



## MEMORANDUM

**TO:** Satpal Sidhu, County Executive

**FROM:** Council Staff

**RE:** Contract Amendment for meeting facilitation and project coordination for Justice Project Implementation Plan

**DATE:** March 1, 2023

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Enclosed is a contract amendment (#3) between Whatcom County and Crossroads Consulting for your review and signature.

- **Background and Purpose**

Whatcom County entered into a contract with Crossroads Consulting to provide facilitation and consulting services to assist the Stakeholder Advisory Committee (SAC) in development of a needs assessment ([Contract #202202018](#); total: \$39,950). The first contract amendment ([Contract 202202018-1](#); total: \$150,950) identified additional assistance, including survey research, coordination with the communications consultant, facilitation of additional SAC meetings and community forums, GARE analysis, and general project coordination and administration. The second amendment (Contract 202202018-2; total: \$150,950) adjust budgets and activities with no change in the total contract amount. The third amendment adds the development of a Justice Project Implementation Plan (including workshops, focus groups, and town hall events as well as project coordination and report writing) and adds \$66,750 to fund these activities.

- **Funding Amount and Source**

The funding amount increases by \$66,750 for a total not to exceed amount of \$217,700. Funding is available through the New Health, Safety & Justice Facility Fund.

- **Differences from Previous Contract**

This amendment adjusts budgeted amounts in activities: increases activities 3, 5, 7, and 8, and decreases activity 6. The amendment adds activities 9, 10 and 11. The total funding is increased by \$66,750.

Encl.