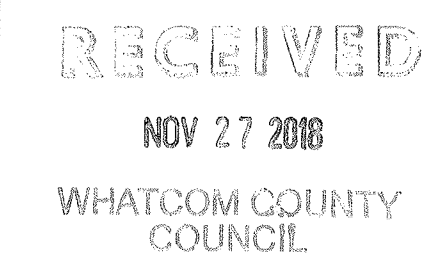


WHATCOM COUNTY COUNCIL AGENDA BILL

NO. 2018-375

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator:	JT	10/25/2018		12/4/18	Finance/Council
Division Head:	AD	10/31/18			
Dept. Head:	ADD	11/8/18			
Prosecutor:	<i>[Signature]</i>	11-14-18			
Purchasing/Budget:	BB BB	10/31/18			
Executive:	<i>[Signature]</i>	11.27.18			

TITLE OF DOCUMENT:
Agreement between Whatcom County and Communities In Schools

ATTACHMENTS:

1. Contract Information Sheet
2. Memo to County Executive
3. 2 Originals of Contract

SEPA review required? () Yes (X) NO
 SEPA review completed? () Yes () NO

Should Clerk schedule a hearing? () Yes (X) NO
 Requested Date:

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Students that experience challenges with poor mental health, substance use, basic needs, academics, life skills, and similar issues attend school less regularly and drop out of school at higher rates. This, in turn, contributes to a number of other long-term, and often life-long, problems. The services provided under this contract will provide a support system for students who have obstacles for achieving at school, and in life. These services have been designed to support a range of needs and to increase access to critical school and community services.

COMMITTEE ACTION:

COUNCIL ACTION:

Related County Contract #:

Related File Numbers:

Ordinance or Resolution Number:

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.



RECEIVED

NOV 26 2018

MEMORANDUM

JACK LOUWS
COUNTY EXECUTIVE

TO: Jack Louws, County Executive

FROM: Regina A. Delahunt, Director *RAD*

RE: Communities in Schools – Contract Amendment #4

DATE: November 8, 2018

Enclosed are two (2) originals of a contract amendment between Whatcom County and Communities In Schools for your review and signature.

▪ **Background and Purpose**

The Communities in Schools (CIS) Program is an evidence-based and cost-beneficial program designed to support a range of behavioral health needs and to increase access to critical school and community services. The CIS model surrounds students with a community of support, empowering them to stay in school and achieve in life. The purpose of this amendment is to expand the program to a new site, the Blaine School District.

▪ **Funding Amount and Source**

This amendment adds \$34,000 to the contract and utilizes funds from the Washington State Health Care Authority, Division of Behavioral Health & Recovery, and the local Behavioral Health Program fund, in an amount not to exceed \$105,000 for the current contract period (07/01/2018 – 06/30/2019). These funds are included in the 2019 Budget. Council approval is required as added funding exceeds 10% of the original contract amount.

Please contact Joe Fuller at extension #6045 if you have any questions regarding this agreement.

Encl.



**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

201602034 - 4

Originating Department:	Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855060 Substance Abuse Programs
Contract or Grant Administrator:	Joe Fuller
Contractor's / Agency Name:	Communities In Schools
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>201602034</u>	
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No, include WCC: _____ (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): _____ CFDA#: _____	
Is this contract grant funded? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, Whatcom County grant contract number(s): <u>201707012</u>	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, RFP and Bid number(s): _____ Cost Center: <u>677260 / 124100</u>	
Is this agreement excluded from E-Verify? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <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>248,750</u> This Amendment Amount: \$ <u>34,000</u> Total Amended Amount: \$ <u>282,750</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: Communities In Schools (CIS) is an evidence-based program to assist students experiencing challenges with poor mental health, substance abuse, basic needs, academics, life skills, and similar issues. Services have been designed to support a range of needs and to increase access to critical school and community services.	
Term of Contract: <u>1 Year</u>	Expiration Date: <u>6/30/2019</u>

Contract Routing:	1. Prepared by: <u>JT</u>	Date: <u>10/25/2018</u>
	2. Attorney signoff: <u>RB</u>	Date: <u>11/09/2018</u>
	3. AS Finance reviewed: <u>bbennett BB</u>	Date: <u>10/31/2018</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____ ✓	Date: <u>11-7-18</u>
	6. Submitted to Exec.: _____ ✓	Date: <u>11-26-18</u>
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT AMENDMENT

Whatcom County # 201602034

PARTIES:

**Whatcom County
Whatcom County Courthouse
311 Grand Avenue
Bellingham, WA 98225**

AMENDMENT NUMBER: 4

CONTRACT PERIODS:

**Original: 03/10/2016 – 06/30/2016
Amendment #1: 07/01/2016 – 06/30/2017
Amendment #2: 07/01/2017 – 06/30/2018
Amendment #3: 07/01/2018 – 06/30/2019
Amendment #4: 01/01/2019 – 06/30/2019**

AND CONTRACTOR:

**Communities In Schools
2717 Alderwood Avenue
Bellingham, WA 98225**

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. Amend Exhibit A "Scope of Work" to expand Communities In Schools services to the Blaine School District. The program will provide case management services in the Blaine School District to twenty (20) to thirty (30) students, and provide coordination of community supports among stakeholders; revised Exhibit A is attached.
2. Amend Exhibit B "Compensation" by adding \$34,000 into the current budget to increase staffing and services for an additional service site; revised Exhibit B is attached.
3. Funding for the current contract period (07/01/2018 – 06/30/2019) is not to exceed \$105,000.
4. Funding for the total contract period (03/10/2016 – 06/30/2019) is not to exceed \$282,750.
5. All other terms and conditions remain unchanged.
6. The effective start date of this amendment is 01/01/2019.

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. Signature is required below.

APPROVAL AS TO PROGRAM: [Signature] Anne Deacon, Human Services Manager Date 11/08/18

DEPARTMENT HEAD APPROVAL: [Signature] Regina A. Delahunt, Health Department Director Date 11/8/18

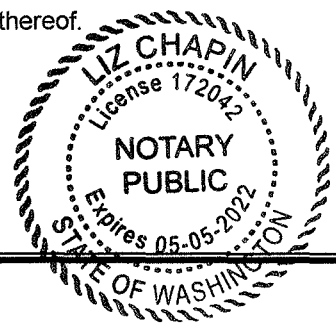
APPROVAL AS TO FORM: [Signature] Royce Buckingham, Civil Deputy Prosecuting Attorney Date 11-14-18

FOR THE CONTRACTOR: [Signature] (Aria) Elmer Salazar - E.D. | 11/07/2018
Contractor Signature | Print Name and Title | Date

STATE OF WASHINGTON)
COUNTY OF WHATCOM)

On this 7 day of November, 2018, before me personally appeared Elmer Salazar, to me known to be the Contractor and 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
Residing at Bellingham
My Commission expires: 05/05/2022



FOR WHATCOM COUNTY:

Jack Louws, County Executive Date _____

STATE OF WASHINGTON)
COUNTY OF WHATCOM)

On this _____ day of _____, 2018, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County 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,
Residing at Bellingham.
My Commission expires: _____

EXHIBIT "B"
(COMPENSATION)

The source of funding for this contract, in an amount not to exceed \$105,000, is the Washington State Health Care Authority, Division of Behavioral Health & Recovery, and the local Behavioral Health Program fund.

The contract budget for July 1, 2018 through June 30, 2019 is as follows:

Item	Documentation needed with invoice	Budget
Contractor Services • Site Counselor (salary, benefits, and taxes) • Executive Director (salary, benefits, and taxes)	Approved hourly billing rate and timesheet showing total hours and hours charged to this contract	\$103,600
Mileage	Mileage log to include name of traveler, dates, start and end point, and purpose. Reimbursement will be at the federal rate (www.gsa.gov)	\$200
Professional development, training, and travel	Ground transportation, coach airfare, and ferries will be reimbursed at cost when accompanied by receipts. Mileage log to include name of traveler, dates, start and end point, and purpose. Reimbursement will be at the federal rate (www.gsa.gov). Reimbursement requests for Professional development, training, and allowable travel must include name of staff member, dates of travel, travel starting point and destination, and a brief description of purpose. Receipts for registration fees or other documentation of professional training expenses. 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. Receipts for meals are not required.	\$1,000
Supplies, Materials, Printing	Receipts	200
TOTAL		\$105,000

The Contractor may transfer funds between budget line items with prior County approval. Professional development must be pre-approved by the County.

Invoicing

1. 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 day of the month following the month of service.
2. The Contractor shall submit invoices to *(include contract #)*:

Business Office
Whatcom County Health Department
509 Girard St.
Bellingham, WA 98225
HL-BusinessOffice@co.whatcom.wa.us

3. 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.

4. 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.

5. 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.