

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 **Fort Bend County** (hereinafter referred to as “Contractor”), with its principal place of business at 301 Jackson ST, Richmond, Texas 77469-3108.

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 # 6NU38OT000306-05-01, 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 the Agreement shall begin on November 01, 2023, and shall continue in effect until June 30, 2024, unless earlier terminated in accordance with the terms herein. 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 \$75,000.00. 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. Three (3) invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$25,000.00	Task 1a. Create a team of 2-3 members to support the project activity. (\$333.33) Task 1b. Complete the project’s pre-assessment.* (\$333.33) Task 1c. Join the NACCHO Disease Forecasting and Analytics Community of Practice Virtual Community and the	December 31, 2023

		<p>Disease Forecasting Demo Site Virtual Community (\$333.34)</p> <p>Task 2a. Conduct a landscape analysis of LHD capacity related to data collection, analysis, visualization, and communication with decision-makers and provide NACCHO with a copy of the analysis plan and findings (\$10,000.00)</p> <p>Task 3a. Develop a staffing model related to forecasting and analytics that includes a training plan to build LHD staff capacity and skill sets and address any gaps identified (the training plan can be ongoing and does not need to reflect training only within the project period). (\$4,000.00)</p> <p>Task 4a. Create a project plan outlining the goals, priorities, activities, and objectives for this work. It should include at least three activities outlined in the RFA. (\$10,000.00)</p>	
Invoice II	\$33,500.00	<p>Task 5a. Share with NACCHO a version of the project implementation plan that shows progress toward goals, objectives, and activities. (\$15,000.00)</p> <p>Task 6a. Establish a framework for monitoring, evaluation, and quality assurance to assess the ongoing effectiveness and impact of the enhanced disease forecasting and analytics capabilities and share with NACCHO (\$15,000.00)</p> <p>Task 7a. Participate in the tabletop simulation at Preparedness Summit 2024. (\$1,500.00)</p> <p>Task 5b. Complete the project's mid-assessment. (\$2,000.00)</p>	March 31, 2024
Invoice III	\$16,500.00	<p>Task 9a. Participate in technical assistance calls and at least 80% of monthly community of practice calls. (\$2,000.00)</p> <p>Task 9b. Provide documentation of at least 7 posts per LHD on the Virtual Community page, which can include sharing resources</p>	June 30, 2024

		<p>such as codes or models, training materials, communication plans, etc (\$1,500.00)</p> <p>Task 9c. Submit of end of project report* to articulate challenges, lessons learned, successes, and future needs and final evaluation measures as requested by NACCHO. (\$3,500.00)</p> <p>Task 9d. Support at least one communications product to share lessons learned and best practices. (\$1,500.00)</p> <p>Task 8a. Share with NACCHO a version of the project implementation plan that shows additional progress toward goals, objectives, and activities. (\$5,000.00)</p> <p>Task 9e. Complete the project's post-assessment (\$3,000.00)</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. Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR Part

401.14.

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, Contractor hereby 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 email, 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: Meghan Shea
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 938-3119
Fax (202) 783-1583

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Senior Director, Grants & Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272

Email: mshea@naccho.org

Fax (202) 783-1583

Email: ahutapea@naccho.org

FOR CONTRACTOR:

Fort Bend County
Attn: Nicolette Janoski
Epidemiology Division Manager
301 Jackson ST,
Richmond, Texas 77469-3108
Tel. (832) 600-9785
Fax (832) 471-1817
Email:
Nicolette.Janoski@fortbendcountytexas.gov

With a copy to:

Fort Bend County
Attn: Nicolette Janoski
Epidemiology Division Manager
58/55 Sienna Springs Way,
Missouri City, TX 77459
Tel. (832) 600-9785
Fax (832) 471-1817
Email:
Nicolette.Janoski@fortbendcountytexas.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 : _____

By : _____

Name : Jerome Chester

Name : K P George

Title : Chief Financial Officer

Title : County Judge

Date : _____

Date : _____

Federal Tax ID No.: 74-6001969

UEID: MJG8N8EPN2L3

DUNS No.: 081497075

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

SCOPE OF WORK

Fort Bend Health & Human Services

SCOPE OF WORK

Task 1 (to be completed by 12/31/2023):

- a. Create a team of 2-3 members to support the project activity.
- b. Complete the project's pre-assessment. *
- c. Join the NACCHO Disease Forecasting and Analytics Community of Practice Virtual Community and the Disease Forecasting Demo Site Virtual Community.

Task 2 (to be completed by 12/31/2023):

- a. Conduct a landscape analysis* of LHD capacity related to data collection, analysis, visualization, and communication with decision-makers and provide NACCHO with a copy of the analysis plan and findings.

Task 3 (to be completed by 12/31/2023):

- a. Develop a staffing model* related to forecasting and analytics that includes a training plan to build LHD staff capacity and skill sets and address any gaps identified (the training plan can be ongoing and does not need to reflect training only within the project period).

Task 4 (to be completed by 12/31/2023):

- a. Create a project plan* outlining the goals, priorities, activities, and objectives for this work. It should include at least three activities outlined in the RFA.

Task 5 (to be completed by 3/31/2024):

- a. Share with NACCHO a version of the project implementation plan that shows progress toward goals, objectives, and activities.
- b. Complete the project's mid-assessment. *

Task 6 (to be completed by 3/31/2024):

- a. Establish a framework for monitoring, evaluation, and quality assurance to assess the ongoing effectiveness and impact of the enhanced disease forecasting and analytics capabilities and share with NACCHO.

Task 7 (to be completed by 3/31/2024):

- a. Participate in the tabletop simulation at Preparedness Summit 2024.

Task 8 (to be completed by 5/30/2024):

- a. Share with NACCHO a version of the project implementation plan that shows additional progress toward goals, objectives, and activities.

Task 9 (to be completed by 6/30/2024):

Coordinate with NACCHO and participate in peer sharing and technical assistance and training:

- a. Participate in technical assistance calls and at least 80% of monthly community of practice calls.

- b. Provide documentation of at least 7 posts per LHD on the Virtual Community page, which can include sharing resources such as codes or models, training materials, communication plans, etc.
- c. Submit of end of project report* to articulate challenges, lessons learned, successes, and future needs and final evaluation measures as requested by NACCHO.
- d. Support at least one communications product* to share lessons learned and best practices.
- e. Complete the project's post-assessment. *

* NACCHO will provide templates and/or guidance for these deliverables in advance of the due date.

CFA Deliverable Budget				
Invoice Period	Deadline	Deliverable	Cost	Total Invoice Amount
Invoice 1: Dec 31, 2023		Task 1a. Create a team of 2-3 members to support the project activity.	\$ 333.33	\$ 25,000.00
		Task 1b. Complete the project's pre-assessment. *	\$ 333.33	
		Task 1c. Join the NACCHO Disease Forecasting and Analytics Community of Practice Virtual Community and the Disease Forecasting Demo Site Virtual Community.	\$ 333.34	
		Task 2a. Conduct a landscape analysis of LHD capacity related to data collection, analysis, visualization, and communication with decision-makers and provide NACCHO with a copy of the analysis plan and findings.	\$ 10,000.00	
		Task 3a. Develop a staffing model related to forecasting and analytics that includes a training plan to build LHD staff capacity and skill sets and address any gaps identified (the training plan can be ongoing and does not need to reflect training only within the project period).	\$ 4,000.00	
		Task 4a. Create a project plan outlining the goals, priorities, activities, and objectives for this work. It should include at least three activities outlined in the RFA.	\$ 10,000.00	
Invoice 2: March 31, 2024		Task 5a. Share with NACCHO a version of the project implementation plan that shows progress toward goals, objectives, and activities	\$ 15,000.00	\$ 33,500.00
		Task 6a. Establish a framework for monitoring, evaluation, and quality assurance to assess the ongoing effectiveness and impact of the enhanced disease forecasting and analytics capabilities and share with NACCHO	\$ 15,000.00	
		Task 7a. Participate in the tabletop simulation at Preparedness Summit 2024.	\$ 1,500.00	
		Task 5b. Complete the project's mid-assessment.	\$ 2,000.00	
Invoice 3: June 30, 2024		Task 9a. Participate in technical assistance calls and at least 80% of monthly community of practice calls.	\$ 2,000.00	\$ 16,500.00
		Task 9b. Provide documentation of at least 7 posts per LHD on the Virtual Community page, which can include sharing resources such as codes or models, training materials, communication plans, etc.	\$ 1,500.00	
		Task 9c. Submit of end of project report* to articulate challenges, lessons learned, successes, and future needs and final evaluation measures as requested by NACCHO.	\$ 3,500.00	
		Task 9d. Support at least one communications product to share lessons learned and best practices.	\$ 1,500.00	
	May 30, 2024	Task 8a. Share with NACCHO a version of the project implementation plan that shows additional progress toward goals, objectives, and activities.	\$ 5,000.00	
		Task 9e. Complete the project's post-assessment.	\$ 3,000.00	
Total				\$ 75,000.00
Total budgeted:				\$ 75,000.00