AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Consent 16 - Purchase Order Statement of Work; Colorado Department of Public Health and Environment; Women's Wellness Connection Program; 3/1/15 thru 6/29/15; $22,670

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environ. WWC

Term Begins: March 1, 2015 **Term Ends:** 6/29/2015 **Grant Contract #:**

Summary:
This is a one-time funding for the existing women's Wellness Connection to increase number of clients. Included is additional sink for clinical services in consultation with J. Cattles, Facilities. Also provides training dollars & equipment expenses. Funds must be spent by 6/29/15.

Fiscal Impact: $22,670

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

Finance Review: (●) Required ( ) Not Required

Comments:

This new WWC funding is to cover specific costs. Will need to amend County budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 2/23/2015

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 2/24/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 2/25/2015

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

Agenda Date: 3/3/2015 Follow Up Agenda Date:

Revised April 2013

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
225 N Pine, Gunnison, CO 81230
Website: www.GunnisonCounty.org

PURCHASE ORDER
STATEMENT OF WORK

I. Project Description:

The purpose of this one-time enhancement project is to increase breast and cervical cancer screening rates among Colorado women at the Board of County Commissioners of Gunnison County for the use and benefit of the Gunnison County Department of Health and Human Services by purchasing medical equipment, medical supplies, Electronic Medical Records staff training, bringing the current bathroom code into with the American With Disabilities (ADA) code, offering colposcopy or breast cancer training to staff, and cover cost of medical waste pick-up.

Project Term: March 1, 2015 – June 29, 2015

Funding Amount: $22,670

II. Performance Requirements/Deliverables:

A.
Goal 1: Increase the number of women screened for breast and cervical cancer including screening and diagnostic services.

Primary Task 1.0

By June 29, 2015, implement one-time purchases to enhance ability to provide better service for breast and cervical cancer screening clients.					
Sub-task	**Quarters of activity**	**Key Deliverable Deadlines**	**Qtr. of Completion**	**Person/ Agency Responsible**	**Budget**
1.1.1 Purchase medical equipment to improve patient breast and cervical cancer services.	Q3,Q4	**June 29, 2015** Purchase: a. One (1) Mayo stand, b. One (1) blood pressure cuff , and c. Twelve (12) metal reusable speculums.	Q4	Gunnison County Department of Health and Human Services	$670
1.1.2 Purchase medical and lab supplies to properly perform annual breast and cervical cancer exams.	Q3,Q4	**June 29, 2015** Purchase one (1) case each of: a.) capes, b.) drapes, c.) gloves, d.) disposable speculums, e.) exam paper, and f.) cleaning product.	Q4	Gunnison County Department of Health and Human Services	$1,000
1.1.3 Purchase portable work station and laptop to accurately and timely enter client information into Electronic Health Record.	Q3,Q4	**June 29, 2015** One (1) portable work station and laptop purchased.	Q4	Gunnison County Department of Health and Human Services	$1,500
1.1.4 Hire consultant to provide training for agency staff on electronic health record systems to increase timely entry of data and facilitate efficient insurance billing.	Q3,Q4	**June 29, 2015** Six (6) staff members are trained.	Q4	Gunnison County Department of Health and Human Services	$5,000

1.1.5 Purchase and install space to bring client bathroom into ADA compliance.	Q3,Q4	**June 29, 2015** Purchase: a. One (1) stainless steel sink, b. One (1) high neck faucet, c. One (1) shelving, and d. 48" of tile to go around the perimeter of room	Q4	Gunnison County Department of Health and Human Services	$10,000
1.1.6 Travel and attend Clinical Update – 21st Century Prevention of HPV – Associated Cancer – 6/5-6/7, 2015 in Baltimore, Maryland to be able to provide more comprehensive HPV screening services.	Q3,Q4	**June 29, 2015** One (1) provider attended the conference.	Q4	Gunnison County Department of Health and Human Services	$3,000
1.1.7 Process biological medical wastes in a timely and efficient manner, presenting a pleasing and comfortable environment for the client's experience.	Q3,Q4	**June 29, 2015** One (1) medical waste pickup completed.	Q4	Gunnison County Department of Health and Human Services	$1,500
				Total	**$ 22,670**

Quarters defined: Q3 is January 2015 through March 2015; Q4 is April 2015 through June 29, 2015

B. Progress Reports:

Sub-recipient shall provide one (1) final report no later than thirty (30) days after the completion of the project indicating how each purchase improved breast and cervical cancer screenings among Colorado women.

Failure to submit progress reports in accordance with the above time frames may result in a delay or denial of the reimbursement request for the project.

III. Invoicing:

To receive compensation under this Purchase Order, the Sub-recipient shall submit a signed **Quarterly** Colorado Department of Public Health and Environment (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 herein by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form must be submitted within **forty-five** (**45**) calendar days of the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and associated Budget attached hereto and incorporated herein.

Submit completed CDPHE Reimbursement Invoice Form to:

Emily Kinsella, Section Manager
cdphe_wwc@state.co.us
Health Services and Connections Branch
Women's Wellness Connection
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, Colorado 80246

To be considered for payment, billings for payments pursuant to this Purchase Order must be received within a reasonable time after the period for which payment is requested, but in no event no later than **forty-five (45)** calendar days after the relevant performance period has passed. Final billings under this Purchase Order must be received by the State within a reasonable time after the expiration or termination of this Purchase Order; but in no event no later than **forty-five (45)** calendar days from the effective expiration or termination date of this Purchase Order.

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

The Sub-recipient shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

IV. Monitoring

CDPHE's monitoring of the purchase order for compliance with fiscal performance requirements is based in part on a fiscal risk assessment conducted prior to issuance of the purchase order, Sub-recipient fiscal and programmatic performance during the purchase order period and Sub-recipient compliance with the terms and conditions during the purchase order period. Monitoring will be conducted by the Women's Wellness Connection (WWC) Section Manager and methods used will include review of documentation reflective of performance to include progress reports and other documentation as applicable.

V. Resolution of Non-Compliance:

The Sub-recipient will be notified in writing within thirty **(30)** calendar days of discovery of a compliance issue. Within forty-five (**45)** calendar days of discovery, the Sub-recipient 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 requires an extension to the time line, the Sub-recipient must email a request to the Women's Wellness Connection (WWC) Section Manager 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 Sub-recipient 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.

VI. Attestation:

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

_____

Sub-recipient Name (Print) and Title

_____

Sub-recipient Signature

_____

Date