

WHAT'S THE DIFFERENCE BETWEEN CONTRACT VS. GRANT

An Overview for Contract Partners

A "**contract**" is a **legally binding agreement** where the organization commits to providing a specific service or deliverable in exchange for payment.

A "**grant**" is a **financial award** given to an agency/organization with less stringent requirements, allowing them more flexibility to use the funds towards a broader goal or project, usually with minimal direct oversight from the funding source.

A contract is "buying" a service while a grant is providing support for a cause

Key Differences

Contract

Control over Work

The payer has significant control over the details of the work performed, specifying deliverables and timelines.

Purpose

Used to acquire a specific good or service for the benefit of the payer.

Reporting Requirements

Involve more detailed reporting on project progress and deliverables.

Grant

Control over Work

The organization or agency has more autonomy in how they use the funds to achieve their goals.

Purpose

Intended to support a broader mission or program of the agency/organization.

Reporting Requirements

Might only require periodic updates on overall activity.

WHATCOM COUNTY CONTRACT PROCESS

COUNTY STAFF ROLES

An Overview for Contract Partners

CONTRACT ADMINISTRATOR

County program staff who are subject matter experts on the content of the contract and will facilitate conversation with the contractor and monitor contract performance. This person will be your primary point of contact at the County throughout the span of the contract from contract development to contract execution and monitoring.

CONTRACT COORDINATOR

County staff who are internally facing subject matter expert on the contract development and approval process. They serve as a liaison between the Contract Administrator, Health, and other County departments before and during contract execution.

CHILD AND FAMILY PROGRAM SUPERVISOR

County program supervisor who oversees the Healthy Children's Fund. They are knowledgeable about all projects and services that are funded by HCF, manage the HCF budget, and are required to review and approve all contracts that are funded by HCF.

HEALTH & HUMAN SERVICES MANAGER

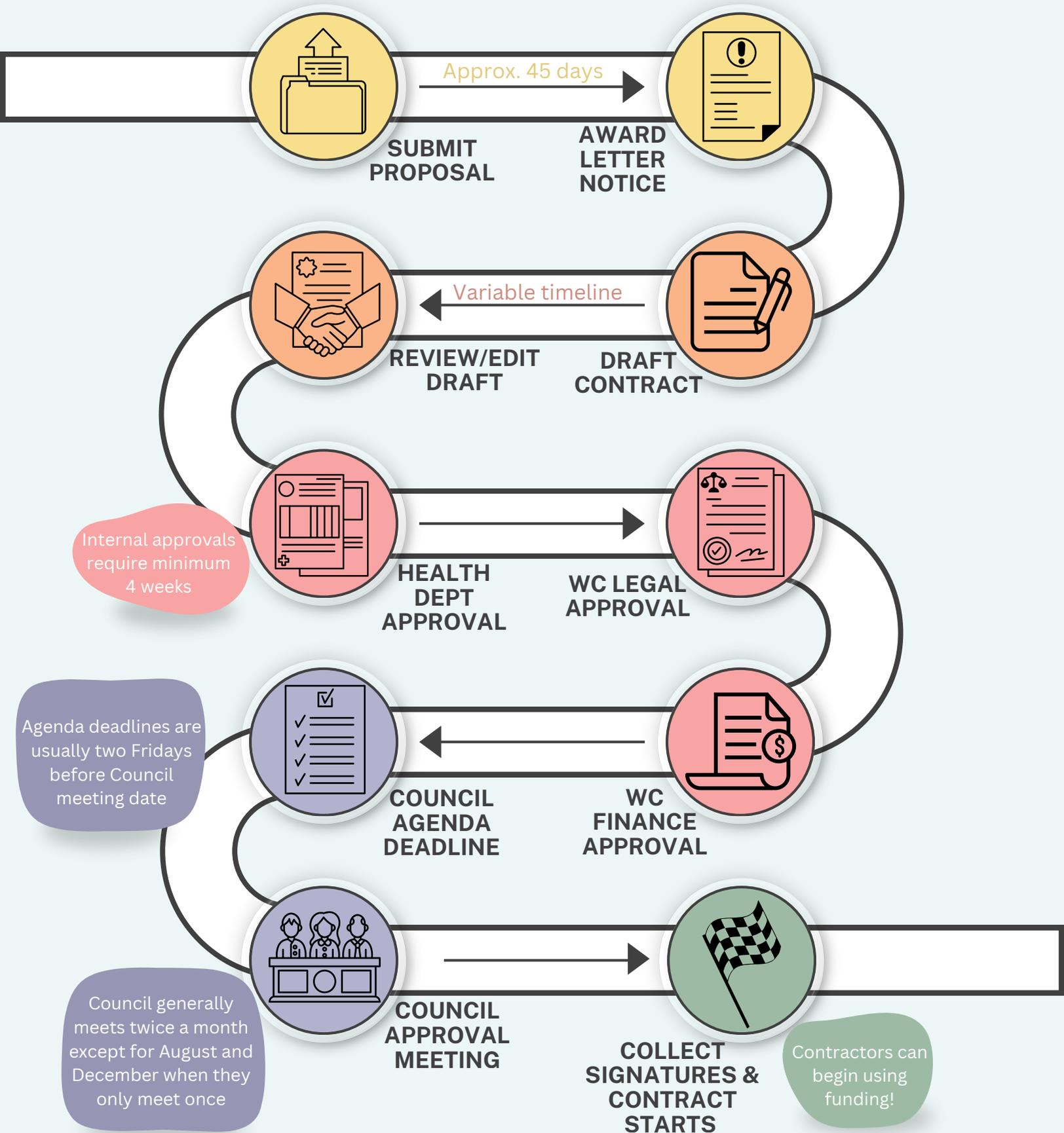
County division manager who oversees the Children and Family Programs Supervisor and is required to review and approve all contracts from the Health and Human Services Dept. They may also serve as a liaison between Health and other County departments as needed before and during contract execution.

PROGRAM EVALUATOR

County program staff who are subject matter experts on the Healthy Children's Fund evaluation plan. They work with the Contract Administrator to determine contract reporting requirements during contract development and may provide assistance with contract monitoring and reporting during contract execution.

WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



INTENT TO AWARD LETTER NOTICE

WHAT IS THE PROCESS FOR SELECTING PROPOSALS?

- County reviews submitted proposals to ensure that applications are complete.
- Evaluation Committee evaluates completed proposals as individuals.
- Evaluation Committee meets and discusses as a group which proposals to recommend for funding and at what amount.
- Contract Administrator will draft the Award Letter and notify applicants of their proposal's award status via email.

HOW LONG DOES IT TAKE TO RECEIVE MY AWARD LETTER NOTICE?

- Given the variable timeline of the selection process detailed above, it could be up to 60 days before award letters are received, however the County strives to send award letters 45 days after the deadline.

WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

- Wait patiently!
- Respond to any questions or requests from the Evaluation Committee as needed.
- **IMPORTANT:** Do NOT start any work until the contract has been signed. The County can not reimburse contractors for work done prior to contract signatures.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



NEGOTIATIONS

WHEN WILL MY CONTRACT BE DRAFTED?

- The County strives to draft contracts 1-2 weeks after award letters are sent.
- A draft of the contract may be sent with any outstanding questions, or may not be sent until after the Contract Administrator receives the additional information that was requested from Contractors.

WHAT HAPPENS DURING NEGOTIATIONS? HOW LONG DOES IT TAKE?

- Contractor reviews the contract draft and responds to additional questions that may have emerged.
- Contract Administrator may be consulting with County legal, finance, and leadership staff to resolve questions during negotiations.
- Negotiations can take a few days or several weeks to complete depending on the scope and complexity of services to be executed in the contract.

I ALREADY SUBMITTED A LOT OF INFORMATION IN MY PROPOSAL, WHY ARE YOU ASKING FOR MORE?

- A contract is a legally binding agreement, and may need to include more detailed information about programming or services than what was provided in the original proposal.

WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

- Review the contract draft and respond to any questions.
- Consult with your own internal teams as needed.
- Engage in contract development communications with the Contract Administrator.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



INTERNAL APPROVALS

WHO NEEDS TO APPROVE THE CONTRACT INTERNALLY?

1st



Health Department

- Children and Family Supervisor
- Health and Community Services Manager
- Health dept budget review

2nd



Whatcom County Legal

Health and Community Services has an assigned attorney for Health Dept contracts

3rd



Whatcom County Finance

Health and Community Services has an assigned reviewer for Health Dept contracts

HOW LONG DOES IT TAKE FOR A CONTRACT TO GO THROUGH INTERNAL APPROVALS?

- Minimum timeline is 4 weeks, however the internal approval process may exceed 4 weeks.

WHY MIGHT IT TAKE LONGER FOR MY CONTRACT TO GET APPROVED INTERNALLY?

- Factors including County Holiday's or staff time off and department review staff overall workload capacity may impact this timeline.
- County wide processes or projects such as County Budget submission, implementation of new software/systems and other large scale, multi department projects may impact this timeline.
- If County staff are awaiting Contractor response to resolve legal or financial questions this may impact the timeline.

WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

- Wait patiently!
- Respond to any questions from the Contract Administrator as needed.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



WC COUNCIL APPROVAL

WHAT IS THE COUNCIL AGENDA DEADLINE?

- Deadline for contracts to be added to the next Council meeting agenda for approval.
- Agenda meeting deadlines are usually two Friday's before the scheduled Council meeting date.

WHEN AND HOW DOES MY CONTRACT GET ADDED TO A COUNCIL MEETING AGENDA?

- The Contract Coordinator will add your contract to the Council meeting agenda after it has been internally approved.
- Your Contract Administrator will notify you which meeting your contract will be reviewed.

HOW OFTEN DOES COUNCIL MEET TO APPROVE CONTRACTS?

- Council meets twice a month to approve contracts except for August and December when they only meet once.

WHAT HAPPENS AT THE COUNCIL MEETING(S)?

- Contract is reviewed by Council during the Finance Committee meeting. The Contract Administrator attends/is available to answer any questions.
- If the contract is approved during the Finance Committee meeting, it will be moved forward for approval during the 6pm Council meeting for a full vote of Council.
- If the contract is held back, the Contract Administrator will work to resolve Council's concerns with the contract, so it can be reviewed by Council again and voted on at a later Council meeting.

WHY DOES MY CONTRACT NEED TO BE APPROVED BY WHATCOM COUNTY COUNCIL?

- Whatcom County Code 3.08.100 requires the County Council to approve all contracts over \$75k or if an amendment exceeds 10%.

WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

- Wait patiently! You will be notified the following day if your contract was approved by County Council.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$75k+



CONTRACT START

WHEN CAN I BEGIN SPENDING THE AWARDED FUNDING?

- **The contract start date will be communicated by the contract administrator** and is typically the day after the Council has approved the contract. All parties must sign off on the contract before it is complete. This may be a few days delayed if the parties are not able to sign immediately.

CAN I GET REIMBURSED FOR FUNDING THAT WAS SPENT BEFORE MY CONTRACT START DATE?

- No. Do not spend any dollars until your contract has been signed by all parties.

WHAT HAPPENS IF A CONTRACT NEEDS TO BE EDITED AFTER IT HAS ALREADY BEEN APPROVED?

- If changes are needed to the contract, it may be amended. Depending on what needs to be changed within the contract, it will have to go through various levels of approval again. The updated changes to the contract will not go into effect until the contract amendment has been reviewed and approved by necessary parties. Not every contract amendment will require Council approval, but some of them may.

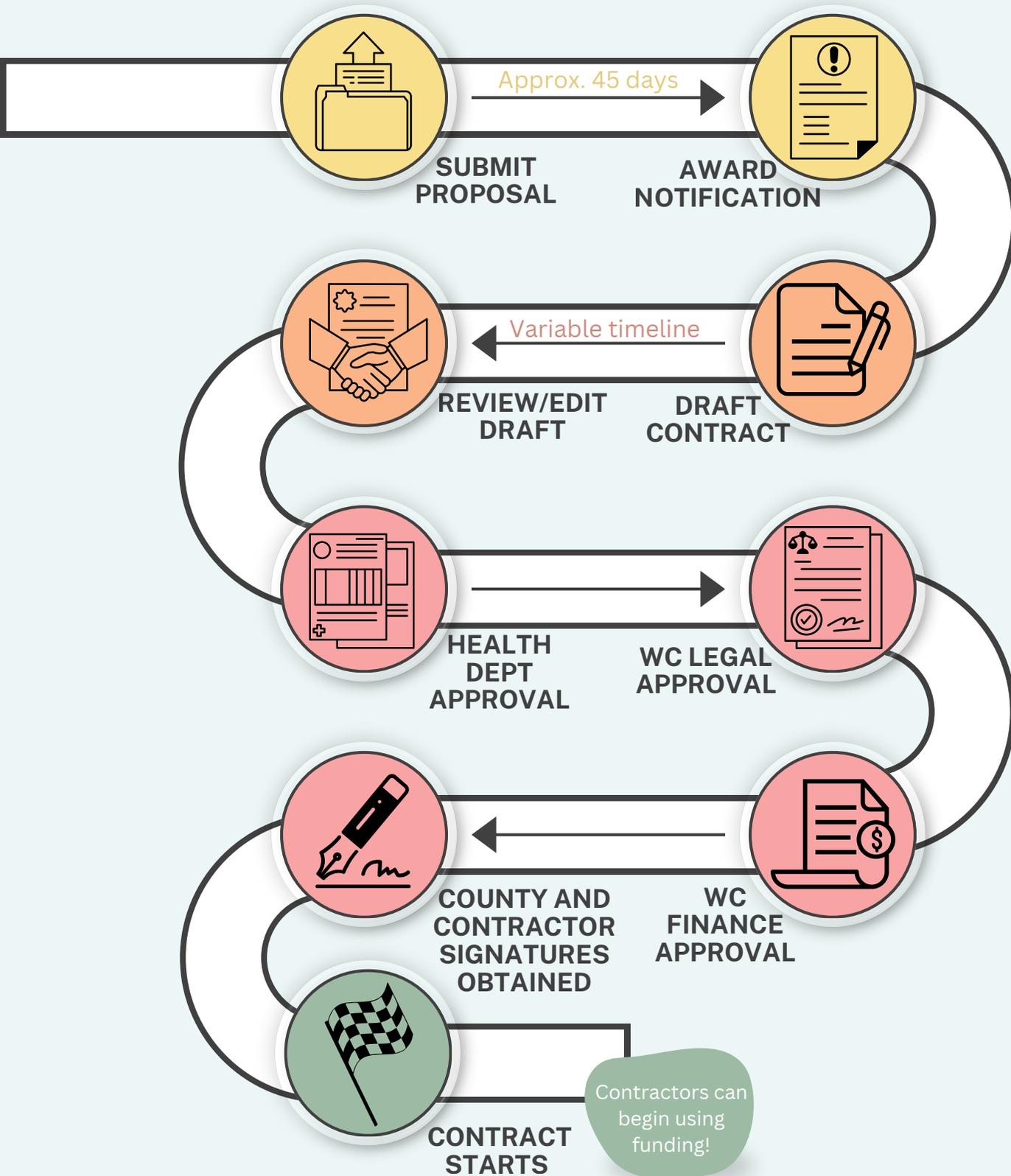
WHAT CAN I EXPECT MOVING FORWARD?

- County staff may be in contact with you to provide reminders or requests for documentation.
- Always reach out to your Contract Administrator with any questions you may have during the contracting period.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts over \$10k- \$75k



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts Over \$10k- \$75k



INTENT TO AWARD NOTIFICATION

WHAT IS THE PROCESS FOR SELECTING PROPOSALS?

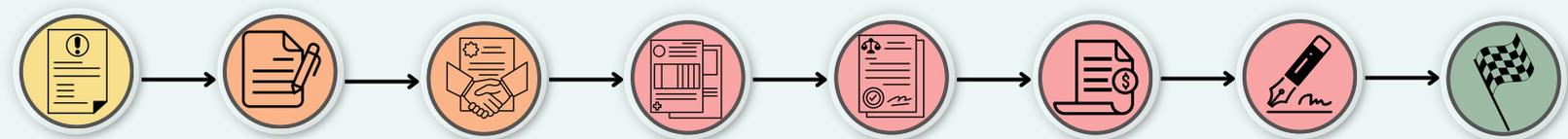
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- Contract Administrator will draft an award notification email to applicants of their proposal's award status.

HOW LONG DOES IT TAKE TO RECEIVE MY AWARD LETTER NOTICE?

- Given the variable timeline of the selection process detailed above, it could be up to 60 days before award letters are received, however the County strives to send award letters 30 days after the deadline.

WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

- Wait patiently!
- Respond to any questions or requests from the Evaluation Committee as needed.



WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts \$10k-\$75k



NEGOTIATIONS

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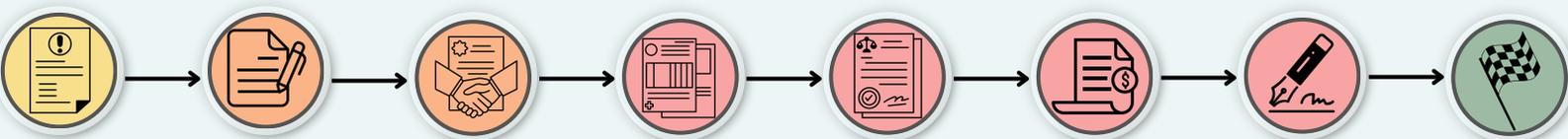
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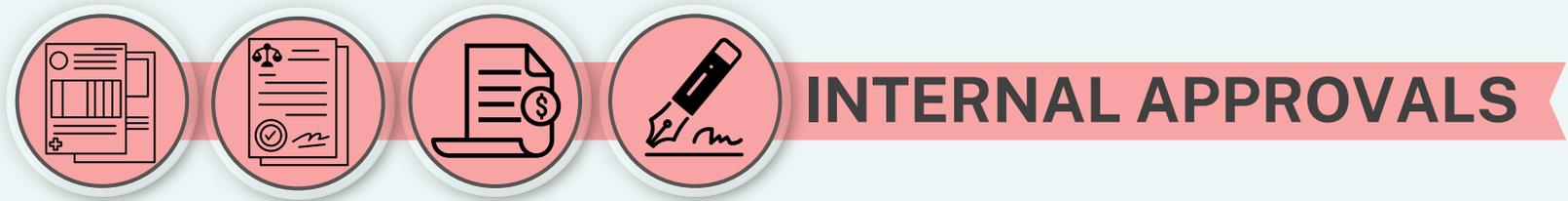
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WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts \$10k-\$75k



WHO NEEDS TO APPROVE THE CONTRACT INTERNALLY?

1st



Health Department

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- Health and Community Services Manager
- Health dept budget review

2nd



Whatcom County Legal

- Health and Community Services has an assigned attorney for Health Dept contracts

3rd



Whatcom County Finance

- Health and Community Services has an assigned Finance reviewer for Health Dept contracts



Whatcom County Executive Review & Signature

The Executive Office reviews the contract after it have been approved by all internal departments and the Whatcom County Executive signs the contract.

HOW LONG DOES IT TAKE FOR A CONTRACT TO GO THROUGH INTERNAL APPROVALS?

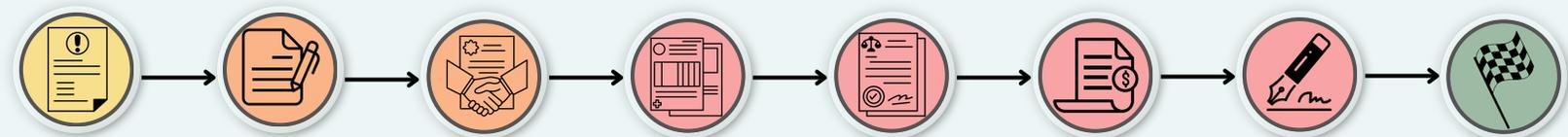
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WHAT IS MY ROLE DURING THIS PART OF THE PROCESS?

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WHATCOM COUNTY CONTRACTING PROCESS

Overview for Contracts \$10k-\$75k



CONTRACT START

WHEN CAN I BEGIN SPENDING THE AWARDED FUNDING?

- The contract administrator will notify contractors of the contract start date.
- Approved contractors can be reimbursed for awarded funds at this time.

CAN I GET REIMBURSED FOR FUNDING BEFORE MY CONTRACT IS APPROVED?

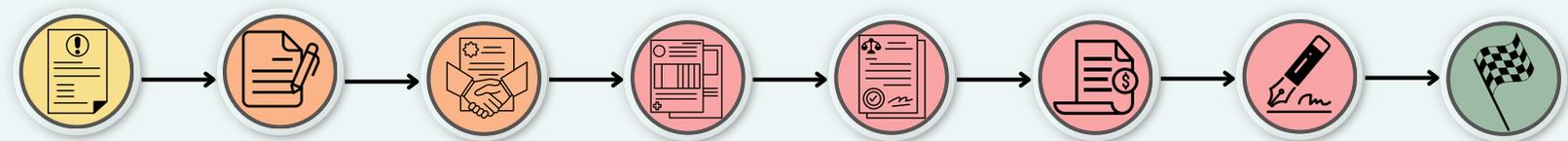
- No. Do not spend any dollars until the start date indicated on your contract.

WHAT HAPPENS IF A CONTRACT NEEDS TO BE EDITED AFTER IT HAS ALREADY BEEN APPROVED?

- If changes are needed to the contract, it may be amended. Depending on what needs to be changed within the contract, it will have to go through various levels of approval again. The updated changes to the contract will not go into effect until the contract amendment has been reviewed and approved by necessary parties. Not every contract amendment will require Council approval, but some of them may.

WHAT CAN I EXPECT MOVING FORWARD?

- County staff may be in contact with you to provide reminders or requests for documentation.
- Always reach out to your Contract Administrator with any questions you may have during the contracting period.



CONTRACTING PROCESS ANTICIPATED TIMELINE

For Contracts \$10k- Under \$75k

RFP:

Contractor:

Last Updated:

Close:



Approx. 45 days



Please note these are tentative timelines only and are subject to change throughout the contract development process.

Goal:



Variable timeline



Goal:



HEALTH DEPT APPROVAL

WC LEGAL APPROVAL



COUNTY AND CONTRACTOR SIGNATURES OBTAINED

WC FINANCE APPROVAL



Goal:



CONTRACT STARTS

Contractors can begin using funding!

CONTRACTING PROCESS ANTICIPATED TIMELINE

For Contracts \$75k+

Please note these are tentative timelines only and are subject to change throughout the contract development process.

Internal approvals require minimum 4 weeks

Agenda deadlines are usually two Fridays before Council meeting date

Council generally meets twice a month except for August and December when they only meet once

Contractors can begin using funding typically the day after Council approval



SUBMIT PROPOSAL

Approx. 45 days



AWARD LETTER NOTICE



REVIEW/EDIT DRAFT

Variable timeline



DRAFT CONTRACT



HEALTH DEPT APPROVAL



WC LEGAL APPROVAL



COUNCIL AGENDA DEADLINE



WC FINANCE APPROVAL



COUNCIL APPROVAL MEETING



CONTRACT STARTS

CONTRACTING PROCESS ANTICIPATED TIMELINE

RFP 24-66 Capitol Fund

RFP Review Dates:
Carrie-Anne to fill in

Close:
9/13



Approx. 45 days



Goal:
10/10

Please note these are tentative timelines only and are subject to change throughout the contract development process.

SUBMIT PROPOSAL

AWARD LETTER NOTICE

Goal:
10/10-10/29

Variable timeline



REVIEW/EDIT DRAFT



DRAFT CONTRACT

From award notice to contract start this timeline paces for **90 days!**

Goal:
10/29

Internal approvals require minimum 4 weeks



HEALTH DEPT APPROVAL



WC LEGAL APPROVAL

Deadline:
11/26

Agenda deadlines are usually two Fridays before Council meeting date



COUNCIL AGENDA DEADLINE



WC FINANCE APPROVAL

Goal:
12/9

Council generally meets twice a month except for August and December when they only meet once



COUNCIL APPROVAL MEETING



CONTRACT STARTS

Goal:
12/10

Contractors can begin using funding!

CONTRACTING PROCESS ANTICIPATED TIMELINE

RFP 24-66 Capitol Fund

RFP Review Dates:
 11/5 - extended addenda deadline
 11/6-18- individual review
 11/19 - Eval committee mtg
 11/20 - staff OOO at summit
 11/21 - send award notice

Close:
9/13

Goal:
10/10

Approx. 45 days



SUBMIT PROPOSAL

AWARD LETTER NOTICE

Please note these are tentative timelines only and are subject to change throughout the contract development process.

Goal:
10/10-10/29

Variable timeline



REVIEW/EDIT DRAFT

DRAFT CONTRACT

From award notice to contract start this timeline paces for 90 days!

Goal:
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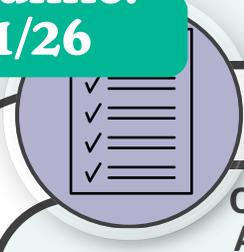


HEALTH DEPT APPROVAL

WC LEGAL APPROVAL

Deadline:
11/26

Agenda deadlines are usually two Fridays before Council meeting date



COUNCIL AGENDA DEADLINE

WC FINANCE APPROVAL

Goal:
12/9

Council generally meets twice a month except for August and December when they only meet once



COUNCIL APPROVAL MEETING

CONTRACT STARTS

Goal:
12/10

Contractors can begin using funding!

CONTRACTING PROCESS ANTICIPATED TIMELINE

For Contracts \$40k+

Please note these are tentative timelines only and are subject to change throughout the contract development process.

