

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202306007-2

Originating Department:	Public Defender's Office
Division/Program: (i.e. Dept. Division and Program)	
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? <u>AB2023-787</u> 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? 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: _____	
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: <input checked="" type="checkbox"/>	Date: <u>11/17/23</u>
	6. Executive contract review: <input checked="" type="checkbox"/>	Date: <u>11/20/23</u>
	7. Council approved, if necessary: <u>AB2023-787</u>	Date: <u>12/5/23</u>
	8. Executive signed: <input checked="" type="checkbox"/>	Date: <u>12/6/23</u>
	9. Original to Council: _____	Date: _____

COUNTY ORIGINAL

Whatcom County Contract No.
202306007-2

Amendment No. 2
Whatcom County Contract No. 202306007
CONTRACT BETWEEN WHATCOM COUNTY AND
Stephen Jackson Law, PLLC

THIS AMENDMENT is to the Contract between Whatcom County and Stephen Jackson Law, PLLC, dated September 27th, 2023 and designated "Whatcom County Contract No. 202306007". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment increases the maximum consideration by \$ 10,000.00 to a total consideration of \$20,000.00 for 10 cases.

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: September 27th, 2023, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Stephen Jackson Law, PLLC have executed this Amendment on the date and year below written.

DATED this 17th day of Nov., 2023

CONTRACTOR:

CONTRACTOR NAME

Stephen Jackson Law, PLLC

STATE OF WASHINGTON)

) ss.

COUNTY OF WHATCOM)

On this 17th day of Nov., 2023, before me personally appeared Stephen Jackson to me known to be the _____ of the _____ and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



NOTARY PUBLIC in and for the State of Washington,

Joseph Dozal printed name,

residing at Bellingham

My commission expires 11.1.2028

WHATCOM COUNTY:

Recommended for Approval:

[Signature] 10-6-23
Department Supervisor Date

Approved as to form:

Julie Wils for Karen Frakes 10/5/23
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: Satpal Singh Sidhu
Satpal Singh Sidhu, Whatcom County Executive

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this 6th day of December, 2023, before me personally appeared Satpal Singh Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



[Signature]
NOTARY PUBLIC in and for the State of Washington,
Billie Sue Rinn, printed name.
residing at Bellingham. My commission
expires 4/13/27.

CONTRACTOR INFORMATION:

CONTRACTOR

Stephen Jackson Law, PLLC
1303 Commercial Street, #4
Bellingham, WA 98225
(360)-386-2803
Stephen@stephenjacksonlaw.com:

WHATCOM COUNTY PUBLIC DEFENDER

We listen. We care. We fight.

**ASSISTANT CHIEF
DEPUTY**
Thomas H. Fryer

**OFFICE
ADMINISTRATOR**
Julie G. Wiles

**INVESTIGATIVE
SUPERVISOR**
Joe Dozal

INVESTIGATORS
Brandi Bowers
Kelsey Grindley
Ryan Gray
Susie Coberly
Tallan Paul

**BEHAVIORAL
HEALTH
SPECIALISTS**
Nathan Bajema
Courtney Taylor

DIRECTOR
Starck M. Follis

CHIEF DEPUTY
Maialisa Vanyo

215 N. Commercial Street
Central Plaza Building
Bellingham, Washington 98225

(360) 778-5640
FAX (360) 778-5641

pubdef@co.whatcom.wa.us

<https://www.whatcomcounty.us/311/Public-Defender>

SENIOR DEPUTY II
Shoshana Paige
Richard S. Larson

SENIOR DEPUTIES
Jane Boman
Peter G. Ramey
Krista van Amerongen
Scott Schmidt
C. Kurt Parrish
Timothy Arnold
Shoshanah Epstein
Sarah Jurick
Carl Munson


DEPUTIES
Kayla Wolfe
Matthew Mearns
Kathryn Brush
Sydney Miyahara
Eleanor R. White
Eric Mapes
Saybin Shankman
Nathaniel L.J. Freimund

MEMORANDUM

DATE: November 17, 2023

TO: Satpal Sidhu
Whatcom County Executive

Whatcom County Council Members

FROM: Julie Wiles 
Office Administrator, Public Defender's Office

RE: 2nd Amendment to: RALJ Appeal Contract #202306007

RECEIVED

NOV 20 2023

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

▪ **Background and Purpose**

The RALJ appeals are cases where clients who have been convicted in District Court on misdemeanor charges request to appeal the District Court decision up to the Superior Court level. We currently have 5 cases already being handled by Stephen Jackson Law, PLLC, but we propose to add two more cases this month and we project three more appeals will be filed by the end of 2023 for a possible total of 10 cases.

▪ **Funding Amount and Source**

We propose to continue to pay \$2,000.00 per case for each appeal. The Funding source for this 2nd amended contract comes from the professional services account in our department's ARPA cost center 2662 which was funded/approved by the Whatcom County Council on September 26th, 2023.

I have enclosed 2 originals for contract #202306007-2 for review and signature by the Whatcom County Executive after County Council approval.