

Exhibit A
Scope of Work

1. Service Overview

The Grantee will implement public health activities to address gaps in core public health functions within the local health jurisdiction. California Department of Public Health (CDPH) requests that the focus be on responding to increases in workload associated with high priority, preventable infectious diseases to support efforts to make California the healthiest state in the nation by advancing better health, better care, lower costs, and by promoting health equity, and reducing health disparities.

Key strategic targets for infectious diseases prevention and control local infrastructure are: surveillance; monitor and evaluate disease-specific prevention activities; local capacity to respond and surge for outbreaks; and laboratory and information technology.

2. Service Location

The services shall be performed at applicable facilities in the County of San Bernardino.

3. Service Hours

The services shall be primarily provided Monday through Friday, from 8:00 a.m. to 5:00 p.m. and include evenings, weekends, and holidays as needed.

4. Services to be Performed: Core Public Health Functions

OPTION 1: Surveillance:

Activities	Deliverables	Timeline
Maintain a registry for Latent Tuberculous Infection (LTBI) (e.g., using LTBI reporting form and the interferon gamma release assay (IGRA) results from Electronic Laboratory Reporting (ELR) in the California Reportable Disease Information Exchange (CalREDIE) to monitor and improve prevention of Tuberculous (TB) disease through LTBI identification and treatment.	LTBI identification and treatment completion will be monitored through data entry in CalREDIE. Adhoc data enquiries can be obtained throughout the year through CALREDIE.	02/01/20 – 06/30/23
Implement a mobile program designed to increase screening, testing and treatment to improve the health of the community in addressing preventable infectious diseases.	1.5 FTEs wich consist of provider, registered nurse, and health educator mobile team.	02/01/20 – 06/30/23

Exhibit A
Scope of Work

Activities	Deliverables	Timeline
Improve community and patient knowledge and attitudes regarding the risks associated with preventable infectious diseases.	.50 FTE of a Health Education Specialist to provide patient education in the community.	02/01/20 – 06/30/23

OPTION II: Monitoring and Evaluation of Disease-Specific Prevention Activities

Activities	Deliverables	Timeline
Systematically review TB-related deaths and cases of pediatric TB to identify contributing factors and implement interventions.	<ul style="list-style-type: none"> -For cases counted January 2021-June 2023, 80% of deaths in TB patients and 80% of pediatric TB cases will be reviewed by the case manager and presented to the TB Controller for the identification of contributing factors and interventions. -Among preventable deaths for which provider-related factors are identified, the case manager will communicate findings and recommendations to providers for at least 75% of such cases. -Improve proportion of TB death cases that have Follow-Up 2 Form submitted to CalREDIE within 2 weeks of death (measuring timeliness) 	02/01/20-06/30/23
Ensure new immigrants with medical B-waiver classification complete their TB medical evaluation. For those with LTBI, ensure LTBI treatment is offered and completed.	<ul style="list-style-type: none"> -Improve proportion of patients that complete evaluation within 120 days of arrival to the US to 90%. To be tracked through the Electronic Disease Notification system (EDN). -Improve proportion of patients that are started on LTBI treatment and that complete treatment by 50%. 	02/01/20-06/30/23
Ensure reports from civil surgeons regarding status adjusters with LTBI are reviewed, patients received appropriate treatment, and final treatment outcomes documented.	<ul style="list-style-type: none"> -Provide education to Civil Surgeons on LTBI diagnosis, treatment, and reporting. 	02/01/20-06/30/23

Exhibit A
Scope of Work

	<p>-Increase in LTBI linkage to care of status adjusters through follow-up and outreach efforts. Track in CalREDIE</p> <p>-Improve proportion of status adjusters that are eligible for LTBI treatment that are started on LTBI treatment by 50%. Tracked in CalREDIE</p> <p>- Improve proportion of status adjusters that are started on LTBI treatment that complete treatment by 50%. Track in CalREDIE</p>	
Increase follow-up and case management of LTBI treatment in high-risk individuals (e.g. (contacts, new immigrants, status adjusters).	<p>-Improve proportion of patients with LTBI that are started on LTBI treatment by 50 %.</p> <p>-Improve proportion of patients with LTBI that complete treatment by 50%.</p>	02/01/20-06/30/23
Utilize data to define local priority populations and/or geographic areas for targeting health prevention activities.	Performance measure, productivity, and statistical reports from E.H.R. registration.	02/01/20-06/30/23

OPTION III: Local Capacity to Respond and Surge for Outbreaks

Activities	Deliverables	Timeline
N/A	N/A	N/A

OPTION IV: Laboratory and Information Technology

OPTION IV: Laboratory and Information Technology Activities	Deliverables	Timeline
N/A	N/A	N/A

FOR INTERNAL RECORDS ONLY

Exhibit B

Budget Summary

February 1, 2020 - June 30, 2023

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months on Project</u>	<u>Budget</u>
CDS				
Communicable Disease Investigator	\$4,659	100%	36	\$167,721
Health Services Assistant	\$3,637	100%	36	\$130,947
Registered Nurse II	\$3,547	Part Time	36	\$127,698
Clinics				
Contract Nurse Practioner		60%	36	\$310,761
Contract Registered Nurse II		60%	36	\$179,346
Contract Health Education Specialist		60%	36	\$104,709
Total Personnel				\$1,021,182
Fringe Benefits @	51.51%			\$219,621
<i>Fringe benefit rate does not apply to contract employees</i>				
Total Personnel & Benefits				\$1,240,803
OPERATING EXPENSES				
CDS				
General Office Expense (paper, pens, pencils)				\$150
Medical Supplies				\$26,940
Communications				\$8,272
Minor Equipment (printers, software licenses)				\$4,000
Clinics				
General Office Expense (paper, pens, pencils)				\$19,116
Communications				\$4,140
Duplication/Printing (educational materials)				\$4,494
E.H.R and other Maintenance				\$10,260
STI Test/Lab Fees				\$369,720
EHR				
One-Time Technology Costs				\$11,680

Total Operating Expenses				\$458,772
MAJOR EQUIPMENT (If >\$50K, please itemize)				\$0
TRAVEL (meetings, site visits)				\$39,646
CDS				\$12,000
Clinics				\$27,646
SUBCONTRACTORS				
Name of subcontractor or service to be performed				\$0
<i>(Must provide a detail budget for all subcontractors - See Subcontractors Budget Template)</i>				
Total Subcontractors				\$0
OTHER COSTS				\$0
INDIRECT COSTS (15.449% OF PERSONNEL AND BENEFITS)			15.45%	\$99,799
BUDGET GRAND TOTAL				\$1,839,020

Exhibit B, Attachment I
Budget
Year 1
February 1, 2020 - June 30, 2020 (5 months)

PERSONNEL

<u>Classification</u>	<u>Monthly</u> <u>Salary</u>	<u>Percent of</u> <u>Time</u>	<u>Months on</u> <u>Project</u>	<u>Budget</u>
Contract Nurse Practitioner				\$0
Contract Registered Nurse II				\$0
Contract Health Education Specialist				\$0
Total Personnel				\$0
Fringe Benefits @				
Total Personnel & Benefits				\$0

OPERATING EXPENSES

General Office Expense (paper, pens, pencils)				
Communications				
Duplication/Printing (educational materials)				
E.H.R and other Maintenance				
One-Time Equipment Purchase				\$11,680
STI Test/Lab Fees				
Total Operating Expenses				\$11,680

MAJOR EQUIPMENT (If >\$50K, please itemize) **\$0**

TRAVEL (meetings, site visits)

SUBCONTRACTORS

Name of subcontractor or service to be performed **\$0**
(Must provide a detail budget for all subcontractors - See Subcontractors Budget Template)

Total Subcontractors **\$0**

OTHER COSTS **\$0**

INDIRECT COSTS (XX% OF PERSONNEL AND BENEFITS) 0.00% **\$0**

BUDGET GRAND TOTAL **\$11,680**

**Exhibit B, Attachment I
Budget
Year 2
July 1, 2020 – June 30, 2021**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months on Project</u>	<u>Budget</u>
Communicable Disease Investigator	\$4,659	100%	12	\$55,907
Health Services Assistant	\$3,637	100%	12	\$43,649
Registered Nurse II	\$7,094	50%	12	\$42,566
Contract Nurse Practioner				\$103,587
Contract Registered Nurse II				\$59,782
Contract Health Education Specialist				\$34,903
Total Personnel				\$340,394
Fringe Benefits @	51.51%			\$73,207
Total Personnel & Benefits				\$413,601

OPERATING EXPENSES

CDS

General Office Expense (paper, pens, pencils)	\$50
Medical Supplies	\$8,980
Communications	\$2,757
Minor Equipment (printers, software licenses)	\$3,000

Clinics

General Office Expense (paper, pens, pencils)	\$6,372
Communications	\$1,380
Duplication/Printing (educational materials)	\$1,498
E.H.R and other Maintenance	\$3,420
STI Test/Lab Fees	\$123,240

Total Operating Expenses **\$150,697**

MAJOR EQUIPMENT (If >\$50K, please itemize) **\$0**

TRAVEL (meetings, site visits)	\$17,882
CDS	\$4,000
Clinics	\$13,882

SUBCONTRACTORS

Name of subcontractor or service to be performed **\$0**
(Must provide a detail budget for all subcontractors - See Subcontractors Budget Template)

Total Subcontractors **\$0**

OTHER COSTS **\$0**

INDIRECT COSTS (15.449% OF PERSONNEL AND BENEFITS) **\$33,266** 15.45%

BUDGET GRAND TOTAL **\$615,447**

**Exhibit B, Attachment I
Budget
Year 3
July 1, 2021 – June 30, 2022**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months on Project</u>	<u>Budget</u>
Communicable Disease Investigator	\$4,659	100%	12	\$55,907
Health Services Assistant	\$3,637	100%	12	\$43,649
Registered Nurse II	\$7,094	50%	12	\$42,566
Contract Nurse Practioner				\$103,587
Contract Registered Nurse II				\$59,782
Contract Health Education Specialist				\$34,903
Total Personnel				\$340,394
Fringe Benefits @	51.51%			\$73,207
Total Personnel & Benefits				\$413,601

OPERATING EXPENSES

CDS

General Office Expense (paper, pens, pencils)	\$50
Medical Supplies	\$8,980
Communications	\$2,757
Minor Equipment (printers, software licenses)	\$500

Clinics

General Office Expense (paper, pens, pencils)	\$6,372
Communications	\$1,380
Duplication/Printing (educational materials)	\$1,498
E.H.R and other Maintenance	\$3,420
STI Test/Lab Fees	\$123,240

Total Operating Expenses **\$148,197**

MAJOR EQUIPMENT (If >\$50K, please itemize) **\$0**

TRAVEL (meetings, site visits) **\$10,882**

CDS	\$4,000
Clinics	\$6,882

SUBCONTRACTORS

Name of subcontractor or service to be performed **\$0**

(Must provide a detail budget for all subcontractors - See Subcontractors Budget Template)

Total Subcontractors **\$0**

OTHER COSTS **\$0**

INDIRECT COSTS (XX% OF PERSONNEL AND BENEFITS) **\$33,266** 15.45%

BUDGET GRAND TOTAL **\$605,947**

**Exhibit B, Attachment I
Budget
Year 4
July 1, 2022 – June 30, 2023**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months on Project</u>	<u>Budget</u>
Communicable Disease Investigator	\$4,659	100%	12	\$55,907
Health Services Assistant	\$3,637	100%	12	\$43,649
Registered Nurse II	\$7,094	50%	12	\$42,566
Contract Nurse Practioner				\$103,587
Contract Registered Nurse II				\$59,782
Contract Health Education Specialist				\$34,903
Total Personnel				\$340,394
Fringe Benefits @	51.51%			\$73,207
Total Personnel & Benefits				\$413,601

OPERATING EXPENSES

CDS

General Office Expense (paper, pens, pencils)	\$50
Medical Supplies	\$8,980
Communications	\$2,757
Minor Equipment (printers, software licenses)	\$500

Clinics

General Office Expense (paper, pens, pencils)	\$6,372
Communications	\$1,380
Duplication/Printing (educational materials)	\$1,498
E.H.R and other Maintenance	\$3,420
STI Test/Lab Fees	\$123,240

Total Operating Expenses **\$148,197**

MAJOR EQUIPMENT (If >\$50K, please itemize) **\$0**

TRAVEL (meetings, site visits) **\$10,882**

CDS	\$4,000
Clinics	\$6,882

SUBCONTRACTORS

Name of subcontractor or service to be performed **\$0**
(Must provide a detail budget for all subcontractors - See Subcontractors Budget Template)

Total Subcontractors **\$0**

OTHER COSTS **\$0**

INDIRECT COSTS (XX% OF PERSONNEL AND BENEFITS) **\$33,266** 15.45%

BUDGET GRAND TOTAL **\$605,947**

INDIRECT COSTS									
Budget Total								\$11,680	

NOTES:

1. The Indirect Cost Rate is negotiated between CDPH and the local health jurisdiction and CDPH on an annual basis. A copy of the current rates is included in the email with your templates for use in the budget and budget justifications.

**California Department of Public Health
Division of Communicable Disease Control
July 1, 2020 - June 30, 2021
Fiscal Year: 2020/2021**

PERSONNEL		Monthly Salary	Percent of Time	Months	Budget	DESCRIPTION OF EXPENSE
Communicable Disease Investigator I			100%	12	\$55,907	Duties and Responsibilities: The Communicable Disease Investigator (CDI) will coordinate Latent Tuberculosis Infection (LTBI). Ensuring these start and complete LTBI treatment. The CDI will also educate patients on the importance of starting and completing LTBI treatment.
Health Service Assistant I			100%	12	\$43,649	Duties and Responsibilities: The Health Service Assistant I (HSA I) will assist the CDI I with patient treatment compliance (i.e. home visit, video DOT). The HSA will also assist in monitoring QFT, TST, and other LTBI related reports providers make.
Registered Nurse II			50%	12	\$42,566	Duties and Responsibilities: The RN II will perform provider outreach as it relates to the importance of recommending LTBI treatment, starting LTBI treatment, and completing treatment.
Contract Nurse Practitioner					\$103,587	Duties and Responsibilities: The contract Nurse Practitioner will provide diagnostic treatments to patients.
Contract Registered Nurse II					\$59,782	Duties and Responsibilities: The contract RN II will examine, educate and treat patients
Contract Health Education Specialist					\$34,903	Duties and Responsibilities: The contract Health Education Specialist will perform outreach responsibilities educating the public.
					\$340,394	
BENEFITS						
Benefits			51.51%		\$73,207	Local health jurisdiction benefit rate. For benefit rates that exceed 50% please provide a justification for the rate.
OPERATING EXPENSES						
General Office Expense					\$50	pencil paper for 3 staff
Medical Supplies					\$8,980	Rifampin (\$39.28 per treatment x 50=\$ 1954) Rifapentine (\$140.52 x50 people =\$7028)
Communications					\$2,757	2 e-mail accounts for 2 employees
General Office Expense - Clinics					\$6,372	Office supplies for clinical staff and contract employees
Communications					\$1,380	VPN, email, internet and cellular services
Duplication/Printing - Clinics					\$1,498	Provide education materials to the public
E.H.R and other Maintenance					\$3,420	Provide maintenance towards the Department of Public Health's electronic health record database
STI Test/Lab Fees - Clinics					\$123,240	Support cost for increased lab fees and STI tests for patients

**California Department of Public Health
Division of Communicable Disease Control
July 1, 2021 - June 30, 2022
Fiscal Year: 2021/2022**

PERSONNEL		Monthly Salary	Percent of Time	Months	Budget	DESCRIPTION OF EXPENSE
Communicable Disease Investigator I			100%	12	\$55,907	Duties and Responsibilities: The Communicable Disease Investigator (CDI) will care coordinate Latent Tuberculosis Infection (LTBI) . Ensuring these start and complete LTBI treatment. The CDI will also educate patients on the importance of starting and completing LTBI treatment.
Health Service Assistant I			100%	12	\$43,649	Duties and Responsibilities: The Health Service Assistant I (HSA I) will assist the CDI I with patient treatment compliance (i.e. home visit, video DOT). The HSA will also assist in monitoring QFT, TST, and other LTBI related reports providers make.
Registered Nurse II			50%	12	\$42,566	Duties and Responsibilities: The RN II will perform provider outreach as it relates to the importance of recommending LTBI treatment, starting LTBI treatment, and completing treatment.
Contract Nurse Practitioner					\$103,587	Duties and Responsibilities: The contract Nurse Practitioner will provide diagnostic treatments to patients.
Contract Registered Nurse II					\$59,782	Duties and Responsibilities: The contract RN II will examine, educate and treat patients
Contract Health Education Specialist					\$34,903	Duties and Responsibilities: The contract Health Education Specialist will perform outreach responsibilities educating the public.
BENEFITS				Total Personnel	\$340,394	
Benefits			51.51%		\$73,207	Local health jurisdiction benefit rate. For benefit rates that exceed 50% please provide a justification for the rate.
OPERATING EXPENSES						
General Office Expense					\$50	pencil paper for 3 staff
Medical Supplies					\$8,980	Rifampin (\$39.28 per treatment x 50=\$ 1954) Rifapentine (\$140.52 x50 people =\$7028)
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Duplication/Printing - Clinics					\$1,498	Provide education materials to the public
E.H.R. and other Maintenance					\$3,420	Provide maintenance towards the Department of Public Health's electronic health record database
STI Test/lab Fees - Clinics					\$123,240	Support cost for increased lab fees and STI tests for patients



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
County Indirect Rates to be applied to Contracts

County/City	2019/20 Indirect Cost Rate Applied			2019/20 Notes
	Total Personnel Cost	Total Allowable Direct Cost	Cognizant Rate	
Alameda County		14.920%	N/A	
Alpine County		15.000%	N/A	Submitted ICR was above cap
Amador County	25.000%		N/A	Submitted ICR was above cap
Berkeley, City of	10.000%		N/A	LHD did not submit ICR this year
Butte County	25.000%		N/A	Submitted ICR was above cap
Calaveras County	25.000%		N/A	Submitted ICR was above cap
Colusa County	25.000%		N/A	Submitted ICR was above cap
Contra Costa	14.350%		N/A	Submitted ICR was above cap
Del Norte County	25.000%		N/A	Submitted ICR was above cap
El Dorado County	25.000%		N/A	Submitted ICR was above cap
Fresno County	25.000%		N/A	Submitted ICR was above cap
Glenn County	22.540%		N/A	
Humboldt County	25.000%		N/A	Submitted ICR was above cap
Imperial County	25.000%		N/A	Submitted ICR was above cap
Inyo County	25.000%		N/A	Submitted ICR was above cap
Kern County	25.000%		N/A	Submitted ICR was above cap
Kings County	25.000%		N/A	Submitted ICR was above cap
Lake County	24.960%		N/A	Submitted ICR was above cap
Lassen County	25.000%		N/A	Submitted ICR was above cap
Long Beach, City of	21.110%		N/A	
Los Angeles County	21.310%		N/A	
Madera County	25.000%		N/A	Submitted ICR was above cap
Marin County	25.000%		N/A	Submitted ICR was above cap
Mariposa County	25.000%		N/A	Submitted ICR was above cap
Mendocino County	25.000%		N/A	Submitted ICR was above cap
Merced County	25.000%		N/A	Submitted ICR was above cap
Modoc County	23.870%		N/A	Submitted ICR was above cap
Mono County	25.000%		N/A	Submitted ICR was above cap
Monterey County	25.000%		N/A	Submitted ICR was above cap



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
County Indirect Rates to be applied to Contracts**

County/City	2019/20 Indirect Cost Rate Applied			2019/20 Notes
	Total Personnel Cost	Total Allowable Direct Cost	Cognizant Rate	
Ventura County	15.860%		N/A	
Yolo County	25.000%		N/A	Submitted ICR was above cap
Yuba County	25.000%		N/A	Submitted ICR was above cap

CASHIER/FISCAL REPRESENTATIVE

The Cashier/Fiscal Representative is the individual who is responsible for submitting invoices and receiving the invoice payments. The mailing address is where the payments will be mailed.

Name Paul Chapman

Title Administrative Manager

Mailing Address 172 W. 3rd Street, 6th Floor, San Bernardino 92415-0010

Street Address (If Different) _____

Telephone Number 909-387-6630

Fax Number 909-387-6886

Email paul.chapman@dph.sbcounty.gov

Submit

GOVERNMENT AGENCY TAXPAYER ID FORM

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: GovSuppliers@cdph.ca.gov or fax it to (916) 650-0100, or mail it to the address above.

Principal Government Agency Name: **County of San Bernardino**

Remit-To Address (Street or PO Box): **351 North Mountain View Avenue**

City: **San Bernardino** State: **CA** Zip Code+4: **92415-0010**

Government Type: City County Special District Federal Other (Specify)


Federal Employer Identification Number (FEIN): **95-6002748**

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FISCAL ID# <small>(if known)</small>	<input type="text"/>	Dept/Division/Unit Name	Public Health	Complete Address	351 N. Mountain View Ave., San Bernardino, CA 92415-0003
FISCAL ID# <small>(if known)</small>	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FISCAL ID# <small>(if known)</small>	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FISCAL ID# <small>(if known)</small>	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person: **Paul Chapman** Title: **Administrative Manager**

Phone number: **909-387-6630** E-mail address: **Paul.Chapman@dph.sbcounty.gov**

Signature:  Date: **1-16-20**