

CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and **Columbus Public Health** (hereinafter referred to as "Contractor"), with its principal place of business at 240 Parsons Ave., Columbus, OH 43215.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT #6NU38OT000306-04-01, CFDA #93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of Year 1 Agreement shall begin on January 2, 2022, and shall continue in effect until July 31, 2022, unless earlier terminated in accordance with the terms herein. Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421, pursuant to CDC's directions and in compliance with the applicable guidance, federal rules, and regulations. Upon such approval, NACCHO will issue a contract modification to extend the period of performance and obligate Year 2 funding to Contractor. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$26,341.63. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. One invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$26,341.63	1.1, 1.2 Submission of signed contract and completion of pre-assessment provided by NACCHO (\$2,500.00) 2.1 Report of results from scan or assessment of LHD staff training needs related to IPC (\$9,841.63) 3.4.1 Complete and track at least 4 outreach and response activities including ICAR assessment (via telephone, video chat or in person) (\$14,000.00)	July 31, 2022
YEAR 2 - Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421.			
Invoice II	\$53,658.37	2.2 Development of a customized IPC training plan for LHD staff to strengthen the ability to conduct COVID-19 and HAI outbreak investigation and assessment (such as ICARs) and provide training and education to facilities (\$4,000.00) 2.3 Development of an agreement with IPC content expert partner to either lead or support LHD staff assessment and training, as well as to provide support in implementation of other activities, as needed. (\$1,658.37) 2.4 Tracking document showing LHD staff completion of training plan (staff roles, progress (\$2,000.00) 3.1 Creation or documentation of a coordinated approach (strategy or plan) develop in conjunction with the state health department HAI/AR program to use available COVID-19 and HAI/AR infection data to respond to possible outbreaks by assisting with facility assessments (ICARs), becoming a go-to resource for infection prevention training for facilities' staff, and strengthening LHD and state alignment for COVID-19 preparedness and response strategies. (\$4,000.00) 3.2 Summary report detailing a) initial scan for and b) engagement and coordination over the course of the project with stakeholders also	June 30, 2023

		<p>engaging with high-risks facilities on IPC activities (\$3,000.00)</p> <p>3.3 Development of a strategy for prioritizing facilities to target outreach and response strategies (\$3,000.00)</p> <p>3.4.2 Complete and track at least 15 outreach and response activities including ICAR assessment (via telephone, video chat or in person) (\$14,000.00)</p> <p>4.1 Participation in at least 75% of community of practice calls and/or check in polls (\$1,500.00)</p> <p>4.2 Participation in at least 60% of living learning network calls (\$1,500.00)</p> <p>4.3 At least 3 posts or responses on the BLOC COVID-19 or living learning network virtual community pages (\$1,000.00)</p> <p>4.4 Completion of mid assessment provided by NACCHO (\$2,000.00)</p> <p>4.5 Completion of post assessment provided by NACCHO (\$2,000.00)</p> <p>4.6 Submission of end of project report in template provided by NACCHO (\$2,000.00)</p> <p>4.7 Support of at least one communications product to share lessons learned and best practices (\$2,000.00)</p> <p>B.1 Development of preliminary comprehensive toolkit for assisting LTCF stand up infection prevention and control program (\$5,000.00)</p> <p>B.2. Implement and pilot comprehensive tool kit for assisting LTCF stand up an infection prevention and control program (\$5,000.00)</p>	
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NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for *the giving of notices as set forth in Section 25* of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities

under this Agreement.

8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.

13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D, Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Organization certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be

paid with federal funds.

21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
22. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing."
23. CORONAVIRUS DISEASE 2019 (COVID-19) Funds: The contractor acknowledged that the project is funded under the Coronavirus Preparedness and Response Supplemental Appropriation Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) and/or the Consolidated Appropriation Act, 2021 (P.L. 116-260), Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260) and hereby agrees, as to applicable to the award, to 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measure and 3) assist the United States Government in implementation and enforcement of federal orders related to quarantine and isolation. The Contractor will comply, to the extent applicable, with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.

Furthermore, consistent with 45 C.F.R. 75.322, the Contractor agrees to provide to CDC copies and/or access to COVID-19 data collected including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
24. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
25. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City
Health Officials
Attn: Christina Baum
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4204
Fax (202) 783-1583
Email: cbaum@naccho.org

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Director, Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

Columbus Public Health
Attn: Naomi Tucker
Director, Office of Infectious Disease
Investigation
240 Parsons Ave.,
Columbus, OH 43215
Tel. (614) 645-6833
Fax. (614) 645-1620
Email: NETucker@columbus.gov

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By : *Jerome Chester*
Jerome Chester (Apr 28, 2022 14:01 EDT)
Name : Jerome Chester
Title : Chief Financial Officer
Date : Apr 28, 2022

By : *Mysheika Roberts*
Name : Mysheika Roberts
Title : Health Commissioner
Date : 3/31/2022

Federal Tax ID No.: 31-6400223
DUNS No.: 93290176

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
CONTRACTOR AGREEMENT – ATTACHMENT I
SCOPE OF WORK**

SCOPE OF WORK

Task 1: Completed within 30 days of receiving contract from NACCHO:

1. Submission of signed contract
2. Completion of pre-assessment provided by NACCHO*

Task 2: Building local health department (LHD) capacity for outreach and response activities including educating facilities regarding reporting requirements and/or implementation of CDC's Infection Control Assessment and Response (ICAR) tool:

1. Report of results from scan or assessment of LHD staff training needs related to IPC no later than July 31, 2022.
2. Development of a customized IPC training plan for LHD staff to strengthen the ability to conduct COVID-19 and HAI outbreak investigations and assessments (such as ICARs) and provide training and education to facilities Sept 30 2022.
3. Development of an agreement with an IPC content expert partner (e.g., the Association for Professionals in Infection Control and Epidemiology (APIC) local chapter, IPC consultant, or other IPC subject matter expert in your area) to either lead or support LHD staff assessment and training, as well as to provide support in implementation of other activities, as needed. Sept 30 2022
4. Tracking document showing LHD staff completion of training plan (staff roles, progress) Sept 30 2022

Task 3: Coordination and implementation of outreach and response activities including educating facilities regarding reporting requirements and/or conducting ICAR assessments with high-risk facilities:

1. Creation or documentation of a coordinated approach (strategy or plan) developed in conjunction with the state health department HAI/AR program to use available COVID-19 and HAI/AR infection data to respond to possible outbreaks by assisting with facility assessments (ICARs), becoming a go-to resource for infection prevention training for facilities' staff, and strengthening LHD and state alignment for COVID-19 preparedness and response strategies Sept 30, 2022
2. Summary report detailing a) initial scan for and b) engagement and coordination over the course of the project with stakeholders also engaging with high-risk facilities on IPC activities no later than June 30, 2023. Examples of stakeholders include:
 - o State surveyors or licensing agencies; Veterans Affairs; the Federal Emergency Management Agency; academic institutions; regional public health and healthcare coalitions (e.g., Quality Innovation Network-Quality Improvement Organizations [QIN-QIOs]); and associations representing high-risk facility staff or residents
 - o Stakeholders can also engage high-risk facilities on related activities, including preparedness, health equity, immunization, food safety, etc.
3. Development of a strategy for prioritizing facilities to target outreach and response activities Sept 30, 2022
4. Complete and track at least 30 outreach and response activities including ICAR assessments (via telephone, video chat, or in-person)
 - o 3.4.1: 15 outreach and response activities including ICAR assessments completed by July 31, 2022
 - o 3.4.2: 15 outreach and response activities including ICAR assessments completed by June 30, 2023

Task 4: Coordination with NACCHO and participation in peer sharing and technical assistance opportunities, completed no later than June 30, 2023:

1. Participation in at least 75% of bi-monthly community of practice calls and/or check-in polls
2. Participation in at least 60% of Living Learning Network Calls
3. At least 3 posts or responses on the BLOC COVID-19+ or Living Learning Network Virtual Community Pages
4. Completion of mid- and post-assessment*
5. Submission of end of project report to articulate challenges, lessons learned, successes, and future needs and final evaluation measures as requested by NACCHO*
6. Support of at least one communications product to share lessons learned and best practices*

**Templates for these deliverables will be provided by NACCHO in advance of due date.*

SUPPLEMENTAL ACTIVITIES

Task B: Adapt, compile, collate, or develop materials (e.g., checklists, toolkits, educational resources, trainings, handouts, signs) to support LHD implementation of federal guidance related to monitoring and responding to HAIs, AR, and emerging threats (e.g., COVID-19) in facilities, completed no later than June 30, 2023:

- Development of preliminary comprehensive tool kit for assisting LTCF stand up an infection prevention and control program. Sept 30 2022.
- Implement and pilot comprehensive tool kit for assisting LTCF stand up an infection prevention and control program. June 30 2023.

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$26,341.63	1.1, 1.2 Submission of signed contract and completion of pre-assessment provided by NACCHO (\$2,500.00) 2.1 Report of results from scan or assessment of LHD staff training needs related to IPC (\$9,841.63) 3.4.1 Complete and track at least 4 outreach and response activities including ICAR assessment (via telephone, video chat or in person) (\$14,000.00)	July 31, 2022
YEAR 2 - Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421.			
Invoice II	\$53,658.37	2.2 Development of a customized IPC training plan for LHD staff to strengthen the ability to conduct COVID-19 and HAI outbreak investigation and assessment (such as ICARs) and provide training and education to facilities (\$4,000.00)	June 30, 2023

		<p>2.3 Development of an agreement with IPC content expert partner to either lead or support LHD staff assessment and training, as well as to provide support in implementation of other activities, as needed. (\$1,658.37)</p> <p>2.4 Tracking document showing LHD staff completion of training plan (staff roles, progress (\$2,000.00)</p> <p>3.1 Creation or documentation of a coordinated approach (strategy or plan) develop in conjunction with the state health department HAI/AR program to use available COVID-19 and HAI/AR infection data to respond to possible outbreaks by assisting with facility assessments (ICARs), becoming a go-to resource for infection prevention training for facilities' staff, and strengthening LHD and state alignment for COVID-19 preparedness and response strategies. (\$4,000.00)</p> <p>3.2 Summary report detailing a) initial scan for and b) engagement and coordination over the course of the project with stakeholders also engaging with high-risks facilities on IPC activities (\$3,000.00)</p> <p>3.3 Development of a strategy for prioritizing facilities to target outreach and response strategies (\$3,000.00)</p> <p>3.4.2 Complete and track at least 15 outreach and response activities including ICAR assessment (via telephone, video chat or in person) (\$14,000.00)</p> <p>4.1 Participation in at least 75% of community of practice calls and/or check in polls (\$1,500.00)</p> <p>4.2 Participation in at least 60% of living learning network calls (\$1,500.00)</p> <p>4.3 At least 3 posts or responses on the BLOC COVID-19 or living learning network virtual community pages (\$1,000.00)</p> <p>4.4 Completion of mid assessment provided by NACCHO (\$2,000.00)</p>	
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