

KPHD 2054 Amendment 2

## Contract Amendment

The Contract Amendment is made and entered into between the Kitsap Public Health District, a Health District organized pursuant to chapter 70.46 Revised Code of Washington and Section 9.52 Kitsap County Code, hereinafter referred to as "District," and The People's Harm Reduction Alliance, a **501(c)3 non-profit organization**, hereinafter referred to as "Contractor."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as KPHD 2054 and executed on February 7, 2020 shall be amended as follows:

**Section I**, Period of Performance: The period of performance of this agreement shall be extended through December 31, 2022.

**Section IV**, Compensation: The District agrees to pay Contractor up to an additional \$80,000 during the extended period of performance as indicated in Section I of this amendment, for a total compensation not to exceed \$230,000 for the contract.

C. Automobile Fuel/Maintenance Costs: Reimbursed at the Internal Revenue Service (IRS) Business Rate for the period of performance, which covers the costs of operating an automobile for business purposes (fuel and wear and tear attributed to business use of vehicle). Daily mileage for the purposes of cost reimbursement shall be tracked on a form approved by the District.

**Section V**, Notices:

If to the CONTRACTOR:  
Laura Wirkman  
Interim Executive Director  
PO Box 85038  
Seattle, WA 98145  
(206) 390-8671

### Attachment A SCOPE OF WORK

**4. Countywide service area:** Provide syringe exchange services across Kitsap County only, with an emphasis in rural areas and for county/city residents who may not have the means to access existing fixed-site syringe exchange services operated by Peninsula Community Health Services in Bremerton, Poulsbo, and Port Orchard. Exchanges will not occur within the Poulsbo city limits.

**8. Data collection and entry into Smartsheet:** Following guidance from the District and state Department of Health, collect participant enrollment and service usage data during each syringe exchange encounter. Enter syringe exchange data into the Smartsheet system at a minimum frequency of once per month and no later than the 15<sup>th</sup> of the following month.

**13. Assemble and submit monthly billing statements:** Assemble and provide the District with detailed monthly invoices of actual costs that have been identified in the scope of work and budget, along with all supporting information (receipts, cost

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documentation for expenses, timecards for hours worked, etc.). Invoices and support information must be sent to the District by the 15<sup>th</sup> of every month.

- 14. Prepare and submit supply orders:** Prepare and submit supply orders (syringes, other injection supplies, and other personal care supplies) by the 25<sup>th</sup> of every month. Supply orders must be items on the Washington State Department of Health formulary.

**Attachment B BUDGET**

Budget Item	Eligible Cost
Personnel	
Executive Director	\$ 16,700
Director of Development	\$ 0
Director of Operations, Kitsap Fill-in Support	\$36,659
Kitsap County Outreach	\$116,303
Accountant	\$ 1,504
Employee Healthcare and Taxes	\$ 18,985
Personnel Subtotal	\$ 190,151
Non-Personnel	
Phone/Internet	\$ 2,850
Supply Storage	\$ 10,339
Educational Literature	\$ 1,365
Tools / Safety Equipment	\$ 5,000
Vehicle Mileage / Maintenance	\$ 20,295
Non-Personnel Subtotal	\$ 39,849
<b>Total Budget</b>	<b>\$ 230,000</b>

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 5<sup>th</sup> day April, 2022

DATED this 6<sup>th</sup> day April, 2022

**KITSAP PUBLIC HEALTH DISTRICT**

**THE PEOPLES HARM REDUCTION ALLIANCE**

Keith Grellner  
Keith Grellner, Administrator

Laura Witman

Funding Source
Program: <u>Syringe Exchange Program</u>
Non-Federal Contract/Grant <u>HIV Prevention – State Consolidated Contract; SHW Tipping Fee; Local Dollars</u>