



# WHATCOM COUNTY CONTRACT INFORMATION SHEET (CIS)

Whatcom Co. Contract #:

<b>Originating Department:</b> 35 - Sheriff
<b>Division:</b> 3510 Administration
<b>Program:</b> 351000 Administration
Contract or Grant Administrator: Steve Harris, Undersheriff
Contractor's / Agency Name: WA State Criminal Justice Training Commission
Title of Agreement (optional): Wellness Grant

<b>Type of Contract:</b> Grant (Whatcom County is Grantee) (State Funds)
If amendment or renewal, original contract #:
Is this is a grant agreement? Yes If so, grantor agency contract #: K453-529 ALN: <i>Note: Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds.</i>
Is this contract grant-funded? No If yes, Whatcom County grant contract number(s):
If this contract the result of an RFP? No If yes, RFP number(s):
Is this contract the result of a Bid Process? No If yes, Bid Number(s):
Does this contract involve federal reimbursement? (i.e. fed grant, cooperative agreement, pass-through fed funds, etc.) No
<b>Procurement method:</b> <input type="text"/>
<b>Council review:</b> Required - Grant exceeds \$40,000

Fund(s): 1000
Cost Center(s): 10003575
Object Account(s): 4334.0112

Original Contract Amount: \$ 41,200.00
This Amendment Amount: \$
<b>Total Cumulative Amount: \$ 41,200.00</b>

**Contract term ends:** 6/30/27

**Key words/summary (optional):**  
The purpose of this grant is to continue building an officer wellness programs, to include, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health, mental health supports/services and any other program that focuses on officer wellbeing.

Contract routing (please initial & date):

Prepared by: Donna Duling 6/3/26	Contractor signed: _____
Contractor review: _____	Executive review: _____
Attorney signoff: Approved via Email BW/DD 6/3	Council approval, if necessary: _____
AS Finance review: M Caldwell 6.3.26	AB#: _____
IT review (if related): _____	Executive signed: _____

<b>Washington State Criminal Justice Training Commission</b>		WSCJTC Contract No. K453
		Program Index 529
<b>This Contract is between the State of Washington, Washington State Criminal Justice Training Commission and the Contractor identified below and is governed by Department of Enterprise Services Procurement Policies.</b>		
Contractor Name: <b>Whatcom County Sheriff's Office Contact: Barbar Luton</b>		Contractor Address: 311 Grand Ave. B1, Bellingham, WA 98226
Contact Telephone: 360-778-6606		Contact E-Mail bluton@co.whatcom.wa.us
Statewide Vendor Number: (SWV): <b>SVW 002425-02</b>		
<b>WSCJTC Contact Information</b>		
Manager of this contract or project. Name and Title.  Susan Rogel, Grant Manager		E-mail Address <a href="mailto:Susan.Rogel@cjtc.wa.gov">Susan.Rogel@cjtc.wa.gov</a>  Telephone <b>206-939-8437</b>
<b>Contract Start Date</b>	<b>Contract End Date</b> June 30, 2027	<b>Contract Maximum Amount</b> \$41,200
<b>Subcontracting Authorized? Y/N</b> Y	<b>Travel Expenses Authorized? Y/N</b> Y	
<b>FOR THE WSCJTC:</b>		<b>FOR THE CONTRACTOR:</b>
Susan Rogel	<i>Susan Rogel</i> 5/27/2026	Whatcom County Sheriff's Office
Manager	Date	Contractor Business Name
Francesca Heard	<i>Francesca Heard</i> 5/27/2026	
Department Manager	Date	Date
Jerrell Wills	<i>Jerrell Wills</i> 5/27/2026	<i>See attached</i>
Interim Executive Director	Date	Contractor signature Donnell Tanksley, Sheriff <a href="mailto:dtanksle@co.whatcom.wa.us">dtanksle@co.whatcom.wa.us</a>
Holly White		
WSCJTC Contract Specialist	Date	Print Name & Title



### Statement of Work.

This contract was won competitively, and contract incorporates by reference the Statement of Work WSCJTC published in the Request for Proposal, which the Contractor's proposal specifically agreed to perform.

This grant is for the purpose of establishing officer wellness programs, to include, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health, mental health supports/services and any other program that focuses on officer wellbeing.

### **OUTCOMES, REPORTING, AND INVOICING TIMELINES**

- 1. Outcome Report**
- 2. Invoice (A-19 and backup documentation(receipts) – submitted in one PDF document all together)**

### **DUE DATES:**

1. October 15, 2026 (July, August, & September)
2. January 15, 2027 (October, November, & December)
3. April 15, 2027 (January, February, & March)
4. July 10, 2027, **FINAL** submission (April, May, & June)

### **REQUIRED OUTCOMES FOR REPORT:**

1. Document each Training, dates, topic and who attends.
2. Complete officer survey of usefulness of all services and suggestions for future officer wellness services. Report outcomes in final report.

**Reallocation of Allotted Funds.** Subject to the availability of funds and applicable law, funds allocated under this Agreement may be reallocated as agreed upon and must receive written approval by the WSCJTC Grants Manager. Such reallocations shall be for the purpose of facilitating efficient performance of this Agreement, and shall not increase the total contract maximum, extend the period of performance, or result in a material change to the scope or purpose of this Agreement. These modifications may be implemented as administrative adjustments, without the need for a formal modification or amendment.

**Payment.** WSCJTC shall pay the Contractor for performance of the Statement of Work, in response to invoices specifying hours worked or work completed but shall not pay in advance. Payments are made by Electronic Funds Transfer using the bank routing information the Contractor provides.

### **Nondiscrimination.**

- a. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, WSCJTC may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until WSCJTC receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), WSCJTC may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

d. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. WSCJTC shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe WSCJTC for default under this provision.

**Industrial Insurance Coverage.** WSCJTC will report the Contractor to the Department of Labor and Industries (L&I) as a “non-employee covered worker” and will pay L&I insurance premiums. Any injuries the Contractor suffers in the course of performing this contract are covered by L&I. The Contractor and his/her physician should claim accordingly. If this contract authorizes subcontracting, the Contractor provides L&I coverage for any subcontract workers; WSCJTC and the State assume no liability for them.

**Termination.** No guarantee of work is made or implied as a result of this Contract: merely signing this contract does not guarantee the Contractor any specific amount of payment. WSCJTC may terminate this Contract by providing written notice to the Contractor. Termination shall be effective on the date specified in the termination notice. WSCJTC shall be liable for only authorized services provided on or before the date of termination.

**Assignment.** The Contractor may not assign this Contract, or its rights or obligations to a third party.

**Confidentiality.** The Contractor shall not disclose any information WSCJTC designates confidential. This contract and the Contractor’s proposal, if any, become the property of the WSCJTC, subject to the Public Records Act RCW 42.56.

**Disputes.** If a dispute arises under this contract, it shall be resolved by a Dispute Board. The WSCJTC Executive Director and the Contractor shall each appoint a member to the Board. The Executive Director of the WSCJTC and the Contractor shall jointly appoint a third member to the Dispute Board. The Board shall evaluate the dispute and resolve it. The Board’s determination shall be final and binding to all parties to this Contract.

**Indemnity.** Each party shall be responsible for the acts, errors, and omissions of itself and its own officers, employees, and agents acting within the scope of their authority and within the scope of the performance of the agreement.

**Governing Law.** This Contract shall be governed by the laws of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, State of Washington.

**Rights in Data.** Material created from this Contract shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by WSCJTC, including but not limited to reports, documents, videos, curricular material, exams or recordings. Such materials are subject to RCW 42.56, the Public Records Act; WSCJTC may disclose such documents in accordance with the PRA.

**Severability.** If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

**Waiver.** A failure by the WSCJTC to exercise its rights under this contract shall not preclude WSCJTC from subsequent exercise of such rights and shall not constitute a waiver of any rights under this contract unless stated to be such in writing and signed by an authorized representative of WSCJTC and attached to the original contract.

Total Allocation	Training	\$41,200