

CONTRACT AMENDMENT A

This CONTRACT AMENDMENT is made and entered into between KITSAP COUNTY, a municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "COUNTY", and Easter Seals Washington, hereinafter "CONTRACTOR."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract KC-384-24 and executed on August 8, 2024, shall be amended as follows:

1. **Section 4. Compensation:** shall be amended to read as follows:
 - 4.1 The total amount payable under the contract, by the County to the Contractor in no event will exceed \$68,397. Any cost incurred by the Contractor over and above the year-end sums set out on the budgets shall be at the Contractor's sole risk and expense.

The contract increases by \$16,000 from \$52,397 to a new contract total of \$68,397.
2. **Attachment C: Service Information Form** shall be replaced in its entirety as attached.
3. If this Contract Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to:

Kelly ONeal, Developmental Disabilities Coordinator Kitsap County Department of Human Services
614 Division Street, MS-23 Port Orchard, WA 98366.

Upon receipt, the Human Services Department will ensure submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.
4. Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective upon execution by the parties.

DATED this 27 day December, ²⁰²⁴~~2025~~ DATED this 14 day January, 2025.

CONTRACTOR
Easter Seals Washington



Cathy Bisailon, President

KITSAP COUNTY, WASHINGTON



VICTORIA BRAZITIS,
County Administrator

Approved as to form by the Prosecuting Attorney's Office

SERVICE INFORMATION FORM

(12/1/2024)

Kitsap County Parent Coalition for Developmental Disabilities

COMMUNITY INFORMATION ACTIVITIES

These activities are to inform and/or educate the general public about developmental disabilities and related services including information and referral services; activities aimed at promoting public awareness and involvement, community consultation, capacity building, and organization activities.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED:

The Parent Coalition program provides education, shares information and advocates for people with developmental disabilities and their parents. The trainings it provides and information it disseminates is directed to parents and the community at large. It is difficult to estimate exact numbers of people served but the group will put out regular newsletters to a minimum of 500 people and will provide training to a minimum of 200 people each year. There are over 3,500 families in Kitsap County that have a family member with a developmental disability and all of them will have access to the Parent Coalition informational and training materials.

PROGRAM DESCRIPTION AND CONTRACTOR PERFORMANCE REQUIREMENTS:

The Contractor shall employ and shall assure the performance of a parent coordinator who:

1. Must be a parent or family member who has lived with a person with developmental disabilities and been a primary caregiver.
2. Must be familiar with the needs and resources of Kitsap County as demonstrated by some or all of the following: residence or work experience in the County during the past three years, familiarity or family connection with the military, membership in clubs or organizations in Kitsap County. Will provide leadership, empathy, and facilitation skills to families of people with developmental disabilities.
3. Will work closely with other parent organizations such as special education advisory committees, and support groups in the County related to developmental disabilities advocacy within Kitsap County.
4. Will provide leadership and work as a liaison for parents with community groups, policy makers, stakeholders, and the Kitsap County DD Advisory Board and attend various meetings as needed county and statewide.
5. Will maintain frequent contact with community groups related to developmental disabilities. Will work with groups on special projects deemed important by families in the community.
6. Will maintain contact and provide informational materials to families in the military stationed in Kitsap County to connect them to local DD services and supports.

7. Will provide leadership in the continuous recruiting and expansion of parent members of the Kitsap County Parent Coalition.
8. Will provide outreach to community groups and service organizations, educating them about people with developmental disabilities. Will gather pertinent information from all areas including federal, state, tribal and county government, service providers and advocacy/planning organizations.
9. Will provide information on legislative issues that are relevant to developmental disabilities, including the legislative process and how to contact elected representatives and government agencies. These public education activities **must not** include support or opposition for ballot initiatives, pending legislation or candidates for public office.
10. Will attend and make reports to the Kitsap County Developmental Disabilities Advisory Board upon request of County Coordinator.
11. Will respond to a community advisory committee, which meets a minimum of three times yearly consisting of parents and self - advocates describing current activities and receive suggestions for future activities.
12. Will assist parents with education, support and advocacy related to Individual Education Plans (IEP'S) and the transitioning of young adults with developmental disabilities from school district to adult services. For families requesting individual IEP student meeting support, the PC Coordinator will refer the family to available resources, i.e. PAVE.
13. Will work with Kitsap County School District staff regarding the promotion and encouragement of self-determination and inclusion for individuals with developmental disabilities; provide information to school district staff pertaining to the developmental disabilities service system and the transitioning of young adults with developmental disabilities from school district to adult services.
14. Maintain data on: the number of contacts with families, general community groups, developmental disability support groups, and other entities. Provide monthly reports to Kitsap County Developmental Disabilities.
15. Publish and distribute a newsletter directed at the education and support of parents of people with developmental disabilities a minimum of seven times this contract period. The newsletter be distributed electronically with paper form available as needed.
16. Will maintain a web site and resource lending library with educational, advocacy and resource and referral information specific to Kitsap County for people with developmental disabilities and their parents.

BILLING:

This contract is fee-for-service and covers the period of July 1, 2024-June 30, 2025. The following table outlines the budget and the amount billed for the contract period will not exceed \$68,397 per year.

Activity	Budget
<i>Information, Education, and Referral activities, including electronic mailings; family training events; local, statewide meetings, advocacy, administration costs. Program Coordinator, 1.0 FTE Program Assistant, .1 FTE Program Supervisor, .1 FTE</i>	\$66,322
<i>Reimbursement of actual travel costs, including mileage, meals and lodging. Current US General Services Administration per diem rates apply. http://www.gsa.gov/portal/category/100120 Mileage will be reimbursed at IRS standard rates per mile for out of county travel. https://mileagepad.com/irs-mileage-rates</i>	\$2,075
<i>Total Budget</i>	\$52,397

The Contractor shall submit itemized monthly invoices that include program activities and the number of service hours. Funds may be reallocated among service categories with authorization from the County contract administrator.

Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: Principal: From: To:
WA UBI Number: RCW: Penalty Due: Wage Due:
License Number:

[Download all debarment data](#)

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Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									

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