



WHATCOM COUNTY
CONTRACT INFORMATION SHEET

Whatcom County Contract Number:
202010011 - 3

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855020 Mental Health	
Contract or Grant Administrator:		Rebecca Snearly	
Contractor's / Agency Name:		Northwest Youth Services	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a))	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Original Contract #: 202010011
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Already approved? Council Approved Date:	If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	ALN#:	
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):	Contract Cost Center:	124113
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input 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): \$ 75,000		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.	
This Amendment Amount: \$ 25,000			
Total Amended Amount: \$ 100,000			
Summary of Scope: This amendment extends the contract for an additional year.			
Term of Contract:	1 Year	Expiration Date:	12/31/2024
Contract Routing:	1. Prepared by:	JT	Date: 11/27/2023
	2. Health Budget Approval	JS	Date: 12/06/2023
	3. Attorney signoff:	RB	Date: 12/04/2023
	4. AS Finance reviewed:	A Martin	Date: 12/1/2023
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 1/16/2024
	8. Council approved (if necessary):	AB2023-836	Date: 01/09/2024
	9. Executive signed:		Date: 1/29/2024
	10. Original to Council:		Date:



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Northwest Youth Services – Queer Youth Services Contract Amendment #3
DATE: JANUARY 10, 2024

Attached is a contract amendment between Whatcom County and Northwest Youth Services for your review and signature. This amendment extends the contract for an additional year. Council review of this amendment is delayed beyond the amendment start date due to staff capacity and the single Council meeting in December.

▪ **Background and Purpose**

This contract provides funding for prevention services in the community that reduce risks for poor mental health among youth. Community education, outreach and training will decrease the likelihood for depressions, suicidal ideation, substance use, and related concerns. Stigma around mental health, suicide and addiction will also be addressed. Services through this contract will reduce risk for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) youth and create spheres of acceptance and support.

▪ **Funding Amount and Source**

Funding for this contract period (01/01/2024 – 12/31/2024), in an amount not to exceed \$25,000, is the Behavioral Health Program Fund. These funds are included in the 2024 budget. Council authorization is required as cumulative funding for this contract exceeds \$40,000.

▪ **Differences from Previous Contracts**

Section	Differences
General Terms – Section 10.2, Extension	Extends contract through 12/31/2024

Please contact Rebecca Snearly, Program Specialist at 360-778-6115 (RSnearly@co.whatcom.wa.us) or Ann Beck, Community Health & Human Services Manager at 360-778-6055 (ABeck@co.whatcom.wa.us), if you have any questions.

Encl.

Whatcom County Contract Number:

202010011 – 3

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
Northwest Youth Services
108 Prospect Street
Bellingham, WA 98225

CONTRACT PERIODS:

Original: 01/01/2021 – 12/31/2021
Amendment #1: 01/01/2022 – 12/31/2022
Amendment #2: 01/01/2023 – 12/31/2023
Amendment #3: 01/01/2024 – 12/31/2024

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Extend the duration and other terms of this contract for one year, as per the original contract "General Terms, Section 10.2, Extension".
2. Add Exhibit B – Compensation, to reflect the budget for the extended contract period.
3. Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$25,000.
4. Funding for the total contract period (01/01/2021 – 12/31/2024) is not to exceed \$100,000.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 01/01/2024.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: DocuSigned by:
Ann Beck
2B365BB0422344A... 1/10/2024

Ann Beck, Community Health & Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by:
Erika Lautenbach
955C651A30374BD... 1/12/2024

Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM: DocuSigned by:
Royce Buckingham
1FE5DD9542404... 1/12/2024

Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

DocuSigned by: <i>Jason McGill</i> 0AA4F26B1ED844C...	Jason McGill, Executive Director	1/12/2024
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by:
Satpal Singh Sidhu
1192C7C18B664E3... 1/29/2024

Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Northwest Youth Services
 108 Prospect Street
 Bellingham, WA 98225
Jasonm@nwys.org

EXHIBIT "B" – Amendment #3 COMPENSATION

- I. **Budget and Source of Funding:** The source of funding for this contract period (01/01/2024 – 12/31/2024) in an amount not to exceed \$25,000, is the Behavioral Health Program Fund. The budget for this work is as follows:

*Item	**Documents Required with Invoice	Budget
Personnel	Approved hourly billing rate and timesheet showing total hours and hours charged to this contract.	\$19,412
Professional Development, Training, Travel	<p>Receipt for registration or training fees.</p> <p>Ground transportation, parking, coach airfare, and ferries will be reimbursed at cost when accompanied by receipts.</p> <p>Reimbursement requests for allowable travel must include the name of staff member, dates of travel, starting point and destination, and a brief description of purpose. Lodging and meal costs for training are not to exceed the U.S. General Services Administration Domestic Per Diem Rates (www.gsa.gov), specific to location.</p> <p>Copies of mileage records, including the name of the staff member, date of travel, starting point and destination of travel, the number of miles traveled, the per mile reimbursement rate, and a brief description of the purpose of travel, for mileage reimbursement.</p> <p>Mileage will be reimbursed at the current Federal Rate.</p>	\$1,115
Supplies, Materials, Printing	Receipts for supplies, materials, printing, postage, and space rental	\$2,200
Subtotal		\$22,727
***Administration @ 10%		\$2,273
TOTAL		\$25,000

- * The contractor may transfer funds among budget line items in an amount up to 10% of the total budget. Changes to the line item budget that exceed 10% of the contract amount must be pre-approved in writing by the County.
- ** The County reserves the right to request additional information in order to determine eligible costs.
- *** Administration may not exceed the amount indicated in the table above.

II. **Invoicing**

- The Contractor shall submit invoices to (include contract #) HL-BusinessOffice@co.whatcom.wa.us.
- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- Invoices must include the following statement, with an authorized signature and date:
I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.
- Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.