

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202202018-3**

Originating Department:	Executive Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Non-Departmental
Contract or Grant Administrator:	Tyler Schroeder, Deputy Executive
Contractor's / Agency Name:	Crossroads Consulting
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 #: <u>202202018</u>	
Does contract require Council Approval?    Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: <u>3.08.100</u> 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 type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded?    Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
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: <u>345100</u>	
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): \$ <u>150,950</u> This Amendment Amount: \$ <u>66,750</u> Total Amended Amount: \$ <u>217,700</u>	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: The amendment revises budget amounts and adds activities to provide consultant services to create the Justice Project Implementation Plan.	
Term of Contract: <u>2/1/2022 - 8/31/2023</u>	Expiration Date: <u>August 31, 2023</u>

- |                   |   |                         |
|-------------------|---|-------------------------|
| Contract Routing: | 1. Prepared by: <u>Cathy Halka</u>                  | Date: <u>2/28/2023</u>  |
|                   | 2. Attorney signoff: <u>Karen Frakes (by email)</u> | Date: <u>2/28/2023</u>  |
|                   | 3. AS Finance reviewed: <u>Andrew Tan</u>           | Date: <u>03/01/2023</u> |
|                   | 4. IT reviewed (if IT related): _____               | Date: _____             |
|                   | 5. Contractor signed: _____                         | Date: _____             |
|                   | 6. Submitted to Exec.: _____                        | Date: _____             |
|                   | 7. Council approved (if necessary): _____           | Date: _____             |
|                   | 8. Executive signed: _____                          | Date: <u>3-17-23</u>    |
|                   | 9. Original to Council: _____                       | Date: <u>3-24-23</u>    |

Whatcom County Contract No.  
202202018-3

Amendment No. 3  
Whatcom County Contract No. 202202018  
CONTRACT BETWEEN WHATCOM COUNTY AND  
Crossroads Consulting

THIS AMENDMENT is to the Contract between Whatcom County and Crossroads Consulting, dated March 17, 2022 and designated "Whatcom County Contract No. 202202018". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment revises Exhibit A-1 (Scope) as follows, and replaces Exhibit A-1 with Exhibit A-2:

1. Under Activities, item 8 is added to read: "8. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations, prepare focus group report, compile Town Hall input, conduct surveys)."
2. Under Activities, item 9 is added to read: "9. Prepare Implementation Plan Report (draft report, gather stakeholder input, revisions, final formatting)."
3. Under "Deliverables," a list of Implementation Plan deliverables is added.

This Amendment revises Exhibit B-1 (Compensation) as follows, and replaces Exhibit B-1 with Exhibit B-2:

1. Revise Activity 3 budget amount from \$14,700 to \$28,350 and adjust corresponding hours and rates.
2. Revise Activity 5 budget amount from \$27,600 to \$53,850 and adjust corresponding hours and rates.
3. Revise Activity 6 to read, "6. Facilitate one community town hall to gather input on the Needs Assessment"
4. Revise Activity 6 budget amount from \$15,000 to \$1,650 and adjust corresponding hours and rates.
5. Revise Activity 8 budget amount from \$15,000 to \$22,500 and adjust corresponding hours and rates.
6. Add Activity 9, "Gather input on Implementation Plan" with corresponding hours/rates and \$21,075 budget.
7. Add Activity 10, "Prepare Implementation Plan Report" with corresponding hours/rates and \$6,250 budget.
8. Add Activity 11, "Reimbursable Expenses" including focus group participant compensation, focus group supplies, and total budget of \$5,400.

This Amendment also increases the maximum consideration by \$66,750 to a total consideration of \$217,700 as further defined in Exhibit B-2, Compensation.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: March 1, 2023, regardless of the date of signature. The contract end date is August 31, 2023, which is unchanged.

IN WITNESS WHEREOF, Whatcom County and Crossroads Consulting have executed this Amendment on the date and year below written.

DATED this 17<sup>th</sup> day of March, 2023.

Each person signing this Contract represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Contract.

**CONTRACTOR:**

Crossroads Consulting

DocuSigned by:  
Holly O'Neil  
88320207C274E0...  
Holly O'Neil

3/17/2023

**CONTRACTOR**

Crossroads Consulting  
P.O. Box 541  
Deming, WA 98244  
360-303-3217  
[holly@crossroads.pro](mailto:holly@crossroads.pro)

Mailing Address:  
2728 Walnut Street  
Bellingham, WA 98225

**WHATCOM COUNTY:**

Recommended for Approval:

DocuSigned by:  
Tyler Schroeder, Deputy Executive  
513FC4801FE0423...  
Department Supervisor

3/14/2023

Date

**Approved as to form:**

DocuSigned by:  
Karen Frakes  
EE1164053FD944A...  
Prosecuting Attorney

3/14/2023

Date

**Approved:**

Accepted for Whatcom County:

DocuSigned by:  
Satpal Sidhu  
1192C7C18B854E3...  
By Satpal Singh Sidhu, Whatcom County Executive

3/17/2023

**EXHIBIT "A-2"**  
**(SCOPE OF WORK)**

The purpose of this amendment is to provide additional consulting, research, and facilitation services to support the Whatcom County Public Health, Safety, and Justice Initiative.

**Activities**

1. Conduct additional survey research for developing Needs Assessment
2. Continue Coordinating with Communication Consultant Team
3. Continue Supporting Planning Team (meeting agendas, notes, facilitation)
4. Facilitate meetings to identify and implement improvements for correctional facilities and services
5. Design and facilitate stakeholder meetings and/or workshops to further develop and refine improvements for correctional facilities and services for the Needs Assessment and implementation plan.
6. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation
7. Provide project coordination and administration
8. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations, prepare focus group report, compile Town Hall input, conduct surveys)
9. Prepare Implementation Plan Report (draft report, gather stakeholder input, revisions, final formatting)

**Deliverables:**

- Survey instruments
- Survey reports of findings
- Agendas for meetings
- Notes of meetings and forums
- Final Needs Assessment – designed and formatted for public distribution
- Slide decks of Survey Findings and Needs Assessment

**Implementation Plan Deliverables:**

- Planning Team meeting agendas and notes
- Surveys and survey results
- Workshop agendas and summaries
- Focus Group Report
- Town Hall agenda and meeting notes
- Slide decks for presentations
- Draft Implementation Plan
- Final Implementation Plan

**EXHIBIT "B-2"**  
(COMPENSATION)

**Budget:**

The source of funding for this agreement, in an amount not to exceed \$217,700, is the Jail Improvement Fund. Invoices will be submitted to Whatcom County c/o Project Manager, Barry Buchanan and should include actual costs for billed activities. Invoice will also reflect total number of activities (ex: completed 2 of 5 five forums) fulfilled at the time of the invoice so as not to exceed contractual limitations.

ACTIVITIES	HOURS	BUDGET
1. Conduct additional survey research for developing Needs Assessment	106 hours at \$150/hr.	\$16,000
2. Continue coordinating with Communication Consultant Team	7 hours at \$150/hr. 3 hours at \$75/hr.	\$1,275
3. Continue supporting Planning Team (meeting agendas, notes, facilitation)	85.5 hours at \$150/hr. 207 hours at \$75/hr.	\$28,350
4. Facilitate 2 additional SAC meetings	2 meetings at \$1,200 each	\$2,400
5. Design and facilitate stakeholder meetings and/or workshops to further develop and refine improvements for correctional facilities and services for the Needs Assessment and implementation plan (number of meetings and participants to be determined by the Planning Team)	184 hours at \$150/hr. 190 hours at \$75/hr Up to 6 workshops at \$2000/workshop	\$53,850
6. Facilitate one community town hall to gather input on the Needs Assessment	11 hours at \$150/hr.	\$1,650
7. Revise Needs Assessment to reflect GARE analysis and public feedback, prepare final draft for presentation	152 hours at \$125/hr.	\$19,000
8. Continue to provide Project coordination and administration	300 hours at \$75/hr.	\$22,500
9. Gather input on Implementation Plan (design/facilitate up to 6 focus groups and 1 Town Hall, attend/present at IPRTF/LJC, Council meetings, prepare presentations,	63 hours at \$150/hr.	\$21,075

<p>prepare focus group report, compile Town Hall input, conduct surveys)</p>	<p>43 hours at \$75/hr.</p> <p>Up to 6 focus groups at \$1,200/group</p> <p>1 Town Hall at \$1,200</p>	
<p>10. Prepare Implementation Plan Report</p>	<p>20 hrs @\$150</p> <p>10 hrs @ \$100</p> <p>30 hrs @ \$75</p>	<p>\$6,250</p>
<p>11. Reimbursable Expenses:</p> <p>Up to 6 focus group events Focus Group Participants will be compensated for their time at no more than \$100/person for participation and attendance at focus group events.</p> <p>Focus group supplies for in-person groups</p>	<p>8 participants per group @ \$100/person</p> <p>\$100/group</p>	<p>\$5,400</p>
<p><b>TOTAL BUDGET</b></p>		<p><b>\$177,750</b></p>

COUNTY COURTHOUSE  
311 Grand Avenue, Suite #105  
Bellingham, WA 98225-4038  
(360) 778-5010



CLERK OF THE COUNCIL  
Dana Brown-Davis, C.M.C.

## MEMORANDUM

**TO:** Satpal Sidhu, County Executive

**FROM:** Council Staff

**RE:** Contract Amendment for meeting facilitation and project coordination for Justice Project Implementation Plan

**DATE:** March 1, 2023

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Enclosed is a contract amendment (#3) between Whatcom County and Crossroads Consulting for your review and signature.

- **Background and Purpose**

Whatcom County entered into a contract with Crossroads Consulting to provide facilitation and consulting services to assist the Stakeholder Advisory Committee (SAC) in development of a needs assessment ([Contract #202202018](#); total: \$39,950). The first contract amendment ([Contract 202202018-1](#); total: \$150,950) identified additional assistance, including survey research, coordination with the communications consultant, facilitation of additional SAC meetings and community forums, GARE analysis, and general project coordination and administration. The second amendment (Contract 202202018-2; total: \$150,950) adjust budgets and activities with no change in the total contract amount. The third amendment adds the development of a Justice Project Implementation Plan (including workshops, focus groups, and town hall events as well as project coordination and report writing) and adds \$66,750 to fund these activities.

- **Funding Amount and Source**

The funding amount increases by \$66,750 for a total not to exceed amount of \$217,700. Funding is available through the New Health, Safety & Justice Facility Fund.

- **Differences from Previous Contract**

This amendment adjusts budgeted amounts in activities: increases activities 3, 5, 7, and 8, and decreases activity 6. The amendment adds activities 9, 10 and 11. The total funding is increased by \$66,750.

Encl.

