

Dane County Contract Cover Sheet

RES 261

Dept./Division	Emergency Management
Vendor Name	Access Community Health Centers Inc
Vendor MUNIS #	4743
Brief Contract Title/Description	Support of PHMDC for contact tracing
Contract Term	8/20/2020-12/31/2020
Total Contract Amount	\$ 55,000

Contract # <small>Admin will assign</small>	14149A
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)	
	<input checked="" type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	EMEMRPLN	Obj Code	20025	Amount	\$ 95,000
Req #	2167	Org Code	Obj Code		Amount	\$
Year	2020	Org Code	Obj Code		Amount	\$

Resolution	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.						
	<input checked="" type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.						
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					Res #	261
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					Year	2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
mg	Received by DOA	12/1/20		
	Controller			approvals from all departments via email attached herein
	Purchasing			
	Corporation Counsel			
	Risk Management			
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Denise Kelley	Name	Joanne Holland
Phone #	608-261-9793	Phone #	
Email	kelly.denise@countyofdane.com	Email	joanne.holland@accesshealthwi.org
Address	115 West Doty Street, room 2107 Madison, WI 53703	Address	2109 West Beltline Highway Madison, WI 53713

Certification:	
The attached contract is a:	
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Department Approval of Contract		
Dept. Head / Authorized Designee	Signature	Date
	Printed Name	
	Charles A Tubbs	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, December 1, 2020 2:17 PM
To: Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel; Krohn, Margaret
Cc: Stavn, Stephanie
Subject: Contract #14149A
Attachments: 14149A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles		
	Clow, Carolyn		Approve: 12/1/2020 2:20 PM
	Gault, David	Read: 12/2/2020 9:16 AM	Approve: 12/2/2020 9:16 AM
	Lowndes, Daniel		Approve: 12/1/2020 2:31 PM
	Krohn, Margaret		Approve: 12/1/2020 2:22 PM
	Stavn, Stephanie	Read: 12/1/2020 3:25 PM	

Contract #14149A

Department: Emergency Management

Vendor: Access Community Health Centers

Contract Description: Continued Support of PHMDC for COVID-19 Contact Tracing & Community Outreach (RES 261)

Contract Term: 8/20/20 – 12/31/20

Contract Amount: \$55,000

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

1
2
3 **2020 RES-261**
4

5 **APPROVING AN ADDENDUM TO CONTRACT #14149 WITH ACCESS COMMUNITY HEALTH**
6 **CENTERS INC FOR COVID-19 CONTACT TRACING AND COMMUNITY OUTREACH**
7

8 Public Health Madison Dane County (PHMDC) is entered into Contract #14149 for \$95,000 with
9 Access Community Health Centers, Inc. to provide COVID-19 contact tracing and support
10 services to address the pandemic. PHMDC seeks to amend that contract to provide additional
11 volume of the same services. The addendum specifies services on an hourly basis with a not to
12 exceed total of \$150,000.
13

14 **NOW, THEREFORE, BE IT RESOLVED** the County Board approves an addendum to Contract
15 #14149 to increase the amount of the contract from \$95,000 to a not to exceed amount of
16 \$150,000 and authorizes the County Executive and County Clerk to execute the contract
17 document, and authorizes the Controller to issue checks for payment of invoices.



DANE COUNTY CONTRACT ADDENDUM

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as "County") and Access Community Health Centers, Inc. (hereinafter, "Provider").

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract #14149, have previously entered into a contractual relationship pursuant to which Provider assists with providing COVID test sites and outreach, and

WHEREAS County and Provider wish to amend the Master Agreement in order to add additional contact tracing services and to revise schedule A.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The term of the contract is extended to continue the program for contact tracing, at an additional cost of \$55,000 for a total contract cost of \$150,000.

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:

Joanne Holland, Chief Financial Officer

12/1/2020

Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed



DANE COUNTY CONTRACT ADDENDUM

REVISED SCHEDULE A

Scope of Services

I. Purpose

The intent of this contract is for the Contractor to support Public Health-Madison and Dane County (PHMDC) in monitoring COVID-19 cases through contact investigation, tracing, establishing disease incidence and education.

II. Roles and Responsibilities

- Roles and responsibilities will vary based upon the situational needs within the COVID-19 pandemic response. All roles will require the following:
- Keep current with COVID-19 guidelines and recommendations
- Attend the weekly Department of Health Services webinar on Wednesdays. If unable to attend, review information from the webinar on the PCA portal
- Listen in to the Tuesday and Friday PHMDC ICS brief, or read the situational update sent out at the end of those days
- Provide feedback to leads
- Attends daily Disease Control Unit Calls

Specific roles are defined as follows:

A. CASE INVESTIGATOR

General Responsibilities

1. Provide case follow up for individuals with COVID-19
2. Conduct contact tracing of COVID-19 cases
3. Follow-up with household contacts and associated sites of covid-19 cases
4. Provide community resource information as appropriate
5. Connect clients with Logistics for assistance with bills and food
6. Record all follow-up in WEDSS per PHMDC guidelines



DANE COUNTY CONTRACT ADDENDUM

B. CONTACT TRACER

General Responsibilities

1. Provide follow up for individuals identified as non-household contacts of COVID-19 cases
2. Provide community resource information as appropriate
3. Connect clients with Logistics for assistance with bills and food
4. Follow up with travelers
5. Record all follow-up in WEDSS per PHMDC guidelines

C. WEDSS SUPPORT

General Responsibilities

1. Assigns cases and contacts in WEDSS (Wisconsin Electronic Disease Surveillance System)
2. Process new disease incident according to PHMDC guidelines
3. Ensure quality of WEDSS data

D. GENERAL SUPPORT

General Responsibilities

1. Check new COVID-19 referrals for missing contact information, obtain this information as necessary
2. Create new diseases incidents, contact investigations, and site outbreaks in WEDSS
3. Assign referrals in WEDSS and the referral logs (disease incidents, contact investigations, site outbreaks)
4. Process faxes and internal referrals from after-hours pages