

Dane County Contract Cover Sheet

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|---|--|
| Dept./Division | Human Services / HAA |
| Vendor Name | S and J Home Care, LLC dba BrightStar |
| Vendor MUNIS # | 13511 |
| Brief Contract Title/Description | Increasing S and J Home Care's contract (HAA) by \$462,000 to maintain services from 6/1/20 -12/31/20. (COVID related) |
| Contract Term | 4/13/2020 - 12/31/2020 |
| Total Contract Amount | \$462,000 |

| | |
|---|---|
| Contract # <small>Admin will assign</small> | 13990A |
| 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 type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works) | |
| | <input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other | |

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|-------------------|----------|--|----------|--|--------|----|
| MUNIS Req. | Org Code | | Obj Code | | Amount | \$ |
| Req # | Org Code | | Obj Code | | Amount | \$ |
| Year | Org Code | | Obj Code | | Amount | \$ |

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|----------------------------------|---|--------------|------|
| Resolution /Addendum Form | 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 type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required. | | |
| | <input checked="" type="checkbox"/> Resolution required and a copy is attached. | Res # | 086 |
| | <input type="checkbox"/> Addendum Form required. | Year | 2020 |

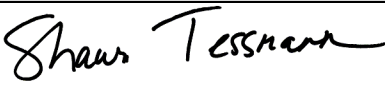
| Contract Review/Approvals | | | | |
|---------------------------|---------------------|---------|----------|---------------|
| Initials | Dept. | Date In | Date Out | Comments |
| MG | Received by DOA | 6/10/20 | | |
| | Controller | | | |
| | Purchasing | | | |
| N/A | Corporation Counsel | | | See "I" below |
| | Risk Management | | | |
| | County Executive | | | |

| Dane County Dept. Contact Info | | Vendor Contact Info | |
|--------------------------------|--|---------------------|--|
| Name | Spring Larson, Contract Coord. Assistant | Name | Jeffrey Tews |
| Phone # | (608) 242-6391 | Phone # | 608-441-8620 |
| Email | larson.spring@countyofdane.com | Email | jtews@brightstarcare.com |
| Address | 1202 Northport Drive, RM Gr42A, Madison WI 53704 | Address | 3240 University Ave., Ste 3A, Madison WI 53705 |

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|----------------------------|------------------------------|-----------|------------------------|------------|--------|
| Human Services Only | a. Dane County Res. # | N/A | Approvals | Initials | Date |
| | b. Budget/Personnel Required | Yes | g. Accountant | DX | 6/3/20 |
| | c. Program Manager Name | Becker | h. Supervisor | JZ - 123 | |
| | d. Current Contract Amount | \$250,000 | i. Corporation Counsel | DH 6/4/20 | |
| | e. Adjustment Amount | \$462,000 | j. To Provider | CW 6/4/20 | |
| | f. Revised Contract Amount | \$712,000 | k. From Provider | CW 6/10/20 | |

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| 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

| | | |
|---|--|-------------|
| Dept. Head / Authorized Designee | Signature | Date |
| |  | 06/10/2020 |
| | Printed Name | |
| | Shawn Tessmann, Director of Human Services | |

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

| | | |
|---------------------------------------|--------------------------------------|-------------|
| Director of Administration | Signature | Date |
| | | |
| | Comments | |
| | | |
| Corporation Counsel | Signature | Date |
| | Dyann Hafner /electronically signed/ | 6/4/2020 |
| | Comments | |
| | | |

Goldade, Michelle

From: Goldade, Michelle
Sent: Wednesday, June 10, 2020 4:03 PM
To: Hicklin, Charles; Clow, Carolyn; Lowndes, Daniel
Subject: Contract #13990A
Attachments: 13990A.pdf

| Tracking: | Recipient | Read | Response |
|-----------|------------------|-------------------------|----------------------------|
| | Hicklin, Charles | Read: 6/10/2020 4:16 PM | Approve: 6/10/2020 4:17 PM |
| | Clow, Carolyn | | Approve: 6/10/2020 4:06 PM |
| | Lowndes, Daniel | Read: 6/10/2020 4:07 PM | Approve: 6/10/2020 4:08 PM |

Contract #13990A
Department: Human Services
Vendor: S and J Home Care LLC
Contract Description: Increase contract to maintain services from 6/1/20-12/31/20 (Res 086)
Contract Term: 6/1/20 – 12/31/20
Contract Amount: \$462,000

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

Thanks much,
Michelle

Michelle Goldade

Administrative Assistant II
Dane County Department of Administration
Room 362, 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



Dane County Department of Human Services

Shawn Tessmann, Director
1202 Northport Drive, Madison, WI 53704-2092

JOE PARISI
DANE COUNTY EXECUTIVE

Date: June 2, 2020

To: Joe Parisi
County Executive

From: Der Xiong, Accountant

Re: Addendum to POS contract with S and J Home Care, LLC

Description:

This resolution is to award a contract addendum S and J Home Care, LLC for providing on-site public health nurse staffing at an isolation shelter site, and on-call medical assessment for foster care placements, shelter home, and other out-of-home care settings as needed. This will extend services from June 1, 2020 to December 31, 2020.

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| Addendum amount: | \$462,000 |
| Contract amount: | \$712,000 |

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2020 RES-086

**AMENDING CONTRACT TO S AND J HOME CARE, LLC
DCDHS – HAA DIVISION**

Dane County Department of Human Services (DCDHS) Housing Access and Affordability (HAA) Division currently contracts with S and J Home Care, LLC dba BrightStar Care, for providing on-site public health nurse staffing at an isolation shelter site, and on-call medical assessment for foster care placements, shelter home, and other out-of-home care settings as needed.

The contract for these services needs to be amended to increase the funding required to maintain existing services for medical isolation sheltering and foster care placements through December 31, 2020.

Current services include two nurses to serve up to 25 – 30 guests at the isolation shelter site. Nurses will assess and monitor guests who need to isolate due to exposure to a confirmed case of COVID19, and those who are confirmed to have/are suspected of having COVID19 to determine infectiousness and severity of disease and triage those patients exhibiting severe disease for emergency care.

Current services also include 24/7 on-call nurse staffing for foster care placements, shelter home, and other out-of-home care settings to provide medical assessments of children before and during placements. Nurses will also assist families by providing guidance developed by Public Health Madison-Dane County related to caring for individuals with symptoms or confirmed cases of COVID19.

The existing contract for S and J Home Care, LLC services is \$250,000 and will need to be extended to maintain services at their existing level from June 1, 2020 until December 31, 2020. The extension is estimated to cost \$462,000, for a total contract amount of \$712,000.

The need for these services will be evaluated monthly and will be continued as needed. The estimates for funding are based on current service needs. If a surge in confirmed COVID19 cases occurs, additional staffing and increased funding will be necessary.

NOW, THEREFORE, BE IT RESOLVED that the County Board approves the amendment of the County's contract with S and J Home Care, LLC for the period April 1, 2020 through December 31, 2020 and authorizes the Controller to issue checks for payment of contract 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 **S AND J HOME CARE, LLC** (hereinafter, "Provider").

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract # **13990**, have previously entered into a contractual relationship pursuant to which Provider provides onsite staffing and medical assessment, and

WHEREAS County and Provider wish to amend the Master Agreement in order to fund the continuation of public health nursing services to individuals experiencing homelessness who must medically isolate/quarantine due to COVID-19 in hotels, and assessment support for foster care placement.

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 through December 31, 2020 to continue the program for public health nursing services at an additional cost of \$462,000.

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:

Susan E Rather Digitally signed by Susan E Rather
Date: 2020.06.09 20:47:49 -05'00'

S and J Home Care, LLC Owner

6/9/20

Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed