AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:

Action Requested: County Manager Signature

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

Term Begins: 10/1/14 or when signed **Term Ends:** 9/30/2015 **Grant Contract #:**

Summary:
This is state funding for the West Central Public Health Partnership to implement Public Health Improvement Plan Activities.
It is an additional $20,000 for the WCPHP, no budget is required. WCPHP will continue to use budget that is in place, but funding source will be different.

Fiscal Impact: $20,000

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

Finance Review: (●) Required ( ) Not Required

Comments:

This is a new award that is already reflected in the 2014 projected budget and included in the 2015 budget. This revenue offsets general operational cost.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 10/8/2014

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 10/7/2014 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 10/9/2014

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

Agenda Date: 10/21/2014 Follow Up Agenda Date:

Revised April 2013

Gunnison County Health and Human Services
Gunnison, CO 81230
225 N. Pine St.

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West Central Public Health Partnership
Office of Planning and Partnerships
Public Health Improvement Plan
Implementation Grant

2014-2015 Scope of Work

I. Project Description:

Contract Term: October 1, 2014 to September 30, 2015

The Office of Planning and Partnerships is in the process of co-developing and facilitating a standardized, statewide public health assessment and planning system as required by the Public Health Act of 2008, (C.R.S. 25-1-501 et seq.). The purpose of this contract is for Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties to participate in a regional public health improvement process focused on CHAPS phases 7-8, including use of available templates and processes or other applicable tools according to local county needs for developing and implementing a public health plan, in accordance with the Act.

Contractor shall implement the necessary steps and processes to complete the local public health improvement process and achieve the activities identified under this Scope of Work. Contractor shall ensure collaboration and communication with the Office of Planning and Partnerships. Contractor shall designate at least one staff member and/or project manager as the point of contact for public health assessment and planning activities, public information, communications, and/or media relations. If planning to seek accreditation through the Public Health Accreditation Board (PHAB) within the next five years, agency will monitor related PHAB requirements and modify/augment assessment and planning process accordingly.

II. Performance Requirements/Deliverables:

West Central Public Health Partnership (WCPHP) Activity/Deliverables **Preparation and Implementation of the Local Public Health Improvement Plan (PHIP)** ***CHAPS Phases 7-8***	**Approximate Completion Date**
Ensure coordination of a PHIP oversight body (e.g., steering committee, etc.)	ongoing
Meet with regional public health partners to collaborate on public health improvement implementation.	ongoing
Determine region's organizational structure and process for implementing the work (e.g., priority-focused task forces, etc.)	12/31/14
Develop and maintain agreements among regional public health partners.	ongoing
Ensure engagement of stakeholders in implementation activities	9/30/15
Facilitate meetings with PHIP team and related committee(s) as needed.	ongoing
Notify and invite the Office of Planning and Partnerships to WCPHP meetings.	ongoing
Communications:	3/31/15

• Describe methods for communicating the Public Health Improvement Plan to promote sustainability and momentum. Plan for how a variety of partners and community members will contribute to PHIP communication efforts in a manner that capitalizes on their strengths and reach.	
Evaluation / Monitoring / Reporting: • Create an evaluation plan based on PHIP goals, objectives, and outcomes. • Describe methods for monitoring and reporting progress of PHIP implementation. • Provide reports on the effectiveness of regional implementation of public health improvement efforts • Describe efforts to maintain regional capacity for public health improvement implementation	9/30/15

Contract Budget: Contractor's total award includes **$20,000** in funding to ensure accomplishment of the public health improvement tasks for Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties.

Contractor shall utilize agency funding within budget constraints to support activities and all position related costs including salary and fringe.

Contractor shall ensure that deliverables are accomplished to meet the related needs of Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties. The fiscal agent for this contract will be **Gunnison County Public Health**.

Contractor shall dedicate the necessary funds to support the accomplishment of activities identified under this Scope of Work. This contract will fund the completion of the deliverables identified in this Scope of Work.

Contractor shall establish a process to track all obligations and expenditures related to this contractual agreement separately from other funds awarded, including but not limited to activities of project management, process planning and facilitation, data analysis and interpretation and reasonable operational and/or personnel expenses in the completion of the Scope of Work.

Contractor is encouraged to supplement this work with other funding sources to leverage resources and to ensure coordination with other efforts in this area of activity.

Contractor shall ensure that reimbursement requests are not duplicated under any other funding or utilized to supplant non-related activities or programs.

Contractor shall ensure appropriate distribution of costs in direct relation to the activities performed.

Contractor understands and agrees that this funding made available pursuant to this contractual agreement cannot be used for any work or project other than that specified in this Scope of Work. Contractor further understands that Contractor is not to include any work not related to the Scope of Work on any reimbursement statements to the State.

Contractor shall ensure that all deliverable activities will be completed by September 30, 2015.

Payment: Payment of 1/2 of the total will be distributed in the first and second halves in federal fiscal year 2015.

Reporting: Using a template provided by the Office of Planning and Partnerships, Contractor shall submit a report of activity on the following dates:

April 30, 2015
September 30, 2015 - Final Report

III. Invoicing:

Not applicable. Invoices are not submitted as payment terms and conditions are laid out in the above Performance Requirements/Deliverables.

IV. Monitoring:

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the purchase order period by the Program's Public Health Planner. Methods used will include review of documentation reflective of performance to include progress reports.

V. Resolution of Non-Compliance:

The Contractor will be notified by email or telephone within 30 calendar days of discovery of a compliance issue. Within 30 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 by email and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the Public Health Planner 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 Terms and Conditions of this Purchase Order.

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Contractor Name (Print) and Title

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Contractor Signature Date