

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

AMENDMENT NO. 2 TO AGREEMENT FOR DIRECTLY OBSERVED THERAPY
FISCAL YEAR 2022

THIS AMENDMENT NO. 2 (“Amendment”) is made and entered into by and between Fort Bend County, a body corporate and politic under the laws of the State of Texas, (“COUNTY”), and The Reserves Network, Inc., dba Team1Medical Staffing (“Contractor”) (hereinafter collectively referred to as the “parties”).

WHEREAS, on or about January 25, 2021, the parties entered into an Agreement for Directly Observed Therapy (DOT) services for patients with tuberculosis, which was subsequently amended on or about April 27, 2021, and is collectively referred to as (the “Agreement”), which is incorporated by reference; and

WHEREAS, the parties now desire to renew the agreement for an additional year through December 31, 2022, and to add funds to the Budget for Fiscal Year 2022, thereby increasing the maximum compensation amount; and

WHEREAS, the County has determined that the Agreement is for personal or professional services and is therefore exempt from competitive bidding under Chapter 262, of the Texas Local Government Code; and

WHEREAS, this Agreement is authorized pursuant to the Texas Health and Safety Code Ann. Section 81.005; and

WHEREAS, funding for this program under the Agreement is provided either in full, or in part from the Texas Department of State Health Services (“DSHS”) Contract No. HHHS000448000001 under the Tuberculosis Prevention and Control-State Grant Program.

NOW THEREFORE, for and in consideration of the mutual benefits to be derived by the parties hereto, County and Contractor agree to the following changes, which are incorporated as if a part of the original Agreement:

- A. Scope of Services.** Contractor shall continue to provide Direct Observed Therapy (DOT) services for patients with tuberculosis, as described in the Request for Quote, attached hereto as Exhibit A, and incorporated by reference as if set forth herein verbatim.

B. Maximum Compensation.

1. Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of seventy-five thousand and 00/100 dollars (75,000.00), specifically allocated to fully discharge any and all liabilities County may incur for fiscal year 2022, as described in the DSHS Contract No. HHS000448000001, Amendment No. 2, attached as Exhibit B, and incorporated by reference.
2. The Maximum Compensation payable to Contractor for all services rendered under this Agreement is hereby increased to an amount not to exceed \$150,438.00, authorized as follows:

\$28,438.00 under the original Agreement, and

\$47,000.00 under Amendment No. 1, and

\$75,000.00 under this Amendment No. 2.

In no case shall the amount paid by County exceed the Maximum Compensation without a written amendment approved by the parties.

C. Time for Performance. The term of this Agreement is effective January 1, 2022 and shall terminate on December 31, 2022, unless terminated sooner in accordance with the terms of the Agreement.

D. Payment. Payment shall be made by County within thirty (30) days of receipt of invoice.

E. Non-appropriation. It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County.

Except as provided herein, all terms and conditions of the original Agreement, and this Amendment shall remain unchanged. If there is a conflict between this Amendment and the attached Exhibits, this Amendment shall prevail to the extent of the conflict.

{EXECUTION PAGE FOLLOWS}

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IN WITNESS WHEREOF, the parties put their hands to this Amendment on the dates indicated below.

FORT BEND COUNTY

**THE RESERVES NETWORK, INC., d/b/a
TEAM1MEDICAL STAFFING**

Laura Bowen

Laura Bowen (Feb 9, 2022 14:49 CST)

KP George, County Judge

Authorized Agent- Signature

Date

Laura Bowen
Authorized Agent- Printed Name

ATTEST:

President

Title

Laura Richard, County Clerk

February 9, 2022
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of **\$75,000.00** are available to pay the obligation of Fort Bend County within the foregoing Agreement.

Robert E. Sturdivant, County Auditor

EXHIBIT A: Scope of Services: Request for Quote

EXHIBIT B: DSHS Contract No. HHS000448000001, Amendment No. 2

EXHIBIT A



Fort Bend County Clinical Health Services
**DIRECTLY OBSERVED THERAPY (DOT) AND
CONDUCTING CONTACT INVESTIGATION
OF TUBERCULOSIS (TB)**

RFQ-Request for Quote



Team1Medical Staffing
2401 Fountain View Drive, Suite 800
Houston TX 77057
713.952.6760

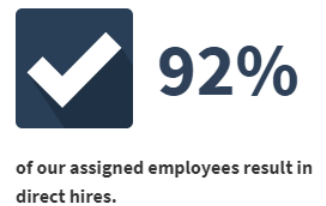
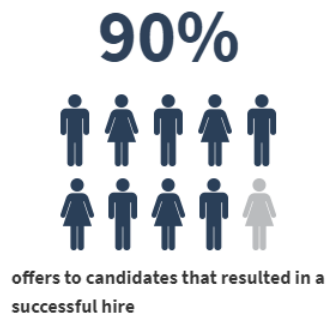
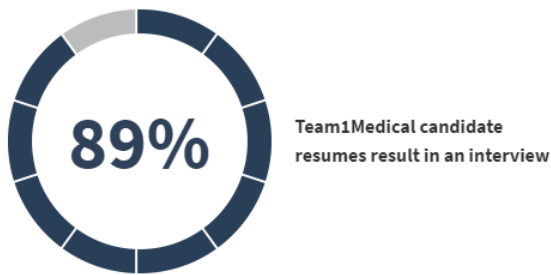
METHODOLOGY

Team1Medical Staffing

2401 Fountain View Drive, Suite 800
Houston, Texas 77057
www.ExecuTeam.com

Team1Medical Staffing are a veteran owned Houston based staffing firm that has been operational for over 30 years. Team1Medical specializes in allied health professionals both clinical and non-clinical. Team1Medical's administrative division, ExecuTeam Staffing specializes in administrative, accounting and professional staffing.

Our agency has a knack for spotting – and placing – top talent. We're different than other employment agencies in Houston because we genuinely love what we do, and it shows:



WHY TEAM1MEDICAL?

The prospective partnership of Team1Medical brings numerous value propositions for your organization.

I. Experience with Public Sector Business

- Team1Medical's understanding of the public, non-profit and private sector culture which is invaluable to the selection of 'right fit' candidates
- Multiple years of experience in servicing government entities with successful results.
- Team1Medical's highly experienced staff dedicated to expansion of our government clientele and development of mutually beneficial, long term relationships.
- 30+ years servicing a variety of public sector customers including:
**City of Richmond | City of Rosenberg | City of Sugar Land
Fort Bend Independent School District | Fort Bend County – Health & Human Services | Harris County Public Health | City of Houston – Health & Human Services**

II. Experience with COVID response (see next section) teams

III. Customized staffing service models

- Client centric model allows Team1Medical to adapt to your individual needs and expectations.
- Operations within the placement process, time keeping, invoicing and reporting can be tailored as needed.

IV. Proven performer

- 20+ years staffing expertise with Fort Bend County
- Recognized by the Houston Business Journal as:
 - "Top 25 Permanent Placement Firm", since 1999
 - "Top 25 Temporary Placement Firm", since 1994
 - "Houston Fast 100 Company", 2010
 - Inavero "Best in Staffing" Winner for past 5 years, designation earned by less than 1% of staffing companies in North America
 - Forbes Top Executive Search Firm, since 2018

CURRENT & PAST EXPERIENCES

In response to the current COVID pandemic, ExecuTeam and Team1Medical Staffing have experience in staffing a variety of positions within the Public Health specialty. Positions have included:

Bilingual Registration Support
Certified Nursing Assistant
Clinic Assistant
Congregate Setting Testing Scheduler
Contact Tracer
COVID Testing Site Coordinator
CRP Strike Team Coordinator
CRP Strike Team Deputy
CT Coordinator
Epidemiologist
Epidemiologist Biostatistician
Epidemiologist Generalist
Epidemiologist investigator
GIS Specialist
Inbound/Escalation Call Center Rep.
Infection Control Practitioner
Laboratory Tech
Licensed Clinical Social Worker
Licensed Vocational Nurse
Medical Laboratory Technician
Medical Assistant
Microbiologist
Public Health Nurse
Registered Nurse
Specimen Processor
Staff Epidemiologist
Surveillance Investigator - Epidemiology
Wellness Screener

References can be provided by:

City of Houston – Health & Human Services | City of Houston – Human Resources | Harris County Public Health | Fort Bend County – Health & Human Services

PROCESS TO HIRE

Communication is the key factor of success. Team1Medical working directly with the department would first conduct a needs assessment in the four critical factors in placement –

1. Interpersonal chemistry
2. Skills and experience
3. Work style and work ethic
4. Corporate culture

Most staffing companies recruit and place candidates solely on skills and experience. At Team1Medical, we go beyond the hard skills of a candidate. Understanding the individual department and company's style and culture and matching these to the candidates is critical to success. Our staff conducts a through needs assessment with your hiring managers to ensure a complete understanding in these areas.

Once a needs assessment is completed the search assignment begins!

By proactively recruiting candidates Team1Medical consistently maintains a database of screened and tested candidates ready for placement. Utilizing our automated system, Team1Medical's representatives pull their resources to contact the candidates that would best contribute to your success. In the event, pre-employment investigations are required, our online resources allow for a short turnaround time for our screened employee to begin work immediately.

RECRUITING & SCREENING PROCESS

Team1Medical employees are screened, tested, and receive an extensive pre-employment assessment and background evaluation. Candidates are evaluated for fit in skill sets, corporate culture, work style and interpersonal fit. We believe this provides you with personnel that will exceed your expectations. If for any reason an employee does not meet your expectations, Team1Medical will adhere to the RFP standards of the vendor's guarantee.

Screening

Candidates participate in an extensive pre-screening and interviewing process. Each candidate receives an evaluative, in-depth interview prior to referral. All applicants furnish three business references regarding past work experience, which are evaluated for relevant work history and tenure. Criminal investigations are conducted on all candidates and testing is conducted to fit the job specification. Other diagnostic and evaluative tools may be administered at the request of the client. The identification and selection processes are tailored to meet individual job and client specifications.

Credentialing and Onboarding

Prior to a Team1Medical employee starting any assignment with an organization, the following pre-employment criminal and background investigations are completed with our services:

- Harris and Fort Bend County Criminal District Database search
- OFAC – Office of Foreign Asset Control (US Department of Treasury)
- OIG State – Office of Inspector General – Texas Health & Human Services Commission
- OIG Federal – Office of Inspector General – of excluded individuals and entities
- SAM – System for Award Management
- NSOPW – National Sex Offender Public Website
- Past Employer Reference (Supervisor and/or Peer)
- Professional License/ Certification verification
- DMV/MVR – Department of Motor Vehicles check. Due to the driving nature required for these positions, each employee must consent to a pre-employment driving record check and motor vehicle report. A driving record search may reveal information that some courts do not classify as criminal, such as alcohol related offenses, driving infractions, tickets and accidents.
- Additionally, all clinical employees (including Medical Assistants, Nursing and Diagnostic Imaging Specialists) will have verified Basic Life Support-BLS and/or Cardiopulmonary Resuscitation-CPR credentials.

Team1Medical adheres to all guidelines set forth by the Fair Credit Reporting Act (FCRA), federal, and state laws.

PLACEMENT PROCESS

Once a candidate selection is made – either by your existing staff or individuals sourced by Team1Medical, our staff takes a proactive approach to ensure employees are prepared for work on their first day of their assignment.

Drug Screening

As part of Team1Medical's Value Added Service, a 5 panel drug screen can be performed during the pre-employment screening process at no additional fee. ExecuTeam hires no candidate who tests positive for alcohol or prohibited substances.

Orientation

One element to ensure employees are productive from day one is to ensure that a customized orientation is created and implemented mirroring your company's standard operating procedures and expectations. Team1Medical provides an exclusive Orientation Program and Brochure created especially for employees assigned to your department. Content can include items such as:

- Rules & regulations

- Dress Code
- Instructions for reporting illness, emergencies, etc
- Instructions when employee is showing COVID related symptoms
- Timecard instructions
- Work Schedule including overtime instructions

Customer Service Program – Performance Reviews

Our Success is YOUR Success.

ExecuTeam Staffing provides total staffing management solutions based on one simple principle: both parties should mutually benefit from the partnership. Our first priority is realizing what’s important to you. With that understanding, we are able to provide services that are differentiated by accomplishing results-based staffing solutions.

We believe attitude and action are at the pinnacle of client retention. Our continuous “cycle of improvement” standard effectively measures, improves and assesses employees and services that support a client for life philosophy, ensuring long-term staffing continuity and consistency are met.

ExecuTeam Performance Review System (EPRS)



This system enables a periodic review of strategic and operational issues facilitating the assessment of contingent staffing in achieving its mission and strategic goals.

1. The EPRS establishes a framework for measuring, reporting, and reviewing performance against plans established with the client.
2. During this process each business unit identifies, defines, and tracks the essential elements of its performance.
3. The EPRS provides the opportunity to identify areas where revisions are necessary, which then can be incorporated into the next cycle.

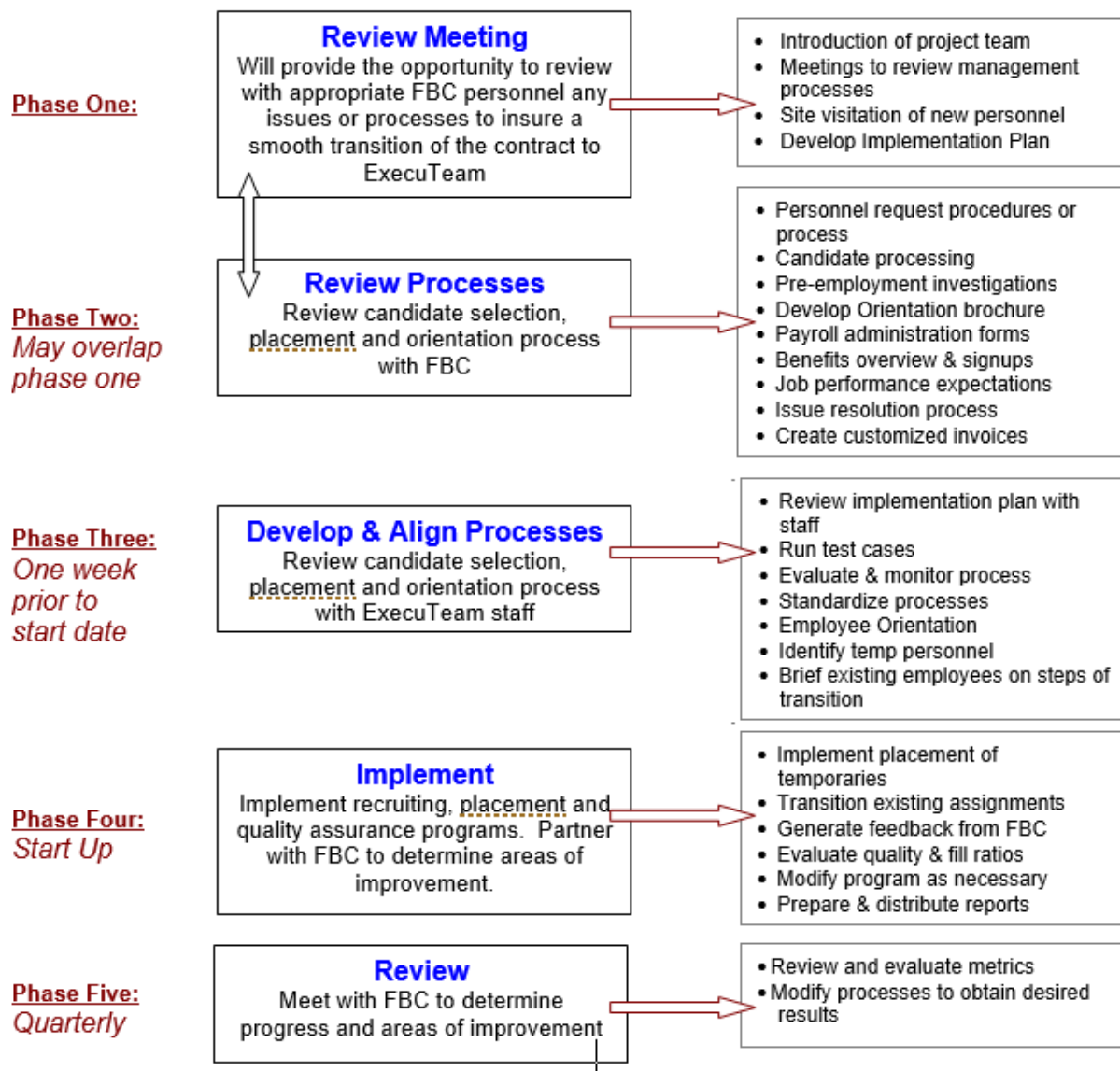
The global client satisfaction rate of the PERC Report consistently ranks above 94%.

TRANSITION PLAN

Project Methodology: Management Plan

Team1Medical's goal is to provide a smooth transition process of aligning our business practices with Fort Bend County resulting in minimal operational disruption to your company. Since Team1Medical has been partnering with FBC for the past several years, many of the infrastructure including computer operating systems and financial arrangements have already been completed.

Immediately after award of the contract and establishment of a start date, the following steps will be implemented:



Project Methodology: Management Team

Employee	Personnel	Role in Transition
FBC Project Manager	Laura Bowen, CTS President	<ul style="list-style-type: none"> • Strategic planning and management • Client relations
FBC Project Manager	Veronica Salazar Director	<ul style="list-style-type: none"> • Overall project oversight • Safety Management • Hands-on management of quality control and customer satisfaction
FBC Account Manager	Jessica Randolph, CTS/CHP Staffing Consultant	<ul style="list-style-type: none"> • Day to Day contact with customer • Placement of personnel including contract and payrolling services • Orientation of employees • Transitioning of existing personnel
FBC Recruiter	Alethea White Recruiter	<ul style="list-style-type: none"> • Assistant to Jessica with sourcing and qualifying of candidates • Onboarding of candidates including drug testing and background checks
Payroll Administration	Lori Baril Payroll Administrator	<ul style="list-style-type: none"> • Weekly administration of electronic timecards to employees and clients • Processing direct deposit and pay cards for employees • Assists with benefits administration
Invoicing & Payment Support	Heather Hiros Accounting Specialist	<ul style="list-style-type: none"> • Oversees all billing and invoicing activities • Implements invoice customization

POSITION DESCRIPTION

Non-clinical shall provide directly observed therapy, and symptom check and report to the case manager if positive symptoms.

Clinical staff RN or LVN shall monitor vital signs, and symptom check and report to the case manager if positive symptoms.

PRICING

Bill Rates are based per hour and include the following services:

- ExecuTeam to provide qualified and skilled personnel
- ExecuTeam to perform onboarding requirements (pre-employment background investigations including credentialing, driving record search and drug screen) and orientation of personnel
- Customized employee orientation
- Direct access to company’s management team including President (a Fort Bend County resident for over 20 years)
- Direct access to staffing professionals currently certified by American Staffing Association including Account Manager holding a current Certification as a Certified Healthcare Staffing Professional
- Electronic onboarding process (can be completed anywhere/anytime)
- Electronic timesheet entry and approval process
- Billed electronically on a weekly basis
- Temporary employees eligible to be hired full-time after the completion of 520 continuous hours of employment. Payrolled employees eligible to be hired full-time with 1 week notice.
- Employee’s pay rate plus all federal and state mandated taxes and insurance including ACA compliance
- Additional insurance coverage including Errors and Omission, Cyber Liability and Crime Coverage
- Employees will be reimbursed for mileage by Fort Bend County and administered directly between the employee and Fort Bend County. For employees to receive reimbursement, they must adhere to FBC’s standard operating procedures

	Pay Rates/hour*	Temp Bill Rates/hour	Payrolling Bill Rates/hour
Non-Clinical Staff	\$25.00	\$35.75	\$34.00
LVN	\$31.00	\$44.33	\$42.16
RN	\$35.00	\$50.05	\$47.60

*Pay rate is in line with similar roles with area employers such as Harris County Public Health and Fort Bend County

Hours worked over 40hours in the same week (Monday thru Sunday) are paid and billed as overtime rates. Hours worked on days recognized as County holidays are paid and billed at the overtime rate (time and half)

Rates valid through December 31, 2021

EXHIBIT B

DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS000448000001
AMENDMENT NO. 2

The Department of State Health Services (“DSHS”) and Fort Bend County (“Grantee”) collectively the “Parties,” to that certain grant Contract effective September 1, 2019 and denominated DSHS Contract No. HHS000448000001, now want to amend the Contract.

Whereas, DSHS wants to exercise its option to renew the Contract term for a one-year term; and

Whereas, the Parties want to revise the Scope of Work and add funds to the Budget for Fiscal Year 2022; and

Whereas, the Parties want to revise the signature document to change the DSHS Contract Representative’s name;

The Parties therefore amend the Contract as follows:

1. Article IV of the Signature Document, Duration, is hereby amended to reflect a revised termination date of August 31, 2022.
2. Article V of the Signature Document, Payments for Services Performed, is hereby amended to add **\$178,763.00** in DSHS funding with the Grantee providing **\$35,753.00** in matching funds for a combined total of **\$214,516.00** for the fiscal year 2022. The total Contract will not exceed **\$620,652.00**. All expenditures under the Contract will be in accordance with Attachment B-2, FY2022 Budget.
3. Article VI of the Signature Document is hereby amended to replace the DSHS Contract Representative’s name from Samantha Lavoie, CTCM to Lacy Alexander.
4. Article IV of Attachment A, Programmatic Reporting Requirements, is hereby amended to include the following FY2022 table below:

Report Name	Frequency	Period Begin	Period End	Due Date
FY22 Narrative Report	Annually	Sept. 1, 2021	August 31, 2022	April 1, 2022
FSR & Match Reimbursement/Certification Form (“Form B-13A”)	Quarterly	Sept. 1, 2021	Nov. 30, 2022	Dec. 31, 2022
FSR & Form B-13A	Quarterly	Dec. 1, 2021	Feb. 29, 2022	March 31, 2022
FSR & Form B-13A	Quarterly	March 1, 2022	May 31, 2022	June 30, 2022
FSR & Form B-13A	Quarterly	June 1, 2022	August 31, 2022	October 17, 2022

5. Attachment B, Payment for Services Provided, is hereby supplemented with Attachment B-2, which is attached and incorporated into the Contract by reference.
6. This Amendment shall be effective on September 1, 2021.
7. Except as modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in full effect.
8. Any further revisions to the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

**SIGNATURE PAGE FOR AMENDMENT NO. 2
DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS00044800001**

DEPARTMENT OF STATE HEALTH SERVICES FORT BEND COUNTY

DocuSigned by:
Jennifer Sims
By: FF74006FBA6747E...

Name: Jennifer Sims

Title: Deputy Commissioner

Date of Signature: April 27, 2021

DocuSigned by:
KP George
By: F546587DD2BD433...

Name: KP George

Title: County Judge

Date of Signature: April 26, 2021

**THE FOLLOWING ATTACHMENT IS ATTACHED AND ITS TERMS INCORPORATED INTO THE
CONTRACT BY REFERENCE:**

ATTACHMENT B-2-FY2022 BUDGET

**ATTACHMENT B-2
FY2022 BUDGET**

(September 1, 2021– August 31, 2022)

Budget Categories	DSHS Funds	Cash Match	Category Total
Personnel	\$94,987	\$0	\$94,987
Fringe Benefits	\$55,337	\$0	\$55,337
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$2,510	\$0	\$2,510
Contractual	\$25,929	\$0	\$25,929
Other	\$0	\$0	\$0
Total Direct Costs	\$178,763	\$0	\$178,763
Indirect Costs	\$0	\$35,753	\$35,753
Totals	\$178,763	\$35,753	\$214,516

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Final Audit Report

2022-02-09

Created:	2022-02-09
By:	Laura Bowen (laura@executeam.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2I1vcFsyPC5w-Y5LkqYKxtjXDKax-flB

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2022-02-09 - 8:48:15 PM GMT
-  Email viewed by Laura Bowen (info@executeam.com)
2022-02-09 - 8:48:45 PM GMT- IP address: 50.202.219.70
-  Document e-signed by Laura Bowen (info@executeam.com)
Signature Date: 2022-02-09 - 8:49:06 PM GMT - Time Source: server- IP address: 50.202.219.70
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