



TEXAS
Health and Human
Services

Texas Department of State Health Services

Jennifer A. Shuford, M.D., M.P.H.
Commissioner

The Honorable KP George
County Judge
Fort Bend County
301 Jackson Street
Richmond, Texas 77469-3108

Subject: Sexually Transmitted Disease/Human Immunodeficiency Virus
Disease Intervention Specialists (STD/HIV-DIS) Contract
Contract Number: HHS001120300010, Amendment No. 3

Dear Judge George:

Enclosed is the STD/HIV-DIS amendment between the Department of State Health Services and Fort Bend County.

The purpose of this contract is to control and prevent the spread of Sexually Transmitted Diseases (STDs), including Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and viral hepatitis.

The amendment revises the definition of Calendar Year and makes conforming modifications throughout the Contract.

Please contact me by phone at (512) 776-6582 or by email at amber.vasche@dshs.texas.gov if you have any questions or need additional information.

Sincerely,

Amber Vasché, CTCD, CTCM
Contract Manager
Department of State Health Services

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS001120300010
AMENDMENT NO. 3**

The **DEPARTMENT OF STATE HEALTH SERVICES** (“DSHS” or “System Agency”), a pass-through entity, and **FORT BEND COUNTY** (“Grantee”), each a “Party” and collectively the “Parties” to that certain grant contract to control and prevent the spread of Sexually Transmitted Diseases (STDs), including Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and viral hepatitis under the STD/HIV-DIS Prevention Services Program effective March 23, 2022, and denominated DSHS Contract No. HHS001120300010 (“Contract”), as amended, now desire to further amend the Contract.

WHEREAS, the Parties desire to revise the definition of Calendar Year to align with award guidelines and to revise associated budget periods and reporting requirements.

NOW, THEREFORE, the Parties modify the Contract as follows:

1. The end date for the Calendar Year 2022 is revised to be January 31, 2023.
2. All references to Calendar Year 2023 are restated to be the period starting February 1, 2023 and ending December 31, 2023.
3. **SECTION VI, REPORTING REQUIREMENTS**, in **ATTACHMENT A-1, REVISED STATEMENT OF WORK**, of the Contract is deleted in its entirety and replaced with the following tables for Calendar Year 2022 and Calendar Year 2023 reporting requirements:

CALENDAR YEAR 2022 REPORTING:

REPORT NAME	FREQUENCY	PERIOD STARTS	PERIOD ENDS	DUE DATE
Semiannual Report	First six (6) months	03/01/2022	08/31/2022	09/30/2022
Semiannual Report	Remaining five (5) months	09/01/2022	01/31/2023	02/28/2023
Congenital Syphilis Case Investigation and Infant Syphilis Control Records	Monthly	03/01/2022	01/31/2023	Due thirty (30) calendar days after period being reported. Note: This Report is submitted through THISIS and is subject to HIPAA and PHI data requirements.

Local Responsible Party (LRP) Report	First six (6) months	03/01/2022	08/31/2022	09/30/2022
Final LRP Report	Remaining five (5) months	09/01/2022	01/31/2023	02/28/2023
Financial Status Report (FSR)	Biannually	03/01/2022	08/31/2022	09/30/2022
Final FSR	Remaining five (5) months	09/01/2022	01/31/2023	03/15/2023

CALENDAR YEAR 2023 REPORTING:

REPORT NAME	FREQUENCY	PERIOD STARTS	PERIOD ENDS	DUE DATE
Semiannual Report	First five (5) months	02/01/2023	06/30/2023	07/31/2023
Semiannual Report	Remaining six (6) months	07/01/2023	12/31/2023	01/31/2024
Congenital Syphilis Case Investigation and Infant Syphilis Control Records	Monthly	02/01/2023	12/31/2023	Due thirty (30) calendar days after period being reported. Note: This Report is submitted through THISIS and is subject to HIPAA and PHI data requirements.
Local Responsible Party (LRP) Report	First five (5) months	02/01/2023	06/30/2023	07/31/2023
Final LRP Report	Remaining six (6) months	07/01/2023	12/31/2023	01/31/2024
Financial Status Report (FSR)	Biannually	02/01/2023	06/30/2023	07/31/2023
Final FSR	Remaining six (6) months	07/01/2023	12/31/2023	02/15/2024

4. **ATTACHMENT B-2, REVISED BUDGET (SEPTEMBER 2022)**, of the Contract is deleted in its entirety and replaced with **ATTACHMENT B-3, REVISED BUDGET (REVISED DECEMBER 2022)**, which is attached to this Amendment and incorporated into the Contract for all purposes.

5. This Amendment shall be effective as of the date last signed below.
6. Any further revisions to the Contract shall be by written agreement of the Parties.
7. Each Party represents and warrants that the person executing this Amendment on its behalf has full power and authority to enter into this Amendment.

SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE FOR AMENDMENT NO. 3
DSHS CONTRACT NO. HHS001120300010

DEPARTMENT OF STATE HEALTH SERVICES

FORT BEND COUNTY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date of Signature: _____

Date of Signature: _____

ATTACHMENT B-3
REVISED BUDGET (REVISED DECEMBER 2022)

CATEGORICAL EXPENDITURES		
Budget Category	Calendar Year 2022: March 23, 2022 – January 31, 2023	Calendar Year 2023: February 1, 2023 – December 31, 2023
PERSONNEL	\$186,131.00	\$178,200.00
FRINGE BENEFITS	\$94,647.00	\$92,745.00
TRAVEL	\$13,284.00	\$6,037.00
EQUIPMENT	\$0.00	\$0.00
SUPPLIES	\$76,672.00	\$6,415.00
CONTRACTUAL	\$108,800.00	\$0.00
OTHER	\$27,745.00	\$15,490.00
TOTAL DIRECT CHARGES	\$507,279.00	\$298,887.00
INDIRECT CHARGES	\$0.00	\$0.00
TOTAL	\$507,279.00	\$298,887.00

As identified in this Contract and used herein, the term “Calendar Year” or “CY” means the period defined and identified in the Categorical Expenditures table.

Certificate Of Completion		
Envelope Id: AEAF7B02BDFB4EE893B81E3DBC7650B2		Status: Sent
Subject: \$806,166.00 HHS001120300010 Fort Bend County A3 HIV/DIS		
Source Envelope:		
Document Pages: 6	Signatures: 0	Envelope Originator: CMS Internal Routing Mailbox 11493 Sunset Hills Road #100 Reston, VA 20190 CMS.InternalRouting@dshs.texas.gov IP Address: 167.137.1.10
Certificate Pages: 5	Initials: 0	
AutoNav: Enabled		
EnvelopeId Stamping: Enabled		
Time Zone: (UTC-06:00) Central Time (US & Canada)		
Record Tracking		
Status: Original 1/25/2023 2:45:33 PM	Holder: CMS Internal Routing Mailbox CMS.InternalRouting@dshs.texas.gov	Location: DocuSign
Signer Events	Signature	Timestamp
The Honorable KP George County.judge@fortbendcountytx.gov Fort Bend County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/2/2021 3:59:58 PM ID: 474773d2-9ba5-441a-b77e-59bd9f48590f		Sent: 1/26/2023 11:18:20 AM
Helen Whittington helen.whittington@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/6/2023 11:14:32 AM ID: 86f14dcc-4b9d-47f3-870d-b0cf1b7513c1		
Patty Melchior Patty.Melchior@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 5/5/2022 12:43:08 PM ID: f01589da-43a7-481e-996a-7c50409e5d48		
Kirk Cole Kirk.Cole@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/6/2023 8:50:01 AM ID: 8563a7d1-6331-4abc-96ee-ed142777d1fb		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Raquel Garza raquel.garza@fortbendcountytexas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/26/2023 11:18:19 AM Viewed: 2/7/2023 12:20:55 PM
Amber Vasche amber.vasche@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/26/2023 11:18:18 AM Viewed: 2/7/2023 11:45:40 AM
Barbarah Martinez barbarah.martinez@fortbendcountytexas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 5/24/2022 11:20:00 AM ID: 8a965aaa-a5d5-42a1-aa1e-6b4854f8ffcd	COPIED	Sent: 1/26/2023 11:18:18 AM Viewed: 1/26/2023 11:18:57 AM
CMS Internal Routing Mailbox CMS.InternalRouting@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/26/2023 11:18:19 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DSHS Contract Management Section (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact DSHS Contract Management Section:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: alison.joffrion@hhsc.state.tx.us

To advise DSHS Contract Management Section of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at alison.joffrion@hhsc.state.tx.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from DSHS Contract Management Section

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to alison.joffrion@hhsc.state.tx.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with DSHS Contract Management Section

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to alison.joffrion@hhsc.state.tx.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DSHS Contract Management Section as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DSHS Contract Management Section during the course of your relationship with DSHS Contract Management Section.