

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202111028-4**

Originating Department:	Executive Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Non-Departmental - Medical Examiner
Contract or Grant Administrator:	Tawni Helms, Administrative Coordinator
Contractor's / Agency Name:	Hunt Forensics

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes  No  Yes  No   
 If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202111028

Does contract require Council Approval? Yes  No  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  No  If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_

Is this contract grant funded? Yes  No  If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process? Contract \_\_\_\_\_  
 Yes  No  If yes, RFP and Bid number(s): \_\_\_\_\_ Cost Center: 2100

Is this agreement excluded from E-Verify? No  Yes  If no, include Attachment D Contractor Declaration form.

- If YES, indicate exclusion(s) below:
- Professional services agreement for certified/licensed professional.  Goods and services provided due to an emergency
  - Contract work is for less than \$100,000.  Contract for Commercial off the shelf items (COTS).
  - Contract work is for less than 120 days.  Work related subcontract less than \$25,000.
  - Interlocal Agreement (between Governments).  Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ 2,,559,861 (for four years)  
 This Amendment Amount:  
 \$ 290,652.  
 Total Amended Amount:  
 \$ 2,850,513

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 allows for additional compensation for the increased staffing resulting from the significant increase in cases and expanded scope of services as required by law. This amendment only covers a compensation increase for 2023.

Term of Contract: Four Years | Expiration Date: December 31, 2025

- Contract Routing:
- |   |                         |
|---|-------------------------|
| 1. Prepared by: <u>Tawni Helms</u>            | Date: <u>02/07/2023</u> |
| 2. Attorney signoff: <u>Christopher Quinn</u> | Date: <u>02/07/2023</u> |
| 3. AS Finance reviewed: <u>bbennett</u>       | Date: <u>02/07/2023</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: _____             |
| 9. Original to Council: _____                 | Date: _____             |

Whatcom County Contract No.

202111028-4

Amendment No. 4  
Whatcom County Contract No. 202111028  
CONTRACT BETWEEN WHATCOM COUNTY AND  
Hunt Forensics, LLC.

THIS AMENDMENT is to the Contract between Whatcom County and Hunt Forensics, PLLC, dated December 8, 2021 and designated "Whatcom County Contract No.202111028". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment increases the maximum consideration for the annual payment by \$290,652 for the provision of Medical Examiner services in 2023 for a total consideration of \$2,850,513 for ongoing costs through the term of the agreement ending December 31, 2025, as further described in Exhibit "B", Compensation.

The contractor will work with the County to provide an updated procedure and operations manual which defines roles, responsibilities and jurisdictional authority under the Medical Examiner. This updated manual will be reviewed by the Medical Examiner Advisory Board and the County Council and serve as a resource for ongoing operations of the Medical Examiner.

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: January 1, 2023, regardless of the date of signature.

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

DATED this \_\_\_\_\_ day of 2/8/2023, 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:**

Hunt Forensics, PLLC

DocuSigned by:

*Dr. Allison Hunt, Medical Examiner*

2/8/2023

By Allison Hunt, M.D., sole member

HUNT FORENSICS  
1500 N. State Street,  
Suite No. 200  
Bellingham, WA 98225

Contact Name: Allison Hunt, M.D.  
Contact Phone: (360) 738-4557  
Contact Cell: (951) 212-4869  
Contact Email: Ahunt@co.whatcom.wa.us

**WHATCOM COUNTY:**

**Approved as to form:**

Christopher Quinn per email 02/07/2023  
Prosecuting Attorney                      Date

**Approved:**

Accepted for Whatcom County:

By:  *Tyler Schroeder, Deputy Executive* 2/8/2023  
DocuSigned by:  
513FC4B04FE0423...  
Tyler Schroeder, Deputy Executive

**EXHIBIT "B"**  
**(Compensation)**

As consideration for the services provided pursuant to Exhibit, "A", Scope of Work, the County agrees to compensate the Contractor \$74,235.00 per month consistent with Exhibit "C" Budget. Contractor will provide quarterly activity reports and upon request provide source documents such as payroll summaries identifying employee, hours worked and amount of compensation. Maximum consideration for Medical Examiner Services shall not exceed \$890,820 for year 2023.

For the period of January 1, 2023 through December 31, 2023 **\$890,820.00**

Cost increases due to the significant upsurge in the number of death investigations under the Medical Examiner's jurisdiction have required additional staff hours and supplies. Cases have increased by more than double which has required additional staff hours to respond effectively. This amendment extends the cost adjustments only through 2023. These increases are a direct reflection of the true costs for 24/7 Medical Examiner Office coverage that ensures the fulfillment of timely mandated on-site investigations. 2024 and 2025 annual compensation increases will be considered after ongoing discussions with county administration and the completion of the updated operations manual as described in Exhibit A.

**EXHIBIT "C"**  
**Budget**

Hunt Forensics		
Whatcom County Medical Examiner's Office Budget		
DESCRIPTION	PURPOSE	AMOUNT
<b>Medical Examiner - Forensic Pathology</b>	Forensic Pathology and Medical Examiner Services, insurance, and benefits	\$314,200.00
<b>ME Substitutue Coverage</b>	4 Weeks Coverage	\$40,000.00
<b>Officer Manager</b>	salary - including benefitis - full time	\$130,000.00
<b>Office Assstant</b>	part- time position; no benefits; M-F 9:00-	\$35,000.00
<b>FT Investigator</b>		\$76,720.00
<b>PT Investigators</b>		\$75,000.00
<b>Reserve</b>		\$1,480.00
<b>FT Autopsy Technician</b>	Provide assistance to pathologist	\$62,300.00
<b>Autosy Tech PRN</b>	provide support in autopsy suite	\$16,320.00
<b>Transportation</b>	Transport services contract	\$33,000.00
<b>Professional Services</b>	toxicology, histology, x-rays, genetics, neuropathology; etc	\$40,000.00
<b>Funeral home Services</b>	Contractual services	\$9,000.00
<b>Office Supplies and Postage</b>	Administrative Supplies	\$4,800.00
<b>Operating Supplies</b>	body bags, seals	\$25,000.00
<b>Small Tools &amp; PPE</b>		\$7,000.00
<b>Staff Cell Phone and Computer</b>		\$5,000.00
<b>Education and Training</b>	Professional Development - Staff	\$10,000.00
<b>Internet and Office Phone</b>	access high-speed internet - phone	\$6,000.00
	<b>Total Budget</b>	<b>\$890,820.00</b>