



## Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Washington State Department of Social & Health Services, Developmental Disabilities Administration – General Terms and Conditions Agreement  
**DATE:** MAY 31, 2023

Attached is an Interlocal Agreement between Whatcom County and Washington State Department of Social & Health Services (DSHS) Developmental Disabilities Administration (DDA) for your review and signature.

▪ **Background and Purpose**

This Agreement states the General Terms and Conditions that govern work to be performed under any program agreement between DSHS and Whatcom County. These General Terms and Conditions are used to mitigate risk to DSHS and establish the scope of work and other details determined by the various DSHS administrations. Because the General Terms are developed and managed by a central office in DSHS (Central Contracts and Legal Services), requests made to change those terms often delay executed new agreements because of the additional administrative approvals and work required, should a request be made. DSHS executes this General Terms and Conditions Agreement at regularly scheduled intervals rather than at the time a new contract for actual goods and services is being negotiated between DSHS and Local Health Jurisdictions (LHJ). Having pre-established General Terms and Conditions that are uniform helps to streamline the contract process and fosters a more efficient and manageable delivery of services to clients. Upon execution, these General Terms and Conditions will serve to govern individual Program Agreements between LHJs and DSHS.

This Agreement applies to the following Whatcom County contracts:

Contractor	Contract Name	Whatcom County Contract Number
Arc of Whatcom County	Information, Education & Support	202106019
Cascade Connections	Adult DD Services	202106039
Kulshan Supported Employment	Adult DD Services	202107004
Opportunity Council	Child Development Services	201906012
Opportunity Council	Single Entry Access to Services	201906014
Washington Initiative for Supported Employment	Training & Technical Assistance	201906002
Washington Vocational Services	Adult DD Services	202106044
Whatcom Center for Early Learning	Child Development Services	201906004
Work Opportunities	Adult DD Services	202106046

Council authorization for this Agreement is required per RCW 39.34.030(2) for agreements between public agencies.

▪ **Funding Amount and Source**

There is no monetary amount stipulated in this Agreement.

- **Differences from Previous Contracts**

These General Terms and Conditions supersede and replace the previously executed General Terms and Conditions ending on 06/30/2023 (WC Contract #201703015). This Agreement updates the following Sections:

<b>Section</b>	<b>Revision</b>
<b>1. Definitions</b>	Updates definitions
<b>4. Billing Limitations</b>	Updates language to indicate that DSHS will only pay the County for services provided in accordance with this Agreement and that the County will not bill DSHS for services charged to any other party for the same services.
<b>5. Compliance with Applicable Law</b>	Adds requirement for compliance with all applicable federal and state civil rights and nondiscrimination laws, regulations, and executive orders. Adds requirement for Certification Regarding Russian Government Contracts and/or Investments.
<b>6. Confidentiality</b>	Notify DSHS of compromises or potential compromises of confidential information within one business day (previously 5 or 3) of discovery.
<b>11. E-Signature and Records</b>	Adds section indicating that an electronic signature or electronic record of this agreement or any other ancillary agreement shall have the same legal effect as delivery of an original executed copy for all purposes.

Please contact Ann Beck, Community Health & Human Services Manager at 360-778-6059 ([ABeck@co.whatcom.wa.us](mailto:ABeck@co.whatcom.wa.us)) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions.