

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	Whatcom County Superior Court
Division/Program: (i.e. Dept, Division and Program)	Uniform Guardianship Act (UGA)
Contract or Grant Administrator:	Dave Reynolds
Contractor's / Agency Name:	Administrative Office of the Courts

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

Is this contract the result of a RFP or Bid process? Contract  
Yes  No  If yes, RFP and Bid number(s): \_\_\_\_\_ Cost Center: 3140

Is this agreement excluded from E-Verify? No  Yes  If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

- |   |  |
|---|--|
| <input 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 checked="" 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):  
\$ 54,134.00  
This Amendment Amount:  
\$ \_\_\_\_\_  
Total Amended Amount:  
\$ 54,134.00

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:**

The Administrative Office of the Courts will reimburse Whatcom County Superior Court up to \$54,134.00 for expenses incurred as part of the Uniform Guardianship Act.

Term of Contract: July 1, 2023      Expiration Date: June 30, 2024

Contract Routing:	1. Prepared by: <u>Stephanie Kraft</u>	Date: <u>8/1/23</u>
	2. Attorney signoff: <u>Approved by Email/KF/SK</u>	Date: <u>8/1/23</u>
	3. AS Finance reviewed: <u>Approved by Email/AT/SK</u>	Date: <u>8/21/23</u>
	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: _____