

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

MOTION NO. 26-057

APPROVING AMENDMENT 1 OF RETROACTIVE CAPITAL  
PROJECT TECHNICAL ASSISTANCE CONTRACT WITH KDK, LLC

WHEREAS, Snohomish County Department of Human Services Housing and Community Services Division required immediate outside assistance for capital projects that was needed for the program to fulfill federal requirements and support grant funded capital project implementation in the near term while recruitment of personnel is underway; and

WHEREAS, the need arose to provide current staff with specialized training and technical assistance to enable the community contracted capital projects to move forward; and

WHEREAS, Human Services erred in the contracting process by approving a professional services contract amendment on June 14, 2024, which exceeded the authority limits as written in County code as indicated within the attached procurement compliance form; and

WHEREAS, Human Services has worked with the Finance Department to develop processes to prevent this error from recurring;

NOW, THEREFORE ON MOTION, the County Council authorizes and ratifies the signed professional services agreement amendment 1 approved on June 14, 2024, for services delivered by KDK LLC to the Human Services Department Housing and Community Services Division.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2026

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

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Council Chair

ATTEST:

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Deputy Clerk of the Council



Snohomish County

## Procurement Compliance Form

**Department:** Human Services

**Date of Violation:** 6/14/2024

### Description of non-compliance

Under an urgent timeline, the Human Services Department followed our business processes for subrecipient agreements. An error was made applying those processes to a professional services agreement amendment which required Council approval for amounts over \$50,000.

The error was recently realized and after consultation with the Finance Department. The Human Services Department is submitting the amendment to the professional services agreement for Council approval to correct the error.

### Description of steps taken to avoid future non-compliance

Purchasing recently provided training to all Human Services Department managers/supervisors and staff involved in procurement. Additionally, the Human Services Department has refined our internal processes to document and clarify the specific signature authority allowed by code and Executive Order for professional services agreements. Going forward, Human Services will consult this document to ensure all professional services agreements are signed according to County Code and Executive Order. Additionally, we will engage in increased coordination with Purchasing as needed.

### Recommended resolution (Purchasing)

Purchasing will continue to manage any procurements of \$25,000 or greater on behalf of Human Services, and remain available to supervise and advise on procurements less than \$25,000.

Purchasing has also provided a "sub-recipient or contractor" checklist to Human Services, as a resource for all parties to refer to going forward.

Human Services will seek retroactive Council approval of the professional services contract with KDK and payment for services provided thus far, pursuant to SCC 3.04.140(11).

The department acknowledges that the above is a violation of Snohomish County Code 3.04. It affirms that this violation was not intentional or of willful misconduct. As a result, the department will work with the Purchasing Division to gain additional training and/or information to avoid future non-compliance.

**Vujovic, Mary Jane**  Digitally signed by Vujovic, Mary Jane  
Date: 2026.01.07 10:12:18 -08'00'

Director/Official Signature Date

**Thornton, Bill**  Digitally signed by Thornton, Bill  
Date: 2026.01.07 12:54:56 -08'00'

Purchasing Manager Signature Date

**Klein, Ken**  Digitally signed by Klein, Ken  
Date: 2026.01.08 10:21:07 -08'00'

Executive Signature Date