# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Acknowledgment of County Manager's Signature; Colorado Department of Public Health and Environment, FHHA-IMM, FAAA, Contract Routing Number 15-71962, Amendment for Task Orders #1; Immunization Program; $36,816

**Action Requested:** County Manager Signature

**Parties to the Agreement:** BOCC & CO Dept Public Health & Environment--Immunization Program

**Term Begins:** **Term Ends:** 6/30/2015 **Grant Contract #:**

**Summary:**
This is contract outlining scope of work for combination immunization project for 2014-15. The "Grant Funding Letter" for this contract was processed in May 2014 with state signatures for total $36,816 (DTaP $11,184; 317 Policy $$15,768; CHINS $9,864).

**Fiscal Impact:** $36,816

**Submitted by:** C Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

**Finance Review:** (●) Required ( ) Not Required

Comments:

This is year 2 of a 2 year contract. The funding remained the same however the State was late in developing this amendment that encumbers the funds for this 2nd year so the grant will now cover 10 months instead of 12. Staff is not alowed to work on this grant project until Sep. 1st. Hours will be increase during the 10 months to make up for the delayed start. Indirect Cost is included.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/5/2014

**County Attorney Review:** (●) Required ( ) Not Required

Comments:

ok db 7/30/14

Reviewed by: Discharge Date: 8/4/2014 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 8/8/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 8/19/2014 Follow Up Agenda Date:

*Revised April 2013*

DEPARTMENT OR AGENCY NAME
**COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**
**FHHA-IMM**

DEPARTMENT OR AGENCY NUMBER
**FAAA**

CONTRACT ROUTING NUMBER
**15-71962**

## AMENDMENT FOR TASK ORDERS #1

This Amendment is made this **29th** day of **July**, **2014**, by and between the State of Colorado, acting by and through the **DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**, whose address or principal place of business is **4300 Cherry Creek Drive South, Denver, Colorado 80246**, hereinafter referred to as the "State"; and, **Board of County Commissioners of Gunnison County, (a political subdivision of the state of Colorado)**, whose address or principal place of business is **200 East Virginia Avenue, Gunnison, Colorado 81230-2297**, **for the use and benefit of Gunnison County Department of Health and Human Services,** whose address or principal place of business is **225 North Pine Street, Suite E, Gunnison, Colorado 81230-2333** hereinafter referred to as the "Contractor".

## FACTUAL RECITALS

The parties entered into a Master Contract, dated January 17, 2012, with contract routing number **13 FAA 00023**.

Pursuant to the terms and conditions of the Master Contract, the parties entered into a Task Order Contract, dated **May 31, 2013,** with encumbrance number **PO FHA EPI1457178,** and contract routing number **14 FHA 57178,** as amended by Grant Funding Letter #1, **routing number 15 FHA 67281,** collectively referred to herein as the "Original Task Order Contract, whereby the Contractor was to provide to the State the following:

> The Colorado Immunization Section (CIS) at the Colorado Department of Public Health and environment (CDPHE) will support immunization activities throughout the state through the following three projects: DTaP Winnable Battle, 317 Policy Transition, Child Care Inspections Standards (CHINS).

The State hereby exercises a "no cost" change to the **specifications within the Statement of Work** within the **current term of the Original Task Order Contract**.

**NOW THEREFORE**, in consideration of their mutual promises to each other, stated below, the parties hereto agree as follows:

1. Consideration for this Amendment to the Original Task Order Contract consists of the payments and services that shall be made pursuant to this Amendment, and promises and agreements herein set forth.

2. It is expressly agreed to by the parties that this Amendment is supplemental to the Original Task Order Contract, contract routing number **14 FHA 57178**, **as amended by** Grant Funding Letter #1, **routing number 15 FHA 67281, collectively** referred to herein as the Original Contract, which is by this reference incorporated herein. All terms, conditions, and provisions thereof, unless specifically modified herein, are to apply to this Amendment as though they were expressly rewritten, incorporated, and included herein.

3. It is expressly agreed to by the parties that the Original Task Order Contract is and shall be modified, altered, and changed in the following respects only:

   A. This Amendment is issued pursuant to paragraph **5** of the Original Task Order Contract identified by contract routing number **14 FHA 57178**. This Amendment **modifies the Statement of Work in Exhibit B,** of the Original Task Order Contract. The revised **Statement of Work** is incorporated herein by this reference and identified as **Revised Exhibit B**.

The Original Task Order Contract is modified accordingly. All other terms and conditions of the Original Task Order Contract are reaffirmed.

4. The Effective Date of this Amendment is **September 1, 2014**, or upon approval of the State Controller, or an authorized delegate thereof, whichever is later.

5. Except for the Special Provisions and other terms and conditions of the Master Contract and the General Provisions of the Original Task Order Contract, in the event of any conflict, inconsistency, variance, or contradiction between the terms and provisions of this Amendment and any of the terms and provisions of the Original Task Order Contract, the terms and provisions of this Amendment shall in all respects supersede, govern, and control. The Special Provisions and other terms and conditions of the Master Contract shall always control over other provisions of the Original Task Order Contract or any subsequent amendments thereto. The representations in the Special Provisions to the Master Contract concerning the absence of personal interest of state of Colorado employees and the certifications in the Special Provisions relating to illegal aliens are presently reaffirmed.

6. FINANCIAL OBLIGATIONS OF THE STATE PAYABLE AFTER THE CURRENT FISCAL YEAR ARE CONTINGENT UPON FUNDS FOR THAT PURPOSE BEING APPROPRIATED, BUDGETED, AND OTHERWISE MADE AVAILABLE.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment on the day first above written.

*** Persons signing for Contractor hereby swear and affirm that they are authorized to act on Contractor's behalf and acknowledge that the State is relying on their representations to that effect.**

**CONTRACTOR:**

**Board of County Commissioners of Gunnison County**
**(a political subdivision of the state of Colorado)**
**for the use and benefit of Gunnison County**
**Department of Health and Human Services**

**Signature of Authorized Officer**

8/11/2014
**Date**

Matthew Birnie
**Print Name of Authorized Officer**

County Manager
**Print Title of Authorized Officer**

**STATE:**

**STATE OF COLORADO**
**John W. Hickenlooper, Governor**

**By:** _____
**For the Executive Director**
**DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**

**PROGRAM APPROVAL:**

**By:** _____

**ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER**

**CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.**

**STATE CONTROLLER**
**Robert Jaros, CPA, MBA, JD**

**By:** _____

**Date:** _____

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**STATEMENT OF WORK**
**To Contract Dated 05/31/2013 – CMS Contract Routing Number 14 FHA 57178**
**Contract Amendment #1, CMS Routing Number 15 FHHA 71962**

**These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.**

**I. Project Description:** Immunization Combined Projects

The Colorado Immunization Section (CIS) at the Colorado Department of Public Health and Environment (CDPHE) will support immunization activities throughout the state through the following projects:

**A.** DTaP Winnable Battle
As one of Colorado's 10 Winnable Battles, and to reduce infectious disease that can be prevented with vaccination, Colorado will increase the percentage of children who are up to date on their diphtheria, tetanus and pertussis(DTaP) immunizations when they enter kindergarten.

**B.** 317 Policy Transition
In response to the Centers for Disease Control and Prevention (CDC) 317 policy change that prohibits the use of 317 funded vaccines on insured individuals, funding will support local public health agencies in the sustainable delivery of immunization services to insured individuals.

**C.** Child Care Inspections Standards (CHINS)
Funding will be used to improve the quality of child care health inspections completed by local public health agencies (LPHA) through the development and implementation of sustainable systems that address improved immunization rates with infection control practices in the child care setting.

**II. Definitions:**

| | |
|---|---|
| CCC | Child care center |
| CCNC | Child care nurse consultant |
| CDC | Center for Disease Control and Prevention |
| CDPHE | Colorado Department of Public Health and Environment |
| CHINS | Child Care Inspection Standards |
| CHP | Child Health Plan |
| CIIS | Colorado Immunization Information System |
| CIS | Colorado Immunization Section |
| DHS | Department of Human Services |
| EH | Environmental Health |
| EHR | Electronic health records |
| DTaP | Diphtheria, Tetanus and acellular Pertussis |
| DTaP WB | DTaP Winnable Battle |
| IZ | Immunization |
| LPHA | Local public health agency |
| PHN | Public health nurse |
| PHNAC | Public Health Nurses Association of Colorado |
| RFA | Request for application |
| SOW | Scope of work |
| Tdap | Tetanus, Diphtheria and acellular Pertussis |
| VFC | Vaccines for Children |

**Performance Requirements/Deliverables:**

**A. DTaP Winnable Battle**

i. Quarterly online progress reports shall be completed using this link:
http://fs9.formsite.com/ColoradoIMMprogram/IMMCombinedProjects2014/index.html

ii. Online report due dates are:

| | |
|---|---|
| Aug-Sept. 2014 | due Oct. 15, 2014 |
| Oct.-Dec. 2014 | due Jan. 15, 2015 |
| Jan.-March 2015 | due April 15, 2015 |
| April-June 2015 | due July 15, 2015 |

| **Goal 1** | **Increase DTaP coverage for kindergarten children** | **Deadline** |
|---|---|---|
| **Objective 1-1:** | By the end of the 1st month of each school year, determine the current rate of kindergarten children fully immunized with DTaP in Gunnison County. | |
| Activities to complete the objective | 1. Advertise and hold special school immunization clinic for the 2014/2015 school year. | Aug. 25, 2014 |
| | 2. Attend kindergarten registration and Back-to-School nights for both Gunnison and Crested Butte to inform parents of immunization requirements and offer immunization educational materials. | April 30, 2015 |
| | 3. Collaborate with 2 school attendance offices to review all vaccination records of kindergarten children for 2014/2015 school year using school records and CIIS (potentially using the recall/reminder function of CIIS) | Oct. 15, 2014 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 1-2:** | By the end of the each school year (2014-2015), increase the number of children fully immunized with DTaP by 5% from the previous year. | |
| Activities to complete the objective | 1. Review quarterly the immunization status of all kindergarten children in Gunnison County in Sept, Dec., March, and June | June 30, 2015 |
| | 2. Review the previous year kindergarten children to determine rate of DTaP coverage (year 2) | Aug. 31, 2014 |
| | 3. Reminder cards will be mailed to all kindergarten children behind on immunizations for school entry (year 2) | Oct. 31, 2014 |
| | 4. At end of 2014 school year do final review of immunizations for completeness and comparison to previous year | June 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 1-3:** | Expand vaccination availability hours in Crested Butte from 8 hours/month to 10 hours a month<br>**OBJECTIVE FULLY COMPLETED** | |
| Activities to complete the objective | 1. Set up standing announcement with local radio station to advertise expanded vaccination hours | Aug. 15, 2013 |
| | 2. Place advertisement in local newspaper to announce expansion of vaccination hours and times in Crested Butte | Aug. 15, 2013 |
| | 3. Expand current vaccination hours (8am-4pm) to 8am until 6pm each month | Aug. 31, 2013 |
| Reporting Requirements/ Deliverables | • Comparison of immunization rates pre and post expansion of clinic hours (or at least numbers immunized before and after expansion) | |

| **Goal 2** | Cocooning newborn contacts with Tdap | |
|---|---|---|
| **Objective 2-1:** | By the end of June 2015 immunize 200 close contacts of newborns with Tdap | |
| Activities to complete the objective | 1. Check with providers to see how many more immunization packets for prenatal and family practice providers in the community about newborn immunizations and the importance of Tdap cocooning are needed, redistribute more packets as needed | Aug. 15, 2014 |
| | 2. Provide Tdap to local child care center workers at annual ECC Child Care Conference. | Oct. 31, 2015 |
| | 3. Provide Tdap at local Health Fair | May 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |

**B. 317 Policy Transition**

i. Quarterly online progress reports shall be completed using this link: http://fs9.formsite.com/ColoradoIMMprogram/IMMCombinedProjects2014/index.html

ii. Online report due dates are:

| | |
|---|---|
| Aug-Sept. 2014 | due Oct. 15, 2014 |
| Oct.-Dec. 2014 | due Jan. 15, 2015 |
| Jan.-March 2015 | due April 15, 2015 |
| April-June 2015 | due July 15, 2015 |

| **Goal 1** | **Prepare, initiate and evaluate private purchase vaccine contracts with vaccine manufacturers to administer to insured individuals** | **Deadline** |
|---|---|---|
| **Objective 1-1:** | Set up accounts with vaccine manufactures and purchase vaccine for insured adults and children | |
| Activities to complete the objective | **1.** Evaluate current amount spent monthly on Private Purchase vaccine for 2015 county budget input. | Aug. 15, 2014 |
| | **2.** Plan for 2014-2015 flu clinic and determine how to separate private purchase vaccine/VFC vaccine and billing during mass clinic. | Aug. 15, 2014 |
| | **3.** Compare at least 2 distributors of multiple vaccine manufactures for cost comparison | Dec. 30, 2014 |
| | **4.** Evaluate current vaccine accounts for cost comparison and initiate new contracts as needed | March 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 1-2:** | Develop tracking system for ordering vaccine and maintaining stock of private purchase vaccine. | |
| Activities to complete the objective | 1. Organize tracking into individual folders for each manufacturer. | Dec. 31, 2014 |
| | 2. Update master folder with current vaccine prices, review every 6 months | June 30, 2015 |
| | 3. Educate staff on tracking system, educate back-up vaccine person on ordering of vaccine from Private manufacturers. | June 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 1-3:** | Develop methods to separate vaccine types (VFC/Private Purchase/317) | |

| | | |
|---|---|---|
| Activities to complete the objective | 1. Continue to educate staff as needed with changes to billing, supply/demand issues at least quarterly. | June 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Goal 2** | **Secure and Maintain billing contracts for insurance companies.** | |
| **Objective 2-1:** | Determine rate of re-imbursement for private purchase vaccine from insurance companies | |
| Activities to complete the objective | 1. Develop book to maintain current costs/reimbursement rates of vaccines<br>2. Quarterly monitor and review cost/reimbursements and adjust by: 10/15/2014, 01/15/2015, 04/15/2015<br>3. Will meet with insurance billing person to ensure that vaccine currently being billed is being paid by insurance companies and evaluate reimbursement of vaccines; Re-evaluate quarterly | Aug. 31, 2014<br>Quarterly<br>June 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 2-2:** | Develop policies and procedures for insurance billing, both private and public | |
| Activities to complete the objective | 1. Procedural billing manual written<br>2. Educate additional staff to billing procedural manual<br>3. Re-evaluate and make any needed changes to billing manual | Dec. 31, 2014<br>April 15, 2015<br>June 15, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |

**C. Child Care Inspections Standards (CHINS)**

i. Quarterly online progress reports shall be completed using this link http://fs9.formsite.com/ColoradoIMMprogram/IMMCombinedProjects2014/index.html

ii. Online report due dates are:

| | |
|---|---|
| Aug-Sept. 2014 | due Oct. 15, 2014 |
| Oct.-Dec. 2014 | due Jan. 15, 2015 |
| Jan.-March 2015 | due April 15, 2015 |
| April-June 2015 | due July 15, 2015 |

| **Goal 1** | **Improve the quality of CCC health inspections by LPHA through collaboration with EH to reduce disease transmission in CCC** | **Deadline** |
|---|---|---|
| **Objective 1-1:** | Health inspections shall be completed at 5 CCC by EH and PHN in collaboration to strengthen the quality of the inspections. | |
| Activities to complete the objective | 1. Collaborate with EH to review most recent co-visit by PHN and EH<br>2. Set date for next collaborative visit for 2 CCC by PHN and EH<br>3. Set date for next collaborative visit for 2 additional CCC by PHN and EH | Aug. 31, 2014<br>Dec. 31, 2014<br>March 31, 2015 |

| | | |
|---|---|---|
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 1-2:** | Develop formal education plan for staff on health related issues | |
| Activities to complete the objective | 1. Collaborate with CCC directors to develop or redefine existing educational checklists and policies for staff on health related issues including immunization documentation | Dec. 31, 2104 |
| | 2. Provide education of Food Safety by presenting Food Safety DVD prepared by Colorado State University extension to CCC and Home Providers | Jan. 31, 2015 |
| | 3. Universal Precautions class on as needed basis and to be offered at least yearly to CCC to educate new staff | Dec. 31, 2014 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Goal 2** | **Develop and Implement policy for review/education of Immunization of Children and staff in Child Care Centers** | |
| **Objective 2-1:** | Develop policy for regular review of children's immunization records | |
| Activities to complete the objective | 1. Review current immunization policy at 5 CCC and review with directors state licensing requirements regarding immunizations | Aug. 31, 2014 |
| | 2. Review all immunization records of all enrolled children at 5 CCC utilizing CIIS and records presented by parents. Send letters to parents informing them of immunization policy and needed immunizations; Repeat quarterly | June 30, 2015 |
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. | |
| **Objective 2-2:** | Educate staff and parents on immunizations and ways to prevent infectious disease in CCC | |
| Activities to complete the objective | 1. Offer on-site flu vaccine for children and staff, Tdap for staff at 3 CCC | Oct. 30, 2014 |
| | 2. Annually review education of staff on Universal Precautions | Dec. 31, 2014 |
| | 3. Offer in-service to staff on common infectious diseases in 5 CCC | Jan. 31, 2015 |
| | 4. Advertise www.immunizeforgood.com website by including in notices informing parents of needed immunizations, CCC newsletters and place posters in appropriate settings | Nov. 30, 2014 |
| | 5. Provide 5 CCC with information on the free 2.5 credit online immunization class; Record number of participants during the course of grant | Feb. 28, 2015 |
| | 6. During the month of April (year 2) conduct media campaign for National Infant Immunization Week by placing ads in Gunnison and Crested Butte newspapers and doing 2 public service announcements (PSA) radio announcements | April 30, 2015 |
| | 7. Develop and distribute letter for staff regarding recommended vaccines/ vaccine preventable diseases for working in Child Care Centers. | Aug. 31, 2014 |

| | |
|---|---|
| Reporting Requirements/ Deliverables | The Contractor shall submit the required electronic quarterly progress report. |

**V: Monitoring:**
CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the CIS Project Manager, Contract Monitor and/or Evaluation Coordinator. Methods used will include review of documentation reflective of performance to include progress reports and invoices. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

**VI: Resolution of Non-Compliance:**
The Contractor will be notified by email within 15 days of discovery of a compliance issue. Within 30 days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented by email and agreed to by both parties. If extenuating circumstances arise that require an extension to the time line, the Contractor must email a request to the Contract or Project Monitor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Remedies section of the General Provisions of this contract.