint storage system. Hard copies of documents can be arranged for pick up by Akin employee or be delivered to nearby Akin location.

Akin  
12360 Lake City Way NE  
Seattle, WA 98125

Whatcom County Superior Court  
311 Grand Ave. #501  
Bellingham, WA 98225

**CHILDREN'S HOME SOCIETY  
OF WASHINGTON dba Akin**

Dave Newell (Jun 11, 2025 16:34 PDT)

**Dave Newell**  
**Name**

Date \_\_\_\_\_

Date \_\_\_\_\_

skraft@co.whatcom.wa.us  
**Email**

**EXHIBIT A:**  
**STATEMENT OF WORK**

**Parents for Parents Program**  
**7/1/2025 To 6/30/2027**

**The Contractor will:**

1. Serve as the host of the Parents for Parents program (P4P), as summarized in Exhibit C;
2. Partner with local community court partners and Akin to ensure the Parents for Parents program is consistent with program components listed on the Model Fidelity Checklist, and the program design in the Parents for Parents Start-Up Guide and Dependency 101 curriculum provided by Akin;
3. Hire or contract with one or more parents, who have had personal experience with the dependency system and have successfully resolved their child welfare case (hereafter referred to as Parent Allies) to provide program leadership and coordination. All Parent Allies must meet and adhere to the qualifications listed in Exhibit D;
4. Hire or contract with one Parent Ally to serve as the P4P Coordinator, as summarized in Exhibit E;
5. Compensate Parent Allies at a rate competitive with like services in your local community;
6. Provide Parent Allies with training and support to develop “soft skills” necessary for workplace success;
7. Provide for a minimum of four hours per month of clinical and administrative supervision for Parent Allies working in the program;
8. Host monthly or no less than quarterly Parents for Parents Advisory Committee meetings;
9. Assign a P4P program representative (P4P Coordinator, Parent Ally staff, or Program/Clinical Supervisor) to attend the P4P Statewide Network Meeting monthly, allowing no more than three absences per year.
10. Work with Akin to discuss any rural considerations needed in order to ensure quality outreach of services/support to dependency-involved parents in Whatcom County;
11. Provide the P4P Coordinator with working space and office supplies, including telephone, access to copy machine, computer access, virtual meeting account, and storage space, as needed to implement the program;
12. Maintain liability insurance covering the activities of the P4P Coordinator and Parent Allies;
13. Provide for accessible meeting space and equipment for the Parents for Parents classes and meetings.
14. Offer Dependency 101/201 classes and other Parents for Parents program components to Whatcom County dependency-involved parents - class materials and dependency information may be brought to Whatcom County’s parents at court or offered through in-person outreach or a technology platform;

15. Provide opportunities for Parent Allies to participate in training that will increase their understanding of the needs of families in the child welfare system and of resources and services that can support them. Track and report on the training provided to Parent Allies;
16. Support the gathering, maintenance and reporting of Parents for Parents participants, and program information and data, including Dependency 101/201 surveys, as described in the P4P Start-up Guide and as required by any program evaluations that may be conducted;
17. Manage the budget and program finances and maintain financial records that will be provided to Akin upon request – the budget will be prioritized to administer program at model fidelity and not for activities outside of contracted agreement;
18. Consistent with the submission of each invoice, Akin with monthly data reports and annual submission of the completed P4P Intake Storage Form datasheet. Information to include the following:
  - a. Information on Parent Allies working for the program;
  - b. Information on outreach, intakes, and attendance at Dependency 101 and 201 classes and meetings (if applicable);
  - c. Information on other outreach provided by Parent Allies;
  - d. Data points included in the P4P Intake Storage Spreadsheet provided by Akin.
19. Ensure that participation subsidies are tracked and disseminated to parents attending the Dependency 101 class and additional P4P classes, as budget allows;
20. Support funding efforts by Akin on behalf of the Parents for Parents program, in addition to seeking additional funding streams, in order to support the ongoing needs of the program.

**Akin will:**

1. Provide the Contractor with ongoing training and technical assistance to coordinate and assist the Contractor and P4P Coordinator in meeting program requirements, and considerations for remote delivery that are consistent with the program design in the Parents for Parents Start-Up Guide and Dependency 101 curriculum;
2. Designate a contact to serve as the P4P contract manager, to consult and provide advice to the Consultant and P4P Coordinator regarding the Parents for Parents program;
3. Maintain a statewide database on Parents for Parents program data;
4. Provide opportunities for local Parents for Parents program representatives to meet to network with one another, share information, ideas and resources, and collaborate in the on-going work to improve P4P services and systems;
5. Work with a researcher to evaluate select, well-established Parents for Parents programs, with the goal of ultimately establishing Parents for Parents as an Evidence Based Program, if funding becomes available;
6. Work with local Parents for Parents programs and community partners to develop an expanded program component to further support parents in the child welfare system;

7. Provide information and support to system representatives in seeking funding for the Parents for Parents program, and
8. Provide leadership in advocacy for increased funding for the Parents for Parents program.

**EXHIBIT B:**

**BUDGET**

7/1/2025 to 6/30/2027

Two-Year Budget: Funds may be allocated as shown in the budget below, there may be up to 10% variation to accommodate local program needs.

**Whatcom 2-year budget**

P4P Coordinator Compensation	\$ 71,000.00
Parent Ally Team Compensation	\$ 10,000.00
Clinical Supervision	\$ 4,800.00
Program Expenses (supplies, food, meeting costs, etc.)	\$ 6,000.00
Participation Subsidy	\$ 4,000.00
Administration (not to exceed 15%)	\$ 16,957.00
<b>Total</b>	<b>\$ 112,757.00</b>



## **EXHIBIT C:**

### **PARENTS FOR PARENTS PROGRAM – SUMMARY DESCRIPTION**

Parents for Parents (P4P) is a court-based, early engagement, peer mentoring, education and professional development program that promotes the safe and timely reunification of children with their parents, as well as supports family preservation through in-home dependency services, or an alternative permanency outcome when reunification is not a viable goal. The program serves families who are in the dependency system, and services are initiated when a child has been removed from a home by Child Protective Services. Parents receive information and support to navigate the dependency system and, whenever possible, to safely reunify with their child(ren), support in-home placement, as well as to understand and provide their child(ren) with resources to promote their optimal development.

P4P program components are delivered by Parent Allies, who are parents who have successfully navigated the child welfare system. Components include:

- Outreach and support to parents at all dependency-related hearings, beginning with the shelter care hearing;
- Maintaining and distributing updated information about community resources and services that can assist families in the dependency system;
- A Dependency 101 class and curriculum that educates parents about the dependency system they must navigate in order to have their children returned, empowers them with tools and resources they need to be successful with their case plan, and provides information that helps them understand and support the needs of their children,
- Classes and curriculum that provide ongoing support to parents throughout their dependency case.
- Individual peer support to help parents involved with the child welfare system, including telephone/electronic support.

Local child welfare and court representatives meet regularly with the P4P Coordinator in P4P Advisory Committee meetings to discuss the local program, trouble shoot problems, identify ways to optimize its success within their local community, identify resources to share with parents, and otherwise collaborate.

## **EXHIBIT D:**

### **P4P PARENT ALLY QUALIFICATIONS**

- A parent with lived child welfare experience, whose dependency case has been closed;
- Satisfactory background check clearance and no criminal infractions since the case has been closed (at discretion of Contractor);
- Embraces proactive and compassionate perspective for circumstances leading to their child's involvement in the child welfare system;
- Demonstrates continued commitment to maintaining the resolution of issues that brought their family into the child welfare system (e.g., active in recovery, mental wellness, strong social support, etc.);
- Skilled in communicating effectively with families in crises;
- High self-awareness and practices self-care to effectively manage own emotions and stress to better support families;
- Time/capacity to meet the hours and needs of the program;
- Ability to maintain confidentiality;
- Ability to work independently and as a team player;
- Ability to respect cultural diversity;
- Motivated and self-directed: able to follow directions, ask questions and learn assigned tasks;
- Effective oral and written communication skills;
- Positive attitude;
- Ability to maintain good working relationships with courts, child welfare representatives and the community;
- Respectful and considerate;
- Dependable;
- Solution-oriented versus problem-oriented;
- Noted willingness to help others succeed;
- Ability to maintain objectivity and professionalism;
- Ability to be detail oriented;
- Familiarity with basic computer applications (e.g. Microsoft Word, email, Excel) and experience attending and hosting virtual meetings;
- Able to accept supervision and coaching.

## **EXHIBIT E:**

### **P4P COORDINATOR JOB DESCRIPTION**

#### **Position Summary**

In collaboration with the P4P Program Supervisor, the P4P Coordinator is a parent with lived child welfare experience who is responsible for managing the day-to-day functions of the Parents for Parents program. They are the primary “public face” for Parent Allies in their respective community and ensure that the Parents for Parents program reflects the high standards and values of the P4P model. As applicable, the P4P Coordinator ensures the Parents for Parents program is coordinated with the local community, statewide, and national Parent Ally work.

The P4P Coordinator should have all of the characteristics of a Parent Ally, listed on Exhibit D.

#### **Job Duties with Respect to Various Program Components**

##### **1. P4P Staffing**

- a. Collaborate with the P4P Program Supervisor to recruit, engage, train, and monitor Parent Allies and the P4P team.
- b. Collaborate with the P4P Program Supervisor on decisions and actions related to the temporary leave or permanent termination of Parent Allies, as needed.
- c. Create and maintain a system for recording and reporting on Parent Ally training, services provided, and compensated hours worked. Track unpaid volunteer time related to the Parents for Parents program.
- d. Create and maintain a system for accounting and distribution of stipends for Parent Allies and for payment of other program expenses.
- e. Collaborate with the P4P Program Supervisor to observe and assess the work of Parent Allies; provide additional coaching and support as needed.
- f. Participate in weekly supervision with P4P Clinical and/or P4P Program Supervisor to discuss pertinent details regarding the program and to process any issues that surface in the course of work that may interfere with their work or personal well-being.

##### **2. Hearings**

- a. Collaborate with court personnel to identify strategies for accessing the court docket in order to identify and reach out to parents attending hearings.
- b. Ensure that all initial hearings are covered by the P4P Coordinator or Parent Ally team.
- c. Ensure Parent Allies collect accurate contact and demographic information on all parents with whom outreach is made.
- d. During outreach, invite all parents to attend a Dependency 101 class.
- e. Provide parents with written materials about resources that can assist them in their case.

- f. Provide follow-up phone calls to parents who have signed up for the class, ideally once a week prior to the class, and then one day immediately prior to the class.

### **3. P4P Classes & Resources**

- a. Maintain a sufficient and up-to-date supply of printed and/or electronic information on resources accessible to families.

### **4. Dependency 101 Class**

- a. Ensure that each Dependency 101 class is covered by a Parent Ally facilitator, a representative from each system, and additional Parent Allies as needed.
- b. Update Dependency 101 curriculum materials as needed.
- c. Ensure that all handouts for Dependency 101 classes are updated, developed, and available for each meeting. Ensure folders for all classes contain relevant handouts and are sufficient for class participants.
- d. Ensure folders and surveys are properly numbered.
- e. Maintain a system for ensuring snacks and other required materials are available for all Dependency 101 classes.
- f. Work with Parent Allies, court personnel, and other community partners to recruit and sign people up for the Dependency 101 classes.
- g. Complete a P4P Intake Form for each parent at the class whose P4P Intake Form has not yet been completed.
- h. Ensure parents complete pre- and post-class surveys are numbered or marked with a participant identifier, are completed, and collected.

### **5. Parent Data**

- a. Create and maintain a database on all parents served, including:
  - i. Names and contact information
  - ii. Demographic information
  - iii. Assistance needs
- b. Maintain a record of parent contacts, including by phone, text, email, and virtual, attendance at Dependency 101, through input from parents through pre- and post-Dependency 101 class surveys, and all other parent contacts with P4P.

### **6. Community**

- a. Conduct and coordinate Parent Ally presentations at child welfare forums, conferences, training workshops, etc., as approved by P4P Program Supervisor and after fulfilling the main program components of this contract.
- b. Coordinate Parents for Parents work with other Parent Ally work in the community, when/if applicable, as approved by the P4P Program Supervisor, and after fulfilling the main program components of this contract.

## **7. Reunification Day Celebrations**

- a. If all the core components of the program are met, program staff may participate in a planning committee for events to strengthen the Parents for Parents program visibility, recruitment efforts, and continued community partner support.

## **8. P4P Advisory Committee**

- a. Serve as leader and facilitator of the P4P Advisory Committee meetings.
- b. The P4P Coordinator works in tandem with the Advisory Committee members to plan for and schedule community partner presentations at Dependency 101 classes and other meetings.
- c. Collaborate with the P4P Program Supervisor to create the agenda and take minutes for P4P Advisory Committee meetings and distribute them in a timely manner.
- d. Send out agenda and meeting reminders to all P4P Advisory Committee members in a timely manner.
- e. Maintain a record of attendance and minutes from all meetings.
- f. Work with P4P Advisory Committee members to identify and troubleshoot issues that may surface while implementing Parents for Parents. Discuss Parent Ally's work in terms that make sense to P4P Advisory Committee members.
- g. Follow through on recommendations, strategies, ideas and action items made at P4P Advisory Committee meetings.