AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Colorado Department of Public Health and Environme

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environment

Term Begins: Sept. 1, 2015 **Term Ends:** 6/30/2016 **Grant Contract #:**

Summary:

Immunization funding opportunity with new focus on cervical cancer preventing vaccine (HPV). Funding from state health dept. with purpose to increase rate for this particular vaccine.

Fiscal Impact: $16,000

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

Finance Review: (●) Required ( ) Not Required

Comments:
New grant start date 8/15/15. Includes 20% indirect cost reimbursement.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/19/2015

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

Comments:
ok db 8/20/15

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 8/20/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 8/25/2015

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

Agenda Date: 9/1/2015

Revised April 2015

Gunnison County
COLORADO

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970)

STATEMENT OF WORK

I. **Entity Name:** Gunnison County Department of Health and Human Services
Term: August 15, 2015 to June 30, 2016

II. **Project Description:**
Human Papillomavirus (HPV) Vaccine Project
Local public health agencies will work to increase initiation and completion rates of the HPV vaccine series by making HPV vaccination a program priority and developing a state/county strategy to increase HPV vaccination.

III. **Definitions:**
1. ACIP – Advisory Committee on Immunization Practices
2. CDC – Centers for Disease Control and Prevention
3. CDPHE – Colorado Department of Public Health and Environment
4. CIIS – Colorado Immunization Information System
5. HPV – Human Papillomavirus
6. LPHA – Local Public Health Agency
7. REj1 – Gunnison Watershed School District
8. SOW – Statement of work
9. Targeted Population - male and female adolescents, ages 13-17

IV. **Work Plan:**

Goal: Reduce and eliminate vaccine preventable diseases in Colorado by increasing and maintaining immunization coverage.	
Objective #1: No later than the expiration date of this purchase order, increase initiation and completion of the HPV vaccine series in the targeted population.	
Primary Activity #1	The Contractor shall support health care providers in recommending HPV vaccine for adolescent girls and boys.
Sub-Activities #1	1. The Contractor shall meet in-person with a minimum of four (4) local provider offices to review current recommendations for HPV, importance of Physician recommendation, and scheduling of dose two (2) and three (3) of the HPV vaccine series. 2. The Contractor shall meet in-person with a minimum of three (3) local provider offices to review CIIS recall. a. The Contractor shall provide guidance on how to conduct reminder/recall. b. The Contractor shall provide verbal education on the importance of provider recommendations via reminder/recall to patients about HPV vaccination. 3. The Contractor shall research, compile, and provide written HPV educational materials to a minimum of four (4) local providers. 4. The Contractor shall run six (6) ads in two (2) local newspapers promoting HPV

	vaccination.	
Primary Activity #2	The Contractor shall utilize HPV vaccination coverage data to increase HPV vaccine coverage in the targeted population.	
Sub-Activities #2	1. The Contractor shall provide, via email or in-person, current Gunnison County, State of Colorado, and national HPV immunization rates to four (4) local providers. a. The Contractor shall run county wide HPV immunization rate from CIIS. b. The Contractor shall obtain State and national HPV immunization rates from CDC. 2. The Contractor shall contact CIIS, via phone or email, for guidance for a minimum of three (3) provider offices to create reports from CIIS to determine HPV immunization rates for the provider's patients in the targeted population. 3. The Contractor shall meet in-person with a minimum of three (3) local provider offices to review how to run rates in CIIS.	
Primary Activity #3	The Contractor shall promote increased HPV vaccination to community agencies.	
Sub-Activities #3	1. The Contractor shall strategize efforts within the Contractor's agency to reach the targeted population in Gunnison County to work toward increasing HPV vaccination. a. The Contractor shall conduct staff meetings a minimum of two (2) times to discuss HPV immunization rates, strategies to improve HPV immunization rates, and strategies for recommending HPV vaccination to all eligible clients. b. The Contractor shall strategize efforts to promote HPV vaccinations to Hispanic population by identifying obstacles and best practices. c. The contractor shall conduct reminder/recall of patients seen at Public Health for HPV series. d. The Contractor shall provide incentive gift cards to teens completing the HPV vaccine series. 2. The Contractor shall meet in person with school nurse of REj1 school system, which covers three (3) schools, a minimum of two (2) times to review student roster of 13-17 year old children to identify students in CIIS who may have moved out of the county. 3. The Contractor shall meet in-person with school nurse of REj1 school system, which covers three (3) schools, a minimum of two (2) times to provide guidance on entering student HPV immunizations into CIIS. 4. The Contractor shall contact, via phone or email, a Colorado based American Cancer Society to strategize efforts to provide HPV written materials to clients at a minimum of two (2) health fairs. 5. The Contractor shall review and make changes, as required, to current Public Health family planning intake form to include more HPV information.	
Standards and Requirements	1. The Contractor shall comply with the ACIP recommendations for vaccine administration located at http://www.cdc.gov/vaccines/acip/index.html. The content of this website is incorporated and made part of the SOW by reference. 2. The Contractor shall comply with the requirements for entering/submitting immunization data into CIIS as agreed to in the CIIS Letter of Agreement found at the following page https://www.colorado.gov/pacific/cdphe/ciis-health-care-provider-users by clicking on *CIIS Implementation documents* under the section titled *Enroll your clinic in CIIS*. The content of this website is incorporated and made part of the SOW by reference. 3. The Contractor shall comply with *Colorado State Board of Health Rule 6 CCR 1014-7* located at http://www.sos.state.co.us/CCR/Welcome.do This document establishes immunization standards and is incorporated and made part of the SOW by reference. 4. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.	
Expected Results of the Activity(s)	Increased completion of the HPV vaccine series in the targeted population.	
Measurement of Expected Results	Data contained in progress reports, and evaluation reports.	
		Completion Date
Deliverables	1. The Contractor shall submit an electronic quarterly progress report via	No later than 15 calendar days following

	https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16SpecialProjectsPR/index.html	the last day of: September, December March and June.
	2. The Contractor shall submit a mid-year evaluation report via https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16MidYearEvalReport/index.html	No later than 15 calendar days following the last day of December.
	3. The Contractor shall submit a year-end final evaluation report via https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16YearEndEvalReport/index.html	No later than submission of the final invoice, as an addendum to the final invoice.

V. Budget Gunnison FY16-HPV

Personal Services					
Description	**% FTE or total hours**	**Annual salary or hourly rate**	**Budgeted salary**	**Fringe (% of budgeted salary)**	**Amount**
Registered Nurse hours	264 hours	$29.33	$7,743	$721 (9.3%)	$8,464
Total Personal Services:					**$8,464**

Supplies and Operating Expenses	
Description	**Amount**
Written educational materials	$500
Office Supplies: Ink cartridges, paper, envelopes, folders, pens, pencils, binder clips	$579
Postage	$200
Meeting Expenses: Food	$400
Total Supplies and Operating:	**$1,679**

Other Costs	
Description	**Amount**
Incentives: $5 Subway gift cards	$1,750
Marketing: 6 color ads	$1,440
Total Other Costs:	**$3,190**
TOTAL EXPENSES	**$13,333**

Indirect	
Description	**Amount**
Indirect rate of 20% x total expenses ($13,333)	$2,667
TOTAL BUDGET	**$16,000**

VI. Additional Provisions:

To receive compensation under the Purchase Order, the Contractor shall submit a signed Monthly CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website http://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links and is incorporated and made part of this SOW by reference. CDPHE will provide technical

assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form and Expenditure Details page must be submitted no later than forty-five (45) calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget.

Scan the completed and signed CDPHE Reimbursement Invoice Form into an electronic document. Email the scanned invoice with the Excel workbook containing the Expenditure Details page to: cdphe.cisinvoice@state.co.us

Final billings under the Purchase Order must be received by the State within a reasonable time after the expiration or termination of the Purchase Order; but in any event no later than forty-five (45) calendar days from the effective expiration or termination date of the Purchase Order.

Unless otherwise provided for in the Purchase Order, "Local Match", if any, shall be included on all invoices as required by funding source.

VII. Monitoring:

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Contract Monitor. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable. 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.

VIII. Resolution of Non-Compliance:

The Contractor will be notified in writing within **30** calendar days of discovery of a compliance issue. Within **45** calendar 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 in writing 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 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 provisions of this contract.

IX. Attestation:

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

Matthew Birnie, County Manager

Contractor Name (Print) and Title

Contractor Signature

8/26/2015

Date