

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202306007-2

Originating Department:	Public Defender's Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	
Contract or Grant Administrator:	Julie Wiles
Contractor's / Agency Name:	Stephen Jackson Law, PLLC
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>202306007</u>	
Does contract require Council Approval? ^{AB2023-787} 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? If yes, grantor agency contract number(s): _____ CFDA#: _____ Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is this contract grant funded? If yes, Whatcom County grant contract number(s): _____ Yes <input type="radio"/> No <input checked="" type="radio"/>	
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: _____	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input 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>10,000.00</u> This Amendment Amount: \$ <u>10,000.00</u> Total Amended Amount: \$ <u>20,000.00</u>	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: To provide professional legal representation for RALJ appeal cases at a rate of \$2,000.00 each, in Superior Court for those seeking relief from a District Court case decision under the Washington State Rules: Rule for Appeal of Decisions of Courts of Limited Jurisdiction, rule 2.1(a) (RALJ Appeals).	
Term of Contract: 06/01/23 to 12/31/24 Expiration Date: 12/31/24	

Contract Routing:	1. Prepared by: <u>Julie Wiles</u>	Date: <u>09/14/23</u>
	2. Attorney signoff: <u>Andrew Tan</u>	Date: <u>10/04/23</u>
	3. AS Finance reviewed: <u>Karen Frakes</u>	Date: <u>10/05/23</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: _____